



# **ALSAGER TOWN COUNCIL**

## **DRAFT BUDGET**

**FY2016/17**

**J MELIA  
FINANCE MANAGER**

**D DINGLE**

**COUNCILLOR D HOUGH  
INTERIM CHAIRMAN: FINANCE, POLICY & GOVERNANCE COMMITTEE**

**November 2015**

**ALSAGER TOWN COUNCIL**

**DRAFT CAPITAL & REVENUE BUDGET 2016/17**

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## ALSAGER TOWN COUNCIL

### DRAFT CAPITAL & REVENUE BUDGET 2016/17

#### Overview

The Local Government Act 1992, Section 49A requires a Local Precept Authority (Alsager Town Council) to prepare a budget to calculate its Precept requirement.

That Budget must give details of planned expenditure for the following year ensuring that financial resources are aligned to the priorities of the Council and local community.

It should be noted that the Town Council receives a Council Tax Support Grant from Cheshire East Council, which has been reducing year on year since its introduction in FY2013/14. This Grant is subject to review by Cheshire East Council and will be communicated early in 2016.

The Town Council is keen to preserve services for Alsager residents. The aim is always to try and achieve more with less and providing value for money for the council tax payer is the overriding aim.

I would like to thank my fellow councillors, the council staff and our many volunteers and co-opted members for the contribution they have made to the operation of the Civic and our other services so making Alsager a better place for all of us to live in.

All meetings of the Town Council are open to members of the public and we welcome the views and comments during the public participation period.

Setting a budget always needs balance and the Town Council has acted responsibly to balance the needs of local people against the ability to pay for the services they want.

During 2016/17 we will ensure the Council's financial resources are aligned to its priorities and by monitoring performance we will ensure that our resources are used effectively and that our business planning and financial decision making are made in the context of performance and meeting the needs of the community in terms of local service delivery, at Alsager Civic, Neighbourhood Planning and the general well being of the community.

The 2016/17 Budget has been subject to scrutiny by the service committees and has been considered by Finance Committee. The provisional recommendations from the Finance, Policy & Governance Committee at its meeting on Tuesday 3<sup>rd</sup> November 2015 to Town Council for consideration on Tuesday 17<sup>th</sup> November 2015 are:

- i) A total provisional budget of £330,030 for FY2016/17, with potential opportunities to make reductions to be investigated further.
- ii) That, the General Reserves be utilised to finance the budget to the scale of £11,111.
- iii) That, a provisional Precept request of £319,000 should be considered, an increase of 10% from FY2015/16.

Final figures are still to be confirmed from Cheshire East Council with regards to the Council Tax Base and the Council Tax Support Grant for FY2016/17. We expect the Council Tax Base to rise as a result of new houses built in the Town.

The Council Tax Support Grant was detailed in the Pre-Budget Consultation Document issued by Cheshire East Council on Thursday 29<sup>th</sup> October 2015. The proposal currently under consultation is that the grant payment will cease from 1<sup>st</sup> April 2016.

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At its meeting on Tuesday 3<sup>rd</sup> November 2015, the Finance, Policy & Governance Committee agreed a response to Cheshire East Council on the pre-budget consultation document which urges Cheshire East to continue with the provision of a Council Tax Support Grant to Town and Parish Councils and that they be notified of any further changes in a more timely manner that suits our budget setting process.

The budget of £330,030 currently being proposed includes a Council Tax Support Grant to be received from Cheshire East Council of £13,032.

Using a Council Tax Base of 4,255.33 (as per FY15/16), a Precept of £319,000 would mean a payment of £74.96 per year per Band D equivalent, which is an increase of £6.81 per year from FY2015/16.

A summary of the main items contributing towards the budget increase can be found on page 28 of this report.

**Councillor D Hough**  
**Vice Chairman Finance, Policy and Governance Committee**  
**November 2015**

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#### Budget Timetable

The timetable for the Budget Setting Process is as follows:-

- w/c 13<sup>th</sup> Jul 2015 Corporate Strategy Working Group to meet to consider Budget direction
- 4<sup>th</sup> August 2015 Reserves Strategy Review by FG&P Committee  
Pre-Budget Report considered by FG&P Committee
- 25<sup>th</sup> August 2015 Town Council approve the Reserves Strategy
- Sep/Oct 2015 Consultations with Officers and preparation of Draft Budgets in accordance with the Pre-Budget Financial Strategy.  
Recommendations from FG&P Committee.
- Sep/Oct 2015 Town Clerk to hold Personnel Committee meeting to consider annual staff appraisal and review to feed salaries for 2016/17 into budget.  
Personnel committee to agree its Budget 2016/17
- w/c 1<sup>st</sup> Oct 2015 Hold Grants panel to feed in grants value to budget
- 12<sup>st</sup> Oct 2015 Alsager Civic and Services Committee to Review Draft Budget  
Make recommendations to the FG&P Committee.
- 20<sup>th</sup> Oct 2015 Planning, Environment and Community Services Committee to Review Draft Budget and make recommendations to the FG&P Committee.
- 3<sup>rd</sup> Nov 2015 Finance Committee to consider the various budgets and to Recommend the Budget for 2016/17 to the Town Council.

Note: Immediately after this meeting the Draft Budget will be available on the Council's website as a public document and available for inspection at the Council offices.

- 17<sup>th</sup> Nov 2015 Town Council to consider provisional recommendations from Finance Committee on budget FY2016/17
- 8<sup>th</sup> Dec 2015 Town Council to agree the final 2016/17 budget and to set the level of Precept for 2016/17
- 20<sup>th</sup> Jan 2016 Town Council to inform Cheshire East Council of the Precept for 2016/17

## ALSAGER TOWN COUNCIL

### DRAFT CAPITAL & REVENUE BUDGET 2016/17

#### Financial Stability

This establishes how the amount available to spend on council services is determined and how local and national influences impact on funding.

External economic pressures which impact on the budget include:

- Pay expenditure
- Pension provision
- Inflation
- National Economic situation
- Unemployment levels

Internal Pressure

- Income Generation
- Business Development
- Continuous Review of Income & Expenditure

The Town Council strategy is to maintain adequate reserves to protect against risk and support investment.

#### Adequacy of Balances and Reserves

The Town Council has two types of reserves:

- General Reserves  
Balances in this category are not identified for specified purposes, but will be used to cushion against the impact of emerging events or genuine emergencies.
- Earmarked Reserves  
Balances in this category are set aside for specified projects where spending will occur outside of the usual annual spending pattern of the budget.

