



Brixham Town Council

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Town Clerk: Mrs Tracy Hallett

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Contact Officer	Tracy Hallett	Job Title	Town Clerk
Report Title	2022/23 Budget and Reserves update		

Summary

The Budget Task and Finish Group met on four occasions in July and August. The budget has been further discussed by the Finance and General Purposes Committee at its meetings between September and January.

Fees and Charges are considered by Committees for the service they have delegated powers to manage. A schedule has been put together for the purposes of showing all the fees and charges in one document.

The Town Council is required to set a balanced budget and comply with all statutory requirements relating to the setting of its budgets. To satisfy legal requirements, Councillors must approve a precept which meets the Council's objectives and service level responsibilities, maintains appropriate reserves, and provides stability in the event of unforeseeable demands.

The Council's budgets are financed through a combination of receipts from the hire of the Town Hall, Council Services and the Precept.

Torbay Council determine each year the taxbase for a band D property in the parish serviced by Brixham Town Council and this was considered at its meeting on 9th December 2021. The tax base for 2022/23 of 6,185.57 compares with the 2021/22 taxbase of 6,115.06 a 1.2% increase.

The Town Council was successful in receiving a Business Support Grant of £12,000 for the financial year 2021/22. However, it is not thought that the Council is eligible for any further Government funding in relation to COVID.

The Government confirmed in January 2022, that town and parish councils are not subjected to a cap in levy, unlike Torbay Council who is capped at £5 or 2%, whichever is greater.

Recommendation

The Finance & General Purposes Committee recommends:

- (a) That the Town Council approve and adopt the proposed budget for the financial year 2022/23, with effect from 1 April 2022; and
- (b) that the Town Council issue a precept demand to Torbay Council of £379,600 for 2022/23

Income

The income has been reviewed and increases have been made as outlined below. Please see the detailed budget in Annex one of this report.

Allotments

The Community & Environment Committee reviewed the allotment rental on 26.07.21 and resolved to increase the rental commencing October 2022.

Town Lengthsman

The Community & Environment Committee reviewed the Gardening Assistance Scheme and resolved to change the charging structure.

Town Hall

When setting the budget for 2021/22, the future was unknown due to the COVID restrictions at the time and income was therefore set at a low level. Since restrictions were lifted income has been steady with an increase in interest in the individual office units and the Scala Hall.

The Scala Hall has seen the biggest reduction in income over the last couple of years. This is in the main because the hall is not occupied by the Pannier Market three days per week. The income budget has been increased, but is still not at the level set in 2019/20. On 19.01.22, the F&GP Committee resolved to discuss how to make the Town Hall sustainable for future hiring of the function rooms including the sale of alcohol. This is to ensure that the rooms on offer continue to attract hirers.

Expenditure

The expenditure has been reviewed and changes have been made as outlined below. Please see the detailed budget in Annex one of this report.

General Administration

Civic Award

No budget was allowed for in the 2021/22. However, the Community & Environment Committee are keen to recognise all winners with a framed certificate. A budget of £200 has been allowed.

Courses

This budget is split into the following categories:

Council Staff	£2,000
Councillors	£1,000
Community Governance Level 4	£3,125

Whilst the Deputy Town Clerk, who was doing the Community Governance course has left the Town Council, the F&GP Committee considered that this should remain in the budget, should another member of staff wish to enrol on this course.

Information Technology

F&GP Committee were asked to consider budgeting for a new digital committee and decisions management system. However, this was removed from the early draft budgets because it was considered that the Council should have an overview of the current IT systems with a view to making essential upgrades where necessary. The Clerk is working with the Council's IT Contractor to resolve the issues and review the Council's current IT provision including what equipment should be purchased to facilitate a smoother functioning of the Council's business.

The Information Technology budget allows for expected expenditure only and it is proposed that sufficient funds are set aside in earmarked reserves.

Members Allowance

There are only two Councillors who claim Members Allowance set at £250 per Councillor. Under the Government legislation, Co-opted Members are not entitled to a Members Allowance and it is therefore anticipated that there will be a reduction.

Salaries

The F&GP Committee have considered the following when reviewing the staff salaries:

- The last pay agreement offered was 1.75% and was effective from 1st April 2021. This year's nationally negotiated pay agreement has not yet been agreed. The Council has allowed for an increase of up to 5%.
- An increase in salaries following an evaluation of staff salaries
- An increase in staff levels to include
 - a Facilities Operative Apprentice; and
 - an additional Lengthsman.

The salary budget includes employers liabilities.

Stationery

The stationery budget was reduced in 2021/22. However, with prices increasing and the need to purchase original toner cartridges for the printers, the budget has been increased.

Headings to be removed from the General Administration are:

- Civic Service
- Meetings
- Noticeboards
- Public Notices

The Community Projects budget has been moved to Community and the Environment.

Council Services

Lengthsman Equipment / Materials

This has been increased due to the need to ensure that all equipment is properly serviced and maintained.

