

# PEACEHAVEN TOWN COUNCIL

Tony Allen  
TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [Townmanager@peacehavetowncouncil.gov.uk](mailto:Townmanager@peacehavetowncouncil.gov.uk)

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB

## **Councillors on this Committee:**

**EX OFFICIO** Cllr. C Cheta (Chair of Council), Cllr. J Harris (Vice Chair of Council)  
Cllr. C Collier (Chair of Committee), Cllr. C Gallagher, Cllr. I Sharkey, Cllr. A Goble, Cllr. S Griffiths,  
Cllr. L Duhigg, Cllr. A Seabrook, Cllr A Milliner

4<sup>th</sup> December 2019

Dear Committee Member,

You are summoned to a meeting of the **POLICY & FINANCE COMMITTEE** to be held in the **COPPER ROOM** Community House, Meridian Centre, Peacehaven, on **Tuesday 10<sup>th</sup> DECEMBER 2019 at 6:30pm.**



Tony Allen  
Town Clerk

## **A G E N D A**

**PF445 CHAIRMAN'S ANNOUNCEMENTS**

**PF446 PUBLIC QUESTIONS** - *There will be a 15 minute period whereby members of the public may ask questions on any relevant **POLICY & FINANCE** matters*

**PF447 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

**PF448 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

**PF449 TO ADOPT THE MINUTES OF 19<sup>th</sup> NOVEMBER 2019**

**PF450 TO APPROVE THE MIGRATION TO 'ELECTRONIC' BANKING**

**PF451 COUNCIL'S & COMMITTEES' BUDGETARY REQUIREMENTS FOR 2020/21 – PASS 2**

**PF452 DATE OF NEXT MEETING – TUESDAY 18<sup>th</sup> February 2020 at 7.30pm**

**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held in the Anzac Room, Community House, Meridian Centre, Peacehaven on Tuesday 19<sup>th</sup> November 2019 at 7.30pm**

**Present** - Cllr C Collier (Chair of Committee), Cllr L Duhigg (Vice-Chair of Committee), Cllr C Cheta, Cllr J Harris, Cllr A Goble, Cllr S Griffiths, Cllr A Seabrook, Cllr I Sharkey, Cllr A Milliner, Cllr C Gallagher. Town Clerk T Allen, Finance Administrator Z Malone.  
One member of the public was also present.

**PF425 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting and read out the safety and housekeeping notices.

**PF426 PUBLIC QUESTIONS**

One member of the public was present to observe the meeting.

**PF427 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apology received from Mr Andy Beams.

**PF428 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interests.

**PF429 TO ADOPT THE MINUTES OF 17<sup>th</sup> SEPTEMBER 2019**

It was resolved to adopt the minutes as a true record.

**PF430 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE**

The reports produced for the meeting were noted and reviewed.

The Chairman reported on the Council's financial performance at Month 7, noting outline income, expenditure and outturn projections for the full year.

Cllr Seabrook noted that these figures are affected by projected income that may/will not be received.

**PF431 TO NOTE REQUIRED OVER-EXPENDITURE FOR COMMUNITY HOUSE MAINTENANCE**

It was resolved to ratify the expenditure authorized by the Clerk, under his emergency powers, relating to boiler and emergency lighting repairs at Community House.

**PF432 GRANTS SUB-COMMITTEE:**

**1. Minutes of the meeting held on the 13<sup>th</sup> NOVEMBER 2019**

These draft minutes were received, subject to their adoption by the Sub-Committee at its next meeting.

**2. Approval of grants for Round 1 2019/20 for recommendation to Council**

Cllr Seabrook presented his spreadsheet, detailing the Sub-Committee's recommendations for grants in the current financial year. It was resolved to approve these grants, as proposed, for recommendation to Council.

**PF433 COMMUNITY INFRASTRUCTURE LEVY (CIL) – Proposal by Cllr Gallagher for the formation of a Working Party**

Cllr Gallagher outlined her proposal. It was noted that this relates to the CIL monies held by Lewes District Council; not those held by PTC.

It was noted that support and training is available from LDC.

It was resolved that a CIL Working Party should be created; membership comprising of Cllr Gallagher, Cllr Sharkey, Cllr Harris, Cllr Cheta, the Clerk, the Finance Administrator and the Head Groundsman.

**PF434 TO CONSIDER A PEACEHAVEN/TELSCOMBE JOINT PROJECT FOR INCREASED YOUTH SERVICES PROVISION**

Cllr Collier's briefing paper was noted and discussed. Cllr Collier briefed the meeting about this joint proposal for an additional youth session at The Joff, which would include the cost of two youth workers, starting in the next financial year. Estimated costs for inclusion in the draft budget were noted.