The in-year use of general reserves requires Council approval following a recommendation by Finance Committee and must not be used for any level of recurring spending, unless that spending will be included in the Revenue Budget for the following financial year. In all cases the use of reserves should be approved by the Responsible Financial Officer in consultation with the Chairman of Finance.

Alsager Town Council's draft investment policy (which is still to be adopted) proposes that 'a sum approximately equal to 25% - 50%, depending on financial circumstances, of its Net Revenue Expenditure will be maintained as the General (non-earmarked) Reserve, in accordance with good practice'.

Net Revenue Expenditure in the 2015/16 budget is £295,102. Point 6.3 would indicate an acceptable range for the general reserve of between £73,776 and £147,551. A General Reserve balance of £117,539 is within this range, although towards the top end of the scale.

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It should be noted that as the value of net revenue expenditure in the budget increases, so too does the level of General Reserve which is considered to be necessary or acceptable.

A well-run authority with a prudent approach to setting its budget, will each year consider its level of general balances. These general balances will also need to be supported by earmarked reserves for specific needs and commitments.

In coming to a view on the adequacy of the Town Council's reserves, account needs to be taken of the risks facing the Council in terms of any significant unforeseen spending commitments.

#### **Council Tax Support Grant**

As part of the 2010 Spending Review, HM Government announced that it would localise support for Council Tax from 2013/14. The Welfare Reform Bill 2011 contained provisions for the abolition of Council Tax Benefit paving the way for a new localised scheme.

Cheshire East Council advised on Thursday 29<sup>th</sup> October 2015 that they propose to cease further payment of the Council Tax Support Grant to Town & Parish Councils from 1<sup>st</sup> April 2016.

The Grant received in FY15/16 was £17,103. Cheshire East Council Tax Support Grant reduced by 24% between FY2014/15 and FY2015/16.

The value for FY2016/17 is currently under review by Cheshire East Council. The same percentage reduction has been assumed for FY2016/17 and a value of £13,032 has been budgeted to be received.

Cheshire East pre Budget report issued on Thursday 29<sup>th</sup> October 2015 includes the proposal to cease further payment of the CTSG from 1<sup>st</sup> April 2016, they have asked for responses to this consultation document.

#### **Bank Accounts**

The Town Councils current/reserve accounts are held with National Westminster Bank

The Town Council has no Invested Capital Funds

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**Management of Council Reserves**

At 30<sup>th</sup> September 2015 the Council's Reserve stood at:

**Reserves Statement at 30th September 2015**

<b>2013/14</b>		<b>2014/15</b>	<b>30th September 2015</b>
121,609.65	General Funds	120,512.76	117,538.65
	Earmarked Reserves		
5,109.22	Election Milton Park Refurbishment	5,109.22	6,000.00
		3,500.00	3,500.00
21,903.69	Civic Hall Reserve	1,155.34	1,155.34
416.67	War Memorial	416.67	2,500.00
14,100.00	Offices	14,100.00	14,100.00
12,134.00	Budget 2013/14 Surplus	12,134.00	
18,300.00	Community Services	18,300.00	
25,866.00	CTSG 13/14		
	Neighbourhood Plan		30,434.00
<b><u>97,829.58</u></b>		<b><u>54,715.23</u></b>	<b><u>57,689.34</u></b>
<b><u>219,439.23</u></b>		<b><u>175,227.99</u></b>	<b><u>175,227.99</u></b>

1. Minute number 15/129 from the Town Council meeting held on 6<sup>th</sup> October 2015 states that:
  - i) That the level of General Reserves be maintained at a figure close to the April 2015 opening balance of £120, 513.
  - ii) That the earmarked reserve for Elections be increased by £891 to £6,000 as the level which is considered to be required to cover the cost of an election.
  - iii) That the Council hold an earmarked reserve for improvements to the vehicular access to Milton Park at £3,500 with the intention that it is spent within 2015/16.
  - iv) That the Council hold the earmarked reserve for Civic Development at £1,155 with the intention that it is spent within 2015/16.



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- v) That the earmarked reserve for War Memorial be increased from £417 to £2,500 as the level which is considered to be required to cover the cost of restoration of the War Memorial.
  - vi) That the Council hold the Council Offices reserve of £14,100 pending discussions with CEC around the future of 3 Lawton Road.
  - vii) That the Council hold the Project Development reserve at £12,134 and that the Neighbourhood Plan community consultation event be funded from this source.
  - viii) That the Council hold the Community Services reserve of £18,300.
  - viii) That the Project Development Reserve and Community Services Reserve be identified as one potential source of funding for the Neighbourhood Plan should it be agreed that work be started.
2. Minute number 15/138 from the Town Council meeting held on 6<sup>th</sup> October committed a total of £7,986 from the General Reserve as financing of the replacement internal doors at Alsager Institute by way of a Grant payment under S19 of the Local Government Act 1976.
  3. The forecast outturn from the FY2015/16 half year accounts (September 15) is a surplus of £2,129. If this forecast is accurate, that would lead to a corresponding increase in the general reserve balance.

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**Financial Risk Assessment**

Given the context of developments in the public sector, the current economic climate, and the Council's need to deliver local priorities within the limits of available funding, risk management has an increased profile. It is important that the Town Council is able to demonstrate that it has effective financial risk management processes in place.

A key corporate risk relates to financial control and the impact this may have on the Council's financial stability. The following highlights the existing controls and planned improvement actions

**Risk Description**

<b>Financial Control</b>	<b>Existing Controls and Evidence</b>	<b>Actions</b>
Risk that the Council fails to manage expenditure within budget and maintain an adequate level of reserves, hereby threatening financial stability and service continuity and preventing the achievement of corporate objectives.	There are clearly defined financial roles, responsibilities and decision making processes, set out in the Council's Financial Regulations.	Review ongoing impact of current spending projections as part of budget setting and forward financial planning.
	Fully integrated financial management system.  Well-developed financial reporting providing scheduled and ad-hoc reports for management and monitoring purposes.  Robust medium term financial planning linked to service performance and corporate objectives as part of the business planning process.  Reserves strategy incorporating specific analysis of financial risks, forward forecasting and assessment of the adequacy of general balances.  Monthly financial updates incorporating variance analysis and spending projections at service level and overall assessment of impact on balances.  Ongoing review by internal and external audit of the adequacy and effectiveness of financial and	Review service fees and charges and identify new income generating opportunities.

