

Our Ref: MD

13 November 2014

To: All Members of the Policy & Resources Committee
(Councillors Ms Brettell, Campbell, Mrs Evans, Isaacs, James, Mrs Rigby and Mrs Woodward)

Dear Councillor

POLICY AND RESOURCES COMMITTEE

The Policy and Resources Committee will meet at **Burntwood Town Council's office, Unit 1, Lambourne House, Bridge Cross Road, Burntwood on Thursday 27 November 2014 at 7.00 p.m.** to consider the following business.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To consider any declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of a Meeting of the Policy and Resources Committee held on 13 October 2014 (Minute Nos. 15 - 20) **(ENCLOSURE NO. 1)**.

4. DRAFT 2015/16 BUDGET (ENCLOSURE NO. 2)

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD AT BURNTWOOD TOWN COUNCIL'S OFFICE
ON MONDAY 13 OCTOBER 2014 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Campbell (in the Chair)

Councillors Mrs Evans, Isaacs, James, Mrs Rigby and Mrs Woodward (from 7.55 p.m.)

In attendance

Mrs M Danby, Town Clerk

S Lightfoot, BTS Implementation Officer

15. APOLOGIES FOR ABSENCE

Councillor Ms Brettell.

16. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

17. MINUTES

RESOLVED That the Minutes of a Meeting of the Policy & Resources Committee held on 19 June 2014 (Minute Nos. 1 – 14) be received and approved as a correct record.

17.1 Matters Arising

17.1.1 Appointment of Internal Auditor (BTC Minute No. 112 2013/14 and P&R Minute No. 74 2013/14 refer)

RESOLVED That the appointment of Hannah Knowles as the Town Council's Internal Auditor for the 2014/16 and 2015/16 financial years be noted and retrospectively approved.

17.1.2 Internet Banking

RESOLVED That Councillors Campbell, Mrs Evans, Isaacs and Mrs Rigby be nominated to approve payment (Authorise level only) and the Town Clerk's authorised level by View and Submit.

17.1.3 Social Media Package (Minute No. 11 refers) and Community Hub Website (Minute No. 12 refers)

It was noted that the Social Media package would link into the Community Hub Website and that it was hoped that a launch date would be notified by the supplier in the near future.

18. 2014/15 BUDGET TO 30 SEPTEMBER 2014

The Committee reviewed each line of the budget report and generally found the forecast end of year income and expenditure to be in line with the budget. It was noted that the major item of income relating to The Wakes insurance claim (£31,486.46 net) was still to be concluded but it was expected that the claim would be settled shortly.

RESOLVED THAT:

- a)** An online subscription be taken for the Express & Star newspaper and that the delivery of the hard copy of the newspaper cease with effect from 20 October 2014.

b) The report be received and noted.

RECOMMENDATIONS THAT:

- i) The bus shelter in Chase Road, Burntwood be replaced with a timber shelter (as installed at the junction of Farewell Lane/Lichfield Road) using funding available within the 2014/15 budget.
- ii) A bus shelter replacement programme be implemented to see those owned by the Town Council with timber structures over time.

19. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions to Meetings) Act 1960 Section 1(2) (and as amended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

20. OLD MINING COLLEGE CENTRE (BTC Minute No. 67 refers)

Members received an update with regard to the Old Mining College Centre.

RESOLVED That the information be received and noted.

(The Meeting closed at 8.15 p.m.)

