

## EXTRA ORDINARY COUNCIL

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**Date:** Wednesday, 5 January 2022  
**Title:** Budget: Revised Budget 2021-22 and Estimates 2022-23  
**Contact Officer:** Town Clerk/RFO – Sharon Groth

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### BACKGROUND

The purpose of this report is to provide an overview of the revised budget for 2021-22 and the estimates for 2022-23 in order for the Council to ultimately make an informed decision about the level of the Precept demand to be served on West Oxfordshire District Council at the next agenda item.

All Members were invited to an informal presentation of the first draft budget which was held via Zoom on 13 December 2021. The Town Clerk made it clear that that draft revenue budgets are prepared based upon current activities and patterns of income and expenditure, as well as projects identified by the spending Committees throughout the year. She cautioned that the budget needed to be realistic, achievable, and affordable. She has therefore undertaken further scrutiny of each budget line to ensure Members can have confidence in adopting this budget which will reasonably meet the Council's aspirations.

The format of this report is quite straightforward; for each budget line, last year's figures are in the first two columns, the current year shows the original estimate for 2021-22 including any in year adjustments such as virements between budgets shown as TOTAL, followed by ACTUAL YTD figures, and then the revised estimate PROJECTED. This revised estimate is based upon income and expenditure during the year to date, and known and expected variations relating to the remainder of the financial year. The final column, on the far-right hand side of each schedule, shows the estimate for 2022-23.

A copy of the detailed draft budget –by Committee, and budget notes is attached at **appendix A/A1** which includes the Capital and Special Revenue on page 36 onwards, but further explanation is provided later in this report. **Appendix B** provides a summary by Committee.

The Town Clerk has also tried to explain some of the accounting procedures, Earmarked Reserves (EMR), which combined will hopefully give a clearer picture of the Councils financial position.

## GENERAL FUND (A/C 310)

It is probably easier to think of this account as the Council's profit or loss in the year. It is often used to balance a budget. It is good practice and recommended to keep a minimum of 3 months net revenue expenditure in the General Fund.

As at 1 April 2020 the balance on the General Fund was £535,501.

When setting the budget in December 2019 it was estimated the Council would need to use £60,519 from the General Fund to balance the budget for 2020/21 – this included some of it capital expenditure and special projects.

As at 1 April 2021 the balance on the General Fund was £694,519 – an increase of £159,018 rather than a reduction of £60,519 – meaning the Council had put money into this rather than using some to fund the anticipated shortfall on its expenditure.

The reason for the above was because a lot of the projects the Council aspired to achieve in 2020-21 and didn't – the corresponding budgets were not rolled over into Earmarked Reserves setting aside the funding for these projects to still proceed but in future financial years. This only came to light when the Town Clerk was scrutinising and reviewing the budgets in the current year (2021-22) and drafting the estimates for next year (2022-23). The adjustments should have taken place when calculating and producing the year end accounts for 2020-21 and probably as a result of the new RFO not fully understanding local government accounting policies.

When setting the current years budget earlier in the year (February 2021) – it was again anticipated that the Council would use £58,208 from its General Fund to balance its budget for 2021-22.

The discrepancy has now been corrected in the current financial year hence why the Revised budget has been increased to £162,951 shortfall to be funded from the General Fund as opposed to £58,208 in the original budget. The Town Clerk has scrutinised the revised budgets and has made savings where possible. However Members should realise that there have been some supplementary estimate budgets agreed throughout the financial year so far which has also impacted the original budget, all of which has been through the correct committee process for authorisation.

Taking all the above into account the closing balance as at 31 March 2022 on the General Fund was estimated to be £477,293 is now estimated to be £529,403.

## RECHARGE FROM THE WORKS DEPARTMENT [COST CENTRE 601] & CENTRAL SUPPORT [COST CENTRE 602]

It should be noted that the revised estimates and the estimates for next year do not include the recharges from these two cost centres; these will be calculated after the budget has been adopted.