Cllr Griffiths noted that ring-fenced JAG youth funding of £4,000 is held by PTC

It was resolved to support this project and recommend it to Council.

**PF435 TO APPROVE TERMS OF REFERENCE FOR THE BUSINESS PLAN & E-COMMS COMMITTEE FOR SUBMISSION TO COUNCIL**

The draft Terms-of-Reference were noted and discussed.

It was noted that 'Redeveloping The Hub' would be progressed by the Working Party set up by the Leisure, Amenities & Environment Committee, which would then feed into the Business Plan Committee.

It was resolved to approve the draft Terms-of-Reference, with the addition of text to clarify that all Committees will feed into the Business Plan Committee, whose objective is to produce an overarching Business Plan and strategy for Council.

**PF436 TO AGREE THE PURCHASE OF A REPLACEMENT RIDE-ON MOWER**

The briefing papers from the Head Groundsman were noted and discussed in detail, including the various options and costs for acquiring a replacement mower.

The impact on the Council's finances and draft budget were considered.

It was resolved by majority to retain the current mower and make provision in the draft budget to have it fully serviced, plus an allowance for any parts required during the year and provision for hiring a replacement in case of breakdowns.

**PF437 TO APPROVE TREE POLLARDING WORKS**

The briefing paper from the Head Groundsman was noted and discussed in detail.

It was noted that the Leisure, Amenities & Environment Committee had approved this work, but had referred the matter as there is no budget for this.

It was resolved not to fund these works from an alternative budget.

**PF438 TO APPROVE A 2% INCREASE IN HIRE CHARGES FOR COMMUNITY HOUSE & SPORTS PARK FACILITIES IN 2020/21**

It was resolved to approve this 2% increase in hire charges, from April 2020, and that the 'Coffee mornings' pricing structure should be brought into line with the other hire categories and allow for the same level of differentiation between 'Voluntary/Charity groups', 'Private' and 'Commercial' hirers.

**PF439 COUNCIL'S & COMMITTEES' BUDGETARY REQUIREMENTS FOR 2020/21 – PASS 1**

The Chairman stated that he and the Clerk will populate the Committee's section of the draft budget.

It was resolved that an additional meeting of the Committee would be held on the 6<sup>th</sup> December 2019 to finalise the 2020/21 draft budget, precept requirement and reserves level, for presentation to Council at its meeting in January 2020.

*In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press were excluded from the rest of the meeting.*

**PF440 AGED DEBT ANALYSIS**

The Finance Administrator's report was noted and discussed.

## **MINUTES OF THE POLICY AND FINANCE COMMITTEE MEETING - Tuesday 19<sup>th</sup> November 2019**

It was noted that outstanding balances had slightly increased in the last two reported months and that a number of debts continuously in the over three months category were not proving easy to recover. The Finance Administrator and the Information Officer were commended for their hard work in this matter. It was noted that invoicing improvements are in-hand.

### **PF441 TO APPROVE AN OFFICE IT UPGRADE REQUIRED IN THE CURRENT FINANCIAL YEAR**

Cllr Collier related the background to this item, noting that the dealings with the preferred supplier during the bidding process had been very professional and that this company had come highly recommended by a neighbouring Council.

It was noted that the proposed financial package was the best fit with the Council's financial position.

It was resolved to appoint the preferred supplier as the Council's provider of IT equipment and support, as per the tender specification dated 14<sup>th</sup> October 2019, for an initial contractual period of five-years.

### **PF442 TO APPROVE THE NEW EMPLOYEE HANDBOOK FOR SUBMISSION TO COUNCIL**

Cllr Seabrook related the background to this item.

It was resolved to recommend adoption by Council.

### **PF443 TO APPROVE THE NEW EMPLOYEE CONTRACT OF EMPLOYMENT FOR SUBMISSION TO COUNCIL**

Cllr Collier related the background to this item.

It was resolved to recommend adoption by Council.

### **PF444 TO CONSIDER THE RETENTION OF THE COUNCILS FINANCE & CLEANING CONTRACTORS**

This matter was discussed in detail.

It was resolved to retain the Council's Locum Finance Officer for an additional three months, i.e. until the end of April 2020, under current terms.

Clerk to produce a timeline plan for the work required, to include the following: -

- Finalising the 2020/21 budget/precept requirements.
- Remaining training for the Finance Administrator.
- RBS and related training for the Clerk.
- End-of year requirements, submissions, reports, etc.

It was resolved to retain the Council's Cleaning Contractor for an additional three months, i.e. until the end of April 2020, under current terms.

