

# Bishop Auckland Town Council

The Four Clocks Centre, 154a Newgate Street,  
Bishop Auckland, Co. Durham DL14 7EH

**Tel:** 01388 609852    **Email:** council@bishopauckland-tc.gov.uk

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**Town Clerk:** David Anderson

**TO: Members of the FINANCE COMMITTEE**

Councillor David Wilson (Chairman)

Councillor Lee Brownson (Vice-Chairman) and Councillors Joy Allen, Jamie Blackburn,  
Leanda Chappell and Sam Zair

Please note that budget proposals for 2019/20 are to be considered at this meeting and therefore all Members of the Council are invited to attend.

2<sup>nd</sup> January 2019

Dear Councillor,

I hereby give you notice that a meeting of the **Finance Committee** will be held in the Town Clerk's Office at the Four Clocks Centre, Bishop Auckland on **Tuesday, 9<sup>th</sup> January 2019 at 5.00 p.m.**

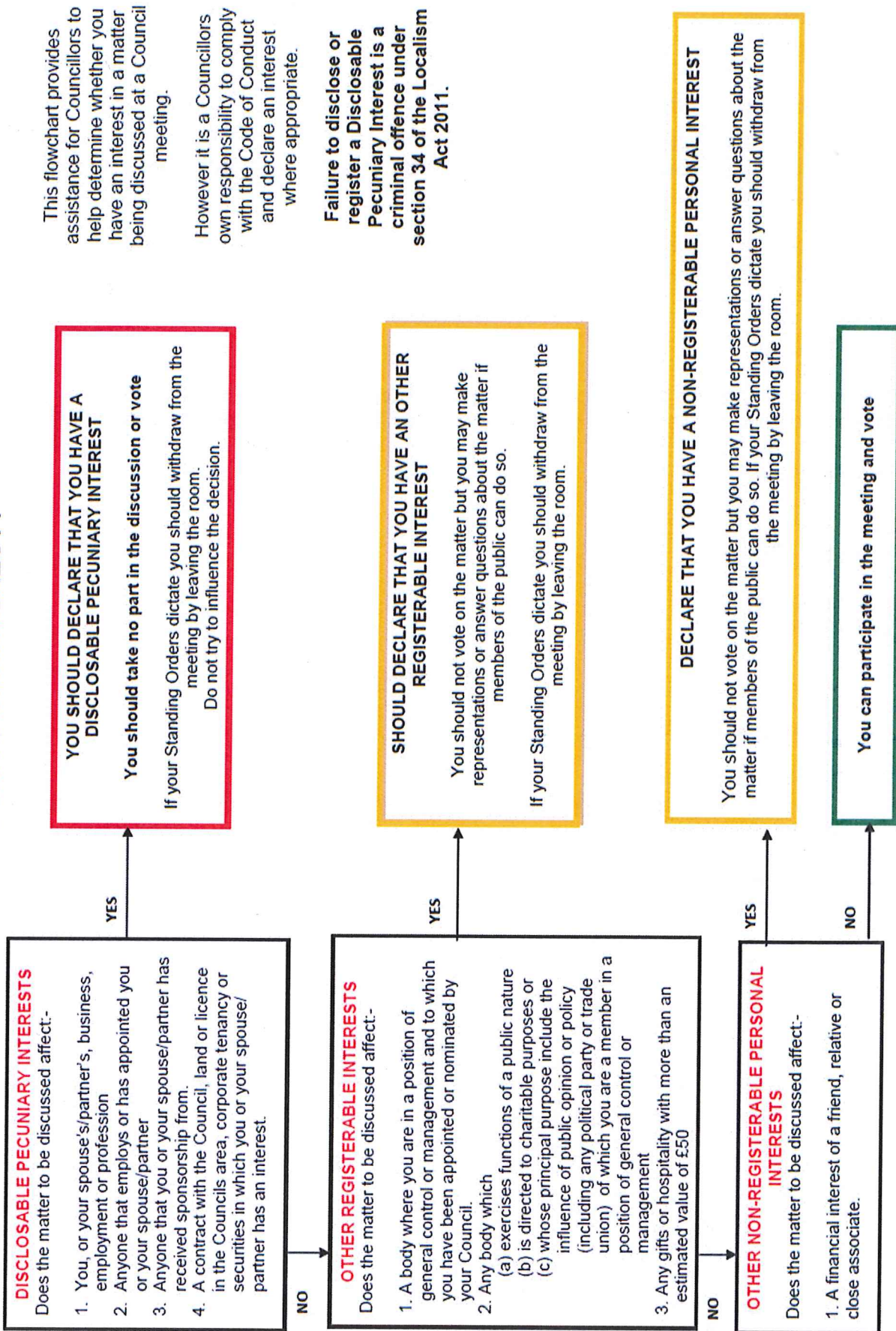
Yours sincerely,

David Anderson  
Town Clerk

## AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**  
To invite members to declare any interests they may have in any matter identified for discussion in the meeting.
3. **Public Participation**  
To hear from any members of the public subject to Public Participation Policy
4. **Report of Town Clerk**
  1. **Account Balances**
  2. **Bank Reconciliations at end of Quarter 3**
  3. **Spend Against Budget as at 31<sup>st</sup> December 2018 (Quarter 3)**
  4. **Authorisation of Cheques**
    - a. Written under delegated powers
    - b. Presented for authorisation
  5. **Bishop Auckland Town Team - Request for funding to support events in the Town Centre**
  6. **Review of Members Allowances**
  7. **Medium Term Financial Plan 2019/2020 to 2021/22**  
