

How to contact us

Write to:

Town Hall, High Street
Lewes, East Sussex
BN7 2QS

Find us online: www.lewes-tc.gov.uk

Call: 01273 471469

Email: townclerk@lewes-tc.gov.uk



**LEWES
TOWN
COUNCIL**

To: Cllrs Earl, Herbert, Lamb, Makepeace, Mayhew, Wood

Cc: Cllr Catlin

A Meeting of the **Finance Working Party** will be held via Zoom video link on **Wednesday 12th January 2022**, at **9:30am** which you are summoned to attend.

L Chrysostomou
Town Clerk
10th January 2022

AGENDA

1. Election of Chair

To elect a Chair for the Working Party

2. Apologies

To receive apologies from members of the working party who are unable to attend.

3. Member's Declarations of Interest:

To note declarations of any personal or prejudicial interests in matters on this agenda.

4. Minutes:

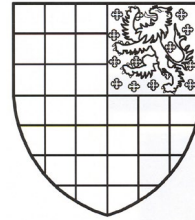
To agree the Minutes of the Meeting held on Thursday 28th October 2021 (pages 2-4)

5. Chair's Announcements:

To receive any announcements from the Chair of the Working Party.

6. Draft Budget 2022 to 2023

(Draft Budget Book attached page 5-18)



Minutes of the meeting of the Finance Working Party

held on **Thursday 28th October 2021 at 7:00pm**, online via Zoom Meetings.

Present Cllrs G Earl; O Henman (elected Chairman); J Herbert; I Makepeace; Dr G Mayhew; and K Wood, and (not appointed to Working Party) Cllrs Catlin and Lamb.

In attendance: S Brigden (Town Clerk [TC]); Ms L Chrysostomou (TC Designate)

FWP2021/01 Election of chairman: Cllr Henman was elected Chairman.

FWP2021/02 Apologies for absence: There were none; all members were present.

FWP2021/03 Declarations of interest: There were none.

FWP2021/04 Questions: There were none.

FWP2021/05 Remit of the working party:

The working party is tasked to consider the detail of estimated expenditure and income for the Council's operations, levels of fees & charges, and to agree a draft budget and level of Council Tax precept, for recommendation to Council.

The Working Party is asked to ensure appropriate provision for items constituting the Council's Major Items Plan for 2022 to 2023.

FWP2021/06 As the Working Party was to discuss low-level detail of the Council's finances, and during the meeting personal details related to present employees, and proposed expenditure on contracts for supply of goods and services (potentially commercially-sensitive) might be disclosed, the Chairman proposed, and it was consequently **resolved that:**

FWP2021/06.1 "In view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960; any members of the press or public present be excluded and instructed to withdraw. The nature of this business is: personal details related to present employees, and proposed expenditure on contracts for supply of goods and services"

FWP2021/07 Business of the meeting:

1 Working notes were presented 'live', illustrating various assumptions and background values; together with draft service budgets for 2022 to 2023 and miscellaneous comparative values to help with context. It was explained that this meeting was intended to address basic assumptions and underlying principles, and further meetings could be held as required before a final recommendation to Council was formulated.

2 The Town Clerk elaborated upon the working-draft budget and explained underlying assumptions and reasoning; demonstrating factors such as value assumptions and estimated levels of increase for 'standard' elements such as insurances, utilities, staffing costs etc. and described the principles that had been applied in estimating the budget. It was noted that there were several unavoidable factors such as maternity leave cover; government imposed increase to National Insurance contributions for employers; increase to employer's contribution rates for the local government pension scheme and prudent provision for nationally-agreed pay awards.

Working Party Members satisfied themselves that these were reasonable, although noted that they wished to reserve opinions on a prudent increase to allow for utility charges, pending a review of prospective future energy charges etc, before finally confirming any budget recommendations.

3 The Town Clerk stressed that the Council must continue to heed the fact that the uncommitted General Fund (GF), depleted in recent years due to the cost of major repairs to buildings, should be maintained as per standing audit guidance at or around £400,000, and the Council's own Investment & Reserves Policy aimed to establish this at approximately four months' gross expenditure – i.e. between £470,000 and £500,000 at current budget levels. The strategy to achieve this had been, for the past few years, an annual appropriation from precept of £50,000 solely for the purpose of rebuilding the recommended GF balance – shown in tables and the published accounts as Reserve P10 '*General Fund reinstatement*'. Additionally, operating factors in recent years and reduced costs during the Covid-19 pandemic had improved the balance at the start of the current financial year to just over £375,000.

