

BUDGET PROPOSALS 2017-18 EXPLAINED

Receipts

Budget Code	Description	Rationale for 2016-17 Year-End Estimates	Rationale for Budget Proposal 2017-18
IN1	Precept	Precept levied (Council minute 15/125 refers)	Difference between total expenditure and income without precept
IN2	Council Tax Support Grant	Allocated by East Devon District Council	Assumption; confirmation expected in December 2016
IN3	Section 106 Payments	n/a	n/a
IN4	Credit Interest	Assumption based on historic data	Assumption based on historic data
IN5	Income Generation	n/a	n/a
IN6	Miscellaneous	n/a	n/a
IN7	Younghayes Centre	n/a	Includes one-off administration grant (9,000), hall hire (£20,000), leases (£25,000)
IN8	Solar Panels	Assumption based on historic data	Assumption based on historic data

Payments

Budget Code	Description	Rationale for 2016-17 Year-End Estimates	Rationale for Budget Proposal 2017-18
EX1	Staffing Costs	Overspent, due to the increase in the Executive Assistant's working hours and the increase in NJC pay scales	Assumes that the Younghayes Centre transfers to the Town Council at the beginning of the financial year – assumed additional expenditure of £12,000 for administration and caretaking in addition to 2016-17 expenditure of £65,000
EX1a	Expenses	Assumes a maximum of £100 per quarter based on historic data	Approximate 2016-17 value plus £100 contingency
EX2	Subscriptions	Quarter 1 expenditure plus SLCC subscription fee	The Council currently subscribes to the Devon Association of Local Councils and the Society of Local Council Clerks
EX3	Training/Conferences	Quarter 2 expenditure x 2	Approximate 2016-17 value plus £500 contingency
EX4	Insurance	Assumes that the Younghayes Centre will not transfer to the Town Council during this financial year. Includes additional items to be insured, e.g. public address system, new laptop, scanner/photocopier etc.	The market value of the Younghayes Centre will need to be obtained before an accurate estimate for insurance cover can be obtained – assumed £2,500 for now, plus historic expenditure of approximately £2,000

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EX4 cont'd	Insurance cont'd		Assumes that play parks will not transfer during 2017-18 financial year
EX5	Audit	£250 x 2 for internal audit (2015-16 and 2016-17) plus £480 for external audit	Assume £250 for internal audit and £720 for external audit plus £30 contingency
EX6	Office Supplies	Spending remains low; assumed £500 for additional office supplies	Assumption based on historic data including generous allowance
EX7	Equipment	£2,000 spent on Alto Card mainly equipment-related, including office furniture, plus allowing £2,500 for other equipment including scanner and photocopier	Assumes £1,000; considering expenditure incurred during 2016-17 financial year
EX8	Rental/Utilities	£2,500 spent on office lease, plus allowing £2,000 for utility bills, including broadband/landline and service charges	Assumes Younghayes Centre positions: heating (£7,000), electricity (£10,000), water (£1,000), broadband/landline (£350)
EX9	Postage	Operate mainly paper-free and still using stamps bought last year; in need of large First Class stamps, hence assumed £10	Assumption based on historic data
EX10	PR/Branding/Web	Assumed £3,000 for website, plus £800 for miscellaneous expenditure, e.g. leaflets	Assumes £1,000 for Younghayes Centre publicity, marketing and website plus £500 for other PR
EX11	Chairman's Allowance	Assumed £500 based on last year's expenditure	Assumed £500 based on 2016-17 expenditure
EX12	Staff Recruitment	Assumes zero	Assumes zero
EX13	Younghayes Centre Acquisition Costs	Assumes that the Younghayes Centre transfers to the Town Council at the beginning of the 2017-18 financial year and acquisition costs are met during 2016-17 financial year. Assumes repeat survey (assumed fee £1,140) plus legal fees (assumed cost £450 for high-level review of the warranties, £450 for advice on covenant, £1.350 plus VAT plus disbursements for transfer-related legal proceedings, plus £2,000 contingency)	Assumes zero
EX14	Grants	Year-to-date expenditure as of 5 December 2016 plus 25% estimate covering fourth quarter	Assumption based on historic data; this budget will be "topped up" by income generated by solar panels
EX15	Amenities and Property	Assumes that Younghayes Centre will not transfer to the Town Council during this financial year.	Younghayes Centre: Day and Bell charges (£1,350), cleaning (£3,500), maintenance (3,000), business rates (£8,500), waste disposal (£6,000), security (£3,500),

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EX15 cont'd	Amenities and Property cont'd		gardening/landscaping (£2,000), business plan (£2,000) Emergency Plan: Tools and equipment (£250)
EX16	Town Events	Assumes spent of £403.83 (Q1 plus Fun Run expenditure) by end of Q2 x 2 plus contingency	Assumes £1,000 based on 2016-17 expenditure and allowing that budget to double
EX17	Room Bookings	Quarter 2 expenditure x 2	Assumption based on expenditure during 2016-17 financial year plus £300 contingency
EX18	Youth Provision	£5,000 allowing contingency following a quote of £2,943.20 for part-year provision (F&P/16/73)	Quote of £4,988.92 for full-year provision and budget £7,830 based on cost for additional session leader for the entire financial year at £2,667.60
EX50	Contingency	Assumes contingency need of £700	Estimated 2017-18 expenditure = £195,450 = monthly expenditure of £16,287.50
	Balances		Projected reserves at the end of 2017-18 financial year of £69,883.57 = four months' running costs

Notes

Section 137 spending is not budgeted for because Cranbrook Town Council holds the General Power of Competence (Council Minute 15/123 refers).

The Council's Amenities Committee is scoping a possible investment in the provision of town-owned and managed publically-accessible Wi-Fi at an appropriate time in the future to make calls and use the internet but does not recommend investment in the 2017-18 financial year (minutes A/16/30 and A/16/56 refer).