

Our Ref: MD

18 January 2013

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

Dear Councillor

**POLICY & RESOURCES COMMITTEE**

The Policy & Resources Committee will meet in the **Meeting Room, rear of Burntwood Library, Sankeys Corner on Thursday 24 January 2013 immediately following the Planning Committee meeting** to consider the following business.

Yours sincerely

**Mary Danby (Mrs)**  
**Town Clerk**

**AGENDA**

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

To receive 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 & Resources Committee held on 13 December 2012 (Minute Nos. 15 -18) (presented to the Town Council on 10 January 2013) **(ENCLOSURE NO. 1).**

**4. REPORT ON FRANKING MACHINE COSTS v POSTAGE STAMPS (ENCLOSURE NO. 2)**

5. **HANDYPERSON'S DUTIES (ENCLOSURE NO.3)**
  
6. **2013/14 DRAFT BUDGET (INCLUDING 2012/13 BUDGET ACTUAL TO 15 JANUARY 2013 AND SUPPORTING EXPLANATORY REPORTS (ENCLOSURE NOS. 4A, 4B AND 4C)**
  
7. **BURNTWOOD CEMETERY 2013/14 DRAFT BUDGET (INCLUDING 2012/13 BUDGET ACTUAL TO 15 JANUARY 2013 AND 2013/14 CEMETERY FEES) (ENCLOSURES 5A AND 5B)**
  
8. **EXCLUSION OF THE PRESS AND PUBLIC**

**The Chairman will move:**

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended 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.

9. **GROUNDS MAINTENANCE – PROPOSED SERVICE AGREEMENT (ENCLOSURE NO. 6 (PINK))**

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON THURSDAY 13 DECEMBER 2012 COMMENCING AT 7.44 P.M.**

**PRESENT**

Councillor Campbell (in the Chair)  
Councillors Mrs Brettell, Isaacs, Mrs Evans, James, Mrs Rigby and Taylor)

**In attendance**

Mrs M Danby, Town Clerk  
One member of the public

**15. APOLOGIES**

None, all Members present.

**16. DECLARATION OF INTERESTS**

None declared.

**17. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Policy and Resources Committee held on 18 October 2012 (Minute Nos. 9 – 14) be received and approved as a correct record.

**18. 2013/14 DRAFT BUDGET (INCLUDING 2012/13 BUDGET (INCLUDING CEMETERY) (ACTUAL TO 30 NOVEMBER 2012)**

The Town Clerk explained how she had approached the draft 2013/14 Budget and answered Members queries.

The Town Clerk also explained that it was not currently possible to consider the level of Precept to be recommended for 2013/14 as the Council Tax Base had yet to be advised by the District Council.

The District Council had advised that they would not know their Finance Settlement figure for the coming year until 19 December. This is further complicated by the recent publication of The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 which came into force on 26 November, followed by The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 which came into force on 30 November.

**What are the factors that need to be applied in calculating the parish/town council precept?**

In the past the government has always provided 100% to support the amount District Council has to pay in Council Tax Benefit. However, for the next financial year, when the system changes to Council Tax Support, this will be 10% less than in previous years. This

reduction will be partly offset by the changes to Council Tax Discounts (e.g. on second homes where the reduction has been removed) but most towns and parishes will find there is a shortfall in their funding overall.

The funding provided by the Government for Council Tax Support next year will be 10% less than the District Council currently receives so town and parish councils should expect there to be a shortfall. The new arrangements also mean that the provision of Council Tax Support will affect the Council Tax Base of the precepting authorities including town and parish councils. This will partly be offset by changes to Council Tax Discounts that the District Council is proposing, but most towns and parishes will find there is a shortfall in their funding, even after the government grant is distributed. Those parish and town councils who are in this situation will need to decide whether to make savings or to increase their council tax.

Given the above information, the Committee were advised that it may not be possible for the Town Council to agree the 2013/14 Budget and to set its Precept at the 10 January meeting and they were advised to set another meeting to enable this eventuality to be dealt with.

**RESOLVED THAT:**

- i) The draft 2013/14 Budget be received and noted at this stage and that further consideration on its contents be made at a Special Meeting of the Town Council to be held in January 2013.
- ii) A Special Town Council meeting be held on 31 January 2012 to agree the 2013/14 Budget and Precept.

(The Meeting closed at 8.47 p.m.)

Signed .....

Date .....

**POLICY AND RESOURCES COMMITTEE  
24 JANUARY 2013**

**REPORT ON FRANKING MACHINE COSTS v POSTAGE STAMPS  
(Town Council Minute No. 39 and Policy and Resource Committee Minute  
No. 6 refer)**

Reports have been taken from the franking machine covering the period 13 July 2012 – 08 January 2013 inclusive (i.e. 25 weeks – two of which the office was closed for the Christmas/New Year period). The reports show that a total of 981 items were franked at a total cost of £503.94 during the period.

