

FINAL VERSION

WINSFORD TOWN COUNCIL – BUDGET 2019/20

WINSFORD TOWN COUNCIL



CAPITAL AND REVENUE BUDGET 2019/20

FINAL VERSION

WINSFORD TOWN COUNCIL – BUDGET 2019/20

WINSFORD TOWN COUNCIL – 2019/20 BUDGET

The preparation of an annual budget is one of the key statutory tasks to be undertaken by a Town Council.

The budget has three main purposes:

- So that the Town Council can set the precept for the year (i.e. the amount requested from Cheshire West and Chester Council to fund the shortfall between available funds on 1st April 2019 and the amount required to fund the budget proposals for 2019/20);
- Subject to the Financial Regulations, to give the Clerk overall authority to make spending commitments in accordance with the plans approved by Members; and
- To provide a basis for monitoring progress during the 2019/20 year by comparing actual spending against planned spending

The budget is essential and Members/the public should understand how it is put together and how it should be used in the operation of the Council. At its simplest, the budget compares what the Council would like to spend in the forthcoming year, with the amount of income expected, with the excess of planned spending over income being made up by the precept.

Each year's budget process starts by examining the current year figures with the three main purposes: -

- 1) To identify activities which are being carried out this year and will also be carried out in the next year and, therefore, need to be budgeted for again;
- 2) To identify items which feature in the current year but will not feature next year and, therefore, have no need for a budget; and
- 3) To identify items, such as new schemes, which are not an activity in the current year but should be added to next year's budget

All of the above is "incremental budgeting" as it builds on the decisions which the Town Council has taken in the past.

Based on these considerations, the Town Council annually sets a budget for revenue and for capital. Revenue covers day to day and regular expenditure, whilst capital refers to spend on buildings and physical structures.

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REVENUE BUDGET

In terms of revenue, based on the information set out in this document, the overall revenue budget is estimated at **£502,474** compared to £431,315 in 2018/19.

As outlined above, the precept will be calculated based on the difference between the Town Council's (estimated) available funds on 1st April 2019 and the size of the Council Tax Reduction Grant received from Cheshire West and Chester Council and the amount required for the 2019/20 Town Council budget as outlined above.

In terms of available funds, the Town Council's current accounts are held with the Co-operative Bank. There is an instant (switch-over) account which allows the money to remain permanently in a High Interest Account and just transfers money daily into the Current Account to cover cheques issued. Consequently, the Current Account always shows a nil balance. It is estimated that the amount in the Instant (switch-over) Account at 31/03/19 will be approximately **£125,000**.

In relation to the Council Tax reduction grant, important changes were introduced four years ago, by Cheshire West and Chester Council which has a significant impact the way in which the Town Council's precept is calculated.

As part of the 2010 Spending Review, the Government announced that it would localise support for Council Tax from 2013/14 and reduce funding for this by 10%. In February 2011, the Government published the Welfare Reform Bill, containing provisions for the abolition of Council Tax benefit, paving the way for new localised schemes. CWAC has responded to this as follows: -

1. CWAC decided to utilise new Council Tax raising powers in respect of empty properties to encourage owners to bring empty properties back onto the property market and to contribute towards the cost of services.
2. The size of the Town Council's Tax Base has previously been reduced to ensure that support for Council Tax is at a cost that reduces the amount of income generated from Council Tax rather than being reimbursed in full by central government. The result is that the Tax Base for Winsford for 2013/14 was calculated as 7624 Band D equivalent properties (as opposed to 9,203 in 2012/13 under the 'old' system). The financial impact of this on the 2013/14 Tax Base reduction was removed through the payment of a grant of £59,817, which was used to reduce the amount of the Town Council precept.
3. Although CWAC has continued to maintain the Council Tax Reduction Scheme grant support to local councils, reductions have been applied due to a reduction in CWAC's overall grant settlement from central government. This meant that the Town Council received a grant of £21,075 in 2018/19. In 2019/20, this grant stands at **£10,537**.

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Due to continuing reductions in the Council Tax reduction scheme grant from Cheshire West and Chester Council; reductions in grants provided by a range of organisations; reduced income in some areas and cost pressures, a significant increase in the level of the Council's precept is necessary for 2019/20.