### **PF445 DATE OF NEXT MEETING**

Friday 6<sup>th</sup> December 2019 at 6.30pm to finalise the 2020/21 draft budget, precept requirement and reserves level, for presentation to Council.

*There being no further business, the meeting closed at 21:10*

<b>Agenda Item:</b>	<b>PF</b>
<b>Committee:</b>	Policy and Finance
<b>Date:</b>	10 December 2019
<b>Title:</b>	Draft budget 2020/21
<b>Report Author:</b>	Andy Beams, Locum Finance Officer
<b>Purpose of Report:</b>	To note the draft budget, impact on the precept and agree proposals to put forward to Council for approval

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### **Summary of recommended actions**

1. To **note** the contents of the report and attached draft budget for 2020/21
2. To **note** the impact on the precept if draft budget is adopted unaltered
3. (If required) To **agree** amendments to the budget and calculate the impact on the precept

### **Introduction**

This report outlines the budget setting process and methodology for calculating the precept for Peacehaven Town Council for the financial year 2020/21.

Each committee of the council have prepared their own draft budget proposals, which have been accumulated to provide the overall council draft budget. These have subsequently been amended where appropriate through further meetings conducted with the chairs of committee and the Clerk, where consideration was given to the predicted 2019/20 outturn projections included in the budget figures.

In the simplest terms, the council must calculate its projected expenditure and self-generated income for the budget period. The shortfall between these figures must then be funded from a combination of the precept and council reserves.

In previous years, the council has received a Council Tax Support Grant (CTSG) from Lewes District Council. This was a subsidy paid by District Councils to Town/Parish councils to offset the change in calculation of the tax base in 2015. In most Districts, this has been paid on a phased reduction basis over the last five years, with 2019/20 being the last year in which payment was made.

In 2019/20, the CTSG amounted to £30,176. To date, we are awaiting conformation as to whether this will continue to be paid in 2020/21 by Lewes District Council. All calculations are based on the assumption that this will NOT be received in future.

### **Precept and Band D**

The precept (council tax requirement) is the amount collected by Lewes District Council on behalf of Peacehaven Town Council, and is raised through the issue of the council tax bill.

The Band D figure is calculated by dividing the precept by tax base (a figure issued by Lewes District Council).

For example, last year for Peacehaven Town Council:

Precept	£536,289
Tax Base	4,863.5
Band D	£110.27

For historic reference, I have included below data for the last five years showing the changes in precept, tax base and Band D in Peacehaven, along with comparative average figures for the Lewes District and England as a whole.

Year	PTC Precept	PTC Tax Base	PTC Band D	PTC Band D % increase	Parish average (LDC)	Parish average (England)
2015/16	£375,721	4,405.8	£85.28	0.0%	£79.84	£54.12
2016/17	£396,284	4,574.0	£86.64	1.6%	£86.05	£57.40
2017/18	£403,417	4,686.6	£86.08	-0.6%	£90.44	£61.03
2018/19	£428,340	4,831.2	£88.66	3.0%	£93.66	£64.05
2019/20	£536,289	4,863.5	£110.27	24.4%	£101.70	£67.18

Last year's increase of 24.4% was necessitated by successive years of mis-budgeting, resulting in the council's reserves position deteriorating significantly.

### **Tax Base**

The tax base is the number of Band D equivalent dwellings in a local authority area. To calculate the tax base for an area, the number of dwellings in each council tax band is adjusted to take account of any discounts, premiums or exemptions.

The resulting figure for each band is then multiplied by its proportion relative to Band D and the total is calculated. The tax base is used to determine the level of council tax an authority charges each dwelling.

These calculations are completed by the District Council, and we currently await this information. Last year, the figure was confirmed on 29 November 2018, but as of 4 December 2019 the Clerk had not received confirmation of the tax base for 2020/21.

Based on the data in the above table, Peacehaven Town Council has seen an average increase in tax base over the last five years of 2.6%. Assuming this trend continues, the tax base figure for 2020/21 is estimated to be 4,989.9, and this figure has been used in the subsequent calculations regarding the Band D equivalent amount.

## Reserves

A town/parish council has no legal power to accumulate reserves other than those for reasonable working capital requirements (general reserve) or specific purposes (earmarked reserves).

Recommended guidance with regard to the appropriate level of general reserves held by a council states that it should be approximately *'50% of precept, as adjusted for local conditions'*. Councils with larger precepts may often be below this figure, while smaller councils are often in excess of this guideline.

There is no recommended level of earmarked reserves, as this will depend entirely on the specific projects the council is allocating the money to.