Signed

Date

BURNTWOOD TOWN COUNCIL – GENERAL BUDGET 2014/15

| | | 2013/14 | | 2014/15 | | | 2015/16 |
|------------|---------------------------------------|----------|----------|---------------|-----------------------|------------------|--------------|
| | | Budget | Actual | Agreed Budget | Actual as at 31/10/14 | Projected Actual | Draft Budget |
| | | £ | £ | £ | £ | £ | £ |
| 100 | Corporate | | | | | | |
| 1025 | Sundry Income | 0 | 20 | 0 | 7 | 7 | 0 |
| 1176 | Precept | 224,150 | 224,150 | 218,923 | 218,923 | 218,923 | ? |
| 1180 | Council Tax Support Grant | 30,330 | 30,330 | 29,939 | 29,939 | 29,939 | 25,495 |
| 1190 | Interest: Community Direct Plus | 3 | 3 | 3 | 2 | 3 | 3 |
| 1191 | Interest: Reserve Account | 450 | 624 | 0 | 0 | 0 | 0 |
| 1192 | Interest: Instant Access A/C | 45 | 22 | 25 | 29 | 29 | 25 |
| 1194 | Interest: 3 Month Investment Account | 250 | 42 | 0 | 0 | 0 | 0 |
| 1195 | Interest: 12 Month Investment Account | 1,775 | 277 | 1,550 | 1,208 | 1,208 | 1,200 |
| 1196 | Interest: Active Saver A/C | 0 | 40 | 0 | 0 | 0 | 0 |
| | Total Income | 257,003 | 255,508 | 250,440 | 250,109 | 250,109 | 26,723 |
| | 100 Net Expenditure | -257,003 | -255,508 | -250,440 | -250,109 | -250,109 | |
| 101 | Employee Expenses | | | | | | |
| 4000 | Holding Account | 97,820 | 0 | 0 | 0 | 0 | 0 |
| 4001 | Salaries | | 53,024 | 78,201 | 30,285 | 78,201 | |
| 4006 | NI: Employer's Contributions | | 5,588 | 6,000 | 3,408 | 6,000 | |
| 4007 | PAYE: Employees' Contributions | | 11,293 | 0 | 8,286 | 0 | |
| 4011 | LGPS: Employer's Contributions | | 13,557 | 16,114 | 8,605 | 16,114 | |
| 4012 | Telephone/Broadband Allowance | | 671 | 840 | 380 | 840 | |
| 4013 | Eyesight: Tests/Spectacles | | 65 | 100 | 0 | 100 | |
| 4014 | NI: Employees' Contributions | | 4,858 | 0 | 2,821 | 0 | |
| 4015 | LGPS: Employees' Contributions | | 5,119 | 0 | 3,387 | 0 | |
| 4016 | Employee Costs: Sundry | 0 | 760 | 0 | 0 | 0 | |
| 4017 | Interim Town Clerk | 0 | 0 | 0 | 4,734 | 4,734 | |
| | OverHead Expenditure | 97,820 | 94,935 | 101,255 | 61,907 | 105,989 | |

| | | 2013/14 | | 2014/15 | | | 2015/16 |
|------------|-----------------------------------|---------|--------|---------------|-----------------------|------------------|--------------|
| | | Budget | Actual | Agreed Budget | Actual as at 31/10/14 | Projected Actual | Draft Budget |
| | | £ | £ | £ | £ | £ | £ |
| 101 | Employee Expenses (Cont'd) | | | | | | |
| 1026 | Insurance Claim | 0 | 760 | 0 | 0 | 0 | 0 |
| | Total Income | 0 | 760 | 0 | 0 | 0 | |
| | 101 Net Expenditure | 97,820 | 94,175 | 101,255 | 61,907 | 105,989 | 0 |
| 102 | Premises: Lambourne House | | | | | | |
| 4020 | Office: Rent | 13,000 | 12,750 | 13,563 | 10,125 | 13,563 | 13,750 |
| 4021 | Office: Service Charges | 900 | 895 | 900 | 675 | 900 | 900 |
| 4022 | NNDR: Office | 4,350 | 4,297 | 4,430 | 3,504 | 4,430 | 4,550 |
| 4023 | Office: Water Rates | 300 | 245 | 300 | 124 | 300 | 300 |
| 4024 | Office: Electricity | 1,800 | 2,617 | 2,000 | 862 | 2,000 | 2,000 |
| 4025 | Office: Cleaning Materials | 100 | 171 | 150 | 73 | 150 | 150 |
| 4026 | Office: Trade Refuse | 120 | 30 | 90 | 0 | 90 | 90 |
| 4027 | Office: Window Cleaning | 120 | 45 | 120 | 25 | 75 | 120 |
| 4028 | Office: Security Alarm (R&M) | 200 | 75 | 200 | 1,019 | 1,019 | 300 |
| 4029 | Office: CCTV (R&M) | 275 | 263 | 275 | 315 | 315 | 300 |
| 4030 | Office: Fire Extinguishers | 50 | 61 | 50 | 0 | 50 | 50 |
| 4031 | Office: PAT Testing | 100 | 85 | 100 | 0 | 100 | 100 |
| 4032 | Office: Air Conditioners (R&M) | 360 | 0 | 350 | 0 | 350 | 350 |
| 4033 | Office: General Maintenance | 2,000 | 577 | 2,000 | 25 | 500 | 2,000 |
| 4034 | Office: Alarm Monitoring | 0 | 0 | 0 | 71 | 71 | 0 |
| 4037 | Meeting Room: Rental Charges | 1,500 | 1,352 | 1,500 | 494 | 1,500 | 1,500 |
| 4999 | Contingency Expenses | 0 | 293 | 0 | 0 | 0 | 0 |
| | OverHead Expenditure | 25,175 | 23,755 | 26,028 | 17,311 | 25,413 | 26,460 |
| 1025 | Sundry Income | 0 | 50 | 0 | 54 | 54 | 0 |
| | Total Income | 0 | 50 | 0 | 54 | 54 | 0 |
| | 102 Net Expenditure | 25,175 | 23,705 | 25,175 | 17,257 | 25,413 | 26,460 |