## RECHARGE FROM AGENCY SERVICES – GROUNDS CONTRACT [COST CENTRE 503]

Similarly with regard to the Grounds Maintenance Contract – [shown as 4891- Agency Services Recharge] – Members will be aware that the present contract has been extended to end on 30 September 2022 and a new specification is currently being drawn up to take account of the outcomes from the Open Spaces Strategy - so for the purposes of this report the current years actual known figures have been retained with a 5% inflationary increase applied, in order to be able to make comparison on a like for like basis across the two years. It is hoped that the Council will be able to make a decision on the future of its Grounds Maintenance Service early in the new year when the Consultant has finalised his report.

## OVERVIEW OF REVENUE BUDGET – REVISED 2021-22 AND ESTIMATES 2022-23

Members should remember that with regard to patterns of income and expenditure, there will always be some variations over the course of the year and for that reason the Council works to annual budgets rather than monthly or quarterly.

Obviously, the ongoing situation around the pandemic gives some cause for uncertainty and concern around budget setting for the Council's various services. A prudent approach has therefore been taken to not set unachievable targets for income. The future is still very unpredictable at this stage.

## COMMITTEE: HALLS, CEMETERIES & ALLOTMENTS

### 102 – Langdale Hall

This cost centre relates to the property currently leased to the ICE Centre. This includes costs incurred under landlords responsibilities as well as recharges made to the tenant.

### 103 – Bars

This cost centre relates to the direct costs for the café/bar 1863 in the Corn Exchange, as well as the bar within the Burwell Hall, as well as the income derived from this operation.

Income and expenditure is based on the aspirations set out in the business plan written by the Venue & Events Officer and recently agreed by the Corn Exchange Working Party – whereby an extension to the operating days and hours for the Café were agreed as well as additional staffing and setting up to sell hot lunches. Hopefully the figures the budget is based on are realistic and achievable.

#### 104 – Corn Exchange.

This includes all income from hall hire, as well as the expenditure relating to the management of the building.

With the introduction of theatrical sound, lighting and seating it is hoped that it will attract more touring theatre acts and the Venue & Events Officer will be able to draw up an all-encompassing programme of events to help with income generation as well as offsetting some of the expenditure. The events budget 4141/104 has therefore been increased to £8,000 in next years budget as agreed by the Corn Exchange Working Party, as well as providing for additional caretaking staff (4001/104 + on-costs).

The Council's halls income was significantly hit in 2020-21 due to COVID which resulted in a loss of £37,000 against that budget; it continues to impact the current year although hopefully on target to reach the revised budgeted income but this is a 50% drop in previous years income.

#### 105 – Burwell Hall

This includes all income from hall hire, as well as the expenditure relating to the management of the Burwell Hall.

Similar to the Corn Exchange, income has been significantly hit due to COVID – although the hall is in line to achieve the income originally budgeted for in the current financial year.

Part of the increase in Caretaking hours has been apportioned over to cover the Burwell Hall as explained above.

Within last years budget £33,000 was set aside for the replacement of the (1) heating system (£30,000) and (2) curtains (£3,000). The status of heating replacement project is that an external report is awaited on the most efficient heating system – hopefully the Project Officer will be reporting the findings back to the committee early in the new year. **In the meantime these funds are held in an Earmarked Reserve (EMR) (A/c 372) until such time as they are needed to cover the expenditure.**

#### 106 – Madley Park Community Centre

This cost centre relates to the property currently leased to the Madley Park Trust. This includes costs incurred under landlords responsibilities as well as recharges made to the tenant.

**An Earmarked Reserve (EMR) is held (A/c 329) which currently stands at £20,980 as a contingency should anything structural go wrong with the building.**

#### 301 – Tower Hill Cemetery

This cemetery is now primarily closed to new reservations for burials as it is potentially full, although there is still some space for the burial of ashes – and pre-existing reservations. However, there are substantial running costs of maintaining the Cemetery despite it being closed.

Within the Cemetery there is the Cemetery Lodge which is leased by the Co-operative Funeral Company with rental income shown at budget line 1050/301. However there are also two Chapels – one is operational and occasionally used by the public for the funeral services. The other Chapel was part of the lease to the Co-operative but was handed back a few years ago when the terms of the lease was renewed.