At the start of the current financial year, the council held the following reserves:

<b>General</b>	<b>£86,131 (16.1% of precept)</b>
<b>Earmarked Reserves</b>	
Elections	£8,000
Purchase Reserve	£20,000
P/H Youth Task Group	£4,000
CIL *	£33,924
Big Park *	£69,080
Pavilion Roof & Boiler	£7,000
Neighbourhood Plan	£3,806
Capital Receipts Reserve *	£57,839

Certain earmarked reserves (marked with an asterisk \*) are restricted and can only be used for their allocated purpose. Other earmarked reserves are unrestricted and can be moved to different projects at the council's discretion.

At the end of the financial year (31 March), any surplus remaining in the council's revenue budget is added to the general reserve, unless it is placed in an earmarked reserve either by agreement of the council or as it is a restricted income source, i.e. CIL.

Alternatively, if there is a deficit in the council's revenue budget, this is subtracted from the general reserve. Based on the outturn predictions calculated through the meetings of the committee chairmen and the Clerk, there is a projected deficit of £120,280 for the current year. If this figure is accurate, this will effectively wipe out the remaining general reserve and unrestricted earmarked reserves.

Within the proposed budget for 2020/21 is a drawdown from the Big Park earmarked reserve of £10,000 to fund ongoing work and maintenance at the location. This is an acceptable use of the restricted reserve, as the funds are held by the council for this purpose.

This would become an annual drawdown of £10,000 for 6 years, with the remaining £9,080 being drawn down in year 7. Obviously, this would then exhaust this earmarked reserve.

There are other Section 106 monies held by Lewes District Council for both the Big Park and other sites in the town, which the Parks Officer and I have been informed of. These monies could be used either in 2020/21 or future years to fund specific projects in the relevant areas.



## **Council Tax Referendum Principles**

In October 2019, the Government released the Local Government Finance Settlement 2020-21 Technical Report. A link is included below if anyone wishes to read the document in full.

[https://gov.uk/Local Government Finance Settlement 2020-21 Technical Consultation .pdf](https://gov.uk/Local_Government_Finance_Settlement_2020-21_Technical_Consultation_.pdf)

The report provides background information regarding the Government's proposals for finance settlements, including council tax, and contains information about Council Tax Referendum Principles (commonly known as 'capping').

The report outlines the 'cap' limits for principal authorities (County and District Councils) and confirms the Government's intention to continue to not apply capping to the Town/Parish Council sector for 2020-21.

This means that there is no upper limit on the amount a Town/Parish Council can increase their precept by. Lewes District Council has no legal powers to require a Town/Parish Council to alter their precept request.

## **General considerations**

- The draft budget attached represents the combined proposals of each committee, and references changes compared to the budget and projected year-end outturn for the current financial year 2019/20 as predicted by the committee chairmen in consultation with the Clerk
- No allowance has been made for adding an amount to the general reserve to raise the level closer to the 50% recommended figure. It should be further noted, that due to the exponential nature of the 50% guidance, increasing the precept and not adding to the general reserve will only move the council further away from the recommended position. As previously highlighted, if the projected outturn is accurate, the general reserve will be entirely wiped out.
- Any CIL income received during 2019/20 which has not been spent by the 31 March 2020 must be added to the CIL earmarked reserve, not the general reserve.

The draft budget for 2020/21 calculates the following position:

Projected expenditure 2020/21	£816,440
Projected income 2020/21	£172,280
Projected Precept 2020/21	£644,160
Projected Band D 2020/21	£129.09 (17.1% increase on previous year)

## **Other considerations**

If the council do not feel the precept required by the draft budget is acceptable, the budget must be altered by either reducing the projected expenditure and/or increasing the projected income.

The table below provides some guidance as to changes that would need to be made to increase the precept by a smaller percentage. All figures are based on the projected tax base of 4,989.9.



Band D % Increase	New Band D	Total Precept	Reduction in budget required
2%	£112.48	£561,264	£82,896
4%	£114.68	£572,242	£71,918
6%	£116.89	£583,269	£60,891
8%	£119.09	£594,247	£49,913
10%	£121.30	£605,275	£38,885
12%	£123.50	£616,253	£27,907
14%	£125.71	£627,280	£16,880
16%	£127.91	£638,258	£5,902

### **Implications**

The Town Council has a duty to consider the following implications:

<b><u>Financial</u></b>	The council must agree a budget and precept within the timescales set out by the District Council.
<b><u>Legal</u></b>	There are no direct legal impacts.
<b><u>Environmental and sustainability</u></b>	There are no direct environmental or sustainability impacts.
<b><u>Crime and disorder</u></b>	There are no direct crime and disorder impacts.