Based on these considerations, the Town Council's precept calculation for 2019/20 is: -

	£
Budget	502,374
Less CWAC grant	10,537
2019/20 Precept	491,837

In order to calculate how much each household will need to pay in Council Tax to fund the Town Council precept, the 'tax base' is produced, which is the number of (Council Tax) Band D equivalent properties within the boundaries of Winsford Town Council.

The Tax Base for 2019/20 has been calculated as **8,682.5** Band D equivalent properties.

Based on a precept of **£491,837** and a tax base of **8,682.5** therefore, the amounts payable by Winsford residents are as detailed below (the figures for 2018/19 are shown in brackets).

Band A £37.77 (£32.58)	Band B £44.06 (£38.01)	Band C £50.36 (£43.44)	Band D £56.65 (£48.86)
Band E £69.24 (£59.73)	Band F £81.83 (£70.59)	Band G £94.42 (£81.45)	Band H £113.30 (£97.74)

On a Band D property, the increase in 2019/20 equates to **£7.79** per annum or **15p** a week. **NOTE:** These amounts are for a household of 2 or more residents; there would be a 25% discount for single occupancy.

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CAPITAL BUDGET 2019/20

2018/19 SUMMARY (as of 29th November 2018)

1. Capital Projects Fund

The balance of the Capital Projects Fund account was £1,256.45

2. Invested Capital

The sum of £143,351.71 was held in a Nat West current account to meet capital programme requirements.

A further £27,000 is invested with Cheshire West and Chester Council.

The total of the Town Council's Capital funds is therefore **£171,608.16**

3. Capital Programme Review 2018/19

The Council did set a Capital Programme for 2018/19 and it has been agreed that the following items will be funded from the Council's capital funds.

ITEM	AMOUNT (£)
Guildhall Maintenance Work – Damp Course	14,870.00
Christmas Lights – New Timers	4,896.50
Purchase and installation of memorial benches	1,612.00
Repairs to slide	1,400.00
Street signs	843.00
TOTAL	23,621.50

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4. PROPOSED CAPITAL PROGRAMME 2019/20

Estimated Available Capital Funding

ACCOUNT	AMOUNT (£)
CWAC Investment	27,000.00
Nat West Business Current Account	119,730.21
Capital Projects Fund	1,256.45
TOTAL AVAILABLE CAPITAL FUNDS 2019/20	147,986.66

The draft Capital Programme for 2019/20 is summarised below

ITEM	ESTIMATED AMOUNT (£)
Maintenance of Brunner Guildhall	35,000
Refurbishment of War Memorials (contribution)	20,000
TOTAL PROPOSED CAPITAL PROGRAMME 2019/20	55,000

WINSFORD TOWN COUNCIL REVENUE BUDGET SUMMARY 2018/19 AND BUDGET 2019/20

Summary	Budget 2018/19			Projected outturn 2018/19			Draft Budget 2019/20		
	Expenditure	Income	Net	Expenditure	Income	Net	Expenditure	Income	Net
Open Spaces	155,143	4,000	151,143	167,645	5,343	162,357	177,179	6,000	171,179
Public Buildings	10,000	nil	10,000	16,841	nil	16,841	50,000	nil	50,000
Land Leased	nil	478	-478	nil	478	-478	nil	478	-478
Special items (inc. Play Leadership)	89,500	nil	89,500	90,919	nil	90,919	86,400	nil	86,400
Accommodation, Salaries & Establishment and elections	161,150	nil	161,150	154,290	nil	154,290	175,273	nil	175,273
Interest on Capital Investments	nil	nil	nil	nil	nil	nil	nil	nil	nil
Sub Totals	415,793	4,478	411,315	430,295	5,821	423,929	488,852	6,478	482,374
Provision of school milk	35,000	15,000	20,000	28,249	4,240	24,009	35,000	15,000	20,000
TOTALS	450,793	19,478	431,315	458,544	10,061	447,938	523,852	21,478	502,374