As at 09 January 2013 £1,000 has been credited to the franking machine during the 2012/13 financial year of which £856.45 has been used to date. Taking this expenditure as our base for a twelve month period, it can be assumed that the total postage cost for 2012/13 will be c£1,100.

**Postage Costs**

The franking machine reporting system does not provide a breakdown of items at specific costs, i.e. 1<sup>st</sup> class or 2<sup>nd</sup> class or whether these were large or small items however if one assumes that c150 large items are normally mailed (e.g. BTC Agendas) during the year and the remainder are small items the current costs breakdown as follows:

<b>Description</b>	<b>Franking Machine</b>	<b>Postage Stamps</b>
150 No. Large Items	150 x £1.24 = £186.00	150 x £1.60 = £240.00
945 No. Small Items (1 <sup>st</sup> )	945 x £0.44 = £415.80	945 x £0.60 = £567.00
1607 No. Small Items (2 <sup>nd</sup> )	1607 x £0.31 = £498.17	1607 x £0.50 = £803.50
<b>Sub-Total</b>	<b>£1,099.97</b>	<b>£1,610.50</b>

**PLUS Operational Costs**

<b>Description</b>	<b>Franking Machine</b>	<b>Postage Stamps</b>
Rental	£636.00	
Maintenance	£298.00	
Staff Time*		£1,675.76
<b>Sub-Total</b>	<b>£934.00</b>	<b>£1,675.76</b>

**THEREFORE:**

Postage Costs	£1,099.97	£1,610.50
Operational Costs	£ 934.00	£1,675.76
<b>TOTAL</b>	<b>£2,033.97</b>	<b>£3,286.26</b>

\*This figure assumes that a total of one hour per week will be necessary for administrative staff to attend the Post Office during which time the office will need be covered by the Town Clerk whilst they are out of the office.

**TERMINATION OF CURRENT FRANKING MACHINE AGREEMENT**

The current franking machine agreement is due to run until at least April 2015. It is possible to terminate the agreement – the termination costs have been confirmed as being £1,601.00 plus VAT.

**POLICY AND RESOURCES COMMITTEE**  
**24 JANUARY 2013**

**HANDYPERSON'S DUTIES**

Members have previously requested that they be provided with a breakdown of duties currently undertaken by the Handyman, these are as follows:

**Office**

Setting-up (and breaking down) for BTC meetings when the Senior Administrative Assistant is unavailable

**Bus Shelters**

Inspecting and cleaning BTC bus shelters on a monthly basis

**Jubilee Oak**

Dug hole and planted tree

**Burntwood Cemetery**

Jet wash, sand, wood stain and varnish benches (including removal and re-fixing)

Add soil to sunken graves

Clearing soil

Levelling cremated remains plot

Clear windfall tree branches

Mowing and general maintenance

Weeding shrub beds

Check Cemetery, mark plots and memorials when the Senior Administrative Assistant is unavailable

Attend Cemetery for memorials to be fitted when the Senior Administrative Assistant is unavailable

**Coulter Lane Burial Ground**

Clear windfall tree branches

**Burntwood Wakes Festival**

Assist the Senior Administrative Assistant with set-up and dismantling the Festival infrastructure.

**BURNTWOOD TOWN COUNCIL 2013/14 BUDGET (DRAFT)**  
**(including actual expenditure/income as at 15 January 2013)**

		2011/12		2012/13			2013/14
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
<b>100</b>	<b>Corporate</b>						
1176	Precept	251,380	251,380	256,142	256,142	256,142	233,595
	Council Tax Support Funding Grant						30,330
1190	Interest: Community Direct Plus	1,200	3	3	2	3	3
1191	Interest: Reserve Account	0	484	450	472	550	450
1192	Interest: Instant Access A/C	0	22	45	25	45	45
1193	Interest: LDC	0	810	0	128	128	0
	Interest: 3 Month Investment Account			0	176	261	250
	Interest: 12 Month Investment Account					2,460	1,775
	Refunds	0	0	0	12	12	0
	<b>Total Income</b>	252,580	252,700	256,640	256,957	259,601	266,448
	<b>100 Net Expenditure</b>	-252,580	-252,700	-256,640	-256,766	-256,880	-266,448