Vehicle Insurance / Maintenance

The Council van has reached an age where it is thought additional repairs may be required.

The F&GP Committee have agreed there is a need to increase the Lengthsmans Service and therefore a second vehicle will be required. It is considered that the monies for the second vehicle can be set aside as ear marked reserves.

The budget has been increased to allow for any additional repairs and the insurance etc for a second vehicle.

Premises

The F&GP Committee have considered the cost of the premises and whilst all known expenditure has been allowed for, any unknown expenditure for repairs and renewals, health and safety and fire prevention will be set aside in the Council's ear marked

reserves. Due to the uncertainty of energy prices, the Council has allowed for a 20% increase.

Community and Environment

Grants

Grants have been reduced due to the reduction of uptake.

Seasonal Displays

This has been increased and broken down into three categories:

- Christmas
- Floral Displays
- Bunting

Community Projects

A budget has been set aside for community projects. However, there is a need for the Community and Environment Committee to overhaul the Community Recovery Plan and consider criteria for this budget.

Annex One – Overview of 2022/23 Budget

The F&GP Committee considerations shows an increase to the budget as follows:

	2021/22 Budget	2022/23 Budget
Total Expenditure	£438,958.00	£486,500.00
Less Income	£50,100.00	£76,900.00
2022/23 Budget	£388,858.00	£409,600.00
Reserves Allocation	£33,640.00	£30,000.00
Precept	£355,218.00	£379,600.00

The F&GP Committee considered that there was sufficient monies held in reserves and it was agreed to offset £30,000 against the budget resulting in a precept for 2022/23 of £379,600.

This equates to £61.37 per year for a Band D property, which equates to an increase of 1p per day, per property.

Section Four – 2022/23 Budget

	Actual 2019/20	Actual 2020/21	Budget 2021/22	Year to date 2021/22	Estimate 2021/22	Budget 2022/23
INCOME						
Alotments	£6,951.56	£6,606.21	£5,600.00	£6,671.66	£6,671.00	£6,900.00
Newsletter	£4,373.74	£2,557.18	£4,000.00	£5,508.14	£5,508.00	£4,000.00
Projects	£15,988.00	£74,090.01	£0.00	£12,325.00	£12,325.00	£0.00
Town Lengthsman	£2,447.25	£249.20	£500.00	£2,971.20	£2,971.00	£6,000.00
Seasonal Display Income	£4,177.10	£1,297.95	£0.00	£4,797.99	£4,797.00	£0.00
Shoalstone	£11,589.55	£2,266.67	£0.00	£0.00	£0.00	£0.00
Town Hall (Rent & Room hire)	£68,031.23	£33,893.06	£40,000.00	£58,730.13	£59,055.00	£60,000.00
Information Point	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Bank Interest	£3,144.40	£1,618.23	£0.00	£681.19	£700.00	£0.00
	£116,702.83	£122,578.51	£50,100.00	£91,685.31	£92,027.00	£76,900.00
Precept	£317,372.00	£355,006.00	£355,218.00	£355,218.00	£355,218.00	£379,600.00
	£434,074.83	£477,584.51	£434,205.80	£446,903.31	£447,245.00	£456,500.00

	Actual 2019/20	Actual 2020/21	Budget 2021/22	Year to date 2021/22	Estimate 2021/22	Budget 2022/23
EXPENDITURE						
<i>General Administration</i>						
Audit	£1,760.00	£1,760.00	£1,760.00	£1,380.00	£1,760.00	£1,760.00
Bank Charges	£97.00	£159.85	£332.00	£295.43	£332.00	£350.00
Civic Award	£50.78	£0.00	£0.00	£0.00	£0.00	£200.00
Civic Service	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Courses	£355.00	£3,437.02	£6,125.00	£2,499.77	£6,125.00	£6,125.00
Election Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Information Technology	£3,557.74	£2,804.17	£4,175.00	£1,265.07	£4,175.00	£5,000.00
Meetings	£1,951.10	£579.32	£120.00	£119.90	£119.90	£0.00
Member Allowance	£921.41	£831.26	£750.00	£361.44	£500.00	£500.00
Newsletter	£10,488.12	£11,827.08	£11,825.00	£10,983.68	£11,825.00	£11,700.00
Noticeboards	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Post and Carriage	£289.50	£339.57	£400.00	£285.38	£400.00	£500.00
Professional Fees	£438.32	£196.00	£1,500.00	£25.00	£1,500.00	£1,500.00
Public Notices	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Salaries: Cost of Employment	£161,262.19	£181,897.64	£215,000.00	£141,461.98	£185,000.00	£261,365.00
Stationery	£1,448.61	£1,638.36	£1,500.00	£771.72	£1,500.00	£2,500.00
Subscriptions	£6,457.25	£2,332.06	£3,100.00	£2,179.24	£3,100.00	£4,500.00
Travel	£375.93	£51.10	£400.00	£122.85	£400.00	£400.00
	£189,452.95	£207,853.43	£246,987.00	£161,751.46	£216,736.90	£296,400.00