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OPEN SPACES

Budget Heading	Budget 2018/19			Projected outturn 2018/19			Draft budget 2019/20			Notes
	Expenditure	Income	Net	Expenditure	Income	Net	Expenditure	Income	Net	
General maintenance of Open Spaces and Recreation Grounds	16,200	nil	16,200	14,122	nil	14,122	16,200	nil	16,200	1
Maintenance of tennis courts and bowling greens	6,000	2,000	4,000	2,515	1,848	667	6,000	3,000	3,000	2
Wages	105,543	nil	105,543	122,467	nil	122,467	111,479	nil	111,479	3
General supplies and repairs	3,000	nil	3,000	2,912	nil	2,967	3,000	nil	3,000	4
Provision of services on Recreation Grounds and Open Spaces	10,000	nil	10,000	13,673	nil	13,673	25,500	nil	25,500	5
Allotment expenditure	3,000	2,000	1,000	2,967	3,495	-528	3,000	3,000	nil	6
Barton Stadium	nil	nil	nil	nil	nil	nil	nil	nil	nil	7
Maintenance of play equipment	1,500	nil	1,500	2,100	nil	2,100	2,000	nil	2,000	8
Playground improvements	500	nil	500	nil	nil	nil	500	nil	500	9
Materials and work clothes	400	nil	400	485	nil	485	500	nil	500	10
Council vehicle	5,000	nil	5,000	4,379	nil	4,379	5,000	nil	5,000	11
Contractor extras	4,000	nil	4,000	2,025	nil	2,025	4,000	nil	4,000	12
TOTALS	155,143	4,000	151,143	167,645	5,343	162,357	177,179	6,000	171,179	

FINAL VERSION**WINSFORD TOWN COUNCIL – BUDGET 2019/20****SPECIAL ITEMS**

	Budget 2018/19			Projected outturn 2018/19			Draft budget 2019/20			Notes
	Expenditure	Income	Net	Expenditure	Income	Net	Expenditure	Income	Net	
Bus Shelters	250	nil	250	250	nil	250	250	nil	250	13
Town Promotions/Event Mgmt	45,000	nil	45,000	53,711	nil	53,711	40,000	nil	40,000	14
Town Security	7,000	nil	7,000	7,000	nil	7,000	7,000	nil	7,000	15
Grants to Organisations	25,000	nil	25,000	13,442	nil	13,442	25,000	nil	25,000	16
Junior Youth Worker	5,000	nil	5,000	5,000	nil	5,000	5,500	nil	5,500	17
War Memorials	500	nil	500	500	nil	500	500	nil	500	18
Concessionary Travel	750	nil	750	750	nil	750	750	nil	750	19
Newsletter	2,000	nil	2,000	6,266	nil	6,266	3,000	nil	3,000	20
Allotment Contingency Fund	nil	nil	nil	Nil	nil	nil	nil	nil	nil	21
Play Leadership	4,000	nil	4,000	4,000	nil	4,000	4,400	nil	4,400	22
New Homes Bonus Initiatives	nil	nil	nil	nil	nil	nil	nil	nil	nil	23
TOTALS	89,500	nil	89,500	90,919	nil	90,919	86,400	nil	86,400	

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ACCOMODATION, SALARIES AND ESTABLISHMENT

	Budget 2018/19			Projected outturn 2018/19			Draft budget 2019/20			Notes
	Expenditure	Income	Net	Expenditure	Income	Net	Expenditure	Income	Net	
SALARIES & ESTABLISHMENT										
Salaries, including all employer's contributions and on-costs	107,000	nil	107,000	96,765	nil	96,765	102,823	nil	102,823	24
Accommodation, including all services and facilities	17,200	nil	17,200	17,200	nil	17,200	17,200	nil	17,200	25
Non-Domestic Rates	8,300	nil	8,300	8,300	nil	8,300	8,300	nil	8,300	26
IT support and annual/monthly fees	6,000	nil	6,000	6,173	nil	6,173	6,200	nil	6,200	27
Refreshments for meetings	250	nil	250	605	nil	605	350	nil	350	28
Postage/CWAC admin charge	1,100	nil	1,100	1,100	nil	1,100	1,100	nil	1,100	29
Printing and stationery	4,000	nil	4,000	5,003	nil	5,003	4,500	nil	4,500	30
Telephone and Advertising	1,300	nil	1,300	869	nil	869	1,300	nil	1,300	31
Mayor's Allowance/Civic Travel	3,000	nil	3,000	3,000	nil	3,000	3,000	nil	3,000	32
Civic Costs (Macebearer fees etc.)	100	nil	100	100	nil	100	1,100	nil	1,100	33
Insurance and engineering inspections	7,500	nil	7,500	6,931	nil	6,931	7,500	nil	7,500	34
Delegates fees, travel costs, conference costs etc	300	nil	300	948	nil	948	400	nil	400	35
Affiliation fees	2,000	nil	2,000	2,000	nil	2,000	2,000	nil	2,000	36
Training for staff and Members	1,000	nil	1,000	2,254	nil	2,254	2,500	nil	2,500	37
Audit fees (internal/external)	2,100	nil	2,100	3,042	nil	3,042	2,500	nil	2,500	38
Elections	nil	nil	nil	nil	nil	nil	15,000	nil	15,000	39
					nil					
TOTAL	161,150	nil	161,150	154,290	nil	154,290	175,273	nil	175,273	