| | | 2013/14 | | 2014/15 | | | 2015/16 |
|------------|--------------------------------|---------|--------|---------------|-----------------------|------------------|--------------|
| | | Budget | Actual | Agreed Budget | Actual as at 31/10/14 | Projected Actual | Draft Budget |
| | | £ | £ | £ | £ | £ | £ |
| 105 | Transport | | | | | | |
| | | | | | | | |
| 4060 | Car Mileage: Employees | 2,200 | 2,381 | 2,300 | 1,387 | 2,300 | 2,300 |
| 4061 | Car Mileage: Members | 150 | 0 | 150 | 37 | 37 | 150 |
| 4062 | Car Parking Fees | 10 | 11 | 10 | 3 | 10 | 10 |
| | | | | | | | |
| | OverHead Expenditure | 2,360 | 2,392 | 2,460 | 1,426 | 2,347 | 2,460 |
| | 105 Net Expenditure | 2,360 | 2,392 | 2,460 | 1,426 | 2,347 | 2,460 |
| | | | | | | | |
| 107 | Supplies & Services | | | | | | |
| | | | | | | | |
| 4100 | Photocopier: Copy Charges | 1,200 | 1,040 | 1,200 | 708 | 1,200 | 1,200 |
| 4110 | Telephone: Rental | 600 | 722 | 800 | 536 | 800 | 800 |
| 4111 | Telephone: Calls | 700 | 90 | 150 | 58 | 150 | 150 |
| 4112 | Telephone: Payment Charges | 65 | 66 | 72 | 48 | 72 | 72 |
| 4113 | Broadband: Line rental | 400 | 388 | 440 | 180 | 440 | 440 |
| 4120 | Postage | 1,100 | 1,400 | 1,100 | 1,000 | 1,100 | 1,100 |
| 4121 | Franking Machine: Rental/Lease | 696 | 793 | 696 | 348 | 696 | 696 |
| 4122 | Franking Machine: Maintenance | 300 | 298 | 298 | 325 | 325 | 325 |
| 4123 | Franking Machine: Stationery | 90 | 95 | 100 | 0 | 100 | 100 |
| 4130 | Computers: Peripherals | 0 | 176 | 0 | 60 | 60 | 0 |
| 4131 | Computers: Hardware | 250 | 0 | 0 | 0 | 0 | 0 |
| 4132 | Computers: Software Licences | 500 | 2,093 | 500 | 381 | 500 | 500 |
| 4133 | Computers: Support | 825 | 1,690 | 1,710 | 997 | 1,710 | 1,800 |
| 4135 | Computers: Email accounts | 50 | 50 | 50 | 50 | 50 | 50 |
| 4136 | Network: Remote Back-up | 600 | 0 | 0 | 0 | 0 | 300 |
| 4140 | Website | 425 | 842 | 625 | 583 | 583 | 400 |
| 4160 | Stationery | 1,800 | 1,713 | 1,800 | 1,105 | 1,800 | 1,800 |
| 4161 | Publications | 200 | 261 | 200 | 23 | 200 | 200 |
| 4162 | Newspapers | 200 | 177 | 300 | 116 | 116 | 300 |
| 4163 | General Office Expenses | 200 | 317 | 200 | 241 | 241 | 250 |
| 4164 | Office Equipment | 300 | 355 | 300 | 64 | 300 | 300 |

