



ALSAGER TOWN COUNCIL

DRAFT CAPITAL/ REVENUE BUDGET

2015/16

D.DINGLE
ACTING TOWN CLERK/RESPONSIBLE OFFICER

COUNCILLOR W H STEVENSON
CHAIRMAN: FINANCE & GENERAL PURPOSE COMMITTEE

November 2014

ALSAGER TOWN COUNCIL

DRAFT CAPITAL & REVENUE BUDGET 2015/16

FINANCE & GENERAL PURPOSES COMMITTEE

TOWN COUNCIL ADMINISTRATION SERVICES

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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.

The Town Council must therefore prepare an annual budget giving details of its planned expenditure for the forthcoming year to ensure its financial resources are aligned to its priorities and used to deliver priority outcomes for local communities.

Monitoring performance helps ensure that resources are used effectively and that business planning and financial decision making are made in the context of performance.

Under the Terms of Reference of the Finance and General Purposes Committee, the Committee has the responsibility:-

1. To be responsible for the overall management and control of the finances of the Council
2. To make recommendations to the Council on Budget and Precept requirements
3. To monitor the Council's Revenue Budget.

This document contains draft budgets for 2015/16 in respect of:-

- Finance and General Purposes Committee - Central Administration and overall financial budgetary policy and management
- Civic Management Committee - Alsager Civic
- Planning and Community Services Committee -
Alsager Market
Crewe Road Public Conveniences
Allotments (4 Sites)
Memorials
Town Centre Services

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Budget Timetable

- 3rd June 2014 Reserves Strategy Review by Finance and General Purposes Committee
- 15th July 2014 Town Council approve the Reserve Strategy
- 12th August 2014 Pre-Budget Report considered by Finance and General Purposes Committee
- 23rd September 2014 Finance & General Purposes Committee to consider Updated Pre-Budget Report.
- Sept/Oct 2014 Consultations with Officers and preparation of Draft Budgets in accordance with the Pre-Budget Financial Strategy.
Recommendations from Finance and General Purposes Committee.
- Oct/Nov 2014 Spending Committee to Review Draft Budgets and make recommendations to the Finance and General Purposes Committee.
- 25th Nov 2014 Finance and General Purposes Committee to consider the various budgets and to recommend the Budget for 2015/16 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.

- 9th Dec 2014 Town Council to set the level of Precept for 2015/16
- 20th Jan 2015 Town Council to inform Cheshire East Council of the Precept for 2015/16.

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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 assessment of the adequacy of the Council's balances and reserves has been based on the guidance note on Local Authority Reserves and Balances, which whilst not a statutory requirement, is considered to set out current best practice with regard to balances and reserves.

The guidance states that no case has yet been made to set a statutory minimum level of reserves and that each local authority should take advice from its Chief Financial Officer and base its judgement on local circumstances.

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.

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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.

However, although CEC is continuing to maintain the Council Tax Support Grant to local councils, a reduction of 24% will apply in 2015/16

The Grant will be reduced from £22,503 to £17,125 a reduction of £5,378 in monetary terms.

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 1st April 2014 the Council's Reserve stood at:

2012/13		2013/14	31.10.14
88,074.00	General Funds	121,609.24	121,609.24
	Earmarked Reserves		
10,186.46	Election	5,109.00	5,109.00
11,772.00	Milton Park Refurbishment	0	0.00
10,146.24	Alsager Partnership	0	0.00
80,955.05	Civic Hall (Development Project)	0	0.00
29,593.70	Civic Hall Reserve	21,904.00	2,278.00
2,950.00	Activities for Young People	0	0.00
2,500.00	War Memorial	417.00	417.00
14,100.00	Offices	14,100.00	14,100.00
12,134.00	Budget 2013/14 Surplus	12,134.00	12,134.00
18,300.00	Community Services	18,300.00	18,300.00
0.00	CTSG 13/14	<u>25,866.00</u>	<u>0.00</u>
<u>192,637.45</u>		<u>97,830.00</u>	<u>52,338.00</u>
	Capital Reserves	0.00	0.00
<u>280,711.00</u>		<u>219,439.24</u>	<u>173,947.24</u>