**Council Tax 2019/20**

## DO I HAVE AN INTEREST?



**BISHOP AUCKLAND TOWN COUNCIL**

**FINANCE COMMITTEE**

**8<sup>TH</sup> JANUARY 2019**

**REPORT OF TOWN CLERK**

**1. ACCOUNT BALANCES**

The balance on the following accounts as at 8<sup>th</sup> January 2019 will be circulated at the meeting:-

- a. Lloyds Deposit Account
- b. Lloyds Current Account
- c. Darlington Building Society
- c. Nationwide Building Society
- d. Santander

**RECOMMENDED:** That the account balances be noted.

**2. BANK RECONCILIATIONS AT END OF QUARTER 3**

To note and confirm the most up to date bank reconciliations for all accounts held by the Town Council (as listed in 1 above) at the end of quarter 3. Documents will be circulated at the meeting.

**RECOMMENDED:** That the bank reconciliations be noted and confirmed.

**3. SPEND AGAINST BUDGET AS AT 31<sup>ST</sup> DECEMBER 2018 (QUARTER 3)**

To consider the attached schedule at **Appendix 1** showing spend against each budget head as at 31<sup>st</sup> December 2018. All figures are net of VAT.

**RECOMMENDED:** That the information be noted.

**4. AUTHORISATION OF CHEQUES**

**a. Delegated Powers**

In accordance with Delegated Powers, the Mayor and Chair of Finance have authorised the following payments:-

Chq	CURRENT ACCOUNT (Delegated Powers)	Detail	£
1716	Roadsafe Corporate Group Ltd.	Road Closure & Advanced Warning Signs - Christmas 2018	£576.00
1717	Hartlepool Borough Council	2x Tickets to Charity Burns Night - 25 <sup>th</sup> January 2019	£40.00
1718	Bishop Auckland Community Partnership	Community Toilet Scheme 01/09/18 - 30/11/18	£90.00
1719	Frazer Kidd LLP	Community Toilet Scheme 01/09/18 - 30/11/18	£90.00
1720	Zair's Cafe	Community Toilet Scheme 01/09/18 - 30/11/18	£90.00
1721	Durham County Council	Community Toilet Scheme 01/09/18 - 30/11/18	£90.00
1722	Jude Richardson	Community Toilet Scheme 01/09/18 - 30/11/18	£90.00
1723	Auckland Castle Trust	Community Toilet Scheme 01/09/18 - 30/11/18	£90.00

