



# Brixham Town Council

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Town Clerk: Mrs Tracy Hallett

<b>Report Number</b>	10-2021a	<b>Date</b>	10.02.21
<b>Report Type</b>	Public	<b>Meeting</b>	F&GP
<b>Contact Officer</b>	Tracy Hallett	<b>Job Title</b>	Town Clerk
<b>Report Title</b>	2021/22 Budget Planning		

## Purpose of Report

To discuss and consider the 2021/22 budget planning.

## 2021/22 Budget

Below is the draft budget, following discussions at the Committee meeting held on 27.01.21.

## INCOME

	<b>Actual 2019/20</b>	<b>Budget 2020/21</b>	<b>Year to date 2020/21</b>	<b>Estimate 2020/21</b>	<b>Budget 2021/22</b>
Allotments	£6,951.56	£5,000.00	£6,312.07	£6,312.07	£5,600.00
Newsletter	£4,373.74	£4,000.00	£3,220.55	£3,500.00	£4,000.00
Projects	£15,988.00	£0.00	£60,247.01	£60,247.01	£500.00
Town Lengthsman	£2,447.25	£2,200.00	£489.20	£489.20	£0.00
Seasonal Display Income	£4,177.10	£2,000.00	£1,297.95	£1,297.95	£0.00
Shoalstone	£11,589.55	£0.00	£2,266.67	£2,266.67	£0.00
Town Hall (Rent & Room hire)	£68,031.23	£65,000.00	£28,161.87	£34,507.25	£35,000.00

	<b>Actual 2019/20</b>	<b>Budget 2020/21</b>	<b>Year to date 2020/21</b>	<b>Estimate 2020/21</b>	<b>Budget 2021/22</b>
Information Point	£0.00	£0.00	£0.00	£0.00	£0.00
Bank Interest	£3,144.40	£1,000.00	£1,051.42	£1,051.42	£0.00
	<b>£116,702.83</b>	<b>£79,200.00</b>	<b>£103,046.74</b>	<b>£109,671.57</b>	<b>£45,100.00</b>

## Town Hall Income

It should be noted that the Council is not projected to meet the budget for the Town Hall income. Based on the estimated income, the Council will be £30,492.75 under budget. However, the Town Council has been successful in its application for Business Support Grants. The income of which is shown under projects and the total received to date is £28,450. The Town Council is expecting two further Business Support Grants (1) £250 and (2) £3,000, although the later value is likely to be higher because this is for the latest national lockdown from 5<sup>th</sup> January and is only valued up to and including 15<sup>th</sup> February. Since Torbay Council advised us, the Government have extended the lockdown until at least 8<sup>th</sup> March.

Town Hall Estimated Income	£34,507.25
Business Support Grants received to date	£28,450.00
Sub Total	£62,957.25
Business Support Grants due	£3,250.00
<b>Total</b>	<b>£66,207.25</b>

At the last F&GP meeting, members reduced the 2021/22 budget for the Town Hall from £38,000 to £35,000. However, based on decisions made by the Town Hall Committee, the projected income will be in the region of £41,660. This is purely based on existing tenancies and does not include the following:

	<b>Reason</b>
Adhoc Hirers	It is unknown when the Council will be able to open the Town Hall again. Any bookings that the Council is accepting is based on a full refund should the hirer not be able to proceed with their event because of COVID restrictions.
Brixham Foodbank	We are aware that Brixham Foodbank are currently considering relocating to a premises that better meets their needs because they have outgrown the room they occupy at the Town Hall.

Pannier Market	The Licence to Occupy has expired and whilst the market cannot open due to COVID restrictions, the Market Manager has not contacted the Council to discuss and consider a new Licence for such time that they are able to open.
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It is recommended that the Council should increase the Town Hall income budget to £40,000.

### Breakdown of Income shown under Projects

Homes England	£17,962.00	Final tranche of grant monies for the affordable homes scheme
Torbay Council COVID Grant	£13,000.00	This has been allocated to the mental health support being run by the Brixham Stronger Together group.
Western Power Distribution Grant	£1,000.00	Grant received for Brixham Stronger Together's Christmas box scheme
Virgin Media Grant	£100.00	Grant received for Brixham Stronger Together
Courses	£1,005.00	Chapter 8 course charges to neighbouring Town / Parish Councils
Business Support Grant	£28,450.00	See above explanation
Torbay Council refund	£180.01	Refund of charges
	<b>£61,697.01</b>	

### Brixham Stronger Together

From the £14,100 shown as income in the projects, so far £380.00 has been spent, leaving a balance of £13,720. It is recommended that the Council should retain any unspent monies in the ear marked reserves to ensure that Brixham Stronger Together can continue to offer the mental health support to the community.