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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

Financial Control	Existing Controls and Evidence	Actions	
<p>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.</p>	<p>There are clearly defined financial roles, responsibilities and decision making processes, set out in the Council's Financial Regulations.</p>		2015/16
	<p>Fully integrated financial management system.</p>	<p><u>General Inflation</u> Average rate of inflation 2.78% but will rise if and when the Bank Rate is increased.</p>	3%
		<p><u>Insurance</u></p>	3%
	<p>Well-developed financial reporting providing scheduled and ad-hoc reports for management and monitoring purposes.</p>	<p><u>Supplies and Services</u></p>	3%
	<p>Robust medium term financial planning linked to service performance and corporate objectives as part of the business planning process.</p>	<p><u>Postage</u> At 31st March 2014 the postage rates increased between 35 and 6%. The current letter rates are as follows:- 1st class 62p 2nd class 53p Large letter 1st class 93p Large letter 2nd class 73p</p>	4.5%
	<p>Reserves strategy incorporating specific analysis of financial risks, forward forecasting and assessment of the adequacy of general balances.</p> <p>Monthly financial updates incorporating variance analysis and spending projections at service level and overall assessment of impact on balances.</p>	<p><u>Energy Costs</u> Gas and Electricity increased by approximately 6% in 2014 Water charges increased between 2-6% in 2014 Currently the prediction is for a stable energy price market until Spring 2015. After that the market will be affected</p>	6% 6%

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Financial Control	Existing Controls and Evidence	Actions	
	Ongoing review by internal and external audit of the adequacy and effectiveness of financial and management controls.	by conditions in the Middle East & Ukraine. Generally the opinion would indicate that prices will move considerably the next five years.	
Price Inflation	Actual costs higher than Budget Predictions within the forecast Budget are incorrect.		

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CAPITAL PROGRAMME 2012-15

CAPITAL EXPENDITURE SCHEME

ALSAGER CIVIC HALL

1. General Improvement to the Entrance, Hall, WC areas, Kitchen and Lighting
2. Works to implement the building condition survey and DDA Audit
3. Works in the renewal of roof coverings and upgrade of roof insulation

INFORMATION AND COMPUTER SYSTEMS

1. Procurement of new computer system for the Town Council RBS Omega Finance IT and booking system

OUTDOOR MARKET

1. Procurement of replacement stalls and other equipment

ALLOTMENTS

1. Improvements to allotment sites

PUBLIC OFFICES

TOTAL PROGRAMME EXPENDITURE

CAPITAL PROGRAMME 2012-2015				
2012-2013	2013-2014	2014-2015	Future Yrs	Status Report
£	£	£	£	
50,000				Refurbishment completed 2014. Kitchen not progressed.
		150,000		Not progressed.
		50,000		Not progressed.
10,000				RBS Financial Management System installed 2013. Civic booking system not progressed but to be investigated in 2015/16
		10,000		Alsager Gardens Assoc. preparing a 5 year development programme for the allotment sites
60,000	0	210,000		

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Alsager Town Council Revenue Budget 2015/16