### **Appendices/Background papers**

Draft budget 2020/21

## COUNCIL

Policy & Finance  
 Planning & Highways  
 Civic & Events  
 Leisure, Amenities & Environment  
 Personnel  
**Total Expenditure**

Policy & Finance  
 Planning & Highways  
 Civic & Events  
 Leisure, Amenities & Environment  
 Personnel  
**Total Income**

**Net Expenditure over Income**

**Precept**  
**Tax Base**  
**Band D**

2019/20 Budget	2019/20 Forecast Outturn	Draft 2020/21 Budget	% Change
167,770	184,350	158,520	-5.5%
17,640	17,640	23,361	32.4%
8,400	14,350	15,350	82.7%
98,060	98,160	114,010	16.3%
458,925	527,500	505,199	10.1%
750,795	842,000	816,440	8.7%
115,126	652,965	88,150	-23.4%
0	0	0	
0	9,165	12,000	
99,380	59,590	72,130	-27.4%
0	0	0	
214,506	721,720	172,280	-19.7%
536,289	120,280	644,160	20.1%
£536,289		£644,160	20.1%
4,863.5		4,989.9	2.6%
£110.27		£129.09	17.1%

## PERSONNEL

### 100 General Administration

4001	Salaries	331,117	390,000	390,000	17.8%
4002	ER's NIC	45,694	25,000	33,685	-26.3%
4003	ER's Supn	65,614	60,000	62,514	-4.7%
4004	Overtime	6,000	5,000	5,000	-16.7%
4011	Staff Training	3,000	3,000	5,000	66.7%
4212	Staff Mileage Costs	1,000	500	1,000	0.0%
4312	Professional Fees - HR	4,000	41,500	4,000	0.0%
4334	Members Training	2,500	2,500	1,500	-40.0%
tbc	Support Services	0	0	2,500	

(Inc. provision for Grounds Apprentice & Bus Dev Officer)

General Administration: Expenditure

Net Expenditure over Income

PERSONNEL: Total Expenditure

PERSONNEL: Total Income

Net Expenditure over Income

2019/20 Budget	2019/20 Forecast Outturn	Draft 2020/21 Budget	% Change
458,925	527,500	505,199	10.1%
458,925	527,500	505,199	10.1%
458,925	527,500	505,199	10.1%
0	0	0	
458,925	527,500	505,199	10.1%

## LEISURE, AMENITIES & ENVIRONMENT

<b>300</b>	<b>Grounds Team General Exp</b>
4202	Repairs/Maintenance of Vehicle
4203	Fuel
4204	Road Fund License
4205	Hire/Lease of Vehicles
4304	Catering
4305	Uniform
	Grounds Team: Expenditure

### Net Expenditure over Income

<b>310</b>	<b>Sports Park</b>
4101	Repair/Alteration of Premises
4111	Electricity
4141	Water Services
4161	Cleaning Costs
4164	Trade Refuse
4171	Grounds Maintenance Costs
	Sports Park: Expenditure

1025	Rent & Service Charge
1039	S/P Cats
1041	S/P Telephone Masts
1043	S/P Football Pitches
1061	S/P Court and MUGA Hire
1094	Other Customer & Client Receipts
	Sports Park: Income

### Net Expenditure over Income

<b>315</b>	<b>Big Park</b>
4101	Repair/Alteration of Premises
4121	Rents
4131	Rates
4141	Water Services

2019/20 Budget	2019/20 Forecast Outturn	Draft 2020/21 Budget	% Change
4,000	4,000	4,400	10.0%
5,600	5,600	5,600	0.0%
540	540	600	11.1%
600	600	0	-100.0%
100	100	0	-100.0%
550	700	700	27.3%
11,390	11,540	11,300	-0.8%
<b>11,390</b>	<b>11,540</b>	<b>11,300</b>	<b>-0.8%</b>
1,560	2,000	0	-100.0%
2,000	5,000	6,000	200.0%
2,000	3,500	3,500	75.0%
5,000	7,300	7,300	46.0%
4,400	4,400	4,500	2.3%
7,100	8,000	7,800	9.9%
22,060	30,200	29,100	31.9%
15,000	15,000	15,000	0.0%
3,600	3,600	3,600	0.0%
4,300	4,300	4,300	0.0%
2,000	2,500	2,500	25.0%
5,200	5,000	5,300	1.9%
6,250	0	0	-100.0%
36,350	30,400	30,700	-15.5%
<b>-14,290</b>	<b>-200</b>	<b>-1,600</b>	<b>-88.8%</b>
1,000	1,500		
12,000	12,000	12,000	0.0%
1,700	2,500	2,500	47.1%
500	500	500	0.0%