Chq	CURRENT ACCOUNT (Delegated Powers)	Detail	£
1724	Five River State Ltd.	Community Toilet Scheme 01/09/18 - 30/11/18	£90.00
1725	Stanley Events Limited	Christmas Event	£5,155.20
DC	Boyes	3x Books of Raffle Tickets 2007	£6.57
1726	Hartlepool Borough Council	2x Tickets to Race Night at the Rifty – 17 <sup>th</sup> December 2018	£10.00
1729	The Auckland Project	Mayor's event MAG & Tower – Admission x30	£180.00
1727	Bishop Auckland Community Partnership	Office Rent & Room Hire – November 2018	£752.50
1728	Npower Business	Skate park Electricity 29/09/18 - 01/12/2018	£24.99
Cash	Bishop Auckland Football Club	Catering for Mayor's Christmas Quiz	£373.50
EP	Wave (NWG Business)	Water: Pollards 09/03/18-11/06/18	£54.70
EP	Wave (NWG Business)	Water: Edge Hill 01/09/18-30/11/18	£22.28
EP	Wave (NWG Business)	Water: Woodhouse Close 09/09/18 - 08/12/18	£276.79
EP	Wave (NWG Business)	Water: Tindale Crescent 09/09/18 - 08/12/18	£438.22
EP	Salaries, Superannuation	December 2018	£4,394.98
EP	Travel & Subsistence Staff	December 2018	£60.30
EP	HMRC - Tax and NI, Salaries	December 2018	£1,356.29
EP	D.C.C. Pension Scheme	December 2018	£1,428.48
EP	Members Allowances	December 2018	£390.64
EP	HMRC - Tax and NI, Members Allowance	December 2018	£49.40
	<b>Total</b>		<b>£16,220.84</b>

DC - Debit Card  
DD - Direct Debit  
EP - Electronic Payment

**RECOMMENDED:** That the action taken be confirmed.

**b. Presented for Authorisation**

No payments are presented for authorisation

**RECOMMENDED** That the information be noted.

**5. BISHOP AUCKLAND TOWN TEAM - REQUEST FOR FUNDING TO SUPPORT EVENTS IN THE TOWN CENTRE**

A request has been received from Bishop Auckland Town Team for financial support to help fund events to be held in the Town Centre during 2019/20 financial year.-

The request is attached at **Appendix 2** for consideration.

**RECOMMENDED** That the request be considered.

## 5. REVIEW OF MEMBERS ALLOWANCES

The Local Authorities (Members' Allowances) (England) Regulations 2003 introduced a provision for parish councils to provide members with a basic allowance. In setting an allowance the parish council must have regard to the recommendations of an Independent Remuneration Panel (IRP) established by the principal authority.

The payment of Members Allowances was introduced in 21<sup>st</sup> April 2009 following consideration of a report of an IRP established by Wear Valley District Council. (Minute No TC.223/09 refers). Durham County Council has been the principal authority since local government reorganisation in 2009. However, its IRP has not made recommendation on allowances for parish and town councillors until recently.

The County's IRP met on 24<sup>th</sup> October 2018. As parish allowances have not been reviewed since 2009, the Panel considerations included inflation since that time, together with the current basic allowance paid to Durham Country Councillors.

The Panel have made the following recommendations in relation to parish and town councillor allowances: -

Population	Maximum Basic Allowance	% of DCC Basic Allowance
15,000 and above	£1,330	10%
10,000 to 15,000	£1,000	7.5%
5,000 to 10,000	£665	5%
3,000 to 5,000	£270	2%
2,000 to 3,000	£200	1.5%
1,000 to 2,000	£135	1%
under 1,000	£65	0.5%

Population of Bishop Auckland is 16,296 (2011 Census)

The Town Council's basic members allowance is currently £440.

An additional allowance of £440 being paid to the Mayor to take account of the additional expense in carrying out associated roles. The Mayor's allowance is governed by different legislation (Local Government Act 1972 s15(5)) and therefore an amount can be set by a parish council without reference to a recommendation of the IRP.

The Independent Panel has also made the following recommendations

IRP Recommendation	BATC Members Allowance Scheme
The rate for travel by a Member's own private motor vehicle, or one belonging to a member of his/her family or otherwise provided for his use, will be paid at 45.0p a mile	45.0p per mile
Standard Class rail travel is the approved class of travel, although first class rail can sometimes be the cheaper option dependent upon the time of booking.	'First Class rail may be used'
The cost of travel by air shall not exceed the cost applicable to travel by appropriate alternative means of transport. Unless in circumstances where the saving in time is so substantial as to justify payment of the fare for travel by air.	Included



## Overnight Accommodation

IRP Recommendation			BATC Current Rate
Overnight allowance		Rate £	
London	Up to a maximum claim on production of receipts	£124.76	£65.00
Outside London	Up to a maximum claim on production of receipts	£109.39	£55.00

## Subsistence Allowances - Duties Performed within the United Kingdom

When carrying out approved duties "Out of Region", Members may claim up to the approved rates as follows on production of receipts:

IRP Recommendation			BATC Current Rate	
Allowance	Minimum absence from home	Rate £	Outside London	London
Breakfast	2 hours which must be before 11.00am	6.75	£5.00	£6.25
Lunch	2 hours which must be between 12 noon and 2.00pm	9.27	£10.00	£12.50
Tea	3 hours which must include 3.00pm to 6.00pm	3.65	£5.00	£6.25
Evening Meal	3 hours which must be after 7.00pm	11.48	£20.00	£25.00

Members may claim full reimbursement of the reasonable cost (including VAT) of a main meal (full breakfast, lunch or dinner) taken on a train. Members wishing to claim must submit receipts. Where full reimbursement is claimed the allowance for the meal provided cannot also be claimed, i.e. breakfast, lunch, dinner, etc

This recommendation brings the parish council sector into line with the allowance rates provided by DCC.

The above are recommendations from the IRP. Each parish and town council is responsible for setting their own members allowance scheme, but in doing so must take into account the recommendations of the IRP.

**RECOMMENDED** That the recommendations of the Independent Remuneration Panel be considered.

## 6. MEDIUM TERM FINANCIAL PLAN 2019/20 – 2021/22 COUNCIL TAX 2018/19

### Council Tax Base and Local Council Tax Reduction Scheme (LCTR) Grant

Confirmation of the Council's Tax Base and Local Council Tax Reduction Scheme Grant has been received from Durham County Council together with a request to submit the Council's precept by Friday 25<sup>th</sup> January 2018.

Figures for 2019/20 are as follows:-

a	Current Council Tax Base 2018/19	4,122.00
b	Tax Base for 2019/20	<u>4,165.90</u>
c	Increase (b - a)	43.90
d	Current Band D Council Tax 2018/19	£46.28
e	Increase in Council Tax Yield (c x d)	£2,031.69
f	LCTRS Grant 2018/19	£14,095.00
g	LCTRS Grant 2019/20	<u>£12,065.00</u>
h	difference (g - f)	-£2,030.00
i	<b>Net position (e + h)</b>	<b>£1.69</b>

### **Medium Term Financial Plan (MTFP)**

The MTFP (attached at **Appendix 3**) has been revised to take into account the above information.

The MTFP has been amended to reflect anticipated changes in relation to purchase of new accommodation for the Council offices. For budgeting purposes, it has been assumed that the Council will have relocated to the new office 1<sup>st</sup> April 2019.

### **Council Forward Plan**

Council, at its meeting held on 11<sup>th</sup> December 2018, agreed a Forward Plan, detailing actions to be taken to help achieve a number of aspirations that were developed taking into account the key outcomes of consultation. The list of actions has been included in the MTFP to enable consideration to be given to the allocation of funds. Reference numbers refer to actions within the Forward Plan schedule which has previously been circulated to members. Given the Council's limited resources it may not be possible to allocated sufficient funds to all actions, or even all high priority actions, in the forthcoming year. Actions may therefore need to be scheduled over the life of the MTFP.

As well as allocating adequate funds to resource actions the Council also needs to consider resources in terms of staff to deliver projects. The Council currently has 2.6 FTE (full time equivalent) employees who are fully occupied and therefore additional resources will be required for the action plan to be delivered. An amount has been included in the MTFP to reflect the cost of employing an additional member of staff.

### **Referendum Principles**

The Government has advised that referendum principles will not be extended to town and parish council for 2018/19. It may however be advisable for members to be mindful of the principles whilst considering the council tax and budget for 2019/20, which state that a referendum would be triggered if council tax increases are 2% or above or over £5.00 whichever is higher. If referendum principles were applicable the Town Council would therefore be able to increase Council Tax by up to £5.00 without triggering a referendum.