Finance and General Purpose Committee

	Actual Year To Date 30/09/2014	Current Annual Bud	Estimated Expenditure 31/03/2015	Budget 2015/16
<u>100 Staff Costs - Administration</u>				
4000 Salaries	36,998	76,235	62,904	90,343
4005 Employer's NI	2,514	10,520	8,051	10,841
4010 Employer's Pensions	4,080	9,509	8,460	10,226
4020 Staff Mileage Claims	0	1,700	0	750
4030 Staff Training/Conferences	7	3,000	1,500	5,000
Staff Costs - Administration :- Expenditure	43,599	100,964	80,915	117,160
<u>101 General Administration</u>				
4100 Photocopier Lease	975	1,050	2,028	2,100
4101 Photocopier Charges	227	8,450	4,500	4,650
4105 Stationery	606	1,550	1,550	1,600
4106 Postages	348	2,000	1,500	1,570
4107 Telephones & Broadband	281	2,000	1,000	1,050
4110 Equipment Purchases	0	3,000	3,000	3,100
4115 Subscriptions	612	1,710	1,710	2,200
4121 IT Maintenance & Support	1,521	2,100	3,500	5,620
4130 Website Support & Maintenance	0	2,500	2,500	1,000
4135 Communication/Publicity	480	3,000	1,000	2,800
4140 Insurance	1,471	2,880	3,100	3,200
4145 Audit Fees External	535	1,100	1,100	1,150
4146 Audit Fees Internal	225	1,000	450	725
4148 Payroll Service	349	2,000	2,400	2,500
4151 Professional Fees	283	2,000	2,000	3,000
4153 Consultancy Fees	0	6,000	23,806	6,000
4155 Recruitment Costs	0	5,000	5,000	3,000
4160 Office Lease	2,150	5,000	5,000	5,000
4161 Office Service Charges	1,839	3,700	3,700	3,900
4165 Hire Of Room - Institute	2,600	2,600	2,600	2,960
4170 Bank Charges	510	1,500	1,550	1,550
4400 Refuse Collection	25	0	100	105
4445 Repairs & Maintenance	55	0	100	105
4450 Rates	571	1,150	1,150	1,250
Health & Safety			120	150
General Administration :- Expenditure	15,663	61,290	74,464	60,285
<u>102 Town Council Admin Costs</u>				
4050 Chairman's Allowance	248	1,600	1,600	1,650
4070 Members' Training/Conferences	20	0	1,000	3,000
4080 Room Hire For Meetings	30	1,050	500	500
Town Council Admin Costs :- Expenditure	298	2,650	3,100	5,150

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	Actual Year To Date 30/09/2014	Current Annual Bud	Estimated Expenditure 31/03/2015	Budget 2015/16
<u>110</u> <u>Grants & Donations</u>				
4200 Grants S137	12,395	13,945	13,945	8,850
Xmas Tree etc.	300	0	350	500
Grants & Donations :- Expenditure	12,695	13,945	14,295	9,350
<u>111</u> <u>Grants For Town Events</u>				
4250 Christmas Lights	6,000	2,920	6,000	3,100
4251 Christmas Market	0	3,450	3,450	3,555
4260 Alsager In Bloom	2,165	2,165	2,165	2,230
Grants For Town Events :- Expenditure	8,165	8,535	11,615	8,885
<u>120</u> <u>Special Items</u>				
4300 PCSO	17,700	17,700	17,700	17,700
4301 Alsager Partnership	11,000	22,000	22,000	14,000
4302 Activities For Young People	750	1,000	1,000	1,055
4315 Institute Contribution - H&S	1,000	1,000	1,000	1,000
4317 CCTV Service	5,550	7,400	5,550	5,550
Special Items :- Expenditure	27,150	49,100	47,250	39,305
<u>121</u> <u>Projects</u>				
4599 Contingency	0	5,000	5,000	5,000
Projects :- Expenditure	0	5,000	5,000	5,000
<u>125</u> <u>Budget Enhancements</u>				
4357 Street Furniture & Planters	0	3,500	3,500	0
Budget Enhancements :- Expenditure	0	3,500	3,500	0
Finance & General Purposes :- Expenditure	90,583	244,984	240,139	245,135

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Alsager Town Council Revenue Budget 2015/16 - Notes

Staffing Costs – Administration

4000	Salaries	See notes on page 16.
4005	Employers NI	To cover employers NI contributions.
4010	Employers Pension	Town Council contribution at 19.3% to the Cheshire West & Chester Pension Fund.
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 Conferences	This allocation is to meet the costs of training courses, conferences & seminars etc.

