

**POLICY AND FINANCE COMMITTEE**  
**16 DECEMBER 2009**

**DRAFT POLICY & FINANCE COMMITTEE BUDGET 2010/2011**

**1. INTRODUCTION**

**1.1** This Committee considered the first draft base budgets and new bids for 2010/11 for all Committees at its meeting on 18 November 2009. The Chairman requested that, whilst prioritising their new bids, all Committees should only include essential items. The Chairman was of the opinion that expenditure should be restricted as far as possible in order to minimise any increase in the Council Tax for 2010/11.

**1.2** Members are now required to re-consider and confirm this Committee's remaining new bids and rankings for 2010/11, and review and approve the draft revised budget for 2009/10, and the draft budget for 2010/11.

**1.3** To assist Members, the following draft documents are attached:-

**Appendix A:** Contains proposals for new revenue and capital expenditure bids for 2010/11, ranked in priority order, as determined at the meeting on 18 November.

**Appendix B:** Shows the approved original budget 2009/2010, (£168,950), the draft revised budget 2009/10, (£172,820), which reflects the forecast outturn for 2009/10, and the draft budget for 2010/11 (£175,250). The figures for both the revised budget 2009/10 and the draft budget for 2010/11 have increased slightly from those considered at the last meeting. Page 1 shows the holding account budgets. These cover the costs of employment for both office and ground staff. Pages 2 to 4 show the detailed budgets for the services provided by this Committee.

**2. DRAFT BUDGET 2010/11**

**2.1** The base budget for 2010/11 has been adjusted for non-recurring items included in the original budget 2009/10, but does not include any new bids, which are listed separately in Appendix A. If all the proposed bids are approved, the draft budget would be £188,520, an increase of £19,570, compared with the original budget for 2009/10.

**2.2** The main variations for the increase in the draft budget for 2010/11, compared with the original budget for 2009/10, are shown on page 5 of appendix B.

**2.3** The Committee is asked to approve the draft budget for 2010/11, so that it can be considered as part of the Council's overall budget, a report for which appears elsewhere on the agenda.

**3. NEW BIDS 2010/11**

**3.1** New recurring and non recurring bids for 2010/11, now amounting to £13,270 are shown in appendix A. Members are requested to re-consider the need for the new bids in the light of the Chairman's comments and re-confirm their rankings.

- 3.2** 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.

**4. RECOMMENDATIONS**

It is recommended that, subject to any amendments made at the meeting:-

- 4.1)** the ranked proposals in Appendix A be approved for consideration as part of the Council's overall budget; and  
**4.2)** the draft revised budget for 2009/10 and the draft base budget for 2010/11 in Appendix B be approved.

For further information contact:

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# RINGWOOD TOWN COUNCIL

Appendix 'A'

## POLICY & FINANCE COMMITTEE NEW BUDGET PROPOSALS FOR 2010/11

NO.	ITEM	REASON	BUDGET £	C A P	R E V	PRIORITY
1.	Fire resistant filing cabinet. Non recurring.	Additional fire resistant filing space is required for certain records. The existing cabinets have reached their maximum capacity.	840		X	<b>1</b>
2.	Replacement server. Non recurring.	The current server needs to be replaced in 2010. The estimated cost for hardware, software, & installation is £7,500.	7,500	X		<b>2</b>
3.	Support for twinning. Recurring.	To facilitate twinning committee meetings for the newly resurgent twinning arrangements.	500		X	<b>3</b>
4.	Grants payable. Recurring.	To increase the budget to support more local organisations.	3,000		X	<b>4</b>
5.	Notice board. Non recurring.	Provide new notice board for town centre	1,430		X	<b>5</b>
		<b>TOTAL</b>	<b>13,270</b>			