| | | 2013/14 | | 2014/15 | | | 2015/16 |
|------------|---|---------|--------|---------------|-----------------------|------------------|--------------|
| | | Budget | Actual | Agreed Budget | Actual as at 31/10/14 | Projected Actual | Draft Budget |
| | | £ | £ | £ | £ | £ | £ |
| 107 | Supplies & Services (Cont'd) | | | | | | |
| | | | | | | | |
| 4165 | Advertising | 1,000 | 264 | 1,000 | 460 | 1,000 | 1,000 |
| 4166 | Newsletter | 1,440 | 1,080 | 1,440 | 1,080 | 1,440 | 1,440 |
| 4170 | Subscriptions to other bodies | 1,900 | 1,942 | 575 | 1,903 | 1,903 | 600 |
| 4175 | Furniture | 0 | 87 | 0 | 0 | 0 | 0 |
| 4180 | Professional Fees | 500 | 4,807 | 500 | 1,000 | 1,750 | 3,500 |
| 4190 | Data Protection Fee | 35 | 35 | 35 | 0 | 35 | 35 |
| 4200 | Courses/Training: Fees | 1,300 | 1,970 | 1,300 | 425 | 1,300 | 1,300 |
| 4201 | Courses/Training: Expenses | 200 | 315 | 200 | 8 | 200 | 200 |
| 4202 | Conferences/Seminars: Fees | 600 | 570 | 600 | 0 | 600 | 600 |
| 4203 | Conferences/Seminars: Expenses | 500 | 94 | 500 | 0 | 500 | 500 |
| 4208 | Alarm: Annual Maintenance Fee | 200 | 187 | 200 | 492 | 492 | 350 |
| 4220 | Bank Charges | 150 | 193 | 150 | 96 | 156 | 150 |
| 4221 | Insurance: Premiums | 1,500 | 1,768 | 1,800 | 1,407 | 1,407 | 1,800 |
| 4222 | Insurance: Landlord | 520 | 568 | 600 | 583 | 583 | 600 |
| 4230 | External Audit | 800 | 800 | 800 | 800 | 800 | 800 |
| 4231 | Internal Audit | 200 | 170 | 200 | 0 | 400 | 400 |
| 4232 | Audit Preparation | 480 | 544 | 500 | -6 | -6 | 520 |
| 4235 | Memorial Bench | 35 | 0 | 35 | 0 | 35 | 35 |
| 4411 | Handyperson Service | 100 | 0 | 100 | 0 | 100 | 100 |
| 4999 | Contingency Expenses | 1,000 | 1,000 | 1,000 | 0 | 1,000 | 1,000 |
| | | | | | | | |
| | OverHead Expenditure | 22,961 | 28,961 | 22,076 | 15,072 | 24,138 | 25,468 |
| | | | | | | | |
| 1025 | Sundry Income | 0 | 31 | 0 | 0 | 0 | 0 |
| | | | | | | | |
| | Total Income | 0 | 31 | 0 | 0 | 0 | 0 |
| | | | | | | | |
| | 107 Net Expenditure | 22,961 | 28,930 | 22,076 | 15,072 | 24,180 | 25,568 |