General Admin

4100	Photocopier Lease	Lease of High Capacity Copier 5 year agreement.
4101	Photocopier Charge	Cost of paper and consumables.
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.
4121	IT Maintenance & Support	Cost of IT Servicing & Repairs through PRISM and RBS Rialtas (Financial Management Package) £2000 additional costs of maintenance, new equipment & Civic Booking System.
4130	Website Support & Maintenance	Cost of maintaining website through R4 Website Design.
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

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		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.
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 nominal sum to meet costs of advertising etc. 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.
4400	Refuse Collection	Cost of any special collections by SITA UK the service provider.
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 etc. 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.)
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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 Civic for planning meetings etc.

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 etc	To meet the council's contribution to the annual provision of the Town Christmas Tree part funded by local sponsorship.

Grants For Town Events

4250 4251 4260	Christmas Lights Christmas Market Alsager In Bloom	Contribution to the Christmas Festival in the Town. Contribution for Alsager in Bloom Committee for floral decorations 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 covers funding for the annual Music Festival, Rock concert in Milton Park etc.
4315	Institute Contribution - H&S	This is the contribution for the annual Health and Safety inspection at the Institute Green Drive owned by the Town Council.
4317	CCTV Service	This is the cost of the Town Council contribution to which 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 Revenue Budget 2015/16 - Notes

400	Salaries		
1 Staff Member			£36,587
1 Staff Member	(P/T)	17 hrs p.w.	£ 9,373
1 Staff Member	(P/T)	22.5 hrs p.w.	£14,562
1 Staff Member	(P/T)	18 hrs p.w.	£ 9,067
1 Staff Member	(P/T)	22.5 hrs p.w.	£ 9,860
Provision for Staff Review Proposals			<u>£10,000</u>
			<u>£89,449</u>
2015 National Pay Award/	1%		£ 894
			<u>£90,343</u>

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Civic Management Committee Budget 2015/16

		Actual Year To 30.09.14	Current Annual Budget	Forecast to 31.03.15	Budget 2015/16
<u>299</u>	<u>Income - Civic</u>				
1000	Bar Sales	7,943	41,770	25,000	35,000
1020	Catering Sales	163	2,457	1,000	2000
1040	Room Hire	27,709	78,106	88,000	92,500
1041	Civic Cinema Ticket Sales	2185	0	4000	4000
1042	Bingo Club	579	0	2579	3,000
1043	Civic Cinema Raffle Income	270	0	540	600
1044	Farmer's Market Income	1,610	0	3,000	3,000
1045	Equipment Hire Income	51	0	100	0
1046	Civic Refurb Pledge	100	0	100	0
	Income - Civic :- Income	40,610	122,333	124,319	140,100
<u>300</u>	<u>Staff Costs - Civic</u>				
4000	Salaries	47,023	72,376	90,000	80,275
4005	Employer's NI	2,689	5,801	5,801	5,000
4010	Employer's Pensions	704	5,437	704	7780
4020	Staff Mileage Claims	22	750	500	500
4030	Staff Training/Conferences	279	300	900	1000
	Staff Costs - Civic :- Expenditure	50,717	84,664	97,905	94,555
<u>305</u>	<u>Supplies & Services - Civic</u>				
4101	Photocopier Charges	90	1,500	1,000	1100
4105	Stationery	1135	2,000	2,100	2200
4106	Postages	28	200	200	400
4107	Telephones & Broadband	807	1,000	1500	1600
4110	Equipment Purchases	1,068	2,000	2500	2600
4120	IT Equipment	0	1,000	1,000	1030
4121	IT Maintenance & Support	543	0	1200	1250
4146	Audit Fees Internal	113	400	225	300
4148	Payroll Service	513	300	1020	1060
4151	Professional Fees	50	0	200	0
4155	Recruitment Costs	1,189	0	1,200	1500
4400	Refuse Collection	512	1,009	930	1000
4440	Cleaning Supplies	500	500	1000	1300
4600	Bar Purchases	4,226	10,250	10,250	12,250
4601	Catering Supplies	52	1,000	500	1030
4602	Uniforms	408	300	1000	1000
4610	Health & Safety	767	600	800	3000
4615	Licences & Fees	7,292	1,200	8,000	6,400
4620	Promotions/Marketing	1407	12,500	12,500	10000
4625	Events At Civic	2,067	5,000	5,000	5,000
	Supplies & Services - Civic :- Expenditure	16,918	40,759	52,125	54,020