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PUBLIC BUILDINGS AND LAND

	Budget 2018/19			Projected outturn 2018/19			Budget 2019/20			
	Expenditure	Income	Net	Expenditure	Income	Net	Expenditure	Income	Net	
PUBLIC BUILDINGS										
Brunner Guildhall	10,000	nil	10,000	16,841	nil	16,841	50,000	nil	50,000	40
TOTAL	10,000	nil	10,000	16,841	nil	16,841	50,000	nil	50,000	
LAND LEASED/SOLD										41/42
Over Square	nil	275	-275	nil	275	-275	nil	275	-275	
Crook Lane/Kingsway	nil	28	-28	nil	28	-28	nil	28	-28	
Fishing Rights on Flash	nil	100	-100	nil	100	-100	nil	100	-100	
School Road/Meadow Bank	nil	75	-75	nil	75	-75	nil	75	-75	
TOTALS	nil	478	-478	nil	478	-478	nil	478	-478	

WINSFORD TOWN COUNCIL – REVENUE BUDGET 2019/20 – NOTES

1. The Grounds Maintenance contract with Plumbley Environmental Services expires on 31.3 2019 (with an option for a two-year extension). The budget allocation includes provision for the maintenance of the Town Park post 1.2.20.
2. This expenditure is to cover autumn/winter and spring/summer feed etc. and the maintenance of mowing equipment. The income shown is from charges for bowls and tennis.
3. The salaries of the Groundsmen are aligned to national Salary Spinal Column Point (SCP) 20. The Junior Groundsman is on SCP 6. These change on 1st April 2019, so that SCP 11 will thereafter be SCP 9 and SCP 6 will be SCP 1.
4. This item is to cover the purchase of general supplies for the Recreation Grounds and any ad hoc repairs.
5. This figure is to cover all service charges on the Recreation Grounds, including water, electricity, telephone, hygiene unit etc.
6. All the allotments are now tenanted and there is a lengthy waiting list. The income is from rent which is based on plot size. The rents for the Over site are £40, £35 and £30. These will all increase by £10 in 2019/20. Rents for the Wharton site and the Grange community plots are £30. The rent for raised beds for gardeners with a disability is £5. A deposit of £50 is charged for allotment gate keys. The expenditure is for water charges on the site, hire of skips etc.
7. Winsford United have signed a lease in respect of their tenancy of the Barton Stadium. No annual rent is paid.
8. Winsford Town Council has a legal responsibility to keep the play equipment on our recreation grounds and play areas in a safe condition and in good repair. The Town Council's groundsmen are qualified to conduct monthly inspections. A routine maintenance programme is in place.
9. This item is to cover the cost of materials, paint, hire of equipment etc to facilitate ongoing maintenance and basic improvements to be carried out to the playgrounds.