**REVISED BUDGET 2009/10 & ORIGINAL BUDGET 2010/11  
POLICY & FINANCE COMMITTEE  
HOLDING ACCOUNTS**

Col. 1	2	3	4	5	6
Code	Description	Actual 2008/09 £	Original Bud 09/10 £	Revised Bud 09/10 £	Original Bud 10/11 £
	<b>EXPENDITURE</b>				
	<b>EMPLOYEES</b>				
	-OFFICE STAFF				
107250	--Employees Pay	104,014	111,900	115,120	120,500
107251	--Employer's N.I.	6,559	5,860	6,330	6,660
107252	--Employer's Pension Contrib.	16,542	18,320	18,220	20,000
107259	--Temporary Staff	4,982	10,000	2,660	5,600
107257	--Leased Car	1,585	0	250	0
	<b>TOTAL OFFICE STAFF</b>	<b>133,682</b>	<b>146,080</b>	<b>142,580</b>	<b>152,760</b>
	<b>INCOME</b>				
	-ALLOCATIONS				
104280	--Policy & Finance Committee	-76,266	-89,490	-81,530	-91,870
104281	--Recreation, Leis & O/S Com	-31,573	-29,760	-33,190	-32,540
104284	--Planning, Town & Envir Com	-11,198	-11,570	-12,550	-12,180
104282	--Cemetery	-7,085	-7,390	-7,410	-7,840
104283	--Allotments	-7,560	-7,870	-7,900	-8,330
	<b>TOTAL INCOME</b>	<b>-133,682</b>	<b>-146,080</b>	<b>-142,580</b>	<b>-152,760</b>
	<b>-OFFICE STAFF NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>EXPENDITURE</b>				
	-GROUNDSTAFF				
107250	--Employees Pay	87,862	92,100	89,590	92,110
107251	--Employer's N.I.	5,365	5,460	4,350	5,460
107252	--Employer's Pension Contrib.	15,671	16,890	16,340	17,360
	<b>TOTAL GROUNDSTAFF</b>	<b>108,898</b>	<b>114,450</b>	<b>110,280</b>	<b>114,930</b>
	<b>INCOME</b>				
	-ALLOCATIONS				
104290	--Policy & Finance Committee	-1,259	-1,310	-1,270	-1,280
104291	--Recreation, Leis & O/S Com	-85,281	-89,630	-86,350	-90,020
104292	--Cemetery	-21,270	-22,370	-21,550	-22,480
104293	--Allotments	-1,088	-1,140	-1,110	-1,150
	<b>TOTAL INCOME</b>	<b>-108,898</b>	<b>-114,450</b>	<b>-110,280</b>	<b>-114,930</b>
	<b>-GROUNDSTAFF NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**REVISED BUDGET 2009/10 & ORIGINAL BUDGET 2010/11  
POLICY & FINANCE COMMITTEE**

Col. 1	2	3	4	5	6
Code	Description	Actual 2008/09 £	Original Bud 09/10 £	Revised Bud 09/10 £	Original Bud 10/11 £
	<b>EXPENDITURE</b>				
	<b>Establishment</b>				
107000	--Adverts	133	750	500	750
107003	--Audit	2,486	2,700	3,000	3,100
107005	--Bank Charges	12	30	0	0
107006	--Books & Publications	458	320	300	330
107007	--Cleaning materials	40	50	150	50
107009	--File Management System	4,880	0	320	660
107010	--Computer equipment/software	1,815	1,200	1,200	1,300
107011	--Computer equip	1,862	2,300	2,300	2,400
107012	--Computer ann. Maint	2,886	4,300	6,300	5,000
107013	--Consumables	17	50	50	50
107014	--Fin Man Sys	588	1,300	1,300	1,300
107015	--G.I.S. Mapping	2,000	2,000	0	2,000
107016	--Electricity	722	800	750	850
107027	--Furniture	252	500	500	500
107030	--Gas	1,260	900	800	950
107032	--Health & Safety	980	1,000	1,000	1,000
107034	--Health & Safety Audit	500	500	500	500
107037	--Insurance Premium	8,070	10,000	11,000	11,300
107040	--Internet	879	800	1,000	970
107043	--Meetings	352	400	350	400
107049	--Office Equipment	264	800	800	800
107051	--Photocopy	1,158	1,800	2,000	1,850
107054	--Postage	1,476	1,500	1,500	1,550
107060	--Business Rates	5,082	5,340	5,330	5,500
107066	--Sewerage Expenses	123	100	100	100
107072	--Hospitality/Refreshments	340	250	250	250
107075	--Stationery	1,321	1,600	1,600	1,650
107078	--Subscriptions	2,297	2,300	2,300	2,400
107081	--Telephone	1,699	2,200	2,000	2,300
107084	--Travel Expense	742	400	400	400
107087	--Water	80	160	160	190
107088	--Web Site Maintenance	878	950	960	1,100
107094	--Window Cleaning Greenways	325	300	360	420
	<b>Total Establishment</b>	<b>45,977</b>	<b>47,600</b>	<b>49,080</b>	<b>51,920</b>
	<b>Maintenance</b>				
107103	--Buildings	932	1,200	4,400	1,200
107104	--DDAct 1995	1,000	1,000	500	0
107105	--Greenways-External Redec	1,000	0	1,000	0
107110	--Vandalism	1,441	0	1,000	0
	<b>Total Maintenance</b>	<b>4,373</b>	<b>2,200</b>	<b>6,900</b>	<b>1,200</b>
	<b>Employee Costs</b>				
107270	--Allocated Office Staff	76,266	89,490	81,530	91,870
107271	--Allocated Groundstaff	1,259	1,310	1,270	1,280
107253	--Payroll Clerk	700	740	700	700
107255	--Staff Training	1,002	1,000	1,000	1,000
107258	--Eye Tests	60	250	160	150
107262	--TU Subs Expenses	116	130	130	130
	<b>Total Employee Costs</b>	<b>79,403</b>	<b>92,920</b>	<b>84,790</b>	<b>95,130</b>