| | | 2013/14 | | 2014/15 | | | 2015/16 |
|------------|------------------------------|---------|--------|---------------|-----------------------|------------------|--------------|
| | | Budget | Actual | Agreed Budget | Actual as at 31/10/14 | Projected Actual | Draft Budget |
| | | £ | £ | £ | £ | £ | £ |
| 201 | Street Lighting | | | | | | |
| 4240 | Electricity | 400 | 400 | 400 | 450 | 450 | 450 |
| 4241 | Maintenance | 400 | 368 | 400 | 368 | 368 | 640 |
| | | | | | | | |
| | OverHead Expenditure | 800 | 768 | 800 | 818 | 818 | 1,090 |
| | | | | | | | |
| | 201 Net Expenditure | 800 | 768 | 800 | 818 | 818 | 1,090 |
| | | | | | | | |
| 202 | Bus Shelters | | | | | | |
| 4250 | Maintenance | 400 | 276 | 400 | 0 | 400 | 400 |
| 4251 | Inspections | 0 | 373 | 325 | 256 | 325 | 325 |
| 4255 | Provision new bus shelter(s) | 5,000 | 3,925 | 4,000 | 16 | 4,000 | 4,000 |
| 4411 | Handyperson Service | 320 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | |
| | OverHead Expenditure | 5,720 | 4,573 | 4,725 | 271 | 4,725 | 4,725 |
| | | | | | | | |
| | Total Income | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | |
| | 202 Net Expenditure | 5,720 | 4,573 | 4,725 | 271 | 4,725 | 4,725 |
| | | | | | | | |
| 203 | Christmas Lights | | | | | | |
| 4260 | General Expenses | 4,000 | 2,338 | 4,000 | 0 | 4,000 | 4,000 |
| 4261 | Churches | 1,200 | 902 | 1,200 | 0 | 1,200 | 1,200 |
| | | | | | | | |
| | OverHead Expenditure | 5,200 | 3,240 | 5,200 | 0 | 5,200 | 5,200 |
| | | | | | | | |
| | 203 Net Expenditure | 5,200 | 3,240 | 5,200 | 0 | 5,200 | 5,200 |

| | | 2013/14 | | 2014/15 | | | 2015/16 |
|------------|---------------------------------------|---------|--------|---------------|-----------------------|------------------|--------------|
| | | Budget | Actual | Agreed Budget | Actual as at 31/10/14 | Projected Actual | Draft Budget |
| | | £ | £ | £ | £ | £ | £ |
| 205 | Traffic Islands | | | | | | |
| 4300 | Shrub Beds: Maintenance | 3,399 | 3,399 | 3,500 | 0 | 3,500 | 3,675 |
| 4301 | Grass Cutting | 618 | 536 | 679 | 0 | 679 | 713 |
| 4302 | Litter Picking | 124 | 124 | 128 | 0 | 128 | 134 |
| 4303 | Weed Killer Spraying | 165 | 165 | 170 | 0 | 170 | 179 |
| 4304 | Signage | 329 | 290 | 339 | 0 | 339 | 356 |
| 4305 | Signage Installation | 100 | 2 | 100 | 35 | 100 | 100 |
| 4306 | NNDR: Traffic Islands | 1,700 | 1,663 | 1,730 | 1,360 | 1,730 | 1,750 |
| | OverHead Expenditure | 6,435 | 6,178 | 6,646 | 1,395 | 6,646 | 6,907 |
| 1030 | Traffic Islands: Sponsorship | 3,500 | 3,500 | 3,500 | 1,000 | 3,500 | 3,500 |
| | Total Income | 3,500 | 3,500 | 3,500 | 1,000 | 3,500 | 3,500 |
| | 205 Net Expenditure | 2,950 | 2,678 | 3,146 | 395 | 3,146 | 3,407 |
| 206 | Hanging Baskets & Planters | | | | | | |
| 4350 | Planters: Maintenance | 309 | 258 | 304 | 0 | 304 | 319 |
| 4351 | Planters: Bedding Plants | 453 | 453 | 467 | 0 | 467 | 490 |
| 4352 | Hanging Baskets: Supply/Maint. | 620 | 620 | 639 | 0 | 639 | 671 |
| | OverHead Expenditure | 1,382 | 1,331 | 1,410 | 0 | 1,410 | 1,480 |
| | 206 Net Expenditure | 1,382 | 1,331 | 1,410 | 0 | 1,410 | 1,480 |