As part of the Council's Open Spaces Strategy within the Action Plan – IS3 requires the Council to undertake a full options survey of the unused buildings at the cemeteries – scheduled to take place in April 2022 with an anticipated completion of the survey stage being November 2022. Therefore a Revenue Growth Item for professional fees has been provided at budget line 4059/301 of £5,000 – **however this is to be funded from the EMR held (A/c 362) which currently stands at £18,000.**

**An EMR for Memorial Maintenance is also held (A/c 318) this has accumulated over time whereby the Council transfers unspent budget line 4355 Memorial Maintenance into this reserve because to commissioning of the topple testing is costly but an essential requirement at set intervals. It is therefore proposed that any expenditure is funded from the EMR – there is a corresponding entry in the budget at 4495 – TFR From Earmarked Reserve in the revised budget for 2021-22 and the estimates for 2022-23.**

### 302 – Windrush Cemetery

Income from burials and the cost of maintaining the site.

Income continues to be pretty stable, with no surprises. With the development of the land adjoining the Cemetery and the dialogue with the developers to provide an alternative access road off the development there maybe some significant expenditure required in the next few years to provide for the road infrastructure. The Officers continue to work on the mapping of the burial ground in order to digitise the records as well as lay out the remaining burial plots. **An EMR is held (A/c 327) which currently stands at £93,853, with a further £25,000 budgeted to be set aside in the 22-23 budget.**

### 303 – Closed Churchyards St Mary's & Holy Trinity

The Council is responsible for some aspects of maintenance in these closed churchyards and therefore the costs associated to this work.

It was established several years ago that part of the Council's responsibility was for part of the boundary wall and due to some deterioration, a condition survey was commissioned to establish what works were required under health and safety to safeguard the Council from any claims, particularly as there is a high footfall through the churchyard. The Council has therefore established a considerable budget of £25,150 shown at budget line 4036/303 which has rolled over from the two previous financial years.

**As mentioned above the Council has a significant EMR for Memorial Maintenance which currently stands at £30,301 (A/c 318) it is therefore proposed that £10,000 of this is used to offset the budget provision in next years estimates for these works to St Mary's wall – currently the Operations & Estates Advisor is obtaining quotes for this work. The corresponding budget line is provided at 4495/303 in the 2022/23 estimates.**

### 305 – Allotments

Three allotment sites are under the management of the Witney Allotments Association. With the fourth – the new Windrush Allotments about to be incorporated and management transferred in the new lease.

## COMMITTEE: PARKS & RECREATION COMMITTEE

### 201 – Splashpark

This shows the expenditure relating to the Splashpark at the Leys Recreation Ground.

**An EMR (A/c 361) for the eventual replacement was set up when the Splashpark was opened in 2015 – with consideration that the facility would last approx. 10 years. £25,000 has been set aside each year and added to the precept. The current balance on the EMR is £155,000. As the EMR is slightly higher because of some surplus budgets being added to it along the way it is proposed that £10,000 is only set aside in 22-23. There are some grounds works required and these will be funded accordingly.**

### 202 – the Leys Recreation Ground

This includes all income from sports/ground hire and expenditure relating to the management of the Leys including the adventure play area

4017 – Contract Clean/Waste this includes the contract cleaning of the toilets and changing rooms at the Leys Recreation Ground, but has been reduced due to the contract being re-negotiated and the number of cleans being reduced.

4059 – Professional Fees the Open Spaces Strategy identifies a number of actions such as SP7 a condition survey, and SP8 a Masterplan. Both these will require professional input and therefore a budget of £10,000 has been included in the estimates for 2022-23. **An EMR has been set up (A/c 367) to address the issue relating to the sewer pipe running from the Witney Town Bowls Club to the main sewer, as well as the works identified in the Open Spaces Strategy. The current balance stands at £32,900 with an additional £25,000 set aside in the estimates for 2022-23, in addition to the £10,000 for professional fees.**

4110 – Subsidised Lettings it has been assumed that the Council will offer subsidised use of the Leys Recreation Ground for third events such as the Witney Carnival, Libfest, and Witney Music Festival if they all go ahead in 2022 (and a corresponding income entry is provided under 1052/202).

