

Kesgrave Town Council		Approved 2019/20 Annual Budget - By Centre as at 14 January 2019	
		Approved Budget 2019-20	Comments 2019-20
			This covers running the office, it does not include costs associated with the MJH, Market, Youth Club or C & R activities.
<b>101</b>	<b>Administration</b>		
1176	Precept	£0	Funding as a proportion of Council Tax, eg, 18/19 Council Tax = County (75%), Police (11.4%), District (9.8%), Town Council (3.8% equivalent to £56.13 pa per household)
1201	Interest Earned	£700	To consider higher interest account (Treasury Deposits etc)
1299	Income - Other	£0	Includes general income and donations
1505	Grant Income	£0	Grant funding from external organisations, businesses or individuals not covered elsewhere
1507	Neighbourhood Plan Grant	£0	Grant funding for explicit use of the Neighbourhood Plan
		£0	
	Total Income	<b>£700</b>	
4000	Salaries	£67,100	Based on 18.19 staffing structure. Pay awards as per NJC for Local Gov Services. Includes allowance for incremental progression and additional hours. Transfer from reserves £1968 from Staff Fund.
4001	Pension	£12,870	Pension contributions. Expected contribution increase to NEST to 5%.
4002	Employers NI	£5,220	National Insurance contributions
4004	Other Indirect staffing costs	£100	eg. DBS checks, well-being
4005	Travelling expenses	£500	Office travel costs for training, meetings, events
4006	Contract Staff	£0	included with 4051
4009	Staff Training	£1,000	General training for all new starters, GDPR etc. Role specific training is covered under relevant sections, eg, First Aid, Safeguarding etc..
4010	Hall Hire	£100	Town Council Hall hire for our own events eg, Public meetings, Annual Town meeting in MJH hall
4020	Printing & Stationery	£1,000	Office stationery
4021	Postage	£200	
4022	Advertising and Marketing	£500	Jobs adverts, AGM/ATM advertising, advertising in magazines. Excludes marketing to promote the Youth Club, MJH, Market and C&R.
4023	IT Maintenance	£1,000	Review of office network/tidy up. IT maintenance & repairs, cost of call-outs for Office and MJH.
4024	Office Equipment	£500	Provision, maintenance and replacement of Office equipment, eg, for chairs, shredder, filing cabinets etc (inc MJH)
4025	Insurance	£7,500	Zurich Insurance until 31 March 2023 - covers Public Liability, All Risks, Hirers' Liability, Libel & Slander, Fidelity Guarantee, legal expenses, Provision for extra premiums, KWMCC play Equip/fencing £46.
4026	Printer Consumables	£500	Office printer cartridges & toner (also covers MJH admin)
4027	Councillor Training & Courses	£1,000	New Councillor training, courses on specific issues, eg, planning, finance.
4028	IT Software Licences & Support	£2,000	Office 365/Outlook £58.80 pm, antivirus software £110 (estimate for 5 users from April), GPDR costs - new email accounts for councillors & staff, Omega RBS support. Also covers MJH.
4030	Subscriptions & Licences	£2,000	Subscriptions & memberships including SALC, SLLC membership, Inst of Cemetery and Cremations. NALC registration fee for Foundation Award - Quality Council coded to 4208.
4031	Drinking Water	£250	Water cooler rental/water bottles
new code	IT Equipment	£1,000	From reserves - New IT equipment £1000 - PC's, laptops, printers, cables, network switches, routers, projectors (also covers MJH). Funded from Reserves £1000
4050	Audit	£1,200	Internal Audit/Assurance review AGAR - legal requirement
4051	Business Support	£4,000	Budget for external support: to manage the electronic archiving of cemetery records and HR support to update contracts, policies, staff handbook etc.
4060	Fixtures/Fittings	£1,000	Fixture & Fittings - repair, maintenance & replacement. Covers: curtains, carpets, blinds, tables, filing cabinets etc..