**RECOMMENDED:** That consideration be given to the MTFP and budget proposals for 2018/19.





	Brought Forward	Agreed	Total	Quarter 3		Anticipated outcome Underspend / Overspend	Notes
				Budget YTD	Actual YTD		
Income							
101 Administration							
1015 Income - Interest	0	0	0		312	500	
1076 Income - Precept	0	190,771	190,771		190,771	190,771	
1077 Income - LCTS Grant	0	14,095	14,095		14,095	14,095	
105 Leisure							
1020 Income - Community Toilet Scheme	0	2,520	2,520		2,520	2,520	
Total Income	0	207,386	207,386	0	207,698	207,886	
Expenditure							
4000 Salaries	0	55,500	55,500	41,625	39,556	2,069	
4001 HMRC	0	16,500	16,500	12,375	12,206	169	
4002 Pensions	0	17,500	17,500	13,125	12,856	269	
4003 Training - Staff	0	320	320	240	158	82	
4004 Training - Members	0	320	320	240	0	240	
4006 Travel & Sustistence - Staff	0	500	500	375	140	235	
4010 Rent	0	8,040	8,040	6,030	5,360	670	
4011 Photocopier - Lease	0	278	278	209	292	-84	
4012 Photocopier - Usage	0	420	420	315	285	30	
4035 Room Hire	0	960	960	720	808	-88	
4037 Photography	0	0	0	0	52	-52	
4039 Postage	0	650	650	488	365	123	
4040 Stationery	0	2,312	2,312	1,734	170	1,564	
4041 ICT	0	0	0	0	7,246	-7,246	
4042 Legal & Professional Fees	0	4,190	4,190	3,143	150	2,993	
4043 Audit Fees	0	810	810	608	774	-167	
4044 Subscriptions/Membership	0	2,360	2,360	1,770	2,426	-656	
4045 Insurance	0	840	840	630	1,237	-607	
4049 Citizens Advice Durham	0	3,000	3,000	2,250	0	2,250	
4051 Engagement	4,000	2,000	6,000	4,500	3,000	1,500	
4059 Parish Plan - Delivery Fund	16,623	29,610	46,233	34,675	0	34,675	
4060 Capital Projects	0	3,256	3,256	2,442	783	1,659	
4099 Miscellaneous Costs	0	0	0	0	72	-72	
Total: Administration	20,623	149,366	169,989	127,492	87,936	39,556	

Paid Quarterly in advance. Service costs (pp/acc)

Mayors Year Book

No budget allocated

Total cost for year £774

Most subs due at beginning of year. SLCC Nov £840 2018/19 (pp/acc)

website &amp; publicity

includes budget for parish plan report

Document shredding GDPR

	Brought Forward	Agreed	Total	Quarter 3		
				Budget YTD	Actual YTD	Underspend / Overspend
<b>102 Democracy</b>						
4001 HMRC	0	600	600	450	442	8
4004 Training - Members	0	0	0	0	558	-558
4005 Members Allowances	0	4,700	4,700	3,525	3,518	7
4007 Travel & Subsistence - Members	0	700	700	525	0	525
4036 Civic & Approved Duties	0	1,000	1,000	750	839	-89
4037 Photography	0	0	0	0	208	-208
4048 Elections	3,922	4,000	7,922	5,942	0	5,942
4061 Youth Engagement	0	2,000	2,000	1,500	0	1,500
4099 Miscellaneous Costs	0	0	0	0	6	-6
<b>Total: Democracy</b>	<b>3,922</b>	<b>13,000</b>	<b>16,922</b>	<b>12,692</b>	<b>5,571</b>	<b>7,121</b>
<b>104 Events</b>						
4080 Christmas	0	8,000	8,000	6,000	5,817	183
4081 Food Festival	0	10,000	10,000	7,500	10,000	-2,500
4082 Horticultural Show	0	3,500	3,500	2,625	2,650	-25
4083 Remembrance Day	0	1,000	1,000	750	323	427
4084 Summertime Activities	0	2,000	2,000	1,500	2,000	-500
4085 Youth Awards	0	5,000	5,000	3,750	1,086	2,664
4086 Contingency	1,000	5,500	6,500	4,875	5,129	-254
<b>Total: Events</b>	<b>1,000</b>	<b>35,000</b>	<b>36,000</b>	<b>27,000</b>	<b>27,005</b>	<b>-5</b>
<b>105 Leisure</b>						
4015 Electricity - Skatepark	0	500	500	375	101	274
4016 Community Toilet Scheme	0	2,520	2,520	1,890	1,890	0
4060 Capital Projects	2,192	0	2,192	1,644	2,192	-548
4070 Floral Displays	0	2,000	2,000	1,500	0	1,500
<b>Total: Leisure</b>	<b>2,192</b>	<b>5,020</b>	<b>7,212</b>	<b>5,409</b>	<b>4,183</b>	<b>1,226</b>
<b>107 Community Support &amp; Donations</b>						
4050 Grants & Donations	482	5,000	5,482	0	2,265	1,847
<b>Total: Community Support &amp; Donations</b>	<b>482</b>	<b>5,000</b>	<b>5,482</b>	<b>4,112</b>	<b>2,265</b>	<b>1,847</b>
<b>GRAND TOTAL</b>						
<b>Grand Total</b>	<b>28,219</b>	<b>207,386</b>	<b>235,605</b>	<b>176,704</b>	<b>126,960</b>	<b>49,744</b>

