

**POLICY AND FINANCE COMMITTEE
10 DECEMBER 2008**

AGENDA ITEM 3 - DRAFT POLICY & FINANCE COMMITTEE BUDGET 2009/2010

1. At the meeting on 10 December 2008, Members will need to consider proposals for inclusion in the 2009/2010 budget.
2. To assist Members, the following draft documents are attached:-

Appendix A: This document contains new bids for 2009/10 for functions of this Committee. The bids are ranked in priority order with no.1 being the highest priority, as determined by this Committee at its last meeting.

Appendix B: This document shows the approved original budget 2008/2009, (£155,730), the draft revised budget 2008/09, (£152,880), which reflects the forecast outturn for 2008/09, and the draft base budget for 2008/10 (£154,150).

Since the last meeting of this Committee, the base budget for 2009/10 has been increased by £6,000 to reflect the estimated reduction in interest earnings.

Pages 1 – 3 show the detailed budgets.

3. The Committee is also invited to review and confirm the proposals and rankings in Appendix A. This will ensure that if, for budget reasons, some schemes cannot proceed, the priority order for expenditure would have already been determined.
4. The Committee is asked to review and approve the proposals shown in Appendix A and the draft base budget for 2009/10 shown in Appendix B so that they can be considered as part of the Council's overall budget, a report for which appears elsewhere on the agenda. Further assessments may be made on some items included in each of the Appendices and any further changes believed necessary will be reported at the meeting.
5. It is recommended that:
 - (a) the proposals in Appendix A, as may be amended at the meeting, be approved for consideration as part of the Council's overall budget;
 - (b) the draft base budget for 2009/10 in Appendix B be approved.

For further information contact:

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POLICY & FINANCE COMMITTEE
NEW BUDGET PROPOSALS FOR 2009/10

NO.	ITEM	REASON	BUDGET £	C A P	R E V	PRIORITY
1.	Drop in centre. Recurring.	Continuing support to ensure that project has sufficient revenue funding.	2,000		X	1
2.	Computer maintenance support. Recurring.	A review of the current support arrangements suggests that improved support will produce operational efficiencies. A bid of £2,000 is required.	2,000		X	2
3.	Festival 2009. Recurring.	To underwrite the annual Festival up to £3,000. The pedal car Grand Prix will not be held in Ringwood in 2009.	3,000		X	3
4.	Staff. Recurring.	A new post, half a day per week, to identify and secure grants for the Council. The post should be self-funding.	2,000		X	4
5.	Notice board. Non recurring.	Provide replacement notice board for Poulner, £1,310	1,310		X	5
6.	Notice board. Non recurring.	Provide replacement notice board at Greenways, £1,990	1,990		X	6
7.	Committee room -divide. Non recurring.	The demands on the Committee room for meetings has and will continue to rise. Currently, one end of the room is also used as an office by 2 members of staff. To maximise best use of the space, a new partition wall and entrance door is required.	2,000		X	7
8.	Committee room - decorate Non recurring.	The Committee room needs to be re-decorated. If bid no.9 is accepted, it would be timely to redecorate at the same time.	1,000		X	8
9.	Committee room - furniture. Non recurring.	The existing tables and chairs need replacing. The bid for the tables is £1,500 and for the chairs is £1,000	2,500		X	9
10.	Jubilee lamp. Non recurring.	Enhanced refurbishment scheme. This bid is subject to local support and grant aid being obtained. A bid was made in 08/09 of £750, The total revised bid for 09/10 is £2,000.	2,000		X	10
11.	Members' attendance at NALC conference. Recurring.	Members have attended the last 2 NALC annual conferences. This bid will be required if Members wish to attend future conferences.	1,000		X	11
12.	Notice board. Non recurring.	Provide new notice board for town centre, £1,430	1,430		X	12

Appendix 'A'

NO.	ITEM	REASON	BUDGET £	C A P	R E V	PRIORITY
13.	Flagpole and Flag. Non recurring	To be installed at Greenways.	150		X	13
14.	Quarterly Newspaper. Recurring.	Although the existing arrangements for the distribution of the Council's newspaper cost very little, the effectiveness, based on the lack of response from Ringwood's residents, is disappointing. To replace the existing production and distribution arrangements, a new bid of £3,000 is required for 2009/10.	3,000		X	14
15.	Youth out reach worker. Recurring.	This post would be key to the co-ordination and development of youth work within the community. 18 hours per week	11,500		X	15
16.	Registering land. Recurring.	To safeguard the Council's ownership of its land and property, the titles need to be registered with the Land Registry Office. The legal/surveyors/land registry fees are likely to average £1,000 per site A bid is made to register 2 sites per year.	2,000		X	16
17.	Notice board. Non recurring.	To provide a notice board on the visitor information centre (VIC) for use solely by clubs, but not for official notices.	1,300		X	17
18.	Replacement server. Non recurring.	The current server will need to be replaced in 2010. The estimated cost is about £5,000. This will be a bid for 2010/11.			X	18