4061	New Fixtures/Fittings - Delete	£0	Delete - see code 4060. Budget to IT equipment (new code)
4100	Rates	£4,385	Office Rates - Uplift 18.19 projection by 5%
4101	Water & Sewerage	£250	Office building - Uplift 18.19 projection by 5%
4104	Office Cleaning	£1,040	KTC cleaned by Caretakers
4105	Cleaning Contract - delete	£0	Delete - see code 4104
4162	Maintenance Grounds	£300	Maintenance of grounds around KTC office - grass cutting, pruning bushes etc.
4161	Maintenance Building	£1,070	Maintenance and servicing of the Office - Fire Alarm, extinguishers, boiler service, PAT testing, decoration etc
4170	Electricity	£630	Office electricity. Uplift 18.19 by 5%
4171	Gas	£1,260	Office gas. Uplift 18.19 by 5%
4172	Telephone & Broadband	£1,260	Office landline, Broadband and Alarm line. Uplift 18.19 by 5%
4173	Premises Sundries	£700	General running costs, eg, window cleaning, black sacks, hospitality. Purchase of card reader for payments- estimate £10 per month. (Alarm Service/PAT testing code to 4161)
4200	Hospitality	£0	Included in Office running costs - refreshments for meetings
4201	Grants - S137	£3,000	Funding for grants to local organisations requesting support
4202	Community Youth Work	£0	Moved to Youth Provision code 4202.
4204	Grant - Library	£11,500	Grant to Library to help with running costs and opening times.
4205	Grant - PCSO Match Funded	£18,067	SLA for PCSO based on 26 hours (not 37) plus allowance for marked police vehicle. Assuming part funded with Rushmere. Includes allowance for extra hours.
4206	12PT - Delete	£0	Delete (was Police and parishes forum - 12 parishes together - no longer running superseded by ASB Tasking meetings)
4207	Grants received expenditure	£0	Expenditure associated with one-off grants received
4208	Quality Council	£300	Exp'd to help gain quality council status to next level.

4211	Town Guide - printing magazine	£1,500	Printing costs for Town Guide magazine- every 2 years?
new code	Website & Social Media -running costs	£500	Provision and maintaining websites and social media. Includes: Domain hosting, domain diversions and general running costs.
new code	Website & Social Media - web design	£1,500	Revamps to KTC website/social media. Funded from General Reserves £1500
4216	Neighbourhood Plan	£2,000	Costs to support the creation and maintenance of the Kesgrave Neighbourhood Plan. Covers customer engagement, hall hire, pamphlets, questionnaires, consultants etc. Fund from reserves £2k
4220	Town Council Elections	£8,200	Estimated costs from SCDC for May 19 Elections. (assuming election is contested and runs with the District election 2 May). Councillor Term of Office - every 4 years. Subsequent Town Councillor elections to be funded from Reserves.
4230	Contingencies	£500	In -year contingencies
4240	Chairman's Allowance	£300	Chairman's expenditure at the discretion of the Chairman, includes hosting civic events
	Total Expenditure	<b>£168,802</b>	
<b>151 Market &amp; Trading</b>			
1299	Income - Other	£360	Market and Trading under review how to improve income etc. Includes refreshment income and running our own stalls.
1300	Stallholders - Market & weekdays	£2,300	Market stall holder income. Budget includes monthly Saturday market and weekday trading.
1301	Fast Food Traders	£700	Weekday -fast food traders
1505	Grant Income	£1,400	Funding received from external organisations, businesses or individuals to help run the market or trading activities. Typically used to run free activities at the market to attract visitors.
	Total Income	<b>£4,760</b>	
4005	Travelling expenses	£100	Travelling expenses for training, attending meetings outside Kesgrave.
4009	Staff training	£0	Market related training costs
4010	Hall Hire	£500	Hall hire from Scouts
4022	Advertising & Marketing	£240	Includes regular Facebook for monthly promotion etc
4200	Hospitality	£0	No longer required
4232	Resources & Activities	£1,000	Free activities to attract more visitors to the market, eg, crafts, facepainting, balloon modelling. Matched by income.