Underspend / overspend	33,789
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	Brought forward	Budget Provision 2018/19	Total Budget	Quarter 3		
				Budget YTD	Actual YTD	Underspend / overspend
<b>Grand Total</b>	<b>28,219</b>	<b>207,386</b>	<b>235,605</b>	<b>176,704</b>	<b>126,960</b>	<b>49,744</b>

Photos Annual Meeting. Mayor's Framed photo

Mayor's Medal engraving

Annual Events

23 Nov 2018

April 2018 - total cost £10,000

29 September 2018 - estimated total cost £2,760

11th November 2018

August 2018 - total cost £2,000

25 June 2018 - total cost £1,086

Suffragette event (£997), TT events (£4,132)

Skatepark lighting

## Spend Against Budget as at 31st December 2018 (Quarter 3)

	Brought forward	Budget Provision 2018/19	Total Budget	Quarter 3			Anticipated income
				Budget YTD	Actual YTD	Underspend /	
<b>103 Allotments</b>							
1000 Income - Allotments	13,713	12,000	25,713		27,350		27,350
							Rent YTD £13,637
4010 Rent	0	752	752	564	732	-168	Anticipated expenditure
4031 Allotment Skips	0	750	750	563	570	-8	752
4032 Water	0	5,500	5,500	4,125	2,014	2,111	750
4033 Pest Control	0	3,000	3,000	2,250	2,638	-388	5,000
4044 Subscriptions/Membership	0	55	55	41	55	-14	3,000
4046 Repairs & Maintenance	0	1,000	1,000	750	34	716	55
4060 Capital Projects	0	943	943	707	977	-9,270	250
<b>Total: Allotments</b>	0	12,000	12,000	9,000	16,020	-7,020	9,977
							South Church Wall, Pollards Woowoo
							<b>19,784</b>
<b>Balance (Income less expenditure)</b>					<b>11,330</b>		<b>7,566</b>



## 2019 EVENTS SUB-GROUP FUNDING SUBMISSION

### Summary

Over recent years the Town Team has extended the number of events included in the annual programme. While we have been able to generate more income, we are looking to improve the quality of the entertainment and safety of the Market Place as a venue.

During 2019 and in future years, to enable us to attract good quality acts and improve the facilities during events in the Town Centre, we need a secure income to pay for good quality acts and show staging. For example, we have used a main stage twice this year: it costs around £800.00 to set up. It costs around £500.00 to close the road in the Market Place.

The Town Team Events Sub-Group are requesting that the Town Council allocate an annual contribution of £5,000.00 to our annual budget. This will allow an improvement in both the quality and range of entertainment and facilities to stage the events. While the Events Team can get some financial support from businesses for specific events, this cannot be guaranteed.

The Town Council funding, will assist the Town Team Events Sub-Group to:

- Provide a range of events that attract increased footfall into the Town Centre.
- Promote the Town Council on all our printed materials and social media advertising. This means the Town Council will be promoted throughout the year.
- Improve the reach of our communications and promotional materials, thereby promoting the Town Council to a wider audience.

The Town Team Events Sub-Group will review the programme each year to ensure we are fulfilling the requirements of the Town Council.



**Picture 1**

Bishop Celebrates Together was a major success:

91,000 hits on Social Media posts of the day

## Background

The aims of our events are to:

- Help increase the footfall in the Town centre on the days of the events.
- Promote activity to help identify Bishop Auckland Town Centre as a place to visit.
- Encourage businesses to make use of events to promote their businesses.
- Co-ordinate activity with other organisations to encourage people to visit the Town Centre.