It was noted that this situation could be allowed to continue developing slowly, because the Council held significant other Reserves which could be appropriated *in extremis* (and auditors recognized this position) but could not be ignored or delayed unduly.

4 With these points in mind, the Working Party considered the draft service budget estimates presented for 2022 to 2023

Principal in these deliberations was recognition that many taxpayers in 2022 could be facing continued financial hardships due to Covid-19, and there was a common desire to avoid or minimize increases if possible. It was acknowledged, however, that there were unavoidable increases and a continuing need to address the proper maintenance of the Council's physical assets and adequately fund continuing services; to continue the restoration of the General Fund balance, and to provide for unavoidable, foreseeable, expenses.

5 It was remarked that the Council's operating expenditure seemed biased toward buildings costs not services, but the Town Clerk emphasized that the buildings were predominantly used to provide community services and facilities that would otherwise be unavailable in the town. They were an intrinsic part of the town's cultural fabric – offering a 'home base' for many community groups and organisations at affordable rates, as well as being significant architectural landmarks with a rich history.

6 Building and engineering works were of particular concern, as the Council's assets had all been taken-on with considerable historic dilapidation, and contexts such as heritage listing status. Recent quotations for additional works necessary to complete a replacement of the Town Hall heating system were a particular factor, and this was being addressed by the Council's Buildings Working Party who awaited a revised report from consultants on technical options.

7 The working party considered the proposed contributions to reserves, and operational requirements, in some detail. The draft budgets presented took account of:

- Provision for known/anticipated increases in public utility supplies
- Adjustments for completed and imminent (previously approved) projects
- Provision for elements identified in the Council's 'major items' plan
- Appropriate reserves for agreed/anticipated projects
- Provision for anticipated increases in insurance and other overhead costs
etc

- Provision for known increase in employers' pension and NI contributions
- Refinement of overhead allocation to services and base service cost estimates
- An estimated adjustment to salaries (a national agreement reached annually through the local government joint negotiating body).
- Provision for known and/or anticipated increases in cost of contracted services
- Maintenance of the small grants fund, recognizing the consistently high level of applications received
- Re-establishment of exhausted reserves and/or continuation of prudent contributions
- Provision for costs associated with the acquisition of assets or services through devolution
- Fees & charges income

The draft budget combined specific amounts for known costs and committed project items, with prudent allowances for reserves, and provided for a flexible response to unforeseen issues.

8 Provision was made for all 'unavoidable' increases to give a base value, and 'live' modelling of various options was conducted throughout the meeting with the implications and overall impact assessed at each point.

9 The draft budget initially presented had indicated a precept increase significantly above general inflation. Refinement of some Reserve provisions during the meeting reduced this substantially, and the Town Clerk indicated some areas where further modest refinement would reduce this. The adjustments were discussed in detail and a revised figure resulted in a precept that would increase slightly less than inflation, although this was inadequate to cover some of the unavoidable increases in overheads.

Members agreed that this position would hold until the Buildings Working party were in a position to evaluate revised plans for a Town Hall heating system replacement.

FWP2021/08 Conclusions/recommendations:

- The draft budget, as revised during the meeting, would be distributed shortly to Working Party members.
- A further meeting would be scheduled once the Buildings Working party were in a position to evaluate revised plans for a Town Hall heating system replacement.
- Before any budget recommendation to Council was finalized, the provisional values applied to allow for utility charge increases would be tested against tariff projections prevailing at that time.

FWP2021/09 The Chair thanked everyone for their contributions and declared the meeting closed.

The meeting ended at 9:30pm

Signed:

Date:

LEWES TOWN COUNCIL

Budget Estimates		2022-23		
AGGREGATE - ALL COST CENTRES				
Line	Account	2021/22 EST	< > diff	2022/23 EST
1	EXPENDITURE			
2	Staff			
3	7003/5 Salaries & Wages	449,155	16,642	465,797
4	7006 National Insurance	61,981	8,122	70,103
5	7007 Superannuation	94,673	8,268	102,941
6	7009 Other staff expenses	3,950	0	3,950
7	Staff Total	609,759	33,032	642,791
8	Premises			
9	6100 Repairs & maintenance	34,300	1,000	35,300
10	6101 Grounds maintenance	85,190	860	86,050
11	6102 Electricity	16,700	245	16,945
12	6103 Gas	13,200	205	13,405
13	6104 Water & drainage	10,360	800	11,160
14	6105 Alarm systems	4,480	0	4,480
15	6106 Equipment & furniture etc	15,100	2	15,102
16	6107 Rentals & hire costs	0	0	0
17	6108 NNDR	72,822	1,458	74,280
18	6109 Premises insurance	25,240	386	25,626
19	Premises Total	277,392	4,956	282,348
20	Transport			
21	6200 Transport hire costs	0	0	0
22	6201 Transport running costs	0	0	0
23	6202 Mileage allowances	0	0	0
24	Transport Total	0	0	0
25	Supplies & Services			
26	6400 Consumable stores	6,280	0	6,280
27	6401 Equipment rental	10,940	0	10,940
28	6402 Regalia	1,450	0	1,450
29	6403 Small plant & tools	2,065	0	2,065
30	6404 Catering	16,650	0	16,650
31	6405 Printing	2,080	0	2,080
32	6406 Stationery	2,310	0	2,310
33	6407 Books & periodicals	100	0	100
34	6408 Postage	2,035	0	2,035
35	6409 Telephones/ICT	18,800	-3,300	15,500
36	6410 Office equipment	2,832	0	2,832
37	6411 General office expenses	0	0	0
38	2300 Loan charges	58,056	0	58,056
39	6412 Consultants	25,770	0	25,770
40	6413 Legal expenses	8,840	0	8,840
41	6414 Hospitality	850	0	850
42	6415 Members allowances	5,700	0	5,700
43	6416 Miscellaneous expenses	29,650	15,000	44,650
44	6417 Grants & subscriptions etc	101,770	265	102,035
45	6418 Advertising & promotions	4,000	0	4,000
46	6419 Travelling & subsistence	2,870	0	2,870
47	Supplies & services Total	303,048	11,965	315,013
48				
49	Miscellaneous			
50	8100 A/cs written off	0	0	0
51	6500 Miscellaneous insurances	10,210	171	10,381
52	n/a Recharges to services	202,500	11,000	213,500
53	6700 Other miscellaneous expenditure	600	0	600
54	Miscellaneous Total	213,310	11,171	224,481
55				
56	EXPENDITURE Total	1,403,509	61,124	1,464,633
57				
58	INCOME			
59	4000 Fees & charges income	175,200	15,000	190,200
60	4001 Rental income	12,630	145	12,775
61	4002 Other miscellaneous income	1,850	30	1,880
62	INCOME Total	189,680	15,175	204,855
63				
64	NETT OPERATING TOTAL	1,213,829	45,949	1,259,778
65				
66				
67				
68				
69				
70	BUDGET REQUIREMENT (rounded)	1,214,000	46,000	1,260,000

LEWES TOWN COUNCIL

Budget Estimates

Service: **CORPORATE ADMINISTRATION (10)** **2022-23**

Line	Account	2021/22 EST	< > diff	2022/23 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	50,771	-3,218	47,553	
4	7006 National Insurance	7,006	151	7,157	
5	7007 Superannuation	10,967	-458	10,509	
6	7009 Other staff expenses	3,950	0	3,950	incl. welfare; subst; training
7	Staff Total	72,694	-3,525	69,169	
8	Premises				
9	6100 Repairs & maintenance	100	0	100	
10	6101 Grounds maintenance		0		
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc	100	2	102	
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance	1,490	20	1,510	
19	Premises Total	1,690	22	1,712	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores		0		
27	6401 Equipment rental		0		
28	6402 Regalia		0		
29	6403 Small plant & tools		0		
30	6404 Catering		0		
31	6405 Printing	200	0	200	
32	6406 Stationery	300	0	300	part rechargeable to services on analysis
33	6407 Books & periodicals	100	0	100	Incl. royalty payments iro resaleable stock
34	6408 Postage	400	0	400	part rechargeable to services on analysis
35	6409 Telephones/ICT	14,000	-3,000	11,000	part rechargeable to services on analysis
36	6410 Office equipment	2,000	0	2,000	part rechargeable to services on analysis
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants	8,000	0	8,000	Audit/Sage support/ DPO
40	6413 Legal expenses		0		
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses	6,000	0	6,000	Training budget
44	6417 Grants & subscriptions etc	4,300	0	4,300	NALC/SEEmp/SALC/SLCC
45	6418 Advertising & promotions	800	0	800	Stat Ads
46	6419 Travelling & subsistence	120	0	120	
47	Supplies & services Total	36,220	-3,000	33,220	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	4,500	70	4,570	
52	n/a Recharges to services	52,300	-45,000	7,300	see Projects & Reserves table
53	6700 Other miscellaneous expenditure	600	0	600	bank charges & contingency
54	Miscellaneous Total	57,400	-44,930	12,470	
55					
56	EXPENDITURE Total	168,004	-51,433	116,571	
57		0			
58	INCOME				
59	4000 Fees & charges income	50	0	50	sale of publications
60	4001 Rental income		0		
61	4002 Other miscellaneous income	1,200	30	1,230	
62	INCOME Total	1,250	30	1,280	
63					
64	NETT TOTAL	166,754	-51,463	115,291	
65					
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Service: **CIVIC ADMINISTRATION (20)** **2022-23**