4234	Market revamp/marketing	£1,400	Initiatives to attract more stall holders and visitors: printing postcards,posters,leaflets,banners, bill boards etc
4500	Project Management	£2,800	includes:Market Manager costs to attend Market, liaise with stallholders, admin etc
	Total Expenditure	<b>£6,040</b>	
<b>152 MJH</b>			
1200	FIT Generation	£750	Income from the MJH solar panels (Feed-In-Tariff)
1299	Income - Other	£0	Includes donations and general income
1400	MJH - Room hire Income	£33,000	Income from hiring the halls. Contracts for Hirers to be reviewed and to consider a review of the pricing structure. Includes hiring the hall internally ie,youth club - to be increased for hire of 2 halls, ATM's etc..
	Total Income	<b>£33,750</b>	
4000	Salaries	£25,540	Salaries for staff supporting the MJH - includes additional hours to cover annual leave/overtime etc
4001	Pension	£0	
4002	Employers NI	£970	Employers contribution for NI only
4005	Travelling expenses	£200	Travel expenses for additional mileage not covered in salaries
4009	Staff training	£500	MJH specific training, including working from heights, lone working, safeguarding, first aid, manual handling, use of ladders etc
4010	Hall Hire - delete	£0	Youth Club hall hire - coded to Youth Club Hall hire
4022	Advertising & Marketing	£1,000	new code - marketing to help publicise the MJH to attract more hirers eg, open days,advert banners, posters,promotions.
4030	Subscriptions & Licences	£750	Licences required for hiring the hall, eg, public entertainments, PRS/PPL licence - to be reviewed.
4060	Fixtures/Fittings	£850	New items, repairs and maintenance, eg, curtains, blinds, carpets.Fund from Reserves: Contents £500
4100	Rates	£2,670	MJH rates - uplift 18.19 projection by 5%
4101	Water & Sewerage	£735	MJH charges based on 18/19 actuals
4105	Cleaning Contract	£3,480	Currently undertaken by Norse. Uplift 18.19 projection by 5% to allow for increase in hourly rate.
4161	Maintenance Building	£1,800	Maintenance and servicing of MJH, ie, fire-extinguisher service, emergency lighting, fire alarm maintenance, air conditioning maintenance/service, boiler, PAT testing, redecoration.
4162	Maintenance Grounds	£200	Grounds around the MJH - access road, behind hall, fenced play area. Excludes MSG .
4165	New Fixtures/Fittings - delete	£0	Use code 4060
4170	Electricity	£1,600	Electricity for MJH
4172	Telephone & Broadband	£735	Telephone, Broadband and Caretaker mobile phone.
4173	Premises Sundries	£750	Includes:Toilet rolls, cleaning materials, lightbulbs etc
4230	Contingencies	£1,000	Contingency to include refund for damage deposits, overpayments for hire.
4301	Waste Collection	£1,655	Currently Biffa contract -standard & recycling waste. Uplift 18.19 projection by 5%
	Total Expenditure	<b>£44,435</b>	

<b>153 Youth Provision</b>				Tuesday and Thursday Youth Clubs and outreach work
1500	Youth Club [subs]		£0	Not charging at present to increase numbers
1501	Youth Club [tuck]		£1,000	Tuck shop income should equal exp'd.
1502	Youth Club - KTC Grant		£1,796	From Youth Club reserve - balance £1796
1503	Spark Grant [Youth Club] - delete		£0	All grants to be included in 1505
1505	Youth Club - Other Grants		£4,200	Grants from other sources. Possible funding from SPARK or Reserves - to pay for hire of the MJH, training, equipment but not salaries.