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<b>Financial Control</b>	<b>Existing Controls and Evidence</b>	<b>Actions</b>
	management controls.	
Price Inflation: risk that actual cost increases are higher than budget predictions. Actual costs will be higher than budget as a result.	<ul style="list-style-type: none"><li>• Annual CPI at August 2015 is 0%.</li><li>• Postage costs increased by an average of 1.25% between 2014 &amp; 2015.</li><li>• United Utilities have agreed to Ofwat’s price controls for April 2015 to March 2020 which keeps rates below inflation.</li><li>• Gas &amp; Electricity - In Jan 2015, all big six suppliers announced they would be cutting prices amid demand that bill costs reflect the falling wholesale gas prices. Actual reductions have been criticised as below expectations.</li></ul> All historical data – budgeting up to 18 months in advance.	Incorporate a reasonable allowance for general price increases within the budget to ensure that the Council has sufficient funds to manage activities.  2% general allowance for price increases incorporated within budget FY2016/17

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**Capital Programme 2012-15**

<b>Capital Expenditure Scheme</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>Future Years</b>	<b>Status Report</b>
<b>ALSAGER CIVIC HALL</b>					
1. General improvement to Entrance, Hall, WC areas, Kitchen & Lighting	£50,000				Refurbishment completed 2014.  Kitchen not progressed.
2. Works to implement the building condition survey and DDA Audit.			£150,000		Not progressed.
3. Works in the renewal of roof coverings and upgrade of roof insulation			£50,000		Not progressed
<b>INFORMATION AND COMPUTER SYSTEMS</b>					
<b>1. Procurement of new computer system for the Town Council RBS Omega Finance IT and booking system</b>	£10,000				RBS Financial Management installed in 2013.  Civic booking system not progressed.
<b>OUTDOOR MARKET</b>					
1. Procurement of replacement stalls and other equipment					
<b>ALLOTMENTS</b>					
1. Improvements to allotment sites			£10,000		Alsager Garden's Assoc, preparing a 5 yr development program for the allotment sites.

**Capital Programme 2016-19**

An updated draft capital programme for the period Apr 2016 – Mar 2019 is required.

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**Alsager Town Council Budget FY2016/17**  
**Town Council Service Budget**

	<b>Actual Year to Date 31/08/15</b>	<b>Current Year Annual Budget</b>	<b>Estimated Expenditure to 31/03/16</b>	<b>Budget FY2016/17</b>
<b>Staff Costs - Administration</b>				
Salaries	(26,512)	(90,343)	(82,028)	(102,382)
Employer's Ni	(2,592)	(10,841)	(6,385)	(6,442)
Pensions	(1,011)	(10,226)	(6,664)	(19,768)
Mileage	(4)	(750)	(250)	(250)
Training	-	(5,000)	(5,000)	(5,000)
	<b>(30,119)</b>	<b>(117,160)</b>	<b>(100,327)</b>	<b>(133,842)</b>

**General Administration**

Photocopier Lease	(808)	(2,100)	(2,160)	(2,203)
Photocopier Charges	(347)	(4,650)	(1,190)	(1,214)
Stationery	(665)	(1,600)	(1,600)	(1,632)
Postage	(652)	(1,570)	(1,565)	(1,596)
Telephones & BB	(265)	(1,050)	(636)	(649)
Equipment Purchases	(157)	(3,100)	(3,100)	(3,162)
Subscriptions	(753)	(2,200)	(1,950)	(2,244)
IT Equipment	(257)		(2,650)	(3,269)
IT Maintenance & Support	(1,771)	(5,620)	(5,620)	(4,734)
Website Support & Maintenance	(81)	(1,000)	(1,000)	(1,075)
Communication / Publicity	(1,860)	(2,800)	(2,800)	(1,500)
Insurance	(1,285)	(3,200)	(3,083)	(3,145)
Audit Fees External	(417)	(1,150)	(1,000)	(1,020)
Audit Fees Internal	(201)	(725)	(483)	(493)
Payroll Service	(292)	(2,500)	(750)	(765)
Professional Fees	(709)	(3,000)	(3,500)	(7,060)
Consultancy Fees	(13,630)	(6,000)	(18,170)	(6,000)
Recruitment Fees	(54)	(3,000)	(3,000)	(8,100)
Office Lease	(1,792)	(5,000)	(4,408)	(4,496)
Office Service Charges	(1,351)	(3,900)	(3,405)	(3,473)
Hire of Room - Institute	(2,960)	(2,960)	(2,960)	(3,049)
Bank Charges	(632)	(1,550)	(1,167)	(1,445)
Refuse Collection	-	(105)	(42)	(43)
Repairs & Maintenance	(82)	(105)	(105)	(107)
Rates	(485)	(1,250)	(1,164)	(1,187)
H&S	-	(150)	(150)	(153)
Miscellaneous Expenses	(21)		(21)	