Line	Account	2021/22 EST	< > diff	2022/23 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	45,457	2,854	48,311	
4	7006 National Insurance	6,273	998	7,271	
5	7007 Superannuation	9,819	858	10,677	
6	7009 Other staff expenses		0		
7	Staff Total	61,549	4,710	66,259	
8	Premises				
9	6100 Repairs & maintenance		0		
10	6101 Grounds maintenance		0		
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance	0	0	0	
19	Premises Total	0	0	0	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores		0		
27	6401 Equipment rental		0		
28	6402 Regalia	1,200	0	1,200	cleaning/refurbishment; PM badges etc.
29	6403 Small plant & tools		0		
30	6404 Catering	7,000	0	7,000	Civic events
31	6405 Printing	700	0	700	
32	6406 Stationery	500	0	500	
33	6407 Books & periodicals		0		
34	6408 Postage	190	0	190	
35	6409 Telephones/ICT	330	0	330	
36	6410 Office equipment	87	0	87	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses	2,000	0	2,000	Base £2K
41	6414 Hospitality		0		
42	6415 Members allowances	5,000	0	5,000	Scheme agreed @ £331 per Cllr
43	6416 Miscellaneous expenses	10,500	15,000	25,500	Twin'g £5K Tour'm £4K; Civic Awd £1500; QE2Jubilee £15k
44	6417 Grants & subscriptions etc	70,000	0	70,000	Misc Grants £60K; CAB £8K; HSTA-LNS £2K
45	6418 Advertising & promotions	1,200	0	1,200	
46	6419 Travelling & subsistence	1,000	0	1,000	
47	Supplies & services Total	99,707	15,000	114,707	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	970	30	1,000	
52	n/a Recharges to services	9,000	12,000	21,000	see Projects & Reserves table
53	6700 Other miscellaneous expenditure	0	0	0	Contingency
54	Miscellaneous Total	9,970	12,030	22,000	
55					
56	EXPENDITURE Total	171,226	31,740	202,966	
57		0			
58	INCOME				
59	4000 Fees & charges income		0		
60	4001 Rental income	0	0	0	
61	4002 Other miscellaneous income	150	0	150	
62	INCOME Total	150	0	150	
63					
64	NETT TOTAL	171,076	31,740	202,816	
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Line	Account	2021/22 EST	< > diff	2022/23 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	31,917	-1,777	30,140	
4	7006 National Insurance	4,404	132	4,536	
5	7007 Superannuation	6,894	-233	6,661	
6	7009 Other staff expenses		0		
7	Staff Total	43,215	-1,878	41,337	
8	Premises				
9	6100 Repairs & maintenance		0		
10	6101 Grounds maintenance		0		
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance		0		
19	Premises Total	0	0	0	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores		0		
27	6401 Equipment rental		0		
28	6402 Regalia	250	0	250	
29	6403 Small plant & tools		0		
30	6404 Catering	9,000	0	9,000	Mayoral events (major)
31	6405 Printing	300	0	300	
32	6406 Stationery	300	0	300	
33	6407 Books & periodicals		0		
34	6408 Postage	170	0	170	
35	6409 Telephones/ICT	200	0	200	
36	6410 Office equipment	80	0	80	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses		0		
41	6414 Hospitality	850	0	850	Mayoral events (minor)
42	6415 Members allowances	700	0	700	personal expenses allowance
43	6416 Miscellaneous expenses	1,500	0	1,500	tickets/tributes/donations/gifts etc.
44	6417 Grants & subscriptions etc	250	0	250	Sx Mayors Assoc/Civic Officers Assoc.
45	6418 Advertising & promotions		0		
46	6419 Travelling & subsistence	1,600	0	1,600	
47	Supplies & services Total	15,200	0	15,200	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	400	6	406	
52	n/a Recharges to services		0	0	see Projects & Reserves table
53	6700 Other miscellaneous expenditure	0	0	0	
54	Miscellaneous Total	400	6	406	
55					
56	EXPENDITURE Total	58,815	-1,872	56,943	
57		0			
58	INCOME				
59	4000 Fees & charges income		0		
60	4001 Rental income		0		
61	4002 Other miscellaneous income	500	0	500	Mayor's fund
62	INCOME Total	500	0	500	
63					
64	NETT TOTAL	58,315	-1,872	56,443	
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Line	Account	2021/22 EST	< > diff	2022/23 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	92,154	11,119	103,273	
4	7006 National Insurance	12,717	2,826	15,543	
5	7007 Superannuation	17,559	5,264	22,823	
6	7009 Other staff expenses		0		
7	Staff Total	122,430	19,209	141,639	
8	Premises				
9	6100 Repairs & maintenance	15,000	0	15,000	Routine & Responsive repairs
10	6101 Grounds maintenance	4,800	0	4,800	Refuse £3000: window cleaning £320: base £680