Total Income			<b>£6,996</b>	
4000	Salaries		£5,730	Tuesday Youth Club and management costs
4004	Other Staff expenses		£100	Includes DBS checks
4005	Travelling expenses		£0	travel for tuck shop purchases, meetings, training etc
4009	Staff Training		£750	Training for Youth Club workers, volunteers, office staff for specific courses, eg, safeguarding,first aid
4010	Hall Hire		£3,500	Charges for Youth Club use of MJH. Increased to include 2 rooms
4022	Adverting & Marketing		£100	Youth Club promotion,posters, handouts etc
4202	Detached Youth work		£2,000	Outreach workers for young people. Fund from reserves £2000
4231	Tuck		£1,000	Tuckshop supplies
4232	Resources & Activities		£1,000	Purchase, repair and replacement of KTC owned equipment, ie, table tennis equipment, pool, games consoles etc.
4236	Youth Service expenditure		£13,586	Costs of running the outsourced youth clubs, eg, Orwell SLA for Thursday Youth Club. Plus funding for youth project from Reserves £3586.
4237	Youth Services Audit		£500	External audits to provide confidence that the clubs are using best practice.
Total Expenditure			<b>£28,266</b>	
<b>201 Recreation and Amenities</b>				This covers running POS/Land/Facilities (CWG, Oak Meadow, Legion Green, Long Strops Pond, Lawn Cemetery, RFC car park/footpaths/grass, Rupert Fison Square, 95 Street lights, KWMCC play equipment), community areas not owned by KTC, but supported by KTC (pavements, roads, Long Strops, Cemetery, car parks etc), community events run by KTC, grant requests to support other community organisations, new community projects.
1299	Income - Other		£1,400	Community events additional income, excluding grants:- FunDay £500, SCO £100, Ice Rink £800
1505	Grant Income		£0	Grant funding from external sources to support C&R activities. Includes locality budgets.
1506	CIL Income		£0	Ring Fenced income - Community Infrastructure Levy (CIL) - financial contribution from Developers to provide community facilities/services to support their developments. Transfer to reserves. Expected receipts 19/20 £7856 - email from SCDC
1700	Cemetery		£0	No budget as income is not guaranteed
1800	Firework Income		£7,500	Income from predicted sales, grants,sponsorship for firework night Nov 2019
Total Income			<b>£8,900</b>	
4000	Salaries (CWG, Oak Meadow, KWMCC)		£10,100	For CWG, Oak Meadow, KWMCC - opening/closing,checking equip, adhoc repairs
4001	Pension		£0	
4002	Employers NI		£1,200	
4004	Other Staff expenses		£0	
4007	Salaries (Oak) - Delete		£0	Oak Meadow - include with code 4000
4009	Staff training		£250	Training for litter pickers, staff for specific courses, eg, cemetery maintenance etc
4101	Water & Sewerage		£80	Uplift 18.19 by 5%. Standpipe at Cemetery
4162	Maintenance Grounds - delete		£0	no longer required
4170	Electricity		£130	Rupert Fison Square - uplift 18.19 projection by 5%
4207	Grants received expenditure		£0	Exp'd with grant funding
4221	Highways		£500	Cleaning and painting road signs £500. (Added to reserves £5k)
4241	Community Transport		£500	Community Transport Initiatives eg, Bury St Edmund's Voluntary Service)
4249	One-off Events		£0	One-off Events, eg, Coronations, Royal Weddings etc
4251	Christmas Light switch on/tree		£1,250	Budget for tree, putting up lights,sound provision for light switch on, purchase of new lights, advertising.
4252	Remembrance Day		£300	School Remembrance Service- refreshments
4253	Evening of Reflection		£100	Christmas tree to remember loved ones - refreshments, stars, publicity
4254	Firework Night		£11,500	Firework night: Estimated shortfall: £7.5k income - £11.5k exp'd = £4k with no extra funding. Funded from Reserves
4255	Senior Citizens Outing		£850	Coach, venue hire, refreshments, publicity, prizes
4256	Community Events Resources/equipment		£5,500	Funds to purchase and maintenance of KTC owned equipment for use at community events. Storage facility for stage/litter pickers £2k and Portable stage £3k - fund from Reserves (£5k)
4257	Kesgrave Fun Day		£3,000	Income recorded separately
4258	Mobile Skate Park		£500	Mobile skatepark sessions. (Qualified staff paid to organise) and maintenance of jumps, helmets,pads and skateboards.