## POLICY &amp; FINANCE COMMITTEE

Col. 1	2	3	4	5	6
Code	Description	Actual 2008/09 £	Original Bud 09/10 £	Revised Bud 09/10 £	Original Bud 10/11 £
	<b>Members Costs</b>				
107300	--Mayor's Allowance Allocated	930	960	960	980
107301	--Mayor's Allowance Unallocated	0	100	100	100
107302	--Election Expenses	6,193	0	0	0
107303	--Election: Transfer to Provision	1,700	2,500	2,500	2,600
107306	--Members Allowances	5,840	6,250	6,140	6,440
107308	--Members' Training	100	500	200	500
107309	--Members Travel & Subsist	0	250	200	250
107310	--Civic Expenses	542	400	400	500
107311	--NALC Conference	200	0	0	0
107312	--Mayoral Regalia	266	0	100	50
	<b>Total Members Costs</b>	<b>15,771</b>	<b>10,960</b>	<b>10,600</b>	<b>11,420</b>
	<b>Grants</b>				
107400	--Non Sect 137	2,550	4,000	4,700	4,200
107403	--Sect 137	2,991	1,100	1,100	1,200
107406	--Youth Club	1,000	1,000	1,000	1,000
	<b>Total Grants</b>	<b>6,541</b>	<b>6,100</b>	<b>6,800</b>	<b>6,400</b>
	<b>Festival Expenses</b>				
107455	--Ringwood Festival Exps. 08/09	3,000	0	0	0
107457	--Ringwood Festival Exps. 09/10	0	3,000	2,300	0
107458	--Ringwood Festival Exps. 10/11	0	0	0	3,000
	<b>Total Festival Expenses</b>	<b>3,000</b>	<b>3,000</b>	<b>2,300</b>	<b>3,000</b>
	<b>Other</b>				
107550	--Groundsman's House	8,485	1,000	1,000	1,200
107565	--Xmas Lights	8,399	8,400	4,700	8,000
107800	--Miscellaneous	0	100	0	0
107801	--Town Plan	6,989	0	0	0
107803	--Agents Fees	945	1,150	2,400	1,250
107804	--Newsletter-	0	1,000	0	1,000
107806	--CCTV	8,526	8,400	8,400	8,060
107815	--Consultants Fees	409	1,200	1,200	1,300
107827	--Jubilee Lamp	750	2,000	2,000	0
107830	--Legal Fees	5,166	2,500	2,500	2,500
107837	--Notice Boards	1,207	3,300	3,300	0
107838	--Fair Trade	0	200	200	200
107839	--Millenium Clock	220	0	200	0
107840	--Police Community Support Off	6,000	6,000	6,500	7,000
107841	--Bad Debts W/O	4,014	0	0	0
107843	--Drop in Centre	500	2,000	2,000	2,000
107844	--Town Plan-facilitate meetings	0	1,000	1,000	0
	<b>Total Other</b>	<b>51,610</b>	<b>38,250</b>	<b>35,400</b>	<b>32,510</b>
	<b>COMMITTEE EXPENDITURE</b>	<b>206,675</b>	<b>201,030</b>	<b>195,870</b>	<b>201,580</b>