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	Actual Year To 30.09.14	Current Annual Budget	Forecast to 31.03.15	Budget 2015/16
1,475 <u>Premises Costs - Civic</u>				
6,000 Insurance	740	1,475	1475	1565
850 Repairs & Maintenance	2,075	6,000	6,000	6,200
400 Alarm Systems	1082	850	3082	1000
9,000 Grounds Maintenance	460	400	560	600
7,950 Rates	4,459	9,000	9,000	9,000
7,950 Electricity	2,561	7,950	6,500	7,000
4,500 Gas	1254	7,950	5,000	5,300
38,125 Water & Sewerage Charges	836	4,500	4,500	4,800
Premises Costs - Civic :- Expenditure	13,467	38,125	36,117	35,465
163,548				
122,333 Civic Management Committee :- Expenditure	81,102	163,548	186,147	184,040
-41,215 Income	40,610	122,333	124,319	140,100
Net Expenditure over Income	-40,492	-41,215	-61,828	-43,940

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Civic Management Committee Budget 2015/16 - Notes

Income -Civic

1000 1020 1040	Bar Sales Catering Sales Room Hire	Estimated income from events at the Civic based on Business Plan 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.

Staff Costs

4000	Salaries	See Notes on Page 21.
4005	Employer's NI	To cover employers NI contributions.
4010	Employer's Pensions	Town Council contribution at 19.3% to the Cheshire West & Chester Pension Fund
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/Conferences	This allocation is to meet the costs of training courses i.e. First Aid Training, Health & Safety courses etc.

Supplies & Services – Civic

4101	Photocopier Charges	Lease and copier 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. Website costs by Town Council.
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.

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4146	Audit Fees Internal	To meet a proportion of the annual internal audit and Quarterly Bar Stock Taking.
4148	Payroll Service	Proportion of the cost of monthly payroll service undertaken by Marshall & Co. and based on number of Civic employees.
4155	Recruitment Costs	Nominal sum to meet costs of advertising staff posts should any become vacant at the Civic.
4400	Refuse Collection	Cost of refuse collections by SITA UK - the service provider.
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	Cost of uniforms for the Civic Staff including work clothes, protective equipment etc.
4610	Health & Safety	Provision for any works to be undertaken after. Health & Safety Audit Inspections.
4615	Licences & Fees	Includes provision for PPL and PBS Licenses – Wedding License for 3 years purchased in 2014/15
4620	Promotions/Marketing	Nominal sum for further marketing and publicity of the Civic events organised by Alsager Town Council.
4625	Events At Civic	Cost of staging events by Alsager Town Council.

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.
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DRAFT CAPITAL & REVENUE BUDGET 2015/16

Alsager Civic

Salaries Budget 2015/16

Staff		Amount
1 Staff Member		£28,127.00
1 Staff Member		£18,638.00
1 Staff Member		£8,043.00
1 Staff Member		£8,043.00
1 Staff Member		£1,094.00
		<hr/>
		£63,945.00
Casual staff including one general assistant (P/T)		£20,253.00
		<hr/>
		£84,198.00
Add National Pay Award	1% of above total	£842.00
Add Admin Recharge to Civic		£1,835.00
		<hr/>
		£86,875.00
Less Recharge Ops Manager to Toilet Budget	£5,500	
Less Recharge Ops Manager to Market Budget	£1,100	-£6,600.00
		<hr/>
		<u>£80,275.00</u>