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<b>Expenditure</b>	<b><u>(31,527)</u></b>	<b><u>(60,285)</u></b>	<b><u>(67,678)</u></b>	<b><u>(63,813)</u></b>
Bank Interest Reserve A/C (1)	32		77	78
Bank Interest Reserve A/C (2)	1		2	2
CTSG	17,125	17,103	17,125	13,032
<b>Income</b>	<b>17,158</b>	<b>17,103</b>	<b>17,204</b>	<b>13,113</b>
<b>Town Council Admin Costs</b>				
Chairman's Allowance	(1,650)	(1,650)	(1,650)	(1,683)
Member's Training	-	(3,000)	(3,000)	(3,000)
Room Hire for Meetings	(327)	(500)	(500)	(500)
	<b>(1,977)</b>	<b>(5,150)</b>	<b>(5,150)</b>	<b>(5,183)</b>
<b>Grants &amp; Donations</b>				
S137 Grants	(7,200)	(8,850)	(8,850)	(8,822)
Xmas Tree	-	(500)	(700)	(700)
<b>Grants &amp; Donations - Expenditure</b>	<b>(7,200)</b>	<b>(9,350)</b>	<b>(9,550)</b>	<b>(9,522)</b>
<b>Grants for Town Events</b>				
Christmas Lights	-	(3,100)	(3,100)	(3,100)
Christmas Market	(3,555)	(3,555)	(3,555)	(3,555)
Alsager in Bloom	(2,230)	(2,230)	(2,230)	(2,230)
	<b>(5,785)</b>	<b>(8,885)</b>	<b>(8,885)</b>	<b>(8,885)</b>
<b>Special Items</b>				
PCSO	-	(17,700)	(17,700)	(17,877)
Alsager Partnership	(7,000)	(14,000)	(14,000)	(21,523)
Activities for Young People	-	(1,055)	(1,055)	(1,055)
Institute Contribution - H&S	(1,615)	(1,000)	(1,615)	(2,000)
Institute - Additional Contribution	-	(4,000)		-
VAT Provision	69	(3,000)	(3,000)	(1,500)
CCTV Service	(5,550)	(5,550)	(5,550)	(5,550)
	<b>(14,096)</b>	<b>(46,305)</b>	<b>(42,920)</b>	<b>(49,505)</b>
<b>Projects</b>				
Milton Park Phase 4				-
Civic Development Costs				-
Civic Development Costs Phase2			(1,155)	-
Contingency	-	(5,000)	(5,000)	(5,000)
	<b>-</b>	<b>(5,000)</b>	<b>(6,155)</b>	<b>(5,000)</b>
<b>Budget Enhancements</b>				
Street Furniture & Planters	(60)	-	(60)	-
	<b>(60)</b>	<b>-</b>	<b>(60)</b>	<b>-</b>

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<b>Expenditure</b>	<b>(90,764)</b>	<b>(252,135)</b>	<b>(240,725)</b>	<b>(275,750)</b>
<b>Income</b>	<b>17,158</b>	<b>17,103</b>	<b>17,204</b>	<b>13,113</b>
<b>Net Expenditure over Income</b>	<b>(73,606)</b>	<b>(235,032)</b>	<b>(223,521)</b>	<b>(262,637)</b>

Alsager Town Council Revenue Budget 2016/17 - Notes

Staffing Costs – Administration

4000	Salaries	See notes on page 18.
4005	Employers NI	To cover employers NI contributions.
4010	Employers Pension	Town Council contribution at 20.3% to the Cheshire West & Chester Pension Fund. Auto enrolment staging date 1 <sup>st</sup> July 2016.
4020	Staff Mileage	To cover travel costs of attending meetings, seminars and other civic business and does not include travel to & from home.
4030	Staff Training	This allocation is to meet the costs of training courses, conferences & seminars etc.

General Admin

4100	Photocopier Lease	Lease of High Capacity Copier
4101	Photocopier Charge	Usage charges for the copier
4005	Stationery	This covers the cost of stationery used in the administration of the Council.
4006	Postage	This covers the cost of postage used in the administration of the Council.
4107	Telephone/Broadband	Office phone charges and broadband and email hosting.
4110	Equipment Purchases	Provision to cover cost of office furniture/ equipment repairs and renewals.
4115	Subscriptions	Most of the budget is to meet the annual subscriptions for the Cheshire Association of Local Councils & Society of Local Council Clerks professional qualification subscriptions.
	IT Equipment	Cost of purchasing new or replace IT equipment for the Council administration, including £1,200 to purchase Online Booking System software

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4121	IT Maintenance & Support	Cost of IT Servicing & Repairs through PRISM and RBS Rialtas (Financial Management Package, Online booking system and Asset Recording System)
4130	Website Support & Maintenance	Cost of support and maintenance of the website.
4135	Communication/Publicity	Mostly for the 6 articles per annum in Alsager in Focus & anticipated increased publicity.
4140	Insurance	Review of Insurance carried out in 2012/13 on advice of Internal Auditor resulting in reduction of premium. A 5 year agreement was entered into with Zurich Municipal at discounted rate.
4145	Audit Fees External	This is to meet the cost of the annual external audit carried out by BDO Southampton.
4146	Audit Fees Internal	To meet the cost of an extended annual internal audit undertaken by J D Henry & Co.
4148	Payroll Service	Cost of monthly payroll service undertaken by Marshall & Co.
4151	Professional Fees	Mostly for Human Resources and Health & Safety services proved by Wirehouse. Includes an additional provision of £4,000 for professional advice associated with Asset development.
4153	Consultancy Fees	To meet the cost of the need to engage specialist services and deal with specific issues.
4155	Recruitment Costs	This is a sum to meet costs of recruiting staff posts that might become vacant in the year.
4160	Office Lease	To meet the leasing costs of the Town Council Offices, 3 Lawton Road from CEC.
4161	Office Service Charges	To meet the costs of heating, lighting, repairs and cleaning of the Town Council Offices. Annual charge from CEC.
4165	Hire Of Room - Institute	Cost of hiring on Tuesday evenings at the Institute for all Town Council Meetings.
4170	Bank Charges	The Councils Bank Accounts are held at National Westminster Bank Alsager. We incur branch processing fees and charges for online banking. Online banking charges are set to increase from 1 <sup>st</sup> April 2016.
4400	Refuse Collection	Cost of any special collections by SITA UK the service provider.



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4445	Repairs & Maintenance	Cost of repairs to any equipment used by the Town Council.
4450	Rates	Non Domestic Rates paid to CEC for offices.
	Health & Safety	Cost of PAT testing on equipment owned by Town Council.

**Town Council Admin Costs**

4050	Chairman's Allowance	The Town Chairman receives an Annual Allowance as a contribution towards the cost of their Civic Office and pertaining to their Civic Duties (clothing, travel, donations etc.)
4070	Members' Training/Conferences	This allocation is to meet the cost of attendance of training courses, conferences and seminars etc.
4080	Room Hire For Meetings	This is to meet the cost of hiring Alsager Civic for any meetings.

**Grants & Donations**

4200	Grants S137	To meet expenditure in making grants to voluntary organisations in the Town in accordance with the Town Council Grant Procedure.
	Xmas Tree	To meet the council's contribution to the annual provision of the Town Christmas Tree.