### 203 – West Witney Sports Ground

This includes all income from sports, and the various tenants, as well as the expenditure relating to the management of the site, including the Clubhouse

1050 – Rent Received. Additional rental income has been generated in the current financial year by allowing the Snack Shack to trade from the Council's premises. A review of this offering will be carried out early in the new year however for the time being it hasn't been assume that this will continue at this stage.

4017 – Contract Clean/Waste due to the H&S issues which closed the clubhouse building down the Council purchased portaloos to support all other site users. As part of the purchase contract cleaners were used to keep the toilets cleaned. It is understood from the Compliance Officer that the Social club now undertake the cleaning themselves therefore the contract has been terminated accordingly.

#### 204 – Burwell (QE2) Sports Ground

This includes all income from football and the cost of maintaining the recreation ground including the play area/MUGA

4048 – Sports Equipment a sum of £3,000 has been set aside in next years budget in order to re-mark the MUGA at Burwell because it needs redoing.

#### 205 – King Georges V /Newland

This includes income from football and the cost of maintaining the recreation ground including the play area

#### 207 – Moorland Road Play Area

#### 208 – Wood Green Pitches/Play Area

#### 209 – Eton Close Play Area & Tiny Forest

#### 210 – Oxlease Play Area

#### 211 – Fieldmere Play Area

#### 212 – Quarry Road Play Area

#### 213 – Raleigh Crescent Play Area

#### 214 – Park Road Play Area

All the above cost centres relate to the cost of maintaining the Council's play areas – there are no significant changes that require pointing out as part of this report.

### COMMITTEE: STRONGER COMMUNITIES

#### 402 – Community Infrastructure

This cost centre relates to the infrastructure found in the town like bus shelters, bins, benches, cycle racks, defibrillators, church clock, floral displays – and the maintenance of them.

**An infrastructure EMR has been set up (A/c 369) and the balance currently stands at £17,630 – however within this there is funding for the replacement of the Welch Way Planters whereby £2,000 is being set aside for 5 years so that a concrete planter can be created which will be more permanent than the wooden one currently in place. Other assets within this EMR include bins, benches, slat bins, bus shelters, defibs – and this is where budgets haven't yet been spent.**

4067 – Tree Survey objective PO3 from the Open Spaces Strategy requires the Council to draw up and adopt a comprehensive arboriculture plan an additional £3,000 has been provided in this budget line for a professional report to be drafted in the next financial year.

4166 – Defibrillator Expenditure the only recreation ground that is in the Council’s ownership that doesn’t have a defibrillator is King Georges Field –whilst there is FA grant funding for sports teams to apply for part funding Officers are looking into the feasibility of this and whether the Council should set aside the funding itself. An additional £1500 has been set aside in the 22-23 budget for this.

4208 – COVID-19 Memorial it has been agreed that some sort of lasting memorial should be constructed in the town for the survivors and those that lost their life to COVID. At this stage it hasn’t been established what the memorial should look like, and a Working Party has been established to look into this. For the time being a nominal budget of £1500 has been set aside in the 2022-23 budget.

4215 – In Bloom Entry within the Open Spaces Strategy PO5 in the action plan required the Council to consider its future entry into the In Bloom competition. This has now been considered and whilst the Council have no desire to enter the full competition, it was decided to continue entering individual assets where possible – such as the Leys Recreation Ground and maybe the Cemeteries. This also includes running the schools in bloom competition. The budget for 2022-23 has been left as £6,000.

