

Our Ref: MD

03 July 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, Burntwood on Wednesday 10 July 2013 at 7.00 p.m.** to consider the following business.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

<p>PLEASE NOTE THE MEETING VENUE</p>

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 & Resources Committee held on 23 May 2013 (Minute Nos. 1 – 5) **(ENCLOSURE NO. 1)**.

4. TOWN COUNCIL INVESTMENTS (Minute No. 4 refers)

Members are advised that the Town Council has moved its funds from the Co-operative Bank's Guaranteed Investment Accounts to Barclays 9 Month Bond with effect from 01 July 2013.

The Town Council will also close one of the Deposit Accounts held with the Co-operative Bank and move the majority of those funds to a Barclays Savings Account during July 2013 (the remainder of the fund will remain with the Co-operative Bank).

5. INVESTMENT POLICY

The decisions enacted under Minute No. 4 mean that the Council's Investment Policy should now be revised. A draft copy of the revised Investment Policy is attached at **ENCLOSURE NO. 2.**

Members are requested to consider the document with a view to agreeing that a recommendation be put to the Full Council that the revised policy be adopted and implemented with immediate effect.

6. BURNTWOOD TOWN STRATEGY WORKING GROUPS

6.1 Decision Making Process

Members are advised that the following process is in place to enable the Burntwood Town Strategy (BTS) Working Groups to progress proposals for consideration by the Full Council:

- Lead Members are requested to contact the Town Clerk in the first instance with any requests for administrative assistance and/or investigative work to enable Working Groups to formulate proposals.
- The Town Clerk will allocate a member of staff able to provide dedicated time to work on those tasks.
- Once a proposal is ready for formal consideration it will be put to the Policy & Resources Committee in the first instance and the Committee will then make a recommendation to the Full Council on the viability of the proposal and indicate what funding is available to implement it.
- The Full Council will consider the Policy & Resources Committee recommendation(s) and decide on whether the proposal should be implemented.

6.2 Action Area 5 Business and employers

The Working Group is aware of the work being done by the Burntwood Business Crew, a group of local businesses formed to formulate proposals which can be implemented using funds from the £50,000 High Street Innovation Fund. The BTS Working Group would like to complement this work by providing replacement "Welcome" signage at all entry points into Burntwood, such signage to incorporate the new logo (as agreed by the Town Council – Minute No. 14(b) refers).

Does the Committee wish to recommend to the Full Council that replacement "Welcome" signage be provided (as set out above) and if in the affirmative Members are requested to indicate the level of funding to be earmarked to see the proposal implemented.

7. ANNUAL INSURANCE REVIEW

The Town Council agreed to enter into a long term agreement (five years) with its Insurers in June 2011. The Agreement guarantees that, subject to no claims being made, the annual premium will only be increased by the appropriate index-linking percentage annually.

The Insurance Policy has been renewed at a total cost of £1,768.04 (including tax). The Insurers have included Legal Expenses cover at no extra cost to the Council. This cover can be extended to include contract disputes if the Council wishes – an additional premium of £26.50 (including tax) would be payable for this additional cover.

Does the Committee wish to add Legal Expenses (Contract Disputes) to its Policy at an additional cost of £26.50 (including tax)?

8. FRANKING MACHINE

The Town Council has been approached by a company with a proposal that it upgrade the current franking machine. The company agrees to take over all outstanding financial commitments due under the current agreement.

The proposed replacement machine is a Neopost IS420 which comes as standard with a 10kg weigh platform.

Costs (including annual Service Charge)

Existing	£2,842.00 pa	Proposed	£2,595.00 pa
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Does the Committee wish to accept the above proposal?

9. COMMUNITY DEVELOPMENT WORK IN BURNTWOOD

Members are requested to consider whether the Committee would wish to recommend to the Full Council that community projects/tasks, etc be undertaken by the Council and if in the affirmative what these projects/tasks might be and how these should be delivered (i.e. contracted out/short term contract, etc). Members are reminded that there is currently an Earmarked Reserve for community projects in the sum of £24,637.

10. 2013/14 BUDGET AS AT 30 JUNE 2013 (ENCLOSURE NO. 3)

11. EARMARKED RESERVES (ENCLOSURE NO. 4)

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON THURSDAY 23 MAY 2013 COMMENCING AT 7.00 P.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk

1. APOLOGIES FOR ABSENCE

Councillors Mrs Brettell and James

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

3. MINUTES

RESOLVED That the Minutes of a Meeting of the Policy & Resources Committee held on 22 April 2013 (Minute Nos. 27 – 40) be approved as a correct record.