		2011/12		2012/13			2013/14
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
<b>101</b>	<b>Employee Expenses</b>						
4000	Holding Account	100,000	0	102,000	0	100,000	107,000
4001	Salaries	0	55,357	0	51,894	0	
4006	NI: Employer's Contributions	0	5,557	0	4,486	0	
4007	PAYE: Employees' Contributions	0	11,558	0	8,344	0	
4011	LGPS: Employer's Contributions	0	11,807	0	10,410	0	
4012	Telephone/Broadband Allowance	0	616	0	506	0	
4013	Eyesight: Tests/Spectacles	0	70	0	0	70	
4014	NI: Employees' Contributions	0	4,949	0	3,963	0	
4015	LGPS: Employees' Contributions	0	5,011	0	4,162	0	
4411	Handyperson Service	1,200	0	0	0	0	
	<b>OverHead Expenditure</b>	101,200	94,924	102,000	83,765	100,000	107,000
	<b>101 Net Expenditure</b>	101,200	94,924	102,000	83,765	100,000	107,000
<b>102</b>	<b>Premises: Lambourne House</b>						
4020	Office: Rent	11,000	15,308	13,000	9,750	13,000	13,000
4021	Office: Service Charges	900	1,126	900	599	900	900
4022	NNDR: Office	4,225	4,027	4,430	4,182	4,182	4,350
4023	Office: Water Rates	330	224	250	186	250	300
4024	Office: Electricity	4,000	1,654	2,000	1,118	1,800	1,800
4025	Office: Cleaning Materials	200	45	100	104	110	100
4026	Office: Trade Refuse	75	90	120	0	90	120
4027	Office: Window Cleaning	120	43	120	77	95	120



		2011/12		2012/13			2013/14
		Budget	Budget	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£				£
4028	Office: Security Alarm (R&M)	180	182	190	30	190	200
4029	Office: CCTV (R&M)	250	243	250	338	338	275
4030	Office: Fire Extinguishers	65	20	50	0	50	50
4031	Office: PAT Testing	80	79	100	192	192	100
4032	Office: Air Conditioners (R&M)	360	0	360	0	360	360
4033	Office: General Maintenance	500	25	2,000	494	2,000	2,000
4037	Meeting Room: Rental Charges	750	1,320	1,400	1,000	1,400	1,500
4038	Office furniture	0	256	0	0	0	0
	<b>OverHead Expenditure</b>	23,035	24,642	25,270	18,070	24,957	25,175
	<b>Total Income</b>	0	0	0	0	0	0
	<b>102 Net Expenditure</b>	23,035	24,642	25,270	18,070	24,957	25,175
<b>105</b>	<b>Transport</b>						
4060	Car Mileage: Employees	2,000	2,392	2,200	2,034	2,200	2,200
4061	Car Mileage: Members	150	43	150	7	50	150
4062	Car Parking Fees	10	2	10	2	5	10
	<b>OverHead Expenditure</b>	2,160	2,436	2,360	2,042	2,255	2,360
	<b>105 Net Expenditure</b>	2,160	2,436	2,360	2,042	2,255	2,360

<b>107</b>	<b>Supplies &amp; Services</b>							
4100	Photocopier: Copy Charges	1,000	1,095	1,000	1,017	1,200	1,200	
4110	Telephone: Rental	550	584	600	331	600	600	
4111	Telephone: Calls	750	767	700	727	800	700	
4112	Telephone: Payment Charges	63	72	63	54	63	65	
4113	Broadband: Line rental	395	402	400	343	400	400	
4120	Postage	1,500	1,021	1,000	1,021	1,100	1,100	
4121	Franking Machine: Rental/Lease	640	666	696	477	696	696	
4122	Franking Machine: Maintenance	300	298	298	328	328	300	
4123	Franking Machine: Stationery	90	113	90	0	90	90	
4130	Computers: Peripherals	0	493	200	457	457	0	
4131	Computers: Hardware	0	3,160	2,500	3,036	3,036	500	
4132	Computers: Software Licences	350	694	470	210	470	500	
4133	Computers: Support	750	1,448	900	1,023	1,168	900	
4135	Computers: Email accounts	50	475	50	50	50	50	
4136	Network: Remote Back-up	0	352	600	416	600	600	
4140	Website	400	458	425	625	625	425	
4160	Stationery	1,700	1,744	1,800	1,277	1,800	1,800	
4161	Publications	300	148	300	5	150	200	
4162	Newspapers	150	128	150	171	200	200	
4163	General Office Expenses	200	216	200	231	250	200	
4164	Office Equipment	300	288	650	662	662	300	