| | | 2013/14 | | 2014/15 | | | 2015/16 |
|------------|------------------------------|---------|--------|---------------|-----------------------|------------------|--------------|
| | | Budget | Actual | Agreed Budget | Actual as at 31/10/14 | Projected Actual | Draft Budget |
| | | £ | £ | £ | £ | £ | £ |
| 207 | Flagpole | | | | | | |
| 4355 | Flagpole | 240 | 240 | 240 | 240 | 240 | 250 |
| | OverHead Expenditure | 240 | 240 | 240 | 240 | 240 | 250 |
| | 207 Net Expenditure | 240 | 240 | 240 | 240 | 240 | 250 |
| 208 | Burntwood in Bloom | | | | | | |
| 4380 | Advertising | 1,250 | 720 | 1,250 | 773 | 773 | 1,250 |
| 4381 | Prizes | 1,300 | 1,048 | 1,300 | 1,035 | 1,035 | 1,300 |
| 4382 | Presentation Evening | 1,000 | 635 | 1,000 | 690 | 690 | 1,000 |
| 4383 | Annual Calendar (production) | 250 | 248 | 250 | 234 | 234 | 250 |
| 4384 | HEIB Regional Competition | 1,200 | 1,649 | 1,200 | 295 | 1,200 | 1,200 |
| 4385 | BiB: Miscellaneous | 0 | 0 | 0 | 7 | 7 | 0 |
| | OverHead Expenditure | 5,000 | 4,299 | 5,000 | 3,033 | 3,939 | 5,000 |
| 1050 | BiB: Sponsorship | 0 | 660 | 0 | 860 | 860 | 0 |
| 1051 | BiB: Photograph Sales | 0 | 27 | 0 | 26 | 26 | 0 |
| 1052 | BiB: Calendar Sales | 0 | 205 | 0 | 182 | 213 | 0 |
| | Total Income | 0 | 892 | 0 | 1,068 | 1,080 | 0 |
| | 208 Net Expenditure | 5,000 | 3,407 | 5,000 | 1,965 | 2,859 | 5,000 |

| | | 2013/14 | | 2014/15 | | | 2015/16 |
|------------|----------------------------------|---------|--------|---------------|-----------------------|------------------|--------------|
| | | Budget | Actual | Agreed Budget | Actual as at 31/10/14 | Projected Actual | Draft Budget |
| | | £ | £ | £ | £ | £ | £ |
| 209 | Coulter Lane Remb. Garden | | | | | | |
| 4411 | Handyperson Service | 150 | 0 | 150 | 0 | 0 | 150 |
| 4500 | Coulter Lane Remb. Garden | 0 | 550 | 150 | 330 | 5,000 | 150 |
| 4501 | Grounds Maintenance | 1,100 | 1,209 | 607 | 0 | 800 | 650 |
| 4821 | Trees, Maintenance, etc | 0 | 0 | 0 | 1,640 | 1,640 | 0 |
| | OverHead Expenditure | 1,250 | 1,759 | 907 | 1,970 | 7,440 | 950 |
| | 209 Net Expenditure | 1,250 | 1,759 | 907 | 1,970 | 7,440 | 950 |
| 210 | Burntwood Wakes Festival | | | | | | |
| 4001 | Salaries | 3,060 | 3,060 | 3,100 | 3,100 | 3,100 | 3,250 |
| 4411 | Handyperson Service | 800 | 372 | 800 | 298 | 298 | 400 |
| 4600 | BWF: Stage / Sound Hire | 40,000 | 5,500 | 40,000 | 150 | 150 | 20,000 |
| 4601 | BWF: Unsigned - Neon Studios | 0 | 600 | 0 | 600 | 600 | 0 |
| 4602 | Family Fun Day Entertainment | 0 | 5,362 | 0 | 4,415 | 4,415 | 0 |
| 4603 | Marquees & Furniture | 0 | 5,089 | 0 | 2,719 | 2,719 | 0 |
| 4604 | First Aid Cover | 0 | 742 | 0 | 0 | 0 | 0 |
| 4605 | Fire Cover | 0 | 110 | 0 | 115 | 115 | 0 |
| 4607 | Security | 0 | 3,623 | 0 | 2,362 | 2,362 | 0 |
| 4608 | Rubbish Skips | 0 | 195 | 0 | 210 | 210 | 0 |
| 4609 | Traffic Management | 0 | 425 | 0 | 0 | 0 | 0 |
| 4610 | Mobile Toilets | 0 | 1,120 | 0 | 760 | 760 | 0 |
| 4611 | Publicity | 0 | 1,863 | 0 | 2,009 | 2,009 | 0 |
| 4612 | Insurance | 0 | 1,792 | 0 | 1,845 | 1,845 | 0 |
| 4613 | Ground Crew | 0 | 4,400 | 0 | 4,140 | 4,140 | 0 |
| 4614 | Coach | 0 | 680 | 0 | 500 | 500 | 0 |
| 4615 | Pathway: Clearance | 0 | 42 | 0 | 0 | 0 | 0 |
| 4616 | Pathway: Lighting | 0 | 90 | 0 | 0 | 0 | 0 |
| 4619 | Hospitality: Mobile Toilets | 0 | 700 | 0 | 0 | 0 | 0 |
| 4620 | Miscellaneous | 0 | 6,060 | 0 | 3,181 | 3,181 | 0 |
| 4621 | BWF: Saturday evening | 0 | 5,020 | 0 | 7,256 | 7,256 | 0 |
| 4623 | BWF: Generators/Fuel | 0 | 0 | 0 | 1,215 | 1,215 | 0 |