	Actual 2019/20	Actual 2020/21	Budget 2021/22	Year to date 2021/22	Estimate 2021/22	Budget 2022/23
<i>Community Projects</i>						
Brixham Does Care	£17,000.00	£14,000.00	£0.00	£0.00	£0.00	£0.00
Brixham Heritage Museum	£10,000.00	£14,000.00	£0.00	£0.00	£0.00	£0.00
General	£9,193.06	£260.00	£0.00	£0.00	£0.00	£0.00
Youth Genesis	£8,680.00	£8,680.00	£0.00	£0.00	£0.00	£0.00
Foodbank	£2,000.00	£5,600.00	£0.00	£0.00	£0.00	£0.00
Town Hall Regeneration	£65,753.23	£65,753.23	£0.00	£0.00	£0.00	£0.00
Shoalstone Pool	£23,156.55	£23,156.55	r £40,000.00	£40,000.00	£40,000.00	£0.00
	£135,782.84	£131,449.78	£40,000.00	£40,000.00	£40,000.00	£0.00
<i>Council Services</i>						
<i>Lengthsman</i>						
Equipment / Materials	£1,440.82	£5,055.26	£2,100.00	£1,168.47	£2,100.00	£5,000.00
Vehicle Insurance / Maintenance	£1,326.89	£1,192.72	£2,937.00	£2,068.62	£2,937.00	£10,000.00
	£2,767.71	£6,247.98	£5,037.00	£3,237.09	£5,037.00	£15,000.00
<i>Premises</i>						
Town Hall	£83.33					
Health & Safety / Fire Prevention / Scheduled Inspections	£4,311.60	£2,957.41	£4,000.00	£867.98	£4,000.00	£4,500.00
Insurance	£4,578.89	£5,143.11	£5,514.00	£5,162.18	£5,162.18	£5,600.00
Rates	£5,640.00	£0.00	£10,800.00	£2,738.26	£2,738.26	£12,000.00
Repairs and Renewals	£34,012.05	£18,702.49	r £44,462.00	£27,523.96	£30,000.00	£8,500.00
Service Level Agreements	£1,990.13	£1,803.67	£4,100.00	£2,380.09	£4,100.00	£4,500.00
Utilities	£22,943.64	£17,783.27	£26,500.00	£11,100.70	£15,000.00	£30,000.00
	£73,559.64	£46,389.95	£95,376.00	£49,773.17	£61,000.44	£65,100.00

	Actual 2019/20	Actual 2020/21	Budget 2021/22	Year to date 2021/22	Estimate 2021/22	Budget 2022/23
<i>Community and the Environment</i>						
Allotments	£5,632.52	£1,587.16	£2,000.00	£1,431.40	£2,000.00	£2,000.00
Grants	£14,280.00	£6,758.17	<i>r</i> £36,920.00	£12,380.00	£15,000.00	£20,000.00
Seasonal Displays:	£24,985.47	£2,297.00	£28,000.00	£25,138.93	£28,000.00	£38,000.00
Community Projects			<i>r</i> £63,430.28	£28,704.30	£30,000.00	£50,000.00
	£52,897.99	£10,642.33	£130,350.28	£67,654.63	£75,000.00	£110,000.00
Total Expenditure	£454,461.13	£402,583.47	£517,750.28	£322,416.35	£397,774.34	£486,500.00
Total Income (including Precept)	£434,074.83	£477,584.51	£434,205.80	£446,903.31	£447,245.00	£76,900.00
Budget	-£20,386.30	£75,001.04	-£83,544.48	£124,486.96	£49,470.66	£409,600.00
<i>Reserve Movement</i>	£35,512.99	£25,779.01	£33,640.00	£67,958.76	£67,958.76	£30,000.00
Precept						£379,600.00

* R = Revised Budget that includes Reserve Movement

Reserves

Ear Marked Reserves	Start of Year	Reserve Movement	Current Value
Shoalstone Pool Maintenance	£44,420.00	£44,420.00	£0.00
Town Hall Contingency	£60,000.00	£21,962.00	£38,038.00
Neighbourhood Plan	£8,592.84	£0.00	£8,592.84
Town Hall Regeneration	£60,000.00	£0.00	£60,000.00
Information Technology	£2,000.00	£0.00	£2,000.00
Red Telephone Boxes	£2,000.00	£1,576.76	£424.24
Community Recovery	£25,453.00	£9,167.17	£16,285.83
Brixham Stronger Together	£13,720.00	£13,720.00	£0.00
Elections	£20,000.00	£0.00	£20,000.00
	£236,185.84	£67,958.76	£145,340.91
General Reserves			£346,498.99
Balance in Reserves			£491,839.90