REVISED BUDGET 2008/09 & ORIGINAL BUDGET 2009/10					
POLICY & FINANCE COMMITTEE					
Col. 1	2	3	4	5	6
Code	Description	Act 07/08 £	O. Est 08/09 £	Rev 08/09 £	O. Est 09/10 £
	EXPENDITURE				
	Establishment				
107000	--Adverts	800	750	500	750
107003	--Audit	2,450	2,700	2,500	2,700
107005	--Bank Charges	0	0	30	30
107006	--Books & Publications	743	300	300	320
107007	--Cleaning materials	83	50	50	50
107009	--File Management System	0	4,500	4,900	0
107010	--Computer equipment/software	1,904	1,100	1,100	1,200
107011	--Computer equip	450	2,200	2,200	2,300
107012	--Computer ann. Maint	1,592	2,200	2,200	2,300
107013	--Consumables	5	50	50	50
107014	--Fin Man Sys	450	1,300	1,000	1,300
107015	--G.I.S. Mapping	0	2,000	2,000	2,000
107016	--Electricity	544	700	700	800
107027	--Furniture	394	500	500	500
107030	--Gas	347	800	900	900
107032	--Health & Safety	1,945	1,000	1,000	1,000
107034	--Health & Safety Audit	195	500	500	500
107037	--Insurance Premium	13,133	13,800	8,000	10,000
107040	--Internet	770	420	770	800
107043	--Meetings	337	400	400	400
107049	--Office Equipment	359	1,000	1,000	800
107051	--Photocopy/scanner	1,131	1,050	1,200	1,800
107054	--Postage	1,504	1,400	1,500	1,500
107060	--Business Rates	4,496	4,700	5,080	5,340
107066	--Sewerage Expenses	43	80	80	100
107072	--Hospitality/Refreshments	209	220	250	250
107075	--Stationery	1,686	1,550	1,450	1,600
107078	--Subscriptions	2,241	2,100	2,200	2,300
107081	--Telephone	2,200	2,100	2,100	2,200
107084	--Travel Expense	76	400	400	400
107087	--Water	110	130	130	160
107088	--Web Site Maintenance	869	750	880	950
107094	--Window Cleaning Greenways	300	300	300	300
	Total Establishment	41,366	51,050	46,170	45,600
	Maintenance				
107103	--Buildings	1,562	1,200	1,200	1,200
107104	--DDAct 1995	4,400	1,000	1,000	1,000
107105	--Greenways-External Redec	0	1,000	1,000	0
107110	--Vandalism	1,822	0	1,200	0
	Total Maintenance	7,784	3,200	4,400	2,200
	Employee Costs				
107270	--Allocated Office Staff	64,915	82,130	75,450	87,490
107271	--Allocated Groundstaff	1,250	1,300	1,250	1,310
107253	--Payroll Clerk	685	720	720	740
107255	--Staff Training	191	1,000	1,000	1,000
107258	--Eye Tests	99	250	150	250
107262	--TU Subs Expenses	117	140	120	130
	Total Employee Costs	67,257	85,540	78,690	90,920