4. TOWN COUNCIL INVESTMENTS

4.1 Members were advised that in the light of the recent downgrading of the Co-operative Bank by Moody's credit rating agency, the Town Clerk, in consultation with the Committee Chairman, had sought information and advice on the best way forward with regards to the Town Council's funds.

Members were advised that the Committee had delegated authority under its Terms of Reference (ToR) to make such decisions:

Para. 11 To regularly review the Council's treasure management activities and supervise the investment of funds within the Council's control.

The Town Clerk advised Members that the need for a prompt decision had arisen from the fact that the Council's two Fixed Term Deposit Accounts were maturing at the end of May 2013.

4.2 Members were informed that contact had been made with:

- The National Association of Local Councils (NALC) (via the Staffordshire Parish Councils' Association (SPCA)
- Lichfield District Council (LDC)
- Staffordshire County Council (SCC)
- The Council's Internal Auditor
- Clerks' eForums

The overwhelming advice was that the Council should look to spread its risk, not retain all its funds with one financial institution.

- 4.3 The Town Clerk confirmed that the Government's Guarantee Scheme for funds held with UK banks does not apply to unions or local authorities (including parish/town councils).
- 4.4 The Town Clerk had contacted the following financial institutions to ascertain what investment products they could offer to the Council:
- Co-operative Bank
 - Barclays
 - Charities, Churches and Local Authorities (CCLA)
 - HSBC
 - NatWest Bank
- 4.5 The Town Clerk put the following recommendations to Members for consideration:
- a) That the Council retain its Current Account and the Business Select Instant Access Deposit Account with the Co-operative Bank for its daily banking needs.
- b) That the Council set-up new deposit accounts with Barclays (i.e. achieving the aim of spreading the financial risk and the best interest rate currently available). The Town Clerk suggested the following breakdown of funds:
- | | |
|----------------------------|------------------------|
| 9 Month Bond | £ 25,000.00 |
| 12 Month Bond | £249,594.00 |
| Instant Access Deposit A/c | Amount to be confirmed |
- c) That the Committee resolve to amend the Financial Regulations to enable an amended signing requirement for the investment accounts. Currently all 22 Members plus the Town Clerk are signatories on the Council's accounts, it is suggested that this be amended to **any three of the following four signatories are required to give instructions for the investment accounts only: P&R Committee Chairman, P&R Committee Vice-Chairman, Leader of the Council and the Town Clerk.** (If agreed this would make it easier and quicker to open the new accounts as all signatories would need to sign the Bank Mandate and provide proof of ID before the accounts could be opened.)
- d) That the Committee agree to reinvest the current maturing Fixed Rate Deposit Accounts with the Co-operative Bank for a term of either 1 month (@ 0.34375% interest) or 3 months (@ 0.5625%) to enable the new investment arrangements to be put into place.

RESOLVED THAT:

- i) That the Council retain its Current Account and the Business Select Instant Access Deposit Account with the Co-operative Bank for its daily banking needs.
- ii) That the Council set-up new deposit accounts with Barclays (i.e. achieving the aim of spreading the financial risk and the best interest rate currently available):
- | | |
|----------------------------|------------------------|
| 9 Month Bond | £ 25,000.00 |
| 12 Month Bond | £249,594.00 |
| Instant Access Deposit A/c | Amount to be confirmed |
- iii) The Financial Regulations be amended to include an additional signing requirement for the investment accounts, i.e. **any three of the following four signatories are required to give instructions for the investment accounts only: P&R Committee Chairman, P&R Committee Vice-Chairman, Leader of the Council and the Town Clerk.**
- iv) The Committee agree to reinvest the current maturing Fixed Rate Deposit Accounts with the Co-operative Bank for a term of 1 month (@ 0.34375% interest), plus a

further one month if necessary to enable the new investment arrangements to be put into place.