4259	Christmas Ice Skate		£6,800	Event costs. Part funded from Reserves £4500
new code	Conservation Projects		£500	Conservation budget to support community groups and conservation work in Kesgrave, including purchase of trees, plants, equipment etc Funded from Conservation Reserve £500.
4301	Waste Collection		£1,200	Waste collection at Lawn Cemetery (Currently Biffa)

4305	Seats & Notice Boards		£2,000	Repair and replacement of benches (£500) and notice boards (£1000). Include budget to maintain/purchase new flags
4307	Fido & Bin repair & additions		£2,000	Repair and replacement of bins
4308	Bus Shelters		£0	Add to reserves towards purchase of bus shelter £2k
4309	Air Quality testing		£200	Provision and maintenance of air quality measuring instruments and data analysis. SCDC charge to test.
4313	General Maintenance/Repairs		£200	Other areas
4314	Equipment Purchase & Repairs		£1,000	Purchase and maintenance of KTC equipment. Includes: trimmers, hand tools, mowers etc. Transfer from Reserves £1000.
4315	Street Lighting		£6,400	To fund upgrading/repairs of town council owned street lights following survey (90 KTC ownership of street lights). Annual charge from SCC for inspections.
4351	Cemetery (lawn) - External Contract		£4,725	Contract for Lawn Cemetery grounds maintenance, grass cutting, shrubs etc. Uplift 18.19 by 5%.
4352	Cemetery (lawn)- Incidental Work		£3,000	Lawn Cemetery incidental works fencing,trees, pathwork etc
4353	Town Projects		£0	Fund from Reserves when required: Community Project Investigations.
4354	Grounds Maintenance:Rupert Fison Square		£6,000	Grass cutting and maintenance. (Additional planting/features funded from reserves £5k)
			£0	
4400	POS Grass Cutting [LG, Oak, CWG+Walk, KWMCC]		£4,740	Uplift 18.19 projection by 5%. SC Norse contract.
4401	Grounds Maintenance [MSG]		£3,500	Millennium Sports Ground maintenance - marking field, shrubs, fences, grass cutting, seeding, rabbit holes. Vertas Contract (hedges/perimeters by Covenant)
4402	Handyman, etc		£500	Handyman contract- ad hoc work including tidying, putting up signs.
4403	Hedgeworks		£2,000	Hedge cutting at Legion Green, Cedarwood Green/Walk, Oak Meadow
4404	Salary - Litter Picker		£12,175	
4405	Grounds Maintenance [Oak Meadow]		£1,500	Shrubs, footpaths, fencing, rabbit holes etc
4406	Grounds Maintenance (CWG/walk)		£1,000	Shrubs, footpaths, fencing, rabbit holes etc
4407	Grounds Maintenance - Specialist areas		£850	Contractors for specialist maintenance Greenways - Long Stroops Pond and wildflower areas, Norse- LG&CW wild flower area, Norse - Cedarwood walk wildflower area.
4408	Treeworks (survey & maintenance)		£5,000	Annual tree surveys and maintenance work on KTC owned land.
4409	Play Equipment Purch/Mainten		£12,000	Provision and maintenance of play equipment in Kesgrave (our land or land owned by other organisations). Includes equipment inspections by ROSPA. (Added to reserves £17144 plus CIL £7856 =£25k). Large projects to be funded from Reserves and CIL reserve.
4410	Millennium Car Park		£3,930	Security contract for closing gate at car park. Also include maintenance of the car park surface, gate etc
	Total Expenditure		£116,980	
	<b>Total Budget Income</b>		£55,106	
	<b>Total Budget Expenditure</b>		£364,522	
	<b>Funding required</b>		-£309,416	
	<b>Transfer from Reserves</b>		£24,028	
	<b>Precept requirement</b>		£285,388	