ALSAGER TOWN COUNCIL

DRAFT CAPITAL & REVENUE BUDGET 2015/16

Planning & Community Services Budget 2015/16

		Actual Year To 30.09.14	Current Annual Budget	Estimated To 31.03.14	Budget 2015/16
200	<u>Markets</u>				
4000	Salaries	2,417	4,900	5,434	5,500
4005	Employer's NI	6	0	0	0
4115	Subscriptions	0	350	0	0
4140	Insurance	70	175	175	180
4400	Refuse Collection	69	105	130	150
4401	Market Supplies/Services	0	500	0	0
4445	Repairs & Maintenance	0	1,500	1,500	1,000
	Markets :- Expenditure	2,562	7,530	7,239	6,830
1100	Market Stall Rents	4,548	8,620	8,620	9,000
	Markets :- Income	4,548	8,620	8,620	9,000
	Net Income over Expenditure	1,986	1,090	1,381	2,170
210	<u>Toilets</u>				
4000	Salaries	417	1,000	1,000	1,100
4140	Insurance	56	112	112	116
4430	External Contractors	4,026	8,200	8,200	8,200
4440	Cleaning Supplies	140	1,000	350	550
4445	Repairs & Maintenance	109	3,500	3,500	3,500
4450	Rates	583	260	1,200	1,200
4460	Electricity	151	1,500	700	750
4462	Water & Sewerage Charges	484	1,500	968	1,030
	Toilets :- Expenditure	5,966	17,072	16,030	16,446
	Net Expenditure	5,966	17,072	16,030	16,446
220	<u>Allotments</u>				
4445	Repairs & Maintenance	480	1,223	1,223	1,260
4462	Water & Sewerage Charges	801	1,254	1,254	1,330
	Allotments :- Expenditure	1,281	2,477	2,477	2,590
1150	Allotments Income	1,858	2,477	2,477	2,590
	Allotments :- Income	1,858	2,477	2,477	2,590
	Net Income over Expenditure	577	0	0	0
	Planning & Community Services :-				
	Expenditure	9,809	27,079	25,746	25,866
	Income	6,406	11,097	11,097	11,590
	Net Income over Expenditure	3,403	15,982	14,649	14,276

ALSAGER TOWN COUNCIL

DRAFT CAPITAL & REVENUE BUDGET 2015/16

Planning and Community Services Budget 2015/16 - Notes

Market

400	Salaries	To cover cost of Market Management.
4140	Insurance	Market Insurance with Zurich Municipal.
4400	Refuse collection	Proportion of refuse collection costs for removal/collection from market.
4445	Repairs and Maintenance	Provision for repairs and maintenance of stall, canopies etc.

Toilets

4000	Salaries	To cover cost of management of toilets.
4140	Insurance	Toilet Insurance with Zurich Municipal.
4430	External Contracts	External contract for opening, closing, cleaning and maintenance of toilets.
4440	Cleaning supplies	Consumables for Toilets.
4445	Repairs and Maintenance	This is the nominal sum places in the accounts for repairs and maintenance of the building.
4450	Rates	Non Domestic Rates on toilet Facility.
4460	Electricity	Charge for provision of electricity.
4462	Water/Sewerage charge	Service charges.

Allotments (4 Sites)

4445	Repairs and Maintenance	Provision for repairs etc. to external fencing etc.
4462	Water/Sewerage charge	Service charges for the Allotment sites
1150	Allotment Income	Allotment Service costs recharged annually to Alsager Gardeners Association.