5. NEIGHBOURHOD PLANNING TRAINING (BTC Minute No. 112, 2012/13 refers)

Members received a quotation in the sum of £400 plus VAT to deliver bespoke Neighbourhood Plan training, the details of which are:

1. *Introduction to neighbourhood planning*
This introductory presentation session, with opportunities for question and answers would look at why neighbourhood planning is different, and the new powers it gives town councils; the neighbourhood planning process; resources and funding. **(1 hour)**
2. *What are the issues in Burntwood, and how could they be addressed by a neighbourhood plan?*
This workshop style session would look to identify the issues facing Burntwood; which of these could be addressed in a neighbourhood plan; and the type of neighbourhood plan that could be used to do this. **(1.5 hours with tea/coffee break midway)**
3. *Actions*
The half day would conclude with a brief closing session to identify and draw up a list of actions for taking the Burntwood Neighbourhood Plan forward. **(30/45 minutes)**

Twelve Members plus the Town Clerk originally expressed an interest in participating in the training. Two Administrative Assistants have also indicated that they would be interested in participating.

RESOLVED THAT:

- i) The quotation from Kirkwells in the sum of £400 plus VAT for the training session as detailed above be accepted.
- ii) A venue be booked for Saturday 13 July 2013, with the training session commencing at 10.00 a.m.
- iii) The opportunity to participate be opened to all Members, the Town Clerk and Administrative Assistants.

(The meeting closed at 7.35 p.m.)

Signed

Date

1. INTRODUCTION

This Strategy complies with Guidance issued by the Secretary of State under the Local Government Act 2003, Section 15(1)(a).

Burntwood Town Council (the Council) acknowledges the importance of prudently investing the temporary surplus fund held on behalf of the community.

2. INVESTMENT OBJECTIVES

- 2.1 The general policy objective for the Council is the prudent investment of its balances. The Council's investment priorities are:
- the security of its reserves
and
 - the liquidity of its investments
- 2.2 The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- 2.3 All investments will be made in sterling.
- 2.4 The Department for Communities and Local Government (DCLG) maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.
- 2.5 Where external investment managers are used, they will be contractually required to comply with the Strategy.

3. SPECIFIED INVESTMENTS

- 3.1 Specified Investments are those offering high security and high liquidity, made in sterling for no more than 12 months. Such short term investments made within the UK Government or a local authority or parish/town council will automatically be Specified Investments.
- 3.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:
- Deposits with banks, building societies, local authorities or other public authorities
 - The debt management agency of HM Government
- 3.3 Current investments are in a Barclays Bank Nine Month Bond, a Barclays Bank Savings Account and a Co-operative Bank Deposit Account.

4. NON-SPECIFIED INVESTMENTS

These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainties surround such investments the Council will not use this type of investment.

5. LIQUIDITY OF INVESTMENTS

The Town Clerk (as the Responsible Financial Officer) in consultation with the Leader of the Council, will determine the maximum period for which funds may prudently be committed so as not to compromise liquidity.

Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

6. LONG TERM INVESTMENTS

6.1 Long term investments are defined in the Guidance as greater than 36 months.

The Council does not currently hold any long term investments.

No long term investments are envisaged during the 2013/14 financial year.

7. END OF YEAR INVESTMENT REPORT

Investment forecasts for the coming financial year should be accounted for when the budget is prepared. The Town Clerk will report at regular intervals on investment activity to the Policy and Resources Committee.

8. REVIEW AND AMENDMENT OF REGULATIONS

8.1 The Strategy will be reviewed annually. The Annual Strategy for the coming financial year will be prepared by the Town Clerk and presented for approval at the Annual Town Council meeting.

8.2 The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will be made available to the public.

9. FREEDOM OF INFORMATION

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's website (www.burntwood-tc.gov.uk).

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**BURNTWOOD TOWN COUNCIL 2013/14 BUDGET
(as at 30 June 2013)**

		2012/13		2013/14			2014/15
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
100	Corporate						
1176	Precept	256,142	256,142	224,150	224,150		
1180	Council Tax Support Grant	0	0	30,330	30,330		
1190	Interest: Community Direct Plus	3	3	3	1		
1191	Interest: Reserve Account	450	671	450	83		
1192	Interest: Instant Access A/C	45	25	45	11		
1193	Interest: LDC	0	128	0	0		
1194	Interest: 3 Month Investment Account	0	402	250	34		
1195	Interest: 12 Month Investment Account	0	2,454	1,775	0		
1200	Refunds	0	12	0	0		
	Total Income	256,640	259,837	257,003	254,609		
	100 Net Expenditure	-256,640	-259,837	-257,003	-254,609		
101	Employee Expenses						
4000	Holding Account	102,000	0	97,820	0		
4001	Salaries	0	55,110		15,234		
4006	NI: Employer's Contributions	0	5,228		1,404		
4007	PAYE: Employees' Contributions	0	11,068		2,726		
4011	LGPS: Employer's Contributions	0	12,492		3,307		
4012	Telephone/Broadband Allowance	0	618		175		