4990 – Contribution to CCTV Scheme since the Town Centre CCTV Scheme was established back in 2003 the Town Council has contributed £10,000 towards the scheme. For the time being it has been assumed that the level of contribution remains the same although Members should be aware from previous officer reports that the scheme has been under review by WODC and TVP for a number of years now and some of the equipment is in desperate need to be replaced. **The Council does also hold an EMR of £10,000(A/c 375) which was set aside to provide mobile cameras on the Leys and Burwell Recreation Grounds – in response to some serious anti-social behaviour a few years ago. WODC did install a camera on the Leys because they also had issues with the public toilets which they are responsible for.**

#### 408 – Community Activities

This relates to community events like the advent fayre, remembrance Sunday parade, anniversaries, as well as supporting the Youth Council.

4103 – Grant Youth Council activity of the Youth Council has waned due to COVID. Whilst the budget has been removed from the revised budget, it has been reinstated in 2022-23 in the hope that it will be resurrected.

4109 – Blue Plaques it was agreed to allocate £300 towards the plaque for Batts House, therefore the budget has been retained in the current year – although it is anticipated the installation will in fact be in 2022-23.

4141 – Events this budget line covers a number of community events the Council funds. However due to COVID a number were unable to take place in 2021, the revised budget has been reduced accordingly, and reinstated for 2022-23.

4145 – Queens Jubilee (2022) a Working Party has been established, and whilst a higher budget was desirable, realistically a budget of £3,000 has been set aside in consultation with the Chair of the Working Party and others.



## COMMITTEE: POLICY, GOVERNANCE & FINANCE

### 401 – Civic Activities

This cost centre relates to the Council's Civic Activities through the Office of the Mayor and the costs associated with this position of Office – maintaining the chain, civic functions such as the Annual Civic Reception which is a Town Council function hosted by the Mayor.

### 407 – Grants & Donations (Inc GPC/S137)

This includes the various grants the Council awards annually as well as the general grant budget.

4100 – Grants General the PGF Committee agreed earlier in the year when it reviewed the grant criteria that the budget should be increased to £20,000 because more grant applications were to be anticipated given the financial situation caused to a lot of local organisations as a result of COVID.

4105 – Xmas Lights Tree & Infrastructure following the successful tender of the lights contract for the next three years from 2021, the revised and budget estimate for 2022-23 has been adjusted based on known figures.

4111 – Water Safety/Education earlier in the year the Committee agreed to set aside a budget to help support a water safety campaign/education programme with other stakeholders. The Town Clerk along with key Councillors continue to progress this project and are hopeful a campaign will be available to roll out in the local schools as well as on social media and other platforms in time for Spring and the better weather. The budget set aside in 2022-23 is £10,000. Once the project is scoped and costings known a report will be brought back to Committee for agreement.

4167 – Bus Service the Council continues to support the West Oxfordshire Community Transport, this is the 2<sup>nd</sup> year of 3 at £21,000 per annum funding is pledged for.

4169 – Children & Youth Provision both the Stronger Communities and Policy, Governance & Finance Committees have agreed that the budget line for grants to those organisations that provide services for children and youth in the Town should be increased from £30,000 to £40,000 in the 2022-23 financial year. The current years budget was supplemented by the unspent funds from the Grants General budget line which was to support the Witney Music Festival and the Witney Carnival events which didn't go ahead this summer due to COVID.

### 502 – Town Hall Maintenance

The Town Hall is leased from the Town Hall Charity – this cost centre therefore provides for the maintenance of the building and accounts for the income from the sublets of the retail units below it.

4013 – Rent Paid the Council's rent review was due in April 2019 however negotiations were only concluded earlier in the year – therefore the Council had to pay some back rent from previous years hence the higher level of budget in the current year compared with the next financial year.

4036 – Property Maintenance Members will be aware from previous reports that the former optician's property at 51 Market Square has been repurposed into accessible town council offices where the new Admin team are located. These works resulted in the budget line going over budget considerably. **However, an EMR is held for Town Hall Maintenance (A/c 321) and the balance currently stands at £71,799 – therefore the overspend has been covered by the TFR from EMR (4495/502).**

#### 503 – Agency Services

This cost centre relates to the Grounds Maintenance Contract which is then charged out across the various services and functions

As mentioned previously in line with its objectives set out in the Open Spaces Strategy the Council is currently considering its options on the future delivery of grounds maintenance. **A contingency is held in the EMRs which stands at £66,845.**

The revised budget is slightly higher due to several factors, first of all the December invoice from the previous financial year hadn't been accounted for – consequently there was an underspend in last years accounts which would have gone into the General Fund (as explained at the start of this report), but also due to the fact that the current contract was due to expire at 30 September 2021 – with the contract being extended for a further year – the Contractors have renegotiated several areas of the contract where they were losing money. Next years estimates are based on the current year excluding the December invoices with an inflationary increase.