Col. 1	2	3	4	5	6
Code	Description	Actual 2008/09 £	Original Bud 09/10 £	Revised Bud 09/10 £	Original Bud 10/11 £
	<b>INCOME</b>				
104100	--Rent:1st Floor Greenways	-11,550	-11,550	-7,050	-10,200
104550	--Groundsman's House Rent	-8,840	-11,400	-11,400	-11,400
104650	--Transfer From Provisions	-13,425	0	-1,000	0
104812	--Interest Received	-17,341	-9,000	-3,470	-4,600
104824	--TU Subs Income	-116	-130	-130	-130
104825	--Grant Drop In Centre	-2,500	0	0	0
	<b>COMMITTEE INCOME</b>	<b>-53,772</b>	<b>-32,080</b>	<b>-23,050</b>	<b>-26,330</b>
	<b>NET COMMITTEE EXPENDITURE</b>	<b>152,903</b>	<b>168,950</b>	<b>172,820</b>	<b>175,250</b>

**Non Recurring Items Included in 2009/10 Budget, deducted from 2010/11 Base Budget**

	£
1. Notice board Poulner	1,310
2. Notice board Greenways	1,990
3. Jubilee lamp	2,000
4. Town Plan-Facilitate meets to estab.sub groups for play areas	1,000
<b>Total</b>	<b>6,300</b>

**Non Recurring Items for consideration for 2010/11 Budget**

		Priority
11. Fire resistant filing cabinet	840	1
12. Replacement server	7,500	2
13. Notice board town centre	1,430	5
14. Committee room redecorate £1,000	0	Defer
15. Flagpole and flag £540	0	Defer
16. Sub divide committee room £2,200	0	Defer
17. Committee room chairs £1,500, table £1,500	0	Defer
18. Notice board (non Council notices)	0	Defer
<b>Total</b>	<b>9,770</b>	

**Recurring Items for consideration for 2010/11 Budget**

21. Support for twinning	500	3
22. Grants payable	3,000	4
23. Members attendance at NALC £1,000	0	Defer
24. Quarterley newspaper £3,000	0	Defer
25. Youth outreach worker (half post) f.t.e. £25,000, bid £12,500	0	Defer
<b>Total</b>	<b>3,500</b>	

**The Estimated Total Net Budget for 2010/11, including all new bids,would be**

	£	£
<b>Total Net Budget for 2009/10</b>	<b>168,950</b>	
Total Net Budget for 2010/11 <b>without</b> new bids		175,250
Add new bids		13,270
<b>Total Draft Net Budget for 2010/11 <u>with</u> new bids</b>		<b>188,520</b>

**Budget Notes**

1. In summary, the Committee's revised expenditure budget for 2009/10 is £ 3,870 more than the OE09/10, i.e. from £ 168,950 to £ 172,820
2. The increase is mainly due to:-

	£	£
Savings		
Cost of employment	-3,500	
Christmas lights	-3,700	
Members costs	-360	
Newsletter	-1,000	-8,560
Increased PCSO	500	
Expend Buildings-1st floor offices at Greenways (sup bud)	3,200	3,700
Reduced income - rent for 1st floor offices	4,500	
interest received	5,530	10,030
other net savings	-1,300	-1,300
<b>Total</b>	<b>3,870</b>	<b>3,870</b>

	£	£
3. Proposed OE 10/11 (without new bids)		<b>175,250</b>
Main variations from O.E.09/10 to O.E. 10/11		
OE 09/10	<b>168,950</b>	
Deduct non recurring 09/10	-6,300	
Add reduction in interest earnings	4,400	
Add reduction in 1st floor offices rent	1,350	
Add insurance premium	1,300	
Add increase in computer maintenance	700	
Add increase in PCSO	1,000	
Add inflation & allocations % 1.5	2,470	
Net other variations	1,380	
	<b>175,250</b>	
Net Increase of	<b>6,300</b>	
4. When add new bids (if no changes)		13,270
OE 10/11 will be		<b>188,520</b>
<b>Total increase of</b>		<b>19,570</b>