| | | 2013/14 | | 2014/15 | | | 2015/16 |
|------------|-----------------------------|---------|--------|---------------|-----------------------|------------------|--------------|
| | | Budget | Actual | Agreed Budget | Actual as at 31/10/14 | Projected Actual | Draft Budget |
| | | £ | £ | £ | £ | £ | £ |
| 211 | Town Strategy | | | | | | |
| 4750 | Town Strategy | 10,000 | 1,120 | 30,000 | 9,028 | 25,000 | 30,000 |
| | OverHead Expenditure | 10,000 | 1,120 | 30,000 | 9,028 | 25,000 | 30,000 |
| 1035 | Ring & Ride Ticket Sales | 0 | 0 | 0 | 38 | 1,000 | ? |
| | Total Income | 0 | 0 | 0 | 38 | 1,000 | ? |
| | 211 Net Expenditure | 10,000 | 1,120 | 30,000 | 8,990 | 24,000 | |
| 214 | Community Projects | | | | | | |
| 4411 | Handyperson Service | 0 | 0 | 0 | 0 | 0 | 0 |
| 4755 | Tea Dance | 700 | 354 | 0 | 0 | 0 | 0 |
| 4757 | Artwork Comp. | 0 | 0 | 0 | 0 | 0 | 0 |
| 4758 | General Expenses | 4,000 | 5,000 | 4,000 | 320 | 320 | 4,000 |
| | OverHead Expenditure | 4,700 | 5,354 | 4,000 | 320 | 320 | 4,000 |
| 1025 | Sundry Income | 0 | 157 | 0 | 0 | 0 | 0 |
| | Total Income | 0 | 157 | 0 | 0 | 0 | 0 |
| | 214 Net Expenditure | 4,700 | 4,197 | 4,000 | 320 | 320 | 4,000 |

| | | 2013/14 | | 2014/15 | | | 2015/16 |
|------------|----------------------------------|---------|--------|---------------|-----------------------|------------------|--------------|
| | | Budget | Actual | Agreed Budget | Actual as at 31/10/14 | Projected Actual | Draft Budget |
| | | £ | £ | £ | £ | £ | £ |
| 215 | SCAMP | | | | | | |
| | | | | | | | |
| 4550 | SCAMP: Maintenance | 1,500 | 0 | 1,500 | 0 | 0 | 1,500 |
| 4551 | SCAMP: Insurance | 500 | 406 | 425 | 432 | 432 | 450 |
| | | | | | | | |
| | OverHead Expenditure | 2,000 | 406 | 1,925 | 432 | 432 | 1,950 |
| | | | | | | | |
| | 215 Net Expenditure | 2,000 | 406 | 1,925 | 432 | 432 | 1,950 |
| | | | | | | | |
| | | | | | | | |
| 301 | Civic Expenses | | | | | | |
| | | | | | | | |
| 4360 | Chairman's Expenses | 4,500 | 238 | 2,500 | 205 | 2,500 | 2,500 |
| 4361 | General Expenses | 0 | 96 | 0 | 0 | 0 | 0 |
| 4363 | Civic Carol Service | 0 | 80 | 0 | 0 | | 0 |
| 4364 | Civic Service & Reception | 0 | 872 | 0 | 0 | | 0 |
| 4366 | Hospitality: BWF | 0 | 853 | 0 | 0 | | 0 |
| 4367 | Other Expenses | 0 | 19 | 0 | 0 | | 0 |
| 4368 | Fundraising | 0 | 720 | 0 | 0 | | 0 |
| 4369 | Fundraising - Distribution | 0 | 1,485 | 0 | 0 | 84 | 0 |
| | | | | | | | |
| | OverHead Expenditure | 4,500 | 4,363 | 2,500 | 205 | 2,584 | 2,500 |
| | | | | | | | |
| 1025 | Sundry Income | 0 | 194 | 0 | 0 | 0 | 0 |
| 1061 | Civic Service: Collection/Raffle | 0 | 1,686 | 0 | 0 | 0 | 0 |
| 1062 | Fundraising | 0 | 325 | 0 | 84 | 84 | 0 |
| 1095 | BWF: Hospitality - Food | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | |
| | Total Income | 0 | 2,205 | 0 | 84 | 84 | 0 |
| | | | | | | | |
| | 301 Net Expenditure | 4,500 | 2,158 | 2,500 | 121 | 2,500 | 2,500 |