		2011/12		2012/13			2013/14
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
<b>107</b>	<b>Supplies &amp; Services (Cont'd)</b>						
4165	Advertising	370	597	600	175	600	1,000
	Newsletter	0	0	0	360	720	1,440
4170	Subscriptions to other bodies	1,828	1,826	1,850	1,777	1,805	1,900
4175	Furniture	0	0	250	0	250	0
4180	Professional Fees	350	966	350	2,431	2,431	500
4190	Data Protection Fee	35	35	35	35	35	35
4200	Courses/Training: Fees	1,300	360	1,300	713	1,300	1,300
4201	Courses/Training: Expenses	200	4	200	0	200	200
4202	Conferences/Seminars: Fees	500	398	400	269	400	600
4203	Conferences/Seminars: Expenses	500	646	700	207	700	500
4208	Alarm: Annual Maintenance Fee	0	0	0	187	187	200
4220	Bank Charges	150	120	150	144	180	150
4221	Insurance: Premiums	2,100	1,351	1,351	1,380	1,380	1,500
4222	Insurance: Landlord	500	485	500	507	507	520
4230	External Audit	1,150	1,050	1,150	0	1,050	800
4231	Internal Audit	400	400	200	0	200	200
4232	Audit Preparation	0	480	480	87	487	480
4235	Memorial Bench	35	0	35	0	35	35
4411	Handyperson Service	0	64	100	67	67	100
4999	Contingency Expenses	10,000	321	1,000	0	1,000	1,000
	<b>OverHead Expenditure</b>	28,906	23,723	23,743	20,800	28,279	23,286
1040	Photocopier: Usage	0	0	0	11	11	0
1200	Refunds	0	453	0	213	213	0

		<b>Total Income</b>	0	453	0	224	224	0
		<b>107 Net Expenditure</b>	28,906	23,270	23,743	20,576	28,055	23,286
			<b>2011/12</b>		<b>2012/13</b>			<b>2013/14</b>
			<b>Budget</b>	<b>Actual</b>	<b>Agreed Budget</b>	<b>Actual YTD</b>	<b>Projected Actual</b>	<b>Budget</b>
			<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>201</b>	<b>Street Lighting</b>							
4240	Electricity		800	343	400	372	372	400
4241	Maintenance		0	390	400	357	357	400
	<b>OverHead Expenditure</b>		800	733	800	729	729	800
	<b>201 Net Expenditure</b>		800	733	800	729	729	800
<b>202</b>	<b>Bus Shelters</b>							
4250	Maintenance		400	0	400	0	400	400
4255	Provision new bus shelter(s)		2,240	0	2,500	0	500	5,000
4411	Handyperson Service		0	322	320	286	320	320
	<b>OverHead Expenditure</b>		2,640	322	3,220	286	1,220	5,720
	<b>Total Income</b>		0	0	0	0	0	0
	<b>202 Net Expenditure</b>		2,640	322	3,220	286	1,220	5,720

<b>203</b>	<b>Christmas Lights</b>						
4260	General Expenses	4,000	2,712	5,100	3,565	5,100	4,000
4261	Churches	500	844	1,200	592	1,200	1,200
	<b>OverHead Expenditure</b>	4,500	3,557	6,300	4,157	6,300	5,200
	<b>203 Net Expenditure</b>	4,500	3,557	6,300	4,157	6,300	5,200
<b>205</b>	<b>Traffic Islands</b>						
4300	Shrub Beds: Maintenance	3,399	3,399	3,399	3,399	3,399	3,399
4301	Grass Cutting	618	536	618	494	494	618
4302	Litter Picking	124	124	124	124	124	124
4303	Weed Killer Spraying	165	165	165	165	165	165
4304	Signage	329	176	329	0	329	329
4305	Signage Installation	0	71	100	0	100	100
4306	NNDR: Traffic Islands	666	1,559	1,715	1,620	1,620	1,700
	<b>OverHead Expenditure</b>	5,301	6,029	6,450	5,802	6,231	6,435
1030	Traffic Islands: Sponsorship	3,500	3,500	3,500	0	3,500	3,500
	<b>Total Income</b>	3,500	3,500	3,500	0	3,500	3,500
	<b>205 Net Expenditure</b>	1,801	2,529	2,950	5,802	2,731	2,935
<b>206</b>	<b>Hanging Baskets &amp; Planters</b>						
4350	Planters: Maintenance	309	258	309	258	258	309

4351	Planters: Bedding Plants	453	453	453	453	453	453
4352	Hanging Baskets: Supply/Maint.	620	620	620	620	620	620
	<b>OverHead Expenditure</b>	1,382	1,331	1,382	1,331	1,331	1,382
	<b>206 Net Expenditure</b>	1,382	1,331	1,382	1,331	1,331	1,382
<b>207</b>	<b>Flagpole</b>						
4355	Flagpole	230	230	230	230	230	240
	<b>OverHead Expenditure</b>	230	230	230	230	230	240
	<b>207 Net Expenditure</b>	230	230	230	230	230	240
<b>208</b>	<b>Burntwood in Bloom</b>						
4380	Advertising	1,400	530	1,000	932	932	1,250
4381	Prizes	1,100	1,050	1,300	890	890	1,300
4382	Presentation Evening	500	484	500	1,110	1,110	1,000
4383	Annual Calendar (production)	0	363	250	208	208	250
4384	HEIB Regional Competition	0	0	150	200	200	1,200
	<b>OverHead Expenditure</b>	3,000	2,427	3,050	3,340	3,340	5,000
1050	BiB: Sponsorship	50	0	0	230	230	0
1051	BiB: Photograph Sales	0	18	0	16	16	0
1052	BiB: Calendar Sales	0	188	0	98	102	0
	<b>Total Income</b>	50	207	0	345	348	0
	<b>208 Net Expenditure</b>	2,950	2,221	3,050	2,996	2,992	5,000