#### 505 – Precept

This relates to the annual Precept agreed. The Council no longer receives the Council Tax Reduction Grant this has been phased out now. The Precept is received into the Council's bank account in two tranches- April and October.

#### 506 – Interest Received

Accounts for bank charges and also interest received from the Council's surplus balances held in CCLA and Barclays.

#### 601 – Works Department

This relates to the costs of the Council's direct work force – and as explained in the introduction is charged back over the various cost centres analysed from the workmen's time sheets, in order to show a true cost of each service and function.

4001 – Salaries, 4002 – ER'S NIC, 4003 – ER'S Superann during the year there has been a vacancy for a Full Time Maintenance Operative, part of the year without a Senior Maintenance Operative, parts of the year where we have been another operative down. The revised budget has therefore been adjusted to take into account these vacancies to provide for a significant saving in the current year.

#### 602 – Central Support

This relates to the costs of the Council's Central Admin Support – and as explained in the introduction will be charged back over the various cost centres.

4001 – Salaries, 4002 – ER’S NIC, 4003 – ER’S Superann Members will be aware that a new structure was implemented in March 2021. There were several amendments to final salaries as a result of negotiations and salary protections – which were all agreed by the Personnel Sub-Committee and ultimately the PGF Committee. This did initially increase the original pay budgets however due to the loss of the RFO which hasn’t been replaced as yet and a delay in recruiting a couple of the other posts the increase has been reduced slightly.

4011 – Rates with the utilisation of the ground floor property as well as the Town Hall the rates have had to be increased.

#### 700 – Strategic Planning Initiatives

Many projects take time to come to fruition and therefore a lot of time is spent on strategic planning and this needs to be accounted for – this is done as a recharge from Central Support.

#### 701 – Corporate Management

This cost centre relates to the Council’s Corporate Management covering things like the annual external audit fees.

#### 702 – Democratic Representation & Management

This cost centre relates to the Democratic part of the Council’s business – which supports the Councillors and the running of meetings.

## COMMITTEE: CLIMATE, BIODIVERSITY & PLANNING

### 206 – Witney Country Park

This cost centre relates to the maintenance of the lake and country park.

4001 – Salaries, 4002 – ER’S NIC, 4003 – ER’S Superann the Staffing Review and the Open Spaces Strategy identified the need for a Park Ranger to manage the lake and country park as well as supporting the Council achieve its biodiversity aspirations. Unfortunately the Town Clerk had not managed to recruit this role – so for the purposes of the revised budget these budget lines have been reduced in the hope that the position will be filled before the year end.

## EARMARKED RESERVES (EMR)

The Town Clerk has referred to the use of some EMR’s in the report above to suggest how the budget can be funded, as well as some Capital and Special Revenue Projects later in this report to make the budget affordable and limit the increase in the precept/Band D Council Tax.

A full list of the EMRs is provided in the attached appendices for Member’s information (**Appendix C**).

However, there are a couple EMRs which could be repurposed and designated for alternative use.

- 375 – CCTV Leys & Burwell Rec      £10,000

As previously mentioned this was set aside when there was considerable amount of ASB on the Leys and Burwell. WODC/TVP installed a mobile camera at the Leys – and nothing further has been heard about the requirement for CCTV at Burwell.

- 323 – Building Repairs Gen      £12,997

This is a historic reserve which was for emergency building repairs however most of the Council’s buildings have sufficient budget provision or other EMRs. It is suggested that this might be redesignated for ‘energy efficiencies’ of buildings – particularly as the Climate, Biodiversity & Planning Committee were keen to provide £50k per council owned building for any energy efficiency adaptations.