**Grants For Town Events**

4250 4251 4260	Christmas Lights Christmas Market Alsager In Bloom	Contribution to the Christmas Lights in the Town. Contribution to the Christmas Festival in the Town. Contribution for Alsager in Bloom Committee for floral decorations and watering in the Town.
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**Special Items**

4300	PCSO	This item is in respect of Council funding of the Police community support Officers and is covered by a Service Hire Agreement which maintains the current level of contribution for 3 years.
4301	Alsager Partnership	This item is in respect of funding of the Alsager Partnership.
4302	Activities For Young People	This item provides funding towards any activities to support young people in their communities for example the annual Music Festival, Carnival.
4315	Institute Contribution - H&S	This is the contribution for the costs of annually recurring Health and Safety inspections at the Alsager Institute.

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**DRAFT CAPITAL & REVENUE BUDGET 2016/17**

	VAT Provision	Provision for any irrecoverable Input VAT
4317	CCTV Service	This is the cost of the Town Council contribution to the closed circuit television system operated and maintained by CEC in the Alsager Town area. A one year agreement was approved by the Town Council on 11 November 2014.

Projects

4599	Contingency	To meet any unforeseen expenditure in the financial year.
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**ALSAGER TOWN COUNCIL**

**DRAFT CAPITAL & REVENUE BUDGET 2016/17**

Alsager Town Council Revenue Budget 2016/17 - Notes

**Town Council Administration: Salaries**

			£
FT	37 hours pw	Costed 100% to Town Council Administration	38,789
PT	24 hours pw	Costed 100% to Town Council Administration	17,769
PT	15 hours pw	Costed 100% to Town Council Administration	10,766
PT	20 hours pw	Costed 25% to Town Council Administration	3,340
PT	18 hours pw	Costed 100% to Town Council Administration	8,143
PT	22 hours pw	Costed 100% to Town Council Administration	9,952
PT	16 hours pw	Costed 100% to Town Council Administration	8,622
Provision for additional hours			<u>5,000</u>
			<b><u><u>102,382</u></u></b>

**ALSAGER TOWN COUNCIL**

**DRAFT CAPITAL & REVENUE BUDGET 2016/17**

**Alsager Civic Budget FY2016/17**

	<b>Actual Year to Date 31/08/15</b>	<b>Budget FY2015/16</b>	<b>Estimated Income / (Expenditure ) to 31/03/16</b>	<b>Budget FY2016/17</b>
<b>Income</b>				
Bar & Catering Sales	13591	37,000	37,516	39,261
Room Hire	21686	92,500	67,546	72,173
Civic Cinema Ticket Sales	2321	4,000	7,696	7,875
Bingo Club	667	3,000	1,601	1,649
Civic Cinema Raffle Income	305	600	915	942
Farmer's Market Income	2275	3,000	4,405	3,600
Civic Events Ticket Sales	3189		12,910	10,500
Newspaper Sales	43		43	-
	<b><u>44,077</u></b>	<b><u>140,100</u></b>	<b><u>132,632</u></b>	<b><u>136,000</u></b>
<b>Staff Costs - Civic</b>				
Salaries	(26,065)	(82,129)	(69,494)	(75,538)
Employer's Ni	(704)	(5,000)	(3,730)	(3,412)
Pensions	-	(7,780)	(3,083)	(10,661)
Mileage	-	(500)	(100)	(102)
Training	(120)	(1,000)	(1,000)	(1,020)
	<b><u>(26,888)</u></b>	<b><u>(96,409)</u></b>	<b><u>(77,407)</u></b>	<b><u>(90,732)</u></b>
<b>Supplies &amp; Services - Civic</b>				
Photocopier Charges	(165)	(1,100)	(500)	(510)
Stationery	(160)	(2,200)	(1,750)	(1,785)
Postage	-	(400)	(100)	(102)
Telephones & BB	(274)	(1,600)	(574)	(585)
Equipment Purchases	(570)	(2,600)	(2,600)	(2,652)
IT Equipment	(98)	(1,030)	(1,030)	(1,051)
IT Maintenance & Support	(13)	(1,250)	(1,200)	(1,224)
Website Support & Maintenance				(300)
Equipment Hire	(502)		(605)	(870)
Audit Fees Internal	(101)	(300)	(242)	(247)
Payroll Service	(427)	(1,060)	(1,020)	(1,040)
Professional Fees	(50)	-	(200)	(204)
Recruitment Fees	-	(1,500)	(500)	(510)
Bank Charges	(63)	-	(500)	(510)
Refuse Collection	(410)	(1,000)	(970)	(989)
Cleaning Supplies	(254)	(1,300)	(1,100)	(1,122)
Bar Purchases	(4,950)	(12,250)	(13,131)	(13,741)
Catering Supplies	(4)	(1,030)	-	-
Uniforms	(14)	(1,000)	(428)	(437)
H&S	(461)	(3,000)	(2,455)	(2,504)
Licences & Fees	(1,735)	(6,400)	(3,674)	(4,000)

**ALSAGER TOWN COUNCIL**

**DRAFT CAPITAL & REVENUE BUDGET 2016/17**

Promotions / Marketing	(8,455)	(10,000)	(11,661)	(7,000)
Events at Civic	(6,162)	(5,000)	(22,290)	(16,834)
Miscellaneous Expenses	(49)		(49)	
	<b><u>(24,916)</u></b>	<b><u>(54,020)</u></b>	<b><u>(66,578)</u></b>	<b><u>(58,217)</u></b>
<b>Premises Costs - Civic</b>				
Insurance	(646)	(1,565)	(1,551)	(1,582)
R&M	(1,145)	(6,200)	(6,200)	(6,200)
Public Works Loan Repayment				(6,515)
Alarm Systems	(259)	(1,000)	(650)	(1,663)
Grounds Maintenance	-	(600)	(600)	(612)
Rates	(3,800)	(9,000)	(9,121)	(9,303)
Electricity	(2,329)	(7,000)	(6,000)	(6,120)
Gas	(916)	(5,300)	(4,822)	(4,918)
Water	(1,523)	(4,800)	(3,896)	(3,974)
	<b><u>(10,620)</u></b>	<b><u>(35,465)</u></b>	<b><u>(32,840)</u></b>	<b><u>(40,887)</u></b>
<b>Expenditure</b>	<b>(62,424)</b>	<b>(185,894)</b>	<b>(176,824)</b>	<b>(189,836)</b>
<b>Income</b>	<b>44,077</b>	<b>140,100</b>	<b>132,632</b>	<b>136,000</b>
<b>Net Expenditure over Income</b>	<b>(18,347)</b>	<b>(45,794)</b>	<b>(44,192)</b>	<b>(53,836)</b>

Alsager Civic Budget 2016/17 - Notes

Income -Civic

1000 1020 1040	Bar Sales Catering Sales Room Hire	Estimated income from events at the Civic based on projections
1041 1042 1043 1044	Civic Cinema Ticket Sales Bingo Club Civic Cinema Raffle Farmer's Market	Estimated income from these events at the Civic.
1048	Civic Events Ticket Sales	Estimated income from these events at Alsager Civic as per provisional Events Program for 2016.