One generic cost code for this to be created for all outdoor areas

One generic cost code for this to be created for all outdoor areas



4151	Fixtures & Fittings	200	200	0	-100.0%	To be included in repairs & Alterations
4166	Skip Hire	1,000	1,000	1,000	0.0%	
4173	Fertilisers & Grass Seed	4,000	4,000	4,750	18.8%	
4302	Purchase of Materials	500	500	0	-100.0%	To be included in repairs & Alterations
4303	Machinery Mtce/Lease	1,500	1,500	4,500	200.0%	inc service of mower, parts, etc.
	Big Park: Expenditure	22,400	23,700	25,250	12.7%	
1005	Grants - Lewes DC	25,000	0	0	-100.0%	
1094	Other Customer & Client Receipts	2,000	200	0	-100.0%	
tbc	Transfer from Big Park EMR			10,000		
	Big Park: Income	27,000	200	10,000	-63.0%	
	<b>Net Expenditure over Income</b>	<b>-4,600</b>	<b>23,500</b>	<b>15,250</b>	<b>-431.5%</b>	
<b>316</b>	<b>Gateway Café</b>					
4101	Repair/Alteration of Premises	850	1,000	0	-100.0%	One generic cost code for this to be created for all outdoor areas
4111	Electricity	900	900	900	0.0%	
4112	Gas	400	0	0	-100.0%	
4302	Purchase of Materials	1,000	1,000	0	-100.0%	To be included in repairs & alterations
	Gateway Café: Expenditure	3,150	2,900	900	-71.4%	
1025	Rent & Service Charge	7,340	7,340	8,480	15.5%	
1200	Income from Recharges	1,140	0	0	-100.0%	
	Gateway Café: Income	8,480	7,340	8,480	0.0%	
	<b>Net Expenditure over Income</b>	<b>-5,330</b>	<b>-4,440</b>	<b>-7,580</b>	<b>42.2%</b>	
<b>320</b>	<b>Play Areas</b>					
4101	Repair/Alteration of Premises	1,000	2,000	0	-100.0%	*
4111	Electricity	500	0	0	-100.0%	
4161	Cleaning Costs	1,000	1,000	0	-100.0%	
4301	Purchase of Furniture/Equipment	600	600	0	-100.0%	*
	Play Areas: Expenditure	3,100	3,600	0	-100.0%	
	<b>Net Expenditure over Income</b>	<b>3,100</b>	<b>3,600</b>	<b>0</b>	<b>-100.0%</b>	
<b>330</b>	<b>Parks &amp; Open Spaces</b>					
4101	General Repairs	3,000	3,000	4,710	57.0%	
tbc	Vandalism Repairs			5,000		



4141	Water Services	1,600	1,600	1,750	9.4%
4164	Trade Refuse	2,500	2,500	2,500	0.0%
4171	Grounds Maintenance Costs	15,000	5,000	10,000	-33.3%
4301	Purchase of Furniture/Equipment	3,000	3,000	3,000	0.0%
tbc	Tree Works			5,000	
tbc	Signage			2,000	
tbc	Climate Change Actions			1,000	
tbc	Tree Planting			2,500	
	Amenity Area: Expenditure	25,100	15,100	37,460	49.2%
1044	Hire of the Dell	5,000	4,000	5,000	0.0%
1050	Allotment Rent	1,950	1,950	1,950	0.0%
1094	Other Customer & Client Receipts	4,900	0	0	-100.0%
	Amenity Area: Income	11,850	5,950	6,950	-41.4%
	<b>Net Expenditure over Income</b>	<b>13,250</b>	<b>9,150</b>	<b>30,510</b>	<b>130.3%</b>
<b>355</b>	<b>The Hub</b>				
4103	Annual Servicing Costs	1,500	3,000	1,500	0.0%
4111	Electricity	1,500	1,500	1,500	0.0%
4112	Gas	1,500	1,500	1,500	0.0%
4131	Rates	2,240	1,000	1,000	-55.4%
4171	Maintenance of Hub	4,000	4,000	4,000	0.0%
tbc	Music Licence			500	
4303	Machinery Mtce/Lease	120	120	0	-100.0%
	The Hub: Expenditure	10,860	11,120	10,000	-7.9%
1084	The Hub	15,700	15,700	16,000	1.9%
	The Hub: Income	15,700	15,700	16,000	1.9%
	<b>Net Expenditure over Income</b>	<b>-4,840</b>	<b>-4,580</b>	<b>-6,000</b>	<b>24.0%</b>
	<b>LEISURE, AMENITIES &amp; ENV: Total Expenditure</b>	<b>98,060</b>	<b>98,160</b>	<b>114,010</b>	<b>16.3%</b>
	<b>LEISURE, AMENITIES &amp; ENV: Total Income</b>	<b>99,380</b>	<b>59,590</b>	<b>72,130</b>	<b>-27.4%</b>
	<b>Net Expenditure over Income</b>	<b>-1,320</b>	<b>38,570</b>	<b>41,880</b>	<b>-3272.7%</b>