4013	Eyesight: Tests/Spectacles	0	0	0	
4014	NI: Employees' Contributions	0	4,719	1,271	
4015	LGPS: Employees' Contributions	0	4,995	1,249	
	OverHead Expenditure	102,000	94,230	97,820	25,367
	101 Net Expenditure	102,000	94,230	97,820	25,367
102	Premises: Lambourne House				
4020	Office: Rent	13,000	10,000	13,000	6,250
4021	Office: Service Charges	900	616	900	433
4022	NNDR: Office	4,430	4,182	4,350	1,717
4023	Office: Water Rates	250	244	300	65
4024	Office: Electricity	2,000	2,214	1,800	624
4025	Office: Cleaning Materials	100	144	100	28
4026	Office: Trade Refuse	120	45	120	15
4027	Office: Window Cleaning	120	75	120	0
4028	Office: Security Alarm (R&M)	190	30	200	0
4029	Office: CCTV (R&M)	250	338	275	263
4030	Office: Fire Extinguishers	50	181	50	0
4031	Office: PAT Testing	100	192	100	0
4032	Office: Air Conditioners (R&M)	360	0	360	0
4033	Office: General Maintenance	2,000	908	2,000	12
4037	Meeting Room: Rental Charges	1,400	1,280	1,500	0
	OverHead Expenditure	25,270	20,449	25,175	9,406
	Total Income	0	0	0	50
	102 Net Expenditure	25,270	20,449	25,175	9,356

		2012/13		2013/14			2014/15
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
105	Transport						
4060	Car Mileage: Employees	2,200	2,414	2,200	747		
4061	Car Mileage: Members	150	7	150	0		
4062	Car Parking Fees	10	2	10	0		
	OverHead Expenditure	2,360	2,422	2,360	747		
	105 Net Expenditure	2,360	2,422	2,360	747		
107	Supplies & Services						
4100	Photocopier: Copy Charges	1,000	1,174	1,200	0		
4110	Telephone: Rental	600	421	600	268		
4111	Telephone: Calls	700	748	700	27		
4112	Telephone: Payment Charges	63	72	65	24		
4113	Broadband: Line rental	400	424	400	146		
4120	Postage	1,000	1,201	1,100	503		
4121	Franking Machine: Rental/Lease	696	509	696	316		
4122	Franking Machine: Maintenance	298	328	300	298		
4123	Franking Machine: Stationery	90	0	90	0		
4130	Computers: Peripherals	200	453	0	0		
4131	Computers: Hardware	2,500	3,036	250	0		
4132	Computers: Software Licences	470	92	500	0		
4133	Computers: Support	900	1,170	825	233		
4135	Computers: Email accounts	50	50	50	0		

4136	Network: Remote Back-up	600	548	600	0
4140	Website	425	625	425	500
4160	Stationery	1,800	1,476	1,800	528
4161	Publications	300	76	200	19
4162	Newspapers	150	147	200	46
4163	General Office Expenses	200	178	200	90
4164	Office Equipment	650	727	300	0
4165	Advertising	600	175	1,000	0
4166	Newsletter	0	720	1,440	360
4170	Subscriptions to other bodies	1,850	1,777	1,900	1,942
4175	Furniture	250	0	0	87
4180	Professional Fees	350	2,431	500	0
4190	Data Protection Fee	35	0	35	0
4200	Courses/Training: Fees	1,300	228	1,300	1,015
4201	Courses/Training: Expenses	200	0	200	69
4202	Conferences/Seminars: Fees	400	269	600	0
4203	Conferences/Seminars: Expenses	700	207	500	0
4208	Alarm: Annual Maintenance Fee	0	187	200	0
4220	Bank Charges	150	114	150	66
4221	Insurance: Premiums	1,351	1,380	1,500	1,768
4222	Insurance: Landlord	500	507	520	0
4230	External Audit	1,150	0	800	0
4231	Internal Audit	200	-400	200	0
4232	Audit Preparation	0	87	480	24
4235	Memorial Bench	35	0	35	0
4411	Handyperson Service	100	67	100	0
4999	Contingency Expenses	1,000	0	1,000	0
	OverHead Expenditure	23,263	22,884	22,961	8,330
1025	Sundry Income	0	75	0	4
1040	Photocopier: Usage	0	11	0	0