11	6102 Electricity	13,000	195	13,195	
12	6103 Gas	11,000	165	11,165	
13	6104 Water & drainage	3,000	0	3,000	
14	6105 Alarm systems	3,500	0	3,500	Fire and intruder systems
15	6106 Equipment & furniture etc	2,500	0	2,500	Fire equipment & misc plant
16	6107 Rentals & hire costs		0		
17	6108 NNDR	63,852	1,278	65,130	
18	6109 Premises insurance	15,500	235	15,735	per u/writer allocation of premium
19	Premises Total	132,152	1,873	134,025	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores	2,600	0	2,600	
27	6401 Equipment rental	900	0	900	incl. sanitary service
28	6402 Regalia		0		
29	6403 Small plant & tools	1,100	0	1,100	incl. kitchen equip't service
30	6404 Catering		0		
31	6405 Printing	250	0	250	
32	6406 Stationery	500	0	500	
33	6407 Books & periodicals		0		
34	6408 Postage	350	0	350	
35	6409 Telephones/ICT	1,400	-300	1,100	
36	6410 Office equipment	150	0	150	
37	6411 General office expenses		0		
38	2300 Loan charges	10,056	0	10,056	PWLB loan 1998-2023
39	6412 Consultants	1,000	0	1,000	
40	6413 Legal expenses	2,450	0	2,450	licences & PRS royalties
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses	0	0	0	
44	6417 Grants & subscriptions etc		0		
45	6418 Advertising & promotions	750	0	750	
46	6419 Travelling & subsistence		0		
47	Supplies & services Total	21,506	-300	21,206	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	1,010	15	1,025	
52	n/a Recharges to other a/c's	60,000	40,000	100,000	see Projects & Reserves table
53	6700 Other miscellaneous expenditure	0	0	0	contingency
54	Miscellaneous Total	61,010	40,015	101,025	
55					
56	EXPENDITURE Total	337,098	60,797	397,895	
57		0			
58	INCOME				
59	4000 Fees & charges income	75,000	10,000	85,000	
60	4001 Rental income	7,800	0	7,800	LDC strongroom rental + res flat
61	4002 Other miscellaneous income		0		
62	INCOME Total	82,800	10,000	92,800	
63					
64	NETT TOTAL	254,298	50,797	305,095	
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Line	Account	2021/22 EST	< > diff	2022/23 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	90,161	5,429	95,590	
4	7006 National Insurance	12,442	1,944	14,386	
5	7007 Superannuation	19,475	1,650	21,125	
6	7009 Other staff expenses		0		
7	Staff Total	122,078	9,023	131,101	
8	Premises				
9	6100 Repairs & maintenance	4,000	0	4,000	Routine & Responsive repairs
10	6101 Grounds maintenance	500	0	500	incl. refuse collection etc.
11	6102 Electricity	2,000	30	2,030	
12	6103 Gas	1,200	20	1,220	
13	6104 Water & drainage	2,480	0	2,480	
14	6105 Alarm systems	380	0	380	
15	6106 Equipment & furniture etc	9,500	0	9,500	eqpt. & lighting etc.
16	6107 Rentals & hire costs		0		
17	6108 NNDR	3,799	76	3,875	
18	6109 Premises insurance	3,800	60	3,860	underwriter apportionment of premium
19	Premises Total	27,659	186	27,845	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				<i>* Film@AS ceased 2018</i>
26	6400 Consumable stores	1,400	0	1,400	
27	6401 Equipment rental	500	0	500	
28	6402 Regalia		0		
29	6403 Small plant & tools	200	0	200	
30	6404 Catering	400	0	400	kiosk stock
31	6405 Printing	500	0	500	
32	6406 Stationery	350	0	350	
33	6407 Books & periodicals		0		
34	6408 Postage	480	0	480	
35	6409 Telephones/ICT	1,000	0	1,000	
36	6410 Office equipment	250	0	250	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants	0	0	0	
40	6413 Legal expenses	1,600	0	1,600	Licences
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses	350	0	350	
44	6417 Grants & subscriptions etc		0		
45	6418 Advertising & promotions	280	0	280	
46	6419 Travelling & subsistence		0		
47	Supplies & services Total	7,310	0	7,310	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	1,160	18	1,178	
52	n/a Recharges to services	20,000	20,000	40,000	<i>see Projects & Reserves table</i>
53	6700 Other miscellaneous expenditure		0		
54	Miscellaneous Total	21,160	20,018	41,178	
55					
56	EXPENDITURE Total	178,207	29,227	207,434	
57		0			
58	INCOME				
59	4000 Fees & charges income	50,000	5,000	55,000	
60	4001 Rental income		0		
61	4002 Other miscellaneous income	0	0	0	
62	INCOME Total	50,000	5,000	55,000	
63					
64	NETT TOTAL	128,207	24,227	152,434	
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Service: MALLING COMMUNITY CENTRE (51) 2022-23