## CIVIC & EVENTS

### 110 Civic Events

4331 Mayor's Allowance  
 4332 Mayor's Reception  
 4335 Civic Expenses  
 tbc Civic Service  
 tbc Remembrance Services  
 tbc London Bridge  
 tbc Civic Gifts  
 tbc Civic Training  
 tbc Town Twinning  
 tbc Youth Mayor

Civic Expenses: Expenditure

**Net Expenditure over Income**

### 120 Marketing

4328 Website  
 4329 Advertising  
 tbc Annual Report  
 tbc Banner Board  
 4330 Newsletter

Marketing: Expenditure

tbc E-News advertising  
 tbc Banner Board Income  
 1045 Event Sponsorship  
 Marketing: Income

**Net Expenditure over Income**

2019/20 Budget	2019/20 Forecast Outturn	Draft 2020/21 Budget	% Change
1,500	1,500	1,500	0.0%
1,200	1,200	1,250	4.2%
1,700	1,500		-100.0%
		250	
		500	
		250	
		200	
		500	
		1,200	
		500	
4,400	4,200	6,150	39.8%
<b>4,400</b>	<b>4,200</b>	<b>6,150</b>	<b>39.8%</b>
1,500	1,500	2,000	33.3%
1,000	1,000	1,000	0.0%
		200	
		1,000	
1,500	1,500	0	-100.0%
4,000	4,000	4,200	5.0%
0	0	500	
		6,500	
0	0	0	
0	0	7,000	
<b>4,000</b>	<b>4,000</b>	<b>-2,800</b>	<b>-170.0%</b>

**430 Summer Fair**

4329 Advertising  
4500 Event Staff Overtime  
4900 Miscellaneous Expenses  
Summer Fair: Expenditure  
  
1045 Event Sponsorship  
1046 Stall Income (Events)  
1094 Other Customer & Client Receipts  
Summer Fair: Income

**Net Expenditure over Income****440 Christmas Market**

4329 Advertising  
4500 Event Staff Overtime  
tbc Carol Concert  
4900 Miscellaneous Expenses

**Christmas Market: Expenditure**

1045 Event Sponsorship  
1046 Stall Income (Events)  
1094 Other Customer & Client Receipts

**Christmas Market: Income****Net Expenditure over Income**

**CIVIC & EVENTS: Total Expenditure**  
**CIVIC & EVENTS: Total Income**

**Net Expenditure over Income**

0	0	250	350
0	0	1,100	1,150
0	0	1,000	1,200
0	0	2,350	2,700
0	0	3,150	500
0	0	1,400	1,400
0	0	815	800
0	0	5,365	2,700
0	0	-3,015	0
0	0	0	0
0	0	0	300
0	0	1,000	1,000
0	0	160	160
0	0	1,200	700
0	0	2,360	2,160
0	0	2,500	1,000
0	0	1,000	1,000
0	0	300	300
0	0	3,800	2,300
0	0	-1,440	-140
8,400	0	14,350	15,350
0	0	9,165	12,000
8,400	0	5,185	3,350
			-60.1%



## PLANNING & HIGHWAYS

### 130 Neighbourhood Plan

4337 Neighbourhood Plan

Neighbourhood Plan: Expenditure

**Net Expenditure over Income**

### 200 Planning & Highways

4101 Bus Shelters

4111 Streetlight Electricity

4171 Grounds Maintenance Costs

4850 Grass Cutting Contract

Noticeboards

Mounment & War Memorial

Climate Change Actions

Street Furniture

Planning & Highways: Expenditure

**Net Expenditure over Income**

**PLANNING & HIGHWAYS: Total Expenditure**

**PLANNING & HIGHWAYS: Total Income**

**Net Expenditure over Income**

2019/20 Budget	2019/20 Forecast Outturn	Draft 2020/21 Budget	% Change
5,000	5,000	5,000	0.0%
5,000	5,000	5,000	0.0%
<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0.0%</b>
1,000	1,000	500	-50.0%
1,000	1,000	1,092	9.2%
500	500	500	0.0%
10,140	10,140	8,669	-14.5%
		1,300	
		600	
		5,100	
		600	
12,640	12,640	18,361	45.3%
<b>12,640</b>	<b>12,640</b>	<b>18,361</b>	<b>45.3%</b>
17,640	17,640	23,361	32.4%
0	0	0	
<b>17,640</b>	<b>17,640</b>	<b>23,361</b>	<b>32.4%</b>