1200	Refunds	0	213	0	0
	Total Income	0	299	0	4
	107 Net Expenditure	23,263	22,585	22,961	8,327
201	Street Lighting				
4240	Electricity	400	372	400	0
4241	Maintenance	400	357	400	0
	OverHead Expenditure	800	729	800	0
	201 Net Expenditure	800	729	800	0
202	Bus Shelters				
4250	Maintenance	400	0	400	36
4251	Inspections	0	0	0	107
4255	Provision new bus shelter(s)	2,500	0	5,000	0
4411	Handyperson Service	320	215	320	-72
	OverHead Expenditure	3,220	215	5,720	72
	Total Income	0	0	0	0
	202 Net Expenditure	3,220	215	5,720	72

203	Christmas Lights					
4260	General Expenses	5,100	3,809	4,000	0	
4261	Churches	1,200	742	1,200	0	
	OverHead Expenditure	6,300	4,551	5,200	0	
	203 Net Expenditure	6,300	4,551	5,200	0	
205	Traffic Islands					
4300	Shrub Beds: Maintenance	3,399	3,399	3,399	0	
4301	Grass Cutting	618	494	618	0	
4302	Litter Picking	124	124	124	0	
4303	Weed Killer Spraying	165	165	165	0	
4304	Signage	329	171	329	0	
4305	Signage Installation	100	0	100	0	
4306	NNDR: Traffic Islands	1,715	1,620	1,700	533	
	OverHead Expenditure	6,450	5,972	6,435	533	
1030	Traffic Islands: Sponsorship	3,500	1,980	3,500	1,000	
	Total Income	3,500	1,980	3,500	1,000	
	205 Net Expenditure	2,950	3,992	2,935	-467	
206	Hanging Baskets & Planters					
4350	Planters: Maintenance	309	258	309	0	

4351	Planters: Bedding Plants	453	453	453	0
4352	Hanging Baskets: Supply/Maint.	620	620	620	0
	OverHead Expenditure	1,382	1,331	1,382	0
	206 Net Expenditure	1,382	1,331	1,382	0
207	Flagpole				
4355	Flagpole	230	230	240	0
	OverHead Expenditure	230	230	240	0
	207 Net Expenditure	230	230	240	0
208	Burntwood in Bloom				
4380	Advertising	1,000	932	1,250	720
4381	Prizes	1,300	890	1,300	0
4382	Presentation Evening	500	1,110	1,000	0
4383	Annual Calendar (production)	250	208	250	0
4384	HEIB Regional Competition	150	200	1,200	150
	OverHead Expenditure	3,050	3,340	5,000	870
1050	BiB: Sponsorship	0	230	0	300
1051	BiB: Photograph Sales	0	16	0	0
1052	BiB: Calendar Sales	0	100	0	0
	Total Income	0	347	0	300

	208 Net Expenditure	3,050	2,993	5,000	570		
209	Coulter Lane Remb. Garden						
4411	Handyperson Service	150	0	150	0		
4500	Coulter Lane Remb. Garden	0	1,994	0	0		
4501	Grounds Maintenance	1,100	525	1,100	0		
	OverHead Expenditure	1,250	2,519	1,250	0		
	209 Net Expenditure	1,250	2,519	1,250	0		
210	Burntwood Wakes Festival						
4001	Salaries	1,750	1,750	3,060	0		
4411	Handyperson Service	800	0	800	39		
4600	BWF: Stage / Sound Hire	40,000	5,500	40,000	0		
4601	BWF: Unsigned - Neon Studios	0	0	0	0		
4602	Family Fun Day Entertainment	0	3,275	0	0		
4603	Marquees & Furniture	0	4,936	0	0		
4604	First Aid Cover	0	0	0	0		
4605	Fire Cover	0	0	0	0		
4607	Security	0	0	0	0		
4608	Rubbish Skips	0	0	0	0		
4609	Traffic Management	0	0	0	0		
4610	Mobile Toilets	0	0	0	0		
4611	Publicity	0	800	0	720		
4612	Insurance	0	1,580	0	1,792		
4613	Ground Crew	0	0	0	0		