		2011/12		2012/13			2013/14
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
<b>209</b>	<b>Coulter Lane Remb. Garden</b>						
4411	Handyperson Service	0	142	150	0	150	150
4500	Coulter Lane Remb. Garden	0	3,842	0	1,994	1,994	0
4501	Grounds Maintenance	0	1,115	1,100	525	525	1,100
	<b>OverHead Expenditure</b>	0	5,098	1,250	2,519	2,669	1,250
	<b>209 Net Expenditure</b>	0	5,098	1,250	2,519	2,669	1,250
<b>210</b>	<b>Burntwood Wakes Festival</b>						
4001	Employee Costs (Recharge)			0	0	1750	3,000
4411	Handyperson Service	0	758	800	0	0	800
4600	BWF: Stage / Sound Hire	35,000	6,850	40,000	5,500	5,500	40,000
4601	BWF: Unsigned - Neon Studios	0	1,870	0	0	0	
4602	Family Fun Day Entertainment	0	7,790	0	1,375	1,375	
4603	Marquees & Furniture	0	4,763	0	4,936	4,936	
4604	First Aid Cover	0	670	0	0	0	
4605	Fire Cover	0	100	0	0	0	
4607	Security	0	4,450	0	0	0	
4608	Rubbish Skips	0	280	0	0	0	
4609	Traffic Management	0	425	0	0	0	
4610	Mobile Toilets	0	1,500	0	0	0	
4611	Publicity	0	2,421	0	800	800	
4612	Insurance	0	1,666	0	1,580	1,580	
4613	Ground Crew	0	3,250	0	0	0	

4614	Coach	0	560	0	25	25	
4615	Pathway: Clearance	0	40	0	0	0	
4616	Pathway: Lighting	0	300	0	0	0	
4619	Hospitality: Mobile Toilets	0	700	0	550	550	
4620	Miscellaneous	0	2,520	0	111	1,000	
4621	BWF: Saturday evening	0	4,570	0	1,425	1,425	
4623	BWF: Generators/Fuel	0	1,233	0	0	0	
4624	BWF: Policing	0	1,038	0	0	0	
4625	BWF: Lighting Crew	0	3,400	0	0	0	
4626	BWF: Friday Evening	0	0	0	1,000	1,000	
4627	Refunds: Hospitality	0	0	0	17	17	
4628	Refunds: Sponsorship	0	0	0	800	800	
4629	Refunds: Craft Pitch Fee	0	0	0	250	250	
4630	Refunds: Grants	0	0	0	5,020	5,020	
	<b>OverHead Expenditure</b>	35,000	51,155	40,800	23,389	26,028	43,800
1025	Sundry Income	0	8	0	0	0	0
1090	BWF: Craft Marquee Pitch Fees	0	300	0	225	225	0
1091	BWF: Sponsorship	0	10,750	0	7,570	7,570	3,600
1095	BWF: Hospitality - Food	0	200	0	17	17	0
1096	BWF: Hire of equipment, etc	0	4,570	0	0	0	0
	Insurance Premium Refund	0	0	0	550	550	0
	Insurance Claim			0	15,111	15,111	0
	<b>Total Income</b>	0	15,828	0	23,473	23,473	3,600
	<b>210 Net Expenditure</b>	35,000	35,327	40,800	-84	2,555	40,200



<b>211</b>	<b>Town Strategy</b>							
4750	Town Strategy	2,500	8,321	250	0	250	10,000	
	<b>OverHead Expenditure</b>	2,500	8,321	250	0	250	10,000	
	<b>211 Net Expenditure</b>	2,500	8,321	250	0	250	10,000	
<b>212</b>	<b>Quality Council</b>							
4210	Quality Council	0	0	0	240	240	0	
	<b>OverHead Expenditure</b>	0	0	0	240	240	0	
	<b>212 Net Expenditure</b>	0	0	0	240	240	0	
<b>214</b>	<b>Community Projects</b>							
4411	Handyperson Service (Jubilee Oak)			0	70	70	0	
4755	Tea Dance	0	0	0	663	663	700	
4757	Artwork Comp.	0	0	0	200	200	0	
4758	General Expenses	0	0	0	4,354	4,354	4,000	
	<b>OverHead Expenditure</b>	0	0	0	5,287	5,287	4,700	
	<b>214 Net Expenditure</b>	0	0	0	5,287	5,287	4,700	