Line	Account	2021/22 EST	< > diff	2022/23 EST
1	EXPENDITURE			
2	Staff			
3	7003/5 Salaries & Wages	65,575	2,994	68,569
4	7006 National Insurance	9,049	1,271	10,320
5	7007 Superannuation	14,164	990	15,154
6	7009 Other staff expenses	0	0	0
7	Staff Total	88,788	5,255	94,043
8	Premises			
9	6100 Repairs & maintenance	1,000	1,000	2,000
10	6101 Grounds maintenance	1,000	0	1,000
11	6102 Electricity	1,000	20	1,020
12	6103 Gas	1,000	20	1,020
13	6104 Water & drainage	700	800	1,500
14	6105 Alarm systems	600	0	600
15	6106 Equipment & furniture etc	1,000	0	1,000
16	6107 Rentals & hire costs	0	0	0
17	6108 NNDR	5,171	104	5,275
18	6109 Premises insurance	2,000	30	2,030
19	Premises Total	13,471	1,974	15,445
20	Transport			
21	6200 Transport hire costs	0	0	0
22	6201 Transport running costs	0	0	0
23	6202 Mileage allowances	0	0	0
24	Transport Total	0	0	0
25	Supplies & Services			
26	6400 Consumable stores	1,200	0	1,200
27	6401 Equipment rental	500	0	500
28	6402 Regalia	0	0	0
29	6403 Small plant & tools	150	0	150
30	6404 Catering	0	0	0
31	6405 Printing	100	0	100
32	6406 Stationery	150	0	150
33	6407 Books & periodicals	0	0	0
34	6408 Postage	100	0	100
35	6409 Telephones/ICT	1,000	0	1,000
36	6410 Office equipment	100	0	100
37	6411 General office expenses	0	0	0
38	2300 Loan charges	48,000	0	48,000 PWLB 15yrs 2020-35
39	6412 Consultants	1,000	0	1,000
40	6413 Legal expenses	1,500	0	1,500
41	6414 Hospitality	0	0	0
42	6415 Members allowances	0	0	0
43	6416 Miscellaneous expenses	300	0	300
44	6417 Grants & subscriptions etc	0	0	0
45	6418 Advertising & promotions	120	0	120
46	6419 Travelling & subsistence	0	0	0
47	Supplies & services Total	54,220	0	54,220
48				
49	Miscellaneous			
50	8100 A/cs written off	0	0	0
51	6500 Miscellaneous insurances	1,400	20	1,420
52	n/a Recharges to services	10,000	-10,000	0 <i>see Projects & Reserves table</i>
53	6700 Other miscellaneous expenditure	0	0	0
54	Miscellaneous Total	11,400	-9,980	1,420
55				
56	EXPENDITURE Total	167,879	-2,751	165,128
57		0		
58	INCOME			
59	4000 Fees & charges income	50,000	0	50,000
60	4001 Rental income	0	0	0
61	4002 Other miscellaneous income	0	0	0
62	INCOME Total	50,000	0	50,000
63				
64	NETT TOTAL	117,879	-2,751	115,128
65				
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Line	Account	2021/22 EST	< > diff	2022/23 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	11,248	-503	10,745	
4	7006 National Insurance	1,552	65	1,617	
5	7007 Superannuation	2,430	-55	2,375	
6	7009 Other staff expenses		0		
7	Staff Total	15,230	-493	14,737	
8	Premises				
9	6100 Repairs & maintenance	4,500	0	4,500	
10	6101 Grounds maintenance	12,000	240	12,240	
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance	1,100	20	1,120	
19	Premises Total	17,600	260	17,860	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores		0		
27	6401 Equipment rental	40	0	40	
28	6402 Regalia		0		
29	6403 Small plant & tools	120	0	120	
30	6404 Catering		0		
31	6405 Printing		0		
32	6406 Stationery	50	0	50	
33	6407 Books & periodicals		0		
34	6408 Postage	70	0	70	
35	6409 Telephones/ICT	100	0	100	
36	6410 Office equipment	35	0	35	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants	770	0	770	Town Brook Trust audit fee
40	6413 Legal expenses	90	0	90	Water abstraction licence
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses		0		
44	6417 Grants & subscriptions etc	10,000	0	10,000	PPCA £10,000 grant
45	6418 Advertising & promotions		0		
46	6419 Travelling & subsistence		0		
47	Supplies & services Total	11,275	0	11,275	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	170	3	173	
52	n/a Recharges to services	8,800	-500	8,300	see Projects & Reserves table
53	6700 Other miscellaneous expenditure		0		
54	Miscellaneous Total	8,970	-497	8,473	
55					
56	EXPENDITURE Total	53,075	-730	52,345	
57		0			
58	INCOME				
59	4000 Fees & charges income	150	0	150	Fishing permits
60	4001 Rental income		0		
61	4002 Other miscellaneous income		0		
62	INCOME Total	150	0	150	
63					
64	NETT TOTAL	52,925	-730	52,195	
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Line	Account	2021/22 EST	< > diff	2022/23 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	23,292	-1,148	22,144	
4	7006 National Insurance	3,214	119	3,333	
5	7007 Superannuation	5,031	-137	4,894	
6	7009 Other staff expenses		0		
7	Staff Total	31,537	-1,166	30,371	
8	Premises				
9	6100 Repairs & maintenance	2,000	0	2,000	
10	6101 Grounds maintenance	55,890	620	56,510	Contracted costs & base (£25k)
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance		0		
19	Premises Total	57,890	620	58,510	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores	1,000	0	1,000	
27	6401 Equipment rental	9,000	0	9,000	inc CCTV running costs
28	6402 Regalia		0		
29	6403 Small plant & tools	150	0	150	
30	6404 Catering		0		
31	6405 Printing	30	0	30	
32	6406 Stationery	50	0	50	
33	6407 Books & periodicals		0		
34	6408 Postage	90	0	90	
35	6409 Telephones/ICT	450	0	450	
36	6410 Office equipment	50	0	50	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants	15,000	0	15,000	Visioning provision for environmental audit
40	6413 Legal expenses	1,200	0	1,200	
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses	11,000	0	11,000	incl Xmas trees £3000; Bonfire Stewards £6k
44	6417 Grants & subscriptions etc	3,500	0	3,500	incl HSTA LNS £2000
45	6418 Advertising & promotions	200	0	200	
46	6419 Travelling & subsistence	50	0	50	
47	Supplies & services Total	41,770	0	41,770	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	260	4	264	
52	n/a Recharges to services	14,000	-10,000	4,000	see Projects & Reserves table
53	6700 Other miscellaneous expenditure		0		
54	Miscellaneous Total	14,260	-9,996	4,264	
55					
56	EXPENDITURE Total	145,457	-10,542	134,915	
57		0			
58	INCOME				
59	4000 Fees & charges income		0		
60	4001 Rental income		0		
61	4002 Other miscellaneous income	0	0	0	
62	INCOME Total	0	0	0	
63					
64	NETT TOTAL	145,457	-10,542	134,915	
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Line	Account	2021/22 EST	< > diff	2022/23 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	3,551	213	3,764	
4	7006 National Insurance	490	76	566	
5	7007 Superannuation	767	65	832	
6	7009 Other staff expenses		0		
7	Staff Total	4,808	354	5,162	
8	Premises				
9	6100 Repairs & maintenance	200	0	200	
10	6101 Grounds maintenance	0	0	0	
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage	180	0	180	
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance	310	5	315	
19	Premises Total	690	5	695	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores		0		
27	6401 Equipment rental		0		
28	6402 Regalia		0		
29	6403 Small plant & tools	25	0	25	
30	6404 Catering		0		
31	6405 Printing		0		
32	6406 Stationery	15	0	15	
33	6407 Books & periodicals		0		
34	6408 Postage	20	0	20	
35	6409 Telephones/ICT	30	0	30	
36	6410 Office equipment	20	0	20	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses		0		
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses		0		
44	6417 Grants & subscriptions etc	13,050	265	13,315	contracted pay't LPTrust
45	6418 Advertising & promotions		0		
46	6419 Travelling & subsistence		0		
47	Supplies & services Total	13,160	265	13,425	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	0	0	0	
52	n/a Recharges to services	300	0	300	see Projects & Reserves table
53	6700 Other miscellaneous expenditure		0		
54	Miscellaneous Total	300	0	300	
55					
56	EXPENDITURE Total	18,958	624	19,582	
57		0			
58	INCOME				
59	4000 Fees & charges income		0		
60	4001 Rental income		0		
61	4002 Other miscellaneous income		0		
62	INCOME Total	0	0	0	
63					
64	NETT TOTAL	18,958	624	19,582	
65					
66					
67					
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69					
70					