4614	Coach	0	25	0	0
4615	Pathway: Clearance	0	0	0	0
4616	Pathway: Lighting	0	0	0	0
4619	Hospitality: Mobile Toilets	0	550	0	0
4620	Miscellaneous	0	-987	0	1,987
4621	BWF: Saturday evening	0	1,425	0	0
4623	BWF: Generators/Fuel	0	0	0	0
4624	BWF: Policing	0	0	0	0
4625	BWF: Lighting Crew	0	0	0	0
4626	BWF: Friday Evening	0	1,000	0	0
4627	Refunds: Hospitality	0	17	0	0
4628	Refunds: Sponsorship	0	800	0	0
4629	Refunds: Craft Pitch Fee	0	213	0	0
4630	Refunds: Grants	0	5,020	0	0
	OverHead Expenditure	40,800	25,904	43,860	4,538
1025	Sundry Income	0	0	0	0
1026	Insurance Claim - Event Cancellation	0	15,111	0	0
1090	BWF: Craft Marquee Pitch Fees	0	213	0	213
1091	BWF: Sponsorship	0	7,570	3,720	11,280
1095	BWF: Hospitality - Food	0	17	0	0
1096	BWF: Hire of equipment, etc	0	0	0	0
1200	Refunds	0	550	0	0
	Total Income	0	23,460	3,720	11,493
	210 Net Expenditure	40,800	2,444	40,140	-6,955

211	Town Strategy						
4750	Town Strategy	250	0	10,000	0		
	OverHead Expenditure	250	0	10,000	0		
	211 Net Expenditure	250	0	10,000	0		
212	Quality Council						
4210	Quality Council	0	240	0	0		
	OverHead Expenditure	0	240	0	0		
	212 Net Expenditure	0	240	0	0		
214	Community Projects						
4411	Handyperson Service	0	70	0	0		
4755	Tea Dance	0	663	700	354		
4757	Artwork Comp.	0	200	0	0		
4758	General Expenses	0	4,354	4,000	0		
	OverHead Expenditure	0	5,287	4,700	354		
1025	Sundry Income	0	0	0	157		
	Total Income	0	0	0	157		
	214 Net Expenditure	0	5,287	4,700	157		

215	SCAMP					
4550	SCAMP: Maintenance	0	0	1,500	0	
4551	SCAMP: Insurance	0	0	500	406	
	OverHead Expenditure	0	0	2,000	406	
	215 Net Expenditure	0	0	2,000	406	
301	Civic Expenses					
4360	Chairman's Expenses	4,500	-265	4,500	23	
4361	General Expenses	0	0	0	0	
4363	Civic Carol Service	0	64	0	0	
4364	Civic Service & Reception	0	966	0	0	
4365	Hospitality: General	0	0	0	0	
4366	Hospitality: BWF	0	0	0	0	
4368	Fundraising	0	-1,232	0	5	
4369	Fundraising - Distribution	0	2,215	0	0	
4999	Contingency Expenses	0	200	0	0	
	OverHead Expenditure	4,500	1,947	4,500	28	
1025	Sundry Income	0	14	0	0	
1061	Civic Service: Collection/Raffle	0	211	0	0	
1062	Fundraising	0	1,702	0	0	
	Total Income	0	1,927	0	0	

	301 Net Expenditure	4,500	20	4,500	28		
302	Grant Aid						
4400	Local Voluntary Organisations	8,000	7,850	10,000	0		
4401	Play Schemes	3,100	3,100	3,100	0		
4402	Community Transport	3,000	3,000	3,000	0		
4403	Community Development Worker	17,167	4,743	0	0		
4405	SESCAB	3,500	3,500	3,500	3,500		
4407	Cheque Presentation Evening	0	14	0	0		
4408	Remembrance Wreaths	100	100	100	0		
4409	SCAMP	0	195	0	0		
	OverHead Expenditure	34,867	22,502	19,700	3,500		
1200	Refunds	0	0	0	0		
	Total Income	0	0	0	0		
	302 Net Expenditure	34,867	22,502	19,700	3,500		
		2012/13		2013/14			2014/15
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
310	Election Expenses						
4701	Election Expenses	0	0	5,000	0		
	OverHead Expenditure	0	0	5,000	0		
	310 Net Expenditure	0	0	5,000	0		