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10. This amount is to cover the cost of materials for use by our groundsmen to carry out minor repairs to buildings and open spaces, and for the provision of work clothes, protective footwear etc.
11. The Town Council leased a new vehicle in February 2017. The lease is for a four-year contract. The budget is to cover monthly lease costs, servicing and maintenance, insurance and petrol.
12. The Council's grounds maintenance contractor carries out occasional additional works authorised by the Council. It is considered advisable therefore to retain an amount in the budget to meet these unexpected costs and to allow for any minor playground repairs and improvements that the groundsmen are not qualified to carry out.
13. £250 a year is placed in the budget for the annual maintenance charge on the bus shelter in Wharton Road by Cheshire West and Chester Council (CWAC).
14. This sum covers Christmas lights, promotional items, bands for Civic Sunday and Remembrance Sunday, 'out of pocket' expenses for civic visitors etc. The sum also includes reasonable catering costs for the mayor making ceremony and Civic Sunday. Most expenditure under this heading is for the provision of Christmas lights. An element has also been included towards the cost of event management and producing the '*What's On Winsford 2019*' Guide. The Town Council also holds the budget for the annual Christmas Festival. The remaining income comes from CWAC Members' contributions to the seasonal festival programme and from the sale of promotional items (e.g. postcards) during the year.
15. This item is a contingency for maintenance of security cameras at the Over and Wharton Recreation Grounds, and any other unforeseen security arrangements.
16. In 2011 the Town Council decided to consolidate its various grant budgets into one 'pot'. All grants must be applied for and each application is being considered on its merits. For 2018/19 the grants budget was £25,000 and this has stayed the same for 2019/20.
17. The Town Council considers its financial support for the Friday night Junior Club on an annual basis.
18. This amount is allocated annually as the Council is responsible for the upkeep of the War Memorials. It is intended for routine cleaning and maintenance works.

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19. The Town Council offers a concession of £2.50 to those eligible people towards the cost of a senior railcard.
20. The Town Council publishes a quarterly newsletter. In 2019/20, one edition will be delivered to all households
21. The former Allotments Contingency Fund has now been incorporated into the general allotments budget.
22. Play schemes operate a range of different activities and clubs for children, primarily during the school summer holidays.
23. From 2016/17, the Town Council does not receive any income from the New Homes Bonus.
24. The salaries allocation includes provision for an annual increment (where appropriate) for staff members in accordance with the NALC/SLCC Terms and Conditions Agreement. The IT support reflects the cost of broadband hosting and consumables (printer cartridges/paper) for Members' computers.
25. This represents the annual rent charged by CWAC for the Town Council's office accommodation at Wyvern House.
26. Non-domestic rate charges for the Town Council's office accommodation; the Brunner Guildhall and the Marina Building.
27. This is to meet the cost of the office and members' broadband and email hosting and IT servicing/repairs
28. This is to meet the cost of refreshments provided at meetings of the Town Council and certain other meetings.
29. CWAC handles the Town Council's outgoing post. This is the re-charge cost.
30. The cost of paper and other consumables has increases on an annual basis and this budget covers the cost of the Council's copier.
31. This covers the Town Council office telephone charges.
32. The Town Mayor receives an annual allowance as a contribution towards the costs of office (clothing, travel, donations).

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33. The Macebearers are members of the Macebearers Guild, for which a membership fee is payable. The Macebearers also receive a small honorarium for their services.
34. A review of the Town Council's insurance cover was carried out in 2011 resulting in a considerable reduction in the premium payable. A five-year agreement was agreed with Zurich Municipal.
35. This allocation is to meet the cost of member/officer attendance at conferences, seminars etc.
36. Most of this budget is to meet the cost of annual subscription to the Cheshire Association of Local Councils.
37. The Council has a commitment to Member training.
38. This is to meet the cost of internal and external audits.
39. No budget was allocated for 2018/19, but the 2019 elections for the Town Council will have to be funded. For the 2015 elections, the cost was around £14,000 in recharges to CWAC. It appears that the same will be true for the 2019 elections.
40. A programme of works has been identified and is in the process of being carried out.
41. The charges for land leased on an annual licence at Over Square, Crook Lane/Kingsway and fishing rights on the Flash were increased by 5% in 2007/8. The Fishing Rights licences were increased to £100 in 2017/18.
42. New Licence agreements were signed in 2002 for land leased at Meadow Bank at the rear of 31, 33 and 35 School Road. These agreements are for a period of 21 years and the charges cannot be reviewed until this period expires.