

BUDGET WORKING PARTY MEETING**Wednesday 8th December 2021 – 6.30 pm Millennium Hall**

Present: Cllrs Mr P Williams (chair), Mr R Flemming, Mr M Hall, Mr K Lynch, Mrs M Sherwin, Mr R Hoelmer (arrived late)

In attendance: J Perry (Principal Officer & Responsible Financial Officer)
K Jones (Deputy Principal Officer)

23. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Mr Mayne and were noted.

24. MINUTES OF THE LAST MEETING

Minutes of the last meeting 23rd November 2021 had been circulated and were noted.

25. DRAFT INCOME AND EXPENDITURE BUDGET 2022/23

The Principal Officer presented a draft income and expenditure budget for 2022/23 (circulated) showing income excluding precept of £102,619.50 and expenditure excluding projects and reserves of £496,043.55. Cost centres with proposed budgets below or above the suggested 2% uplift had been highlighted and were discussed in more detail. Further discussion followed on the proposed income budgets, referring in particular to Millennium Hall lettings income. The Principal Officer had circulated an updated extract of forecasted income from the Millennium Hall Development Business Plan and a document detailing current hiring data. It was confirmed that hall hire fees should increase by the 5% indicated, in line with the business plan, all other fees to remain at the agreed 2% increase. For the purpose of targeted marketing going forwards, Cllr Williams requested the hall hire data sheet be extended to capture the pattern of hiring in each room. Concluding discussions, members agreed to accept the draft revenue budget for 2022/23 as presented.

26. FUNDS AVAILABLE FOR 2021/22 PROJECTS/RESERVES

The Principal Officer presented an illustration to members (circulated) of what funds would be available if the suggested draft budget were adopted using the 2021/22 precept of £427,043.99 and carrying forward the confirmed 2020/21 surplus of £98,403.21. Using these figures, a sum of £132,023.15 (dependent on final confirmation of tax base for 2022/23) would be available to place into reserves. Members studied the circulated tax base/precept tracking document supplied by the Principal Officer and after discussion, it was confirmed that this sum would be sufficient to proceed with the known current and medium term financial requirements on the basis of a 0% increase in the precept.

27. REVIEW CURRENT RESERVES

The current reserves document had been circulated to members. General Reserves stood at £230,519.32 and Earmarked Reserves at £284,121.33. The earmarked reserves were discussed in detail, together with the requirement to commence additional earmarked reserves.

RECOMMENDATION

To carry forward all reserves and deposits held at 31st March 2022 and place a further £132,023.15 (dependent on final confirmation of tax base for 2022/23) into the following reserves:

Reserves and Deposits to be carried forward to 2022/23 plus additional reserve allocations

| Deposits & Reserves | Balance @ 08.12.21 | Carry Forward Forecast | Additional Allocation 2022/23 Considerations |
|-----------------------------------|-----------------------|------------------------------|--|
| Deposits Held | £6,481.00 | £7235.85 | |
| Contingency | £34,300.00 | £34,300.00 | |
| Capital Reserve | £63,500.00 | £63,500.00 | |
| General Reserve | £132,719.32 | £138,491.71 | £17,676.20 |
| Open Spaces Development | £46,595.75 | £46,595.75 | |
| New Projects | £117,204.99 | £117,204.99 | |
| Horsepool Improvements | £4,409.95 | £4,409.95 | |
| Grounds Workshop Improvements | £129.61 | £129.61 | |
| Coronavirus Expenditure | £26,597.15 | £26,597.15 | |
| VE Day Memorial Garden | £447.88 | £447.88 | |
| S106 Maintenance * | £57,723.85 | £51,951.46 | |
| Grounds Plant & Machinery | £7,653.05 | £7,653.05 | £7,346.95 |
| MVAS Grant Project | £47.10 | £47.10 | |
| Green Space Strategy Plan | £16,831.00 | £0 | |
| Cemetery Extension Development | | | £10,000.00 |
| Election Reserve | | | £12,000.00 |
| Pavilion Enhancements | | | £35,000.00 |
| Planning Consultants/Rail Freight | | | £10,000.00 |
| Britannia Pitch Renovation | | | £10,000.00 |
| Land Acquisition | | | £25,000.00 |
| Asset Management | | | £5,000.00 |
| | | | |
| | £514,640.65 | £497,809.65 | £132,023.15 |

* S106 Maintenance Reserve depreciated on a flat line basis of 10% per annum, depreciation sum transferred to General Reserves to cover risk mitigation.

The level of general reserves (Contingency, Capital & General Reserves) held for risk mitigation currently stands at 48% of the expenditure budget (net of projects) which is below the adopted risk mitigation level of 50-60%. It was agreed that in light of the pressures being experienced from the pandemic that the general reserves be increased to fall within this range. The uplift from S106 Maintenance depreciation and additional allocation of £17,676.20 to General Reserves achieves a 52% risk mitigation reserve against the proposed revenue expenditure budget.

28. DATE OF NEXT MEETING

Wednesday 22nd December 2020 at 2.00pm am via Zoom (dependent on tax base confirmation)