	Total Budget Expenditure	255,992	165,655	264,103	54,151		
	Total Income	260,140	269,651	264,223	267,613		
	Net Expenditure	-4,148	-103,996	-120	-213,462		

BURNTWOOD TOWN COUNCIL 2013/14 CEMETERY BUDGET
(as at 30 June 2013)

		2012/13		2013/14			2014/15
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
401	Burntwood Cemetery: Revenue						
4001	Salaries	6,000	0	6,000	0		
4132	Computers: Software Licences	0	118	0	0		
4133	Computers: Support	0	75	0	0		
4411	Handyperson Service	0	0	250	0		
4800	Grounds Maint: LDC	5,500	0	5,500	0		
4801	Grounds Maint: Other	2,100	1,629	2,100	687		
4802	Grounds Maint: Sister Dora Ave	0	0	200	0		
4803	Grounds Maint: Front Verge	0	0	200	0		
4807	Turf	200	0	200	0		
4809	Weed Killing (selective)	100	0	100	0		
4810	Grave digging: Main Contractor	2,500	2,140	2,500	2,190		
4811	Grave digging: Others	2,500	0	2,000	0		
4812	Cemetery Gatekeeper	1,040	520	1,300	0		
4813	Trade Refuse	300	135	300	60		
4814	Skips	120	0	120	0		
4815	ICCM Membership	100	90	100	0		
4817	Survey	0	0	0	0		
4818	Computer Software Support	0	104	185	0		
4819	Water Rates	40	25	40	9		
4820	NNDR: Burntwood Cemetery	352	353	440	307		
4821	Trees: Maintenance, etc	0	0	0	0		
4856	General Maintenance, etc	200	33	200	42		
4858	Gritting Paths/Road	500	0	500	0		

4859	Cemetery Software Package	1,250	0	0	0
	OverHead Expenditure	21,552	5,222	22,235	3,295
1000	Burial Fees/Licences	25,000	16,205	25,000	15,575
	Total Income	25,000	16,205	25,000	15,575
	401 Net Expenditure	-3,448	-10,983	-2,765	-12,280
402	Burntwood Cemetery: Capital				
4851	Contract Payments	0	0	0	0
	OverHead Expenditure	0	0	0	0
	402 Net Expenditure	0	0	0	0
	Total Budget Expenditure	21,552	2,354	21,910	3,295
	Total Income	25,000	8,725	25,000	15,575
	Net Expenditure	-3,448	-6,371	-3,090	-12,280

BURNTWOOD TOWN COUNCIL
2013/14 FORECAST BALANCES & RESERVES

	BALANCES AS AT 31/03/2013	FORECAST ADDITIONS 2013/14	FORECAST REDUCTIONS 2013/14	FORECAST YEAR END BALANCES
	£	£	£	£
CAPITAL RESERVES				
EARMARKED CAPITAL RESERVE - BURNTWOOD CEMETERY	33,245	2,645	0	35,890
EARMARKED CAPITAL RESERVE - COULTER LANE BURIAL GROUND	468	0	0	468
BUS SHELTERS	2,000	0	2,000	0
BTC OFFICE - NEW/REPLACEMENT HEATING	5,000	0	5,000	0
BTC OFFICE - REPLACEMENT WINDOWS (PARTIAL)	5,000	0	5,000	0
COMMUNITY FACILITY	75,000	0	0	75,000
TOTAL CAPITAL RESERVES	120,713	2,645	12,000	111,358
EARMARKED REVENUE RESERVES				
GENERAL	104,882	0	0	104,882
ELECTIONS RESERVE	6,000	5,000	0	11,000
TOWN STRATEGY	10,000	0	0	10,000
COMMUNITY PROJECTS	24,637	0	0	24,637
BTC OFFICE - REDECORATION	1,500		1,500	0
BTC OFFICE - MAIN OFFICE REVISED LAYOUT	2,000	0	2,000	0
CIVIC EXPENSES (CHAIRMAN'S ALLOWANCE)	395	0	395	0
NEIGHBOURHOOD PLAN	25,000	0	0	25,000
TOTAL EARMARKED REVENUE RESERVES	174,414	5,000	3,895	175,519
REVENUE BALANCE	5,000	0	0	5,000
TOTAL RESERVES	300,127	7,645	15,895	291,877