| | | 2013/14 | | 2014/15 | | | 2015/16 |
|------------|-------------------------------|---------|--------|---------------|-----------------------|------------------|--------------|
| | | Budget | Actual | Agreed Budget | Actual as at 31/10/14 | Projected Actual | Draft Budget |
| | | £ | £ | £ | £ | £ | £ |
| 302 | Grant Aid | | | | | | |
| | | | | | | | |
| 4400 | Local Voluntary Organisations | 10,000 | 9,800 | 10,000 | -100 | 10,100 | 10,000 |
| 4401 | Play Schemes | 3,100 | 3,100 | 3,100 | 0 | 0 | 0 |
| 4402 | Community Transport | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 4405 | SESCAB | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 |
| 4407 | Cheque Presentation Evening | 0 | 65 | 50 | 0 | 50 | 50 |
| 4408 | Remembrance Wreaths | 0 | 100 | 100 | 100 | 100 | 100 |
| | | | | | | | |
| | OverHead Expenditure | 19,700 | 19,565 | 19,750 | 6,500 | 16,750 | 16,650 |
| | | | | | | | |
| 1200 | Refunds | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | |
| | Total Income | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | |
| | 302 Net Expenditure | 19,700 | 19,565 | 19,750 | 6,500 | 16,750 | |
| | | | | | | | |
| | | | | | | | |
| 310 | Election Expenses | | | | | | |
| | | | | | | | |
| 4701 | Election Expenses | 5,000 | 5,000 | 5,000 | 0 | 5,000 | 5,000 |
| | | | | | | | |
| | OverHead Expenditure | 5,000 | 5,000 | 5,000 | 0 | 5,000 | 5,000 |
| | | | | | | | |
| | 310 Net Expenditure | 5,000 | 5,000 | 5,000 | 0 | 5,000 | 5,000 |

| | | 2013/14 | | 2014/15 | | | 2015/16 |
|------------|---|---------|----------|---------------|-----------------------|------------------|--------------|
| | | Budget | Actual | Agreed Budget | Actual as at 31/10/14 | Projected Actual | Draft Budget |
| | | £ | £ | £ | £ | £ | £ |
| 501 | Capital Projects | | | | | | |
| | | | | | | | |
| 4052 | Office: Heaters | 0 | 1,798 | 0 | 0 | 0 | 0 |
| 4053 | Office: Replacement Windows | 0 | 0 | 0 | 2,229 | 2,229 | 0 |
| 4054 | Office: Replacement Front Door and Window | 0 | 0 | 0 | 4,779 | 4,779 | 0 |
| | | | | | | | |
| | OverHead Expenditure | 0 | 1,798 | 0 | 7,009 | 7,009 | 0 |
| | | | | | | | |
| | Net Expenditure | 0 | 1,798 | 0 | 7,009 | 7,009 | 0 |
| | | | | | | | |
| | | | | | | | |
| | Total Budget Expenditure | 264103 | 261,368 | 278,822 | 170,935 | 289,400 | |
| | Total Income | -264223 | -276,987 | -254,190 | -260,869 | -264,329 | |
| | | | | | | | |
| | Net Expenditure | -120 | -15,619 | 24,632 | -89,934 | 25,071 | |