## S106/DEFERRED GRANTS

The funds which are held as deferred grants unapplied from S106 receipts that have been paid over are as follows:

Deferred Grants Unapplied	(From)	31.03.22
		£
Sale of Land Allotments	WODC	191996
S106 Corn Exchange	WODC	128573
S106 West Witney Sports	WODC	310325
S106 Burwell Sports	Abbeymills Homes	25000
S106 C/Ex	Abbeymills Homes	12250
S106 Skate Park	Abbeymills Homes	12250
Bus Shelters etc	Abbeymills Homes	3295
		683688

## CAPITAL & SPECIAL REVENUE PROJECTS

As explained at the presentation on 13 December 2021 via Zoom – the first draft budget was based on all the projects identified during committee meetings in the course of the year as well as those identified via the Open Spaces Strategy. Pulling it altogether for the budget it became obvious that the list wasn’t realistic or affordable (unless the Council wished to put up the precept by 25%).

On the 20 December 2021 the Town Clerk met with the Chairs of Committees to go through the projects to try and refine the budget and get guidance on possible % increases to the precept. The Town Clerk has done her best to interpret these instructions. To enable workload to be planned properly during the coming financial year Committees the resultant project list is provided at **appendix D**.

## SUMMARY AND BOTTOM LINE

After a lot of scrutiny, the Town Clerk has done her best to reduce the precept increase to 7.5% (from 25% first draft) although she acknowledges that the Chairs of Committee requested limiting increases to 5% as well as trying to put money back into the Council's General Fund to ensure it meets the recommended 3 months net revenue expenditure.

The summary report is provided at **appendix E**. This assumes that the use of EMRs are as suggested in the report and attachments. It also funds £165,095 Capital & Special Revenue projects from the Rolling Capital Fund.

In order to balance the budget, the Council will need to use £39,552 from the General Fund, which still leaves £492,016 in it as at 31March 2023 (anticipated) – this is £13,434 above the recommended minimum reserve of £478,582 in the General Fund.

	£
Expenditure	2,199,954
Income	285,628
	-----
Net Revenue Expenditure	1,914,326
Precept	1,874,774
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Shortfall funded by General Fund	39,522

The Band D equivalent Tax Base is 10965.64 which would result in £170.97 per annum (from £159.04 in the current year). This is an increase of 7.5% or £11.93 – less than £1 per month/22pence per week.

## ENVIRONMENTAL IMPACT

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Within the budget there is financial provision for various projects to assist the Council in achieving its objectives. These extend to upgrading of some of its vehicles, making buildings more energy efficient, as well as using green utility companies.

## RISK

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Proper and sound financial management is necessary as all Councillors are collectively responsible for the budget, particularly expenditure and ensuring it is expended lawfully and in line with the Council's Financial Regulations.

As Town Clerk, the Council's Proper Officer and Responsible Financial Officer it is her job to advise accordingly, in line with Financial Regulations and Statute. She has carried out extensive scrutiny of the Council's income and expenditure and is confident in the accuracy of her figures presented.

## FINANCIAL IMPLICATIONS

This report forms part of the Council's due diligence and a process in line with its Financial Regulations. The financial implications are detailed above and also in the attached appendices.

## RECOMMENDATIONS

Members are invited to note the report and consider

1. Utilising the Earmarked Reserves as detailed above to fund some revenue and capital expenditure;
2. Repurposing the EMRs A/c 375 – CCTV Leys/Burwell and A/c 323 – Building Repairs;
3. Adopting the revised budget for 2021-22 as presented;
4. Adopting the Capital & Special Revenue Projects as listed;
5. Adopting the budget for 2022-23.

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## APPENDICES

- |   |   |   |
|---|---|---|
| A | - | Annual budget – By Committee + Budget Notes |
| B | - | Annual budget Summary – By Committee        |
| C | - | Earmarked Reserves                          |
| D | - | Capital & Special Revenue Project           |
| E | - | Budget Summary                              |