Staff Costs

4000	Salaries	See Notes on Page 23.
4005	Employer's NI	To cover employers NI contributions.

**ALSAGER TOWN COUNCIL**

**DRAFT CAPITAL & REVENUE BUDGET 2016/17**

4010	Employer's Pensions	Town Council contribution at 20.3% to the Cheshire West & Chester Pension Fund. Auto enrolment staging date 1 <sup>st</sup> July 2016
4020	Staff Mileage Claims	To cover travel costs of attending meetings, seminars and other business travel expenses and does not include travel to & from home
4030	Staff Training	This allocation is to meet the costs of training courses i.e. First Aid Training, Health & Safety courses, personal licencing etc.

Supplies & Services – Civic

4101	Photocopier Charges	Lease and usage charges on Civic Copier
4105	Stationery	This covers the cost of stationery used in the administration of the Civic.
4106	Postages	This covers the cost of postage used in the administration of the Civic.
4107	Telephones & Broadband	Office phone and broadband charges.
4110	Equipment Purchases	Provision of new equipment in Civic.
4120	IT Equipment	Cost of any new IT equipment, laptops etc.
4121	IT Maintenance & Support	Cost of IT Servicing and support through PRISM, the Councils IT Consultants.
4130	Website Support & Maintenance	Cost of support and maintenance of the website.
	Equipment Hire	Cost of leasing equipment used in the running of Alsager Civic – bar till, card payment machines etc.
4146	Audit Fees Internal	To meet a proportion of the annual internal audit.
4148	Payroll Service	Proportion of the cost of monthly payroll service undertaken by Marshall & Co. and based on number of Civic employees.
	Professional Fees	To cover the cost of the quarterly bar stock takes.
4155	Recruitment Costs	Provision to meet costs of advertising staff posts should any become vacant at the Civic.

**ALSAGER TOWN COUNCIL**

**DRAFT CAPITAL & REVENUE BUDGET 2016/17**

	Bank Charges	Cost of processing payments via card.
4400	Refuse Collection	Cost of refuse collections – currently provided by SITA UK.
4440	Cleaning Supplies	Cleaning materials used in day to day management of the Civic.
4600 4601	Bar Purchases Catering Supplies	Projected cost of bar/ catering supplies for events.
4602	Uniforms	Provision for uniforms for the Civic Staff including work clothes, protective work boots etc.
4610	Health & Safety	Provision to cover the costs of annually recurring Health and Safety inspections at the Alsager Civic.
4615	Licences & Fees	Includes provision for licences – e.g. bar licence, music licences, wedding licence.
4620	Promotions/Marketing	Provision for marketing and publicity of Alsager Civic and its events.
4625	Events At Civic	Cost of staging events by Alsager Town Council – includes cinema costs, band hire, external caterers.

**Premises Costs - Civic**

4140/ 4445- 62	Insurance Repairs & Maintenance Alarm Systems Grounds Maintenance Rates Electricity Gas Water & Sewerage Charges	Expenditure to cover the running costs of the building. Projections now based on more accurate actual costs now that the Town Council has owned the building for 2 years.
	Public Works Loan Repayment	Estimated cost of servicing the repayment of a Public Works Loan for the latter 6 months of FY16/17.

**ALSAGER TOWN COUNCIL**

**DRAFT CAPITAL & REVENUE BUDGET 2016/17**

**Alsager Civic: Salaries Budget FY16/17**

			£
PT	28 hours pw	Costed 90% to Alsager Civic	17,500
PT	20 hours pw	Costed 25% to Alsager Civic	3,340
PT	16 hours pw	Costed 100% to Alsager Civic	6,962
PT	20 hours pw	Costed 100% to Alsager Civic	8,703
PT	2.75 hours pw	Costed 100% to Alsager Civic	1,223
PT	16 hours pw	Costed 100% to Alsager Civic	6,962
PT	25 hours pw	Costed 100% to Alsager Civic	9,047
Casual staff			19,800
Provision for additional hours			<u>2,000</u>
			<b><u><u>75,538</u></u></b>



**ALSAGER TOWN COUNCIL**

**DRAFT CAPITAL & REVENUE BUDGET 2016/17**

Alsager Services Budget FY2016/17

	<b>Actual Year to Date 31/08/15</b>	<b>Budget FY2015/16</b>	<b>Estimated Income / (Expenditure) to 31/03/16</b>	<b>Budget FY2016/17</b>
<b>Market</b>				
Salaries	(680)	(5,500)	(2,956)	(4,560)
Employer's Ni	-	-	-	(145)
Pensions	-	-	-	(542)
Subscriptions	-	-	-	-
Insurance	-	(180)	(180)	(184)
Refuse Collection	(69)	(150)	(168)	(171)
Market Supplies / Services	-	-	(250)	(255)
Repairs & Maintenance	-	(1,000)	(1,000)	(1,020)
<b>Expenditure</b>	<b>(750)</b>	<b>(6,830)</b>	<b>(4,554)</b>	<b>(6,877)</b>
Market Stall Rents	4,282	9,000	10,277	10,482
<b>Net Expenditure over Income</b>	<b>3,532</b>	<b>2,170</b>	<b>5,723</b>	<b>3,605</b>
<b>Public Conveniences</b>				
Salaries	(80)	(1,100)	(521)	(668)
Employer's Ni	-	-	-	(36)
Pensions	-	-	-	(136)
Equipment Purchases	(75)	-	(75)	(77)
Insurance	(49)	(116)	(117)	(119)
External Contractors	(3,388)	(8,200)	(8,074)	(8,235)
Cleaning Supplies	(152)	(550)	(550)	(561)
Repairs & Maintenance	(1,710)	(3,500)	(4,290)	(4,376)
Rates	(495)	(1,200)	(1,188)	(1,212)
Electricity	(180)	(750)	(584)	(595)
Water	(198)	(1,030)	(811)	(827)
H&S	18	-	(345)	(352)
<b>Expenditure</b>	<b>(6,308)</b>	<b>(16,446)</b>	<b>(16,554)</b>	<b>(17,194)</b>
<b>Allotments</b>				
Repairs & Maintenance	(750)	(1,260)	(1,260)	(1,285)
Water	(898)	(1,330)	(1,330)	(1,357)
<b>Expenditure</b>	<b>(1,648)</b>	<b>(2,590)</b>	<b>(2,590)</b>	<b>(2,642)</b>
Allotments Income	1,079	2,590	2,621	2,674
<b>Net Expenditure over Income</b>	<b>(569)</b>	<b>-</b>	<b>31</b>	<b>32</b>