Line	Account	2021/22 EST	< > diff	2022/23 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	17,132	122	17,254	
4	7006 National Insurance	2,364	233	2,597	
5	7007 Superannuation	3,701	112	3,813	
6	7009 Other staff expenses		0	0	
7	Staff Total	23,197	467	23,664	
8	Premises				
9	6100 Repairs & maintenance	6,000	0	6,000	Furn £3K, Clocks £500; base £2.5k
10	6101 Grounds maintenance	5,000	0	5,000	incl hanging baskets
11	6102 Electricity	700	0	700	
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc	2,000	0	2,000	
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance	1,040	16	1,056	
19	Premises Total	14,740	16	14,756	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores	80	0	80	
27	6401 Equipment rental		0		
28	6402 Regalia		0		
29	6403 Small plant & tools	200	0	200	
30	6404 Catering		0		
31	6405 Printing		0		
32	6406 Stationery	45	0	45	
33	6407 Books & periodicals		0		
34	6408 Postage	75	0	75	
35	6409 Telephones/ICT	150	0	150	
36	6410 Office equipment	40	0	40	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses		0		
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses		0		
44	6417 Grants & subscriptions etc	600	0	600	W/Mem Trust; Hist Towns Forum etc
45	6418 Advertising & promotions		0		
46	6419 Travelling & subsistence		0		
47	Supplies & services Total	1,190	0	1,190	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	175	2	177	
52	n/a Recharges to services	27,600	0	27,600	see Projects & Reserves table
53	6700 Other miscellaneous expenditure	0	0	0	
54	Miscellaneous Total	27,775	2	27,777	
55					
56	EXPENDITURE Total	66,902	485	67,387	
57		0			
58	INCOME				
59	4000 Fees & charges income		0		
60	4001 Rental income		0		
61	4002 Other miscellaneous income		0		
62	INCOME Total	0	0	0	
63					
64	NETT TOTAL	66,902	485	67,387	
65					
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67					
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69					
70					