		2011/12		2012/13			2013/14
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
<b>301</b>	<b>Civic Expenses</b>						
4360	Chairman's Expenses	4,500	500	4,500	*370	3,470	4,500
4361	General Expenses	0	8	0	0	0	0
4363	Civic Carol Service	0	34	0	64	0	0
4364	Civic Service & Reception	0	820	0	966	966	0
4365	Hospitality: General	0	31	0	0	0	0
4366	Hospitality: BWF	0	1,409	0	0	0	0
4368	Fundraising	0	3,410	0	0	0	0
4369	Fundraising - Distribution	0	2,214	0	**1,810	1,810	0
4999	Contingency Expenses	0	0	0	***200	200	0
	<b>OverHead Exepnditure</b>	4,500	8,426	4,500	3,346	6,446	4,500
1025	Sundry Income	0	0	0	14	14	0
1061	Civic Service: Collection/Raffle	0	0	0	211	211	0
1062	Fundraising	0	2,348	0	291	291	0
	<b>Total Income</b>	0	2,348	0	516	516	0
	<b>301 Net Expenditure</b>	4,500	6,078	4,500	2,830	5,930	4,500

\*= £370 Expenditure - March 2012 Civic Service and Reception

\*\* = Distribution of 2011/12 Chairman's Charity Cheques

\*\*\* Contribution to Hednesford Miners' Project

		2011/12		2012/13			2013/14
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
<b>302</b>	<b>Grant Aid</b>						
4400	Local Voluntary Organisations	8,000	8,000	8,000	8,000	8,000	10,000
4401	Play Schemes	3,055	3,055	3,100	3,100	3,100	3,100
4402	Community Transport	3,000	6,000	3,000	3,000	3,000	3,000
4403	Community Development Worker	15,600	13,750	17,167	4,743	4,743	0
4405	SESCAB	3,500	3,500	3,500	3,500	3,500	3,500
4408	Remembrance Wreaths	0	74	100	100	100	100
4409	SCAMP	0	0	0	98	200	0
	<b>OverHead Expenditure</b>	33,155	34,379	34,867	22,541	22,643	19,700
1200	Refunds	0	3,000	0	0	0	0
	<b>Total Income</b>	0	3,000	0	0	0	0
	<b>302 Net Expenditure</b>	33,155	31,379	34,867	22,541	22,643	19,700
	<b>SCAMP</b>						
	Maintenance	0	0	0	0	0	1,500
	Insurance	0	0	0	0	0	500
	<b>OverHead Expenditure</b>	0	0	0	0	0	2,000
	<b>Net Expenditure</b>						2,000

		2011/12		2012/13			2013/14
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
<b>310</b>	<b>Election Expenses</b>						
4701	Election Expenses	4,500	15,368	0	0	0	5,000
	<b>OverHead Expenditure</b>	4,500	15,368	0	0	0	5,000
	<b>310 Net Expenditure</b>	4,500	15,368	0	0	0	5,000
	<b>Total Budget Expenditure</b>	252,809	283,100	256,472	197,874	238,435	273,548
	<b>Total Income</b>	256,130	278,036	260,140	280,946	287,090	273,548
	<b>Net Expenditure</b>	-3,321	5,065	-3,668	-83,072	-48,655	0

## VARIANCES TO ORIGINAL 2012/13 BUDGET

### Explanatory Notes:

- Burntwood Cemetery (Cost Centre 401) is self-financing and does not form part of the "general" budget and is therefore not included in the recommended Precept.

<b>COST CENTRE/ NOMINAL CODE</b>	<b>DESCRIPTION</b>	<b>COMMENTARY</b>
<b>101</b>	<b>Employee Expenses</b>	
101/4000	Holding Account	A 2% salary increase had been built in (based on advice from SPCA) however no increases were announced during the financial year.
<b>102</b>	<b>Premises: Lambourne House</b>	
102/4022	NNDR	The actual NNDR bill for 2012/13 is £248 less than anticipated.
102/4024	Office: Electricity	Expenditure to date would suggest that the budget heading will come in under budget.
<b>107</b>	<b>Supplies &amp; Services</b>	
107/4100	Photocopier: Copy Charges	It is anticipated that this will be c£200 more than the original budget due to copying undertaken for BTS Working Group questionnaires.

107/4130 107/4131 107/4133	Computers: Peripherals Computers: Hardware Computers: Support	The combined additional expenditure on these budget headings will be met from an Earmarked Reserve.
107/	Newsletter	This reflects the Town Council's decision to see the newsletter published as a centre-page pull-out in the TownTrader.
107/4180	Professional Fees	This sum relates to advice sought with regard to an HR matter and the potential Community Facility.