## EXPENDITURE

	Actual 2019/20	Budget 2020/21	Year to date 2020/21	Estimate 2020/21	Budget 2021/22
<i>General Administration</i>					
Audit	£1,760.00	£2,500.00	£1,760.00	£1,760.00	£1,760.00
Bank Charges	£97.00	£92.00	£109.75	£155.00	£332.00
Civic Award	£50.78	£100.00	£0.00	£0.00	£0.00
Civic Service	£0.00	£0.00	£0.00	£0.00	£0.00
Courses	£355.00	£800.00	£3,337.02	£4,754.02	£6,125.00
Election Expenses	£0.00	£0.00	£0.00	£0.00	£0.00
Information Technology	£3,557.74	£2,000.00	£2,466.85	£2,500.00	£4,175.00
Meetings	£1,951.10	£1,900.00	£129.32	£129.32	£120.00
Member Allowance	£921.41	£1,250.00	£668.68	£750.00	£750.00
Newsletter	£10,488.12	£11,800.00	£9,876.08	£11,825.00	£11,825.00
Noticeboards	£0.00	£0.00	£0.00	£0.00	£0.00
Post and Carriage	£289.50	£500.00	£339.57	£500.00	£400.00
Professional Fees	£438.32	£3,000.00	£81.00	£1,500.00	£1,500.00
Public Notices	£0.00	£0.00	£0.00	£0.00	£0.00
Salaries: Cost of Employment	£161,262.19	£203,000.00	£131,315.88	£190,000.00	£215,000.00
Stationery	£1,448.61	£2,000.00	£1,309.73	£1,500.00	£1,500.00
Subscriptions	£6,457.25	£8,500.00	£2,157.06	£8,500.00	£3,100.00
Travel	£375.93	£400.00	£0.00	£0.00	£400.00
	£189,452.95	£237,842.00	£153,550.94	£223,873.34	£246,987.00

	<b>Actual 2019/20</b>	<b>Budget 2020/21</b>	<b>Year to date 2020/21</b>	<b>Estimate 2020/21</b>	<b>Budget 2021/22</b>
<i>Community Projects</i>					
Brixham Does Care	£17,000.00	£14,000.00	£14,000.00	£14,000.00	£0.00
Brixham Heritage Museum	£10,000.00	£14,000.00	£14,000.00	£14,000.00	£0.00
General	£9,193.06	£5,000.00	£0.00	£0.00	£51,020.00
Theatre	£0.00	£0.00	£0.00	£0.00	£0.00
Youth Genesis	£8,680.00	£12,963.80	£12,963.80	£12,963.80	£0.00
Foodbank	£2,000.00	£5,600.00	£5,600.00	£5,600.00	£0.00
Town Hall Regeneration	£65,753.23	£10,000.00	£1,145.00	£1,145.00	£0.00
Shoalstone Pool	£23,156.55	£7,500.00	£2,126.67	£2,126.67	£0.00
	<b>£135,782.84</b>	<b>£69,063.80</b>	<b>£49,835.47</b>	<b>£49,835.47</b>	<b>£51,020.00</b>
<i>Council Services</i>					
Lengthsman					
Equipment / Materials	£1,440.82	£5,000.00	£4,489.56	£5,000.00	£2,100.00
Vehicle Insurance / Maintenance	£1,326.89	£3,000.00	£966.58	£1,500.00	£2,937.00
Information Point					
Office Supplies	£0.00	£0.00	£0.00	£0.00	£0.00
Kiosk	£0.00	£0.00	£0.00	£0.00	£0.00
	<b>£2,767.71</b>	<b>£8,000.00</b>	<b>£5,456.14</b>	<b>£6,500.00</b>	<b>£5,037.00</b>
<i>Premises</i>					
Town Hall	£83.33	£0.00	£0.00	£0.00	£0.00
Health & Safety / Fire Prevention / Scheduled					
Inspections	£4,311.60	£16,000.00	£1,180.70	£16,000.00	£4,000.00
Insurance	£4,578.89	£4,800.00	£5,143.11	£5,143.11	£5,514.00
Rates	£5,640.00	£12,000.00	£0.00	£0.00	£10,800.00
Repairs and Renewals	£34,012.05	£17,500.00	£3,036.44	£17,500.00	£22,500.00
Service Level Agreements	£1,990.13	£3,000.00	£768.85	£3,000.00	£4,100.00

	<b>Actual 2019/20</b>	<b>Budget 2020/21</b>	<b>Year to date 2020/21</b>	<b>Estimate 2020/21</b>	<b>Budget 2021/22</b>
Utilities	£22,943.64	£25,000.00	£14,157.16	£23,000.00	£26,500.00
	£73,559.64	£78,300.00	£24,286.26	£64,643.11	£73,414.00
<i>Community and the Environment</i>					
Allotments	£5,632.52	£3,500.00	£1,350.64	£3,500.00	£2,000.00
Community Events	£8,000.00	£7,500.00	£0.00	£0.00	£0.00
Grants	£14,280.00	£14,000.00	£1,324.17	£26,500.00	<b>£32,500.00</b>
Seasonal Displays	£24,985.47	£26,000.00	£17,636.50	£20,324.00	£28,000.00
	£52,897.99	£51,000.00	£20,311.31	£50,324.00	£62,500.00

F&GP have vote and agreed on this figure.