REVISED BUDGET 2008/09 & ORIGINAL BUDGET 2009/10

POLICY & FINANCE COMMITTEE

Col. 1	2	3	4	5	6
Code	Description	Act 07/08 £	O. Est 08/09 £	Rev 08/09 £	O. Est 09/10 £
	Members Costs				
107300	--Mayor's Allowance Allocated	900	930	930	960
107301	--Mayor's Allowance Unallocated	0	100	100	100
107302	--Election Expenses	6,000	0	6,470	0
107303	--Election: Transfer to Provision	1,640	1,700	1,700	2,500
107306	--Members Allowances	5,560	5,900	5,850	6,250
107308	--Members' Training	441	1,000	500	1,000
107309	--Members Travel & Subsist	25	250	250	250
107310	--Civic Expenses	384	500	400	400
107311	--NALC Conference	345	1,000	750	0
107312	--Mayoral Regalia	0	300	300	0
	Total Members Costs	15,295	11,680	17,250	11,460
	Grants				
107400	--Non Sect 137	3,325	3,500	3,500	4,000
107403	--Sect 137	1,036	1,050	1,050	1,100
107405	--Ringwood Meeting House	2,500	0	0	0
107406	--Youth Club	1,000	1,000	1,000	1,000
	Total Grants	7,861	5,550	5,550	6,100
	Festival Expenses				
107454	--Ringwood Festival Exps. 07/08	521	0	0	0
107455	--Ringwood Festival Exps. 08/09	0	3,000	3,000	0
107457	--Ringwood Festival Exps. 09/10	0	0	0	0
	Total Festival Expenses	521	3,000	3,000	0
	Other				
107550	--Groundsman's House	877	2,500	8,500	1,000
107565	--Xmas Lights	13,324	8,400	8,400	8,400
107657	--Transfer To provisions	0	0	0	0
107800	--Miscellaneous	0	100	100	100
107801	--Town Plan	557	3,000	7,000	0
107803	--Agents Fees	16,112	1,080	950	1,150
107804	--Newsletter	643	1,000	250	1,000
107806	--CCTV	570	8,530	8,530	8,400
107815	--Consultants Fees	5,116	1,100	1,100	1,200
107827	--Jubilee Lamp	560	750	750	0
107830	--Legal Fees	0	2,500	5,000	2,500
107837	--Notice Boards	3,370	1,000	1,000	0
107838	--Fair Trade	0	200	200	200
107839	--Millenium Clock	0	0	170	0
107840	--Police Community Support Off	952	6,000	6,000	6,000
107841	--Bad Debts W/O	4,000	0	3,970	0
107842	--Shopwatch	66	250	250	0
107843	--Drop in Centre	0	500	500	0
	Total Other	46,147	36,910	52,670	29,950
	COMMITTEE EXPENDITURE	186,231	196,930	207,730	186,230

REVISED BUDGET 2008/09 & ORIGINAL BUDGET 2009/10
POLICY & FINANCE COMMITTEE

Col. 1	2	3	4	5	6
Code	Description	Act 07/08 £	O. Est 08/09 £	Rev 08/09 £	O. Est 09/10 £
	INCOME				
104100	--Rent: 1st Floor Greenways	-11,550	-11,550	-11,550	-11,550
104550	--Groundsman's House Rent	-5,426	-10,500	-10,700	-11,400
104650	--Transfer From Provisions	-10,120	0	-12,430	0
104800	--Miscellaneous Income	-153	0	-50	0
104801	--Xmas Lights	-1,500	0	0	0
104809	--Insurance	-993	-1,000	-1,000	0
104812	--Interest Received	-20,625	-18,000	-19,000	-9,000
104824	--TU Subs Income	-116	-150	-120	-130
	COMMITTEE INCOME	-50,483	-41,200	-54,850	-32,080
	NET COMMITTEE EXPENDITURE	135,748	155,730	152,880	154,150

Non Recurring Items Included in 2008/09 Budget, deducted from 2009/10 Base Budget

1. 92, Southampton Rd-bathroom & kitchen refurbish,& floor cover	2,000
2. Festival 2008	3,000
3. Greenways-external redecoration	1,000
4. Town Plan-residual costs	3,000
5. Jubilee lamp-repainting	750
6. Notice boards	1,000
7. G.I.S. mapping	2,000
8. File management system	4,500
9.. Shopwatch	250
10. Mayorial regalia	300
11. NALC-attendance of Mayor	1,000
12. Drop in centre	500
Total	19,300

Budget Notes

1. In summary, the Committee's revised expenditure budget for 08/09 is **£2.85k less** than the OE 08/09 i.e. £155,730 to £152,880

2. The reduction is mainly due to:-

	£
Savings	
Insurance premia	-5,800
Employees - temporary	-4,000
Employees - lease car	-710
Members costs	-900
Festival newsletter	-3,000
other net savings	-750
	-190
Additional income -	
transfer from provisions	-8,470
interest received	-1,000
Additional expend -	
2 by-elections	6,470
town plan	4,000
transfer to provisions for Festival 09	3,000
groundsman's house	6,000
legal fees	2,500
Total Net Reduction	-2,850