<b>COST CENTRE/ NOMINAL CODE</b>	<b>DESCRIPTION</b>	<b>COMMENTARY</b>
<b>202</b>	<b>Bus Shelters</b>	
202/4255	Provision of new bus shelter(s)	This covers repairs to the bus shelter on Rugeley Road, Chase Terrace and a guestimate to relocate the bus shelter from Cannock Road (opposite Water Street) to Milestone Way (close to junction with Chasetown High Street) (subject to SCC approval).
<b>209</b>	<b>Coulter Lane Remembrance Garden</b>	
209/4500	Coulter Lane Remembrance Garden	This relates to the creation of the Wildflower Meadow and Shrub planting on the site – there is an Earmarked Reserve from which the funds will be moved at Year End to cover the expenditure.
<b>210</b>	<b>Burntwood Wakes Festival</b>	
210/4602	Family Fun Day (Circus)	£1,900 will be accrued in the Year End accounts as a prepayment for the Circus at the 2013 Family Fun Day is therefore not included in the calculations for 2012/13.
210/1091	Sponsorship Received	Several sponsors (totalling £3,600) has asked that their 2012 sponsorship be held over for the 2013 Festival – this amount will be accrued in

		the Year End accounts and is therefore not included in the calculations for 2012/13.
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**2013/14 BUDGET – CHANGES TO 2012/13 FORECAST**

<b>COST CENTRE/ NOMINAL CODE</b>	<b>DESCRIPTION</b>	<b>COMMENTARY</b>
<b>101</b>	<b>Employee Expenses</b>	<p>The increase will cover:</p> <ul style="list-style-type: none"> <li>▪ Additional hours which will be worked by the two part-time Admin. Assistants in assisting the BTS Working Groups and acting as Minute Taker.</li> <li>▪ The Town Council's LGPS contribution will rise by 1% from 01 April 2013.</li> <li>▪ Local Councils have also been advised that there will be a salary increase in 2013/14 but the actual percentage has yet to be agreed/notified.</li> </ul>
<b>107</b>	<b>Suppliers &amp; Services</b>	
107/4131	Computers: Hardware	The Senior Admin. Assistant's PC will need to be replaced in April 2013 (the current PC is under-powered and will then be over five years old).
<b>201</b>	<b>Bus Shelters</b>	
201/4255	Provision of new bus shelter(s)	This allows for the replacement of one wooden bus shelter (junction Farewell Lane/Lichfield Road).
<b>203</b>	<b>Christmas Lights</b>	

203/4260	General Expenses	The 2012/13 budget included provision of replacement Christmas lights – the budget has been reduced for 2013/14 as this expenditure will not be repeated.
<b>207</b>	<b>Flagpole</b>	
207/4355	Flagpole	This reflects a nominal £10 per annum increase in the honorarium paid for the flags to be raised, taken down and stored on behalf of the Council.

<b>COST CENTRE/ NOMINAL CODE</b>	<b>DESCRIPTION</b>	<b>COMMENTARY</b>
<b>210</b>	<b>Burntwood Wakes Festival</b>	
210/4001	Employee Costs (Recharge)	This reflects a request from the Policy & Resources Cmtte that hours worked by the Senior Admin. Assistant on the BWF be recharged to the BWF Cost Centre.
<b>211</b>	<b>Town Strategy</b>	
211/4750	Town Strategy	This sum will provide funding for some of the projects arising from the work of the various BTS Working Groups.
<b>214</b>	<b>Community Projects</b>	
214/4758	General Expenses	Funding has been included in the draft budget should the Council wish to mark the 60 <sup>th</sup> anniversary of HM The Queen's Coronation.
<b>302</b>	<b>Grant Aid</b>	
302/4400	Local Voluntary Organisations	This reflects the recommendation that given the rise in organisations applying for grant aid the total sum available for distribution should be

		increased.
	<b>SCAMP</b>	This new Cost Centre refers to the SCAMP statue which the Council has accepted from the BCHG and as such arrangements will need to be made for its maintenance and insurance.

**BURNTWOOD TOWN COUNCIL 2013/14 CEMETERY BUDGET (DRAFT)**  
**(including actual expenditure/income as at 15 January 2013)**