### Grants

In April, the Town Council amalgamated all the available grants budgets and the Town Emergency fund from the Ear Marked Reserves for form a Social Emergency Fund of £26,500. To date £1,047 has been spent leaving a balance of £25,453. It is recommended that the Council retain the balance of any unspent Social Emergency Fund as a Community Recovery fund in Ear Marked Reserves.

### Town Hall

£20,000 has been allowed for within the Repairs and Renewals budget and £2,500 has been allowed for within the H&S / Fire Prevention / Scheduled Inspections budget. Both of these funds are for unknown works. The Town Council have ear marked reserves for the Town Hall contingency of £40,000 and any unexpected works beyond the budgets could be taken from this. At the time of setting the reserves, the Town Council may wish to consider increasing the £40,000 to £60,000 based on a known future expenditure of approximately £20,000 for new boilers and heating control for the Town Hall building.

## Budget / Precept

	Actual 2019/20	Budget 2020/21	Year to date 2020/21	Estimate 2020/21	Budget 2021/22
Total Expenditure	£454,461.13	£444,205.80	£264,536.00	£395,201.50	£438,958.00
Less Income	£116,702.83	£79,200.00	£106,924.90	£111,434.77	£45,100.00
From Reserves	£0.00	£10,000.00	£0.00	£0.00	£35,640.00
Precept	<b>£337,758.30</b>	<b>£355,005.80</b>	<b>£157,611.10</b>	<b>£283,766.73</b>	<b>£358,218.00</b>

At the last F&GP meeting, members considered including £35,640 from reserves which is made up of:

£20,000	value budgeted for unknown repairs and renewals
£12,720	Current balance of unspent monies allocated for Brixham Stronger Together
£3,000	Unspent Cycle improvements
<b>£35,640</b>	

This would be an increase of £3,212, which equates to an annual increase of £1.88 for a taxbase of 6115.06. This is an overall precept increase of 0.90% and a Tax Band D increase of 3.31%. It should be noted the Band D increase is made up of 2.3% from Torbay Council due to the reduction in taxbase and 1.01% from Brixham Town Council.

However, the actual balance for Brixham Stronger Together, as shown in this report is £13,720. The Council could therefore consider increasing the reserves to:

£20,000	To counteract the budget for unknown repairs and renewals
£13,720	Current balance of unspent monies allocated for Brixham Stronger Together
£3,000	Unspent Cycle improvement scheme
<b>£36,640</b>	

This would be an increase of £2,212, which equates to an annual increase of £1.72 for a taxbase of 6115.06. This is an overall precept increase of 0.62% and a Tax Band D increase of 3.03%. It should be noted the Band D increase is made up of 2.3% from Torbay Council due to the reduction in taxbase and 0.73% from Brixham Town Council.

The Town Council has resolved to spent the Cycle Improvement Scheme from the Social Emergency fund. One of the recommendations in the reserves policy is to retain the balance in ear marked reserves for Community Recovery. Therefore, it is recommended that the reserves in the budget are reduced to

£20,000	To counteract the budget for unknown repairs and renewals
£13,720	Current balance of unspent monies allocated for Brixham Stronger Together
<b>£33,640</b>	

This would be an increase of £212, which equates to an annual increase of £1.39 for a taxbase of 6115.06. This is an overall precept increase of 0.06% and a Tax Band D increase of 2.45%. It should be noted the Band D increase is made up of 2.3% from Torbay Council due to the reduction in taxbase and 0.15% from Brixham Town Council.

### Recommendations

You will note that there are recommendations throughout this report and below is a summary of these recommendations.

1. Increase the Town Hall income budget to £40,000.
2. Reduce the reserves to £33,640.
3. Based on 1 and 2 above being approved, recommend to Full Council the 2021/22 precept of **£355,218.00**.

The following recommendations made in this report will be considered as part of the Reserves considerations. Please see report 15-2021.

4. Retain any unspent monies in the ear marked reserves to ensure that Brixham Stronger Together can continue to offer the mental health support to the community. (Allowed for within budget).
5. Retain the balance of any unspent Social Emergency Fund as a Community Recovery fund in Ear Marked Reserves, which includes the approved £3,000 for the Cycle Improvement Scheme.

Please see Report 15-2021 for full details of the Reserves.