**ALSAGER TOWN COUNCIL**

**DRAFT CAPITAL & REVENUE BUDGET 2016/17**

<b>Expenditure</b>	<b>(8,706)</b>	<b>(25,866)</b>	<b>(23,698)</b>	<b>(26,713)</b>
<b>Income</b>	<b>5,361</b>	<b>11,590</b>	<b>12,898</b>	<b>13,156</b>
<b>Net Expenditure over Income</b>	<b>(3,345)</b>	<b>(14,276)</b>	<b>(10,800)</b>	<b>(13,557)</b>

Alsager Services Budget 2016/17 - Notes

Market

4000	Salaries	To cover cost of Market Management.
4005	Employer's NI	To cover employers NI contributions.
4010	Employer's Pensions	Town Council contribution at 20.3% to the Cheshire West & Chester Pension Fund Auto enrolment staging date 1 <sup>st</sup> July 2016
4140	Insurance	Market Insurance
4400	Refuse collection	Proportion of refuse collection costs for removal/collection from market
4401	Supplies / Services	Provision for replacement market equipment
4445	Repairs and Maintenance	Provision for repairs and maintenance of stall, canopies etc.

Public Conveniences

4000	Salaries	To cover cost of management of public conveniences.
4005	Employer's NI	To cover employers NI contributions.
4010	Employer's Pensions	Town Council contribution at 20.3% to the Cheshire West & Chester Pension Fund Auto enrolment staging date 1 <sup>st</sup> July 2016
4110	Equipment Purchases	Provision for new equipment purchases required for running the public conveniences
4140	Insurance	Toilet insurance
4430	External Contracts	External contract for opening, closing, cleaning and maintenance of public conveniences.
4440	Cleaning supplies	Consumables for Public conveniences.
4445	Repairs and Maintenance	Provision for repairs and maintenance of the building.
4450	Rates	Non Domestic Rates on public conveniences facility.
4460	Electricity	Charge for electricity usage.

**ALSAGER TOWN COUNCIL**

**DRAFT CAPITAL & REVENUE BUDGET 2016/17**

4462	Water/Sewerage charge	Charge for water usage.
4610	Health & Safety	Cost of annually required inspections associated with the health and safety of the building.

Allotments (4 Sites)

4445	Repairs and Maintenance	Provision for repairs and maintenance for all allotment sites
4462	Water/Sewerage charge	Charge for water usage at the allotment sites.
1150	Allotment Income	Allotment Service costs charged annually to Alsager Garden's Association.

**Alsager Services: Salaries Budget FY16/17**

Market		<b>£</b>
PT 20 hours pw	Costed 20% to Market	2,672
PT 4 hours pw	Costed 100% to Market	<u>1,888</u>
		<b><u>4,560</u></b>
Public Conveniences		<b>£</b>
PT 20 hours pw	Costed 5% to Public Conveniences	<u>668</u>
		<b><u>668</u></b>

**ALSAGER TOWN COUNCIL**  
**DRAFT CAPITAL & REVENUE BUDGET 2016/17**

**REVENUE BUDGET SUMMARY**

<u>Heading</u>	<u>Summary</u>	<u>Amount</u>
Town Council Service Budgets		£275,750
Alsager Civic		£45,321
Public Conveniences		£17,194
Alsager Market		+£3,605
Alsager Allotments		+£32
Additional salaries for Alsager Civic		<u>£2,000</u>
Sub-Total		£336,628
<u>Add: Options / Growth Items</u>		
Repayment of Public Works Loan		£6,515
Sub-Total		£343,143
<u>Less: Application of Balances / Reserves / Grants / Earmarked Funds</u>		
Cheshire East Council CTSG FY2016/17	(£13,032)	
<b>TOTAL BUDGET</b>		<b><u>£330,111</u></b>
Less: Application of General Reserve	(£11,111)	
<b>PRECEPT REQUIREMENT</b>		<b><u>£319,000</u></b>

Budgeted staff related costs in FY2016/17 account for 45.6% of total budgeted expenditure.

**ALSAGER TOWN COUNCIL**

**DRAFT CAPITAL & REVENUE BUDGET 2016/17**

**Budget Increase: Summarised**

A budget of £330,000 for FY2016/17 is an increase of £35,000 and 11.8% from the £295,102 budget for FY2015/16.

The current proposal from Finance Committee is that £11,000 of the FY2016/17 is financed from the General Reserve and a Precept of £319,000 is requested.

However, the value of the CTSG is still to be confirmed by CEC. If the grant is ceased as currently proposed, Committee have the choice as to whether this is financed by an increase in the Precept, or from General Reserves.

A Precept of £319,000 for FY2016/17 is an increase of £29,000 and 10% from the £290,000 as requested for FY2015/16.

This can be summarised as follows, **assuming no increase to the Council Tax Base:**

<b>Precept</b>	<b>£</b>	<b>%</b>	<b>Estimated £ per Band D</b>
FY2015/16	£290,000		
FY2016/17	£319,000		
Increase	<b>£29,000</b>	<b>10.0%</b>	<b>£6.81</b>

<b>Increase summarised as:</b>	<b>£</b>	<b>%</b>	<b>Estimated £ per Band D</b>
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**Essential / Enforced**

Additional Pension Contributions	£13,101	4.5%	£3.08
1% National Pay Award	£2,009	0.7%	£0.47
Precept Reduced in FY15/16, Reserves utilised	£5,000	1.7%	£1.17
Anticipated Reduction in CTSG	£4,071	1.4%	£0.96
	<b>£24,180</b>	<b>8.3%</b>	<b>£5.68</b>

**Desirable Items**

Increased Contribution to Alsager Partnership	£7,523	2.6%	£1.77
Public Works Loan Repayment	£6,515	2.2%	£1.53
	<b>£38,218</b>	<b>13.2%</b>	<b>£8.98</b>

Application of Reserves	<b>-£11,000</b>	<b>-3.8%</b>	<b>-£2.58</b>
	<b>£27,218</b>	<b>9.4%</b>	<b>£6.40</b>

We do anticipate an increase in the Council Tax Base in FY2016/17 as a result of new housing built in the Town. However, the figures are not yet available from CEC and therefore the Council Tax Base has been assumed at 4,255.33 as per FY2015/16.