inc carbon footprint audit

## POLICY & FINANCE

### 100 General Administration

4301	Purchase of Furniture/Equipment	4,500	2019/20 Budget	2019/20 Forecast Outturn	Draft 2020/21 Budget	% Change
4302	Purchase of Materials	3,500		3,000	3,500	-22.2%
4306	Printing	7,000		2,000	2,500	-28.6%
4307	Stationery	2,000		6,000	7,000	0.0%
4311	Professional Fees - Legal	3,000		2,500	2,500	25.0%
4314	Audit Fees	3,000		12,000	3,000	0.0%
4315	Insurance	12,800		3,000	3,000	0.0%
4321	Bank Charges	100		10,000	10,000	-21.9%
4322	BACS Charges	600		100	100	0.0%
4323	PDQ Charges	500		350	400	-33.3%
4325	Postage	1,750		750	800	60.0%
4326	Telephone	4,500		2,000	2,000	14.3%
4327	Computers	7,500		6,500	6,000	33.3%
4333	Members Allowance	4,250		7,500	9,500	26.7%
tbc	CAB SLA			3,000	3,500	-17.6%
4341	Grants	21,020		21,100	11,500	-52.4% (Excludes CAB & CTLA)
4342	Subscription	4,000		4,000	10,000	12.5%
4343	Contributions to Provisions	6,000		6,000	4,500	0.0% (CTLA)
4444	Election Costs	9,050		9,050	6,000	-33.7%
	General Administration: Expenditure	95,070		98,850	91,800	-3.4%
1001	Precept			536,289		
1005	Grants - Lewes DC	30,176		30,176		-100.0%
1013	Income from Photocopying	500		500	500	0.0%
1016	Housing Benefit Claims LDC	3,000		3,000		-100.0%
1017	Foodliner Sales	1,500		1,000	1,000	-33.3%
1094	Other Customer & Client Receipts	1,300		700	1,000	-23.1%
1100	Interest Received	250		500	600	140.0%
1309	Other Income	300		1,000	1,000	233.3%
	General Administration: Income	37,026		573,165	4,100	-88.9%
	Net Expenditure over Income	58,044		-474,315	87,700	51.1%



**360** Community House

4101	Repair/Alteration of Premises	5,000	9,000	10,000	100.0%
4111	Electricity	5,500	7,000	8,000	45.5%
4112	Gas	2,500	3,500	4,000	60.0%
4122	Service Charge	31,000	28,000	15,500	-50.0%
4131	Rates	15,000	15,500	1,600	-89.3%
4141	Water Services	7,200	15,000	16,000	122.2%
4151	Fixtures & Fittings	500	500	2,500	400.0%
4161	Cleaning Costs	1,000	1,500	1,500	50.0%
4162	Cleaning Materials	2,500	2,500	2,500	0.0%
4163	Personal Hygiene	2,000	2,500	2,500	25.0%
tbc	Cinema Costs			2,000	
tbc	Water Dispenser			120	
4305	Uniform	500	500	500	0.0%

## Community House: Expenditure

		72,700	85,500	66,720	-8.2%
1069	C/H Police Room	1,500	2,200	2,250	50.0%
1070	C/H Phoenix Room	5,800	5,800	6,000	3.4%
1072	C/H Copper Room	11,500	11,500	12,650	10.0%
1075	C/H Charles Neville	10,000	10,000	10,200	2.0%
1076	C/H Main Hall	23,800	23,800	25,600	7.6%
1077	C/H Anzac Room	8,500	12,000	12,700	49.4%
1078	C/H Main Kitchen	1,200	1,200	1,250	4.2%
1079	C/H Anzac Kitchen	600	600	700	16.7%
1080	C/H Foyer	200	2,300	2,300	1050.0%
1081	C/H Equipment Hire	700	1,300	1,300	85.7%
1085	Caretaking Recharge	1,600	1,600	1,600	0.0%
1091	Cinema Income	2,500	4,500	4,500	80.0%
1092	Electricity Feed-In Tariff	8,200	1,000	1,000	-87.8%
1200	Income from Recharges	2,000	2,000	2,000	0.0%

## Community House: Income

		78,100	79,800	84,050	7.6%
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## Net Expenditure over Income

		-5,400	5,700	-17,330	220.9%
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## POLICY &amp; FINANCE: Total Expenditure

		167,770	184,350	158,520	-5.5%
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## POLICY &amp; FINANCE: Total Income

		115,126	652,965	88,150	-23.4%
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## Net Expenditure over Income

		52,644	-468,615	70,370	33.7%
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