		2011/12		2012/13			2013/14
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
<b>401</b>	<b>Burntwood Cemetery: Revenue</b>						
4001	Salaries	0	6,000	6,000	0	6,000	6,000
4411	Handyperson Service	0	0	0	239	0	250
4800	Grounds Maint: LDC	5,500	2,114	5,500	1,620	1,620	5,500
4801	Grounds Maint: Other	2,100	2,125	2,100	1,629	1,629	2,100
4802	Grounds Maint: Sister Dora Ave	0	201	0	185	200	200
4803	Grounds Maint: Front Verge	0	201	0	185	200	200
4807	Turf	0	166	200	0	200	200
4809	Weed Killing (selective)	0	82	100	82	100	100
4810	Gravedigging: Main Contractor	5,000	2,325	2,500	2,140	2,500	2,500
4811	Gravedigging: Others	0	1,475	2,500	0	1,000	2,000
4812	Cemetery Gatekeeper	1,040	1,040	1,040	520	1,040	1,300
4813	Trade Refuse	300	180	300	165	225	300
4814	Skips	300	120	120	0	120	120
4815	ICCM Membership	95	90	100	90	90	100
4816	ICCM Training	595	0	0	0	0	0
4817	Survey	60	125	0	0	0	0
4818	Computer Software Support	750	750	0	104	104	110
4819	Water Rates	0	37	40	34	40	40
4820	NNDR: Burntwood Cemetery	315	352	352	392	392	440
4821	Trees: Maintenance, etc	0	250	0	0	0	0
4856	General Maintenance, etc	0	172	200	33	100	200
4858	Gritting Paths/Road	0	720	500	60	500	500
4859	Cemetery Software Package	0	0	1,250	1,117	1,117	0

	<b>OverHead Expenditure</b>	16,055	18,525	21,552	8,866	17,177	22,160
1000	Burial Fees/Licences	25,000	28,385	25,000	21,935	25,000	25,000
	<b>Total Income</b>	25,000	28,385	25,000	21,935	25,000	25,000
	<b>401 Net Expenditure</b>	-8,945	-9,860	-3,448	-13,069	-7,823	-2,840
<b>402</b>	<b>Burntwood Cemetery: Capital</b>						
4851	Contract Payments	0	20,392	0	0	0	0
	<b>OverHead Expenditure</b>	0	20,392	0	0	0	0
	<b>402 Net Expenditure</b>	0	20,392	0	0	0	0
	<b>Total Budget Expenditure</b>	16,055	38,917	21,552	8,866	20,055	22,160
	<b>Total Income</b>	25,000	28,385	25,000	21,935	25,000	25,000
	<b>Net Expenditure</b>	-8,945	10,532	-3,448	-13,069	-4,945	-2,840

**BURNTWOOD TOWN COUNCIL CEMETERY FEES (DRAFT)**  
**01 April 2013 - 31 March 2014**

	2012/13	2013/14 PROPOSED
<b>Exclusive Right of Burial</b>		
Adult Grave & Memorial Licence - 30 Year Licence	945	945
Adult Grave - Additional 10 Years	265	265
Memorial Licence - Additional 10 Years (To run concurrently with Exclusive Right of Burial)	50	50
Child Grave & Memorial Licence - 5 Years of age and under - Single Only - 30 Year Licence	630	630
Child Grave - Additional 10 Years	160	160
Memorial Licence - Additional 10 Years (To run concurrently with Exclusive Right of Burial)	50	50
Cremated Remains Plot (Max 4) & Memorial Licence - 30 Year Licence	630	630
Cremated Remains Plot (Max 4) - Additional 10 Years	160	160
Memorial Licence - Additional 10 Years (To run concurrently with Exclusive Right of Burial)	50	50
<b>First Interment Fee</b>		
Adult Grave - Single Standard Coffin Size (Max 6' 6" x 26")	390	390
Adult Grave - Double Standard Coffin Size (Max 6' 6" x 26")	465	465
Adult Grave - Triple Standard Coffin Size (Max 6' 6" x 26")	570	570
Child Grave - Child aged 5 or under - Single Grave Only	NIL	NIL
Cremated Remains Plot - Single Cremated Remains Casket	240	240
Cremated Remains Plot - Two Cremated Remains Caskets - (Same Day) Interment	295	295
Cremated Remains Plot - Interment for a Child aged 5 or under	NIL	NIL
<b>Re-Opening Burial or Cremated Remains Plot - Interment Fees</b>		
Adult Grave - Double - Second Interment	390	390
Adult Grave - Triple - Second Interment	465	465
Adult Grave - Triple - Third Interment	390	390
Cremated Remains Plot - Single Casket - Second, Third or Fourth Interment	240	240
Cremated Remains Plot - Two Caskets - Second and Third or Third and Fourth Interments	295	295
Cremated Remains Plot - Second, Third or Fourth Interment for a Child aged 5 or under	NIL	NIL
<b>Other</b>		
Oversized Grave - Additional Fee (Standard Coffin Size is 6'6" x 26")	55	55
Casket Additional Fee	115	115
<b>Late or Early Arrival at the Cemetery per Quarter Hour</b>	<b>30</b>	<b>30</b>

<b>Out of Parish Area Charge (Interment Fees Only)</b>	<b>4x</b>	<b>4x</b>
<b>Exhumations</b>		
Cremated Remains Plots - <b>ALL</b> at Actual Cost		
<b>Memorials</b>		
Additional Inscription Licence Fee	<b>50</b>	<b>50</b>
<b>Late or Early Arrival at the Cemetery per Quarter Hour</b>	<b>0</b>	<b>10</b>