ALSAGER TOWN COUNCIL

DRAFT CAPITAL & REVENUE BUDGET 2015/16

REVENUE BUDGET SUMMARY

<u>Committee</u>	<u>Amount</u>
Finance and General Purposes	245,135
Civic	43,940
Planning & Community Services	<u>14,276</u>
	303,351
<u>Add</u> Additional Expenditure since budget prepared:-	
• Institute – to be recharged to Town Council.	4,000
• National Living Wage Increase from 1.10.2014 - to be recharged to Civic	1,854
• VAT Provision- to be recharged to Town Council	3,000
• 2014/15 Projected Budgets:	
Finance and General Purposes - 4,845	
Civic +21,336	
Planning & Community Services - <u>1,333</u>	<u>15,158</u>
	<u>24,012</u>
	327, 363
<u>Less</u>	
Cheshire East Council CTSG 2015/16	17,125
Note: The Grant is reduced from £22,503 to £17,125 a reduction of £5,378 in monetary terms.	
Consultancy Fees charged to General Reserves	<u>23,000</u>
	<u>40,125</u>
	<u>£287,238</u>
Precept 2015/16 to be recommended by F &GP to Town Council	(290,000)

ALSAGER TOWN COUNCIL

DRAFT CAPITAL & REVENUE BUDGET 2015/16

COUNCIL TAX BASE DETAILS

BAND D Equivalent

	<u>Per Annum</u>	<u>Per Week</u>
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

ALSAGER TOWN COUNCIL
DRAFT CAPITAL & REVENUE BUDGET 2015/16

APPENDICES

1. Grant Applications 2015/16
2. Comparative Town Council Precepts

ALSAGER TOWN COUNCIL

DRAFT CAPITAL & REVENUE BUDGET 2015/16

Alsager Town Council Grant Applications 2015/16

APPENDIX 1

	Organisation	Grant Approved 2014/15	Grant Applied for 2015/16	Grant agreed for 2014/15	Comments
1	Christ Church Alsager C of E	£1800.00	£2300.00	£1800	
2	Alsager Lawn Tennis Club	-----	£1000.00	£500	
3	Alsager Women's Institute	-----	£100.00	£100	
4	Alsager Sequence Dance Club	-----	£250.00	£250	
5	Friends of Alsager Station (NB Cheque payable to Stoke City Council)	150.00	£150.00	£150	
6	Alsager Senior Citizens Club	500.00	£1000.00	£500	
7	Alsager Cricket Club	-----	£1000.00	£500	
8	Alsager Civic Lunch Club	-----	£750.00	£500	
9	Alsager Bowling and Recreation Club	-----	£500.00	-----	Ltd Company
10	Alsager Pike mere Townswomen's Guild	-----	£200.00	£200	
11	2493 (Alsager) Squadron, Air Training Corps	800.00	£800.00	£800	Request Constitution info
12	Visyon	500.00	£750.00	£200	Request details for Alsager
13	Aimee's Fund and Headway	-----	£500.00	£200	Cost of Civic room hire
14	Alsager Animals in Need	500.00	£750.00	£500	
15	Alsager Bridgestones ASC	500.00	£7607.40	£500	
16	Sandbach and District Talking Newspaper	200.00	£200.00	£200	
17	Alsager Carnival	250.00	£250.00	£250	
18	Rainbow Synergy – Food Bank	-----	£5000.00	-----	Ltd Company

Total grants	
Alsager Gardens competition cash prizes	£250.00
Alsager Fairtrade Steering Group	£250.00
Contingency fund	£1,200.00
TOTAL	£8850.00

ALSAGER TOWN COUNCIL
DRAFT CAPITAL & REVENUE BUDGET 2015/16

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 2010
11/12	£200,000	Tax Base – £4,535.98 Band D equivalent properties – Dec 2011
12/13	£270,000	Tax Base – £4,548.24 Band D equivalent properties – Dec 2012
13/14	£270,000	Tax Base – £4,187.27 Band D equivalent properties – Dec 2013
14/15	£260,000	Tax Base - £4,187.27 Band D equivalent properties – Dec 2014
15/16	£290,000	Tax Base - £4,255.33 Band D equivalent properties – Dec 2015