**ALSAGER TOWN COUNCIL**

**DRAFT CAPITAL & REVENUE BUDGET 2016/17**

An increase in the Council Tax Base would mean a lower increase in both monetary and percentage terms for each Band D equivalent property.

**ALSAGER TOWN COUNCIL**

**DRAFT CAPITAL & REVENUE BUDGET 2016/17**

**COUNCIL TAX BASE DETAILS**

The Council Tax Base quantifies the equivalent number of properties from which Cheshire East Council, on our behalf, is able to collect Council Tax. The Tax Base is presented as an equivalent number of domestic properties in Council Tax Band D after adjusting for relevant discounts and exceptions. The level of Council Tax multiplied by the tax base equals the expected income from local taxation.

The tax base is affected mainly by:-

- New residential development in the area
- Fluctuations in the number of discounts awarded
- Discounts for empty properties.

An indication on the Council Tax Base for FY2016/17 will be communicated by Cheshire East Council in the second week of November 2015 and it will be formalised at their cabinet meeting on 8<sup>th</sup> December 2015.

2013/14 Tax Base 4,187.27

2014/15 Tax Base 4,213.82

2015/16 Tax Base 4,255.33

2016/17 Tax Base TBC

There is an expectation that the Council Tax Base for FY2016/17 will increase from FY2015/16 as a result of new houses built in the Town.

**BAND D Equivalent**

	<b><u>Per Annum</u></b>	<b><u>Per Week</u></b>
2013/14 £270,000 ÷ 4,187.27	£64.48	£1.24
2014/15 £260,000 ÷ 4,213.82	£61.70	£1.19
2015/16 £290,000 ÷ 4,255.33	£68.15	£1.31
2016/17 £319,000 ÷ TBC	TBC	TBC

An increase in the Council Tax Base would mean a lower increase in both monetary and percentage terms for each Band D equivalent property.

**ALSAGER TOWN COUNCIL**  
**DRAFT CAPITAL & REVENUE BUDGET 2016/17**

**APPENDICES**

1. Grant Applications 2016/17
2. Comparative Town Council Precepts



**ALSAGER TOWN COUNCIL**

**DRAFT CAPITAL & REVENUE BUDGET 2016/17**

Alsager Town Council Grant Applications 2016/17

APPENDIX 1

	Organisation	Grant Approved 2015/16	Grant Applied for 2016/17	Grant agreed for 2016/17	Comments
1	Sandbach and District Talking Newspaper	£200.00	£200.00	£200.00	
2	Christ Church Alsager C of E	£1,800.00	£2,200.00	£1,800.00	The Town Council has a contingency item within the grants budget for a further application should this be required in the future.
3	One World	-----	£500.00	£500.00	
4	Alsager Community Church	-----	£1,000.00	£1,000.00	The grant is given on the condition that the grant is directed towards the continuing CAB service.
5	Alsager W.I.	£100.00	£100.00	£100.00	
6	Alsager Civic Lunch Club	£500.00	£500.00	£500.00	To be thanked for their services.
7	Alsager Sequence Dance Club	£250.00	£250.00	£250.00	
8	Alsager Pikemere Townwomen's Guild	£200.00	£200.00	£200.00	
9	Alsager Institute Bowling Club	-----	£650.00	£650.00	The grant is given as a one off payment for these works as specified in the application.
10	Oakhanger Project	-----	£422.00	£422.00	The panel requests confirmation that the grant awarded has been specifically spent on the events as listed in the application.
11	Alsager Animals in Need	£500.00	£500.00	£500.00	
12	Visyon Ltd	£200.00	£3,000.00	£500.00	
13	Alsager Bridgestone's ASC	£500.00	£4,590.00	£500.00	

Total grants	£7,122.00
Alsager Gardens competition cash prizes	£250.00
Alsager Fairtrade Steering Group	£250.00
Contingency fund	£1,200.00
<b>TOTAL</b>	<b>£8,822.00</b>

**ALSAGER TOWN COUNCIL**  
**DRAFT CAPITAL & REVENUE BUDGET 2016/17**

**APPENDIX 2**

**COMPARATIVE TOWN COUNCIL PRECEPTS**

00/01	£33,000	Tax Base – 5,304.13 Band D equivalent properties – Dec 1999
01/02	£33,000	Tax Base – 4,322.36 Band D equivalent properties – Dec 2000
02/03	£33,000	Tax Base – 4,426.64 Band D equivalent properties – Dec 2001
03/04	£36,000	Tax Base – 4,418.44 Band D equivalent properties – Dec 2002
04/05	£48,000	Tax Base – 4,477.68 Band D equivalent properties – Dec 2003
05/06	£48,000	Tax Base – 4,466.21 Band D equivalent properties – Dec 2004
06/07	£57,000	Tax Base – 4,456.60 Band D equivalent properties – Dec 2005
07/08	£112,000	Tax Base – 4,470.90 Band D equivalent properties – Dec 2006
08/09	£136,000	Tax Base – 4,504.33 Band D equivalent properties – Dec 2007
09/10	£192,000	Tax Base – 4,529.37 Band D equivalent properties – Dec 2008
10/11	£192,000	Tax Base – 4,535.98 Band D equivalent properties – Dec 2009
11/12	£200,000	Tax Base – 4,535.98 Band D equivalent properties – Dec 2010
12/13	£270,000	Tax Base – 4,548.24 Band D equivalent properties – Dec 2011
13/14	£270,000	Tax Base – 4,187.27 Band D equivalent properties – Dec 2012
14/15	£260,000	Tax Base - 4,187.27 Band D equivalent properties – Dec 2013
15/16	£290,000	Tax Base - 4,255.33 Band D equivalent properties – Dec 2014
16/17	£319,000	Tax Base – <b>TBC</b> Band D equivalent properties – Dec 2015