Line	Account	2021/22 EST	< > diff	2022/23 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	17,897	557	18,454	
4	7006 National Insurance	2,470	307	2,777	
5	7007 Superannuation	3,866	212	4,078	
6	7009 Other staff expenses		0		
7	Staff Total	24,233	1,076	25,309	
8	Premises				
9	6100 Repairs & maintenance	1,500	0	1,500	
10	6101 Grounds maintenance	6,000	0	6,000	
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage	4,000	0	4,000	
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance		0		
19	Premises Total	11,500	0	11,500	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores		0		
27	6401 Equipment rental		0		
28	6402 Regalia		0		
29	6403 Small plant & tools	120	0	120	
30	6404 Catering	250	0	250	Allotment show
31	6405 Printing		0		
32	6406 Stationery	50	0	50	
33	6407 Books & periodicals		0		
34	6408 Postage	90	0	90	
35	6409 Telephones/ICT	140	0	140	
36	6410 Office equipment	20	0	20	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses		0		
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses		0		
44	6417 Grants & subscriptions etc	70	0	70	NAALG m'ship
45	6418 Advertising & promotions	650	0	650	base £150; A show & prizes £500
46	6419 Travelling & subsistence	100	0	100	
47	Supplies & services Total	1,490	0	1,490	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	165	3	168	
52	n/a Recharges to services	500	4,500	5,000	see Projects & Reserves table
53	6700 Other miscellaneous expenditure		0		
54	Miscellaneous Total	665	4,503	5,168	
55					
56	EXPENDITURE Total	37,888	5,579	43,467	
57		0			
58	INCOME				
59	4000 Fees & charges income		0		
60	4001 Rental income	4,830	145	4,975	
61	4002 Other miscellaneous income		0		
62	INCOME Total	4,830	145	4,975	
63					
64	NETT TOTAL	33,058	5,434	38,492	
65					
66					
67					
68					
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70					