Picture 1 The first 1940s Day was a great success in June 2018

A programme of activity for 2019 is being drafted and will be published in January 2019. Some of the events require a significant amount of funding to organise and the costs associated with these events in 2018 are identified below. The 2019 programme will include:

- The Easter Extravaganza - £531.76
- 1940s Saturday - £1,741.89
- Classic Car Show
- New Car Show
- Bishop Celebrating Together £2,019.00
- Monster Saturday - £808.00
- Advent Windows [24 days in December] - £2,325.00
- Christmas Entertainment [over 3 Saturdays in December]

Some of the most popular events were:

**1940s Saturday:** This was the first time we held the event and it proved very popular. Many people asked for it to be an annual feature and we will be organising it again. However, when in 2018 it was organised, funding was agreed late in the planning and several acts and vehicles were already booked as a result. This year we are already enquiring about acts for June and we need to spend more to get the range of 1940s type acts that such an event requires.

**Bishop Celebrates Together:** This was a great success and attracted around 3,000 people into the Market Place on the day. Around 91,000 hits were registered on the posts circulated on social media during the event. It requires the co-ordination of Auckland Projects, the Town Council, St Anne's Church, No 42 and the Town Hall. During 2019 we are looking to improve the quality of the acts and atmosphere in the Market Place. These plans will require additional funding on the 2018 budget due to several performers requiring fees.

**Monster Saturday:** This year Monster Saturday was held inside the Newgate Centre. A variety of acts performed in the Centre. The first magician, the Sandra Welsh Dancers and the Spectrum Roller Skaters proved very popular. We are looking to improve the themed decorations in the Centre at the event in 2019, as well as the acts.

**Advent Windows:** The event is proving as popular this year as the first time we held it in December 2017. We retain David and Pam Pott to manage the event, which is organised over 24 days in December. 24 shops/businesses are linked with a school or other social organisation who provide a festive decoration for the window.

This year we have also put a central exhibit in the Newgate Centre that identifies each shop; the story of the display; a photograph of the opening; and the organisation that created the window display. As each window is opened, a photograph is put in the display of the relevant shop. The full display is in the window of the ex-Argos shop in the Newgate Centre.

In addition, two 65" television screens have also been put in the ex-Argos window. They have been provided on loan by Cello, the only TV manufacturer in the UK and is based in Bishop Auckland. These are running displays Town Team events, to provide information to people as they pass by. We are looking to secure at least one television to provide background information, advertising and promotional information daily in the Newgate Centre.



Picture 3: Advent Windows in the Newgate Centre – Countdown to Christmas!



Overall, if we consider the income/expenditure for 2018 up to the 14<sup>th</sup> November the Town Team Events Sub Group had an income of £17,488.89 and an expenditure of £16,165.56. With the costs of printing a 2019 events programme A5 booklet, running the Christmas events and Advent Windows, we are likely to enter 2019 with a financial shortfall.

If we consider the beginning of 2018, we had a shortfall of £1,179.85. As we have £9,400.00 of the Mary Portas money in our account, the shortfall was absorbed until we were able to generate some income. However, in 2019 we will start paying the Portas money to the free WiFi project. While this money will be paid over 3 years, the Town Team needs to build up some reserve income to balance out the cash flow over the year. In the future, we will not be able to use the Portas money as a 'buffer'.

We anticipate that in 2019, we will require the following additional expenditure for:

- The 1940s Saturday – 8<sup>th</sup> June 2019. Improve the quality of the entertainment and promote the event to a wider audience: £1,000.00
- Bishop Celebrating Together. Improve the range of entertainment; promote the event to a wider audience and decorate the Market Place. £1,000.00
- Advent Windows – 1<sup>st</sup> to the 24<sup>th</sup> December 2019: help fund the management of the event. £1,000.00
- Monster Saturday – 26<sup>th</sup> October 2019: £1,000.00
- Advertising and promoting all events to a wider audience: £1,000.00

During 2018 we generated more income than in previous years. However, as we lose the Portas funding to support the free WiFi system, our ability to cover cash flow 'gaps' will reduce. More importantly, the events that have been put on in 2018 have been successful and the Town Team are looking to build on this success. This means improving the presentation of events and securing more professional acts. This will invariably cost more to deliver.

There is an expectation from businesses in the Town, that the programme of events will run throughout the year. Several businesses took the opportunity to sponsor or advertise at specific events during 2018.

Medium Term Financial Plan  
2019/20 to 2021/22

Notes				2018/19	2019/20	2019/20	2020/21	2021/22
	Code	Description	Centre	Agreed	Draft	Proposals		
1	4000	Salaries	101 - Administration	55,500	57,304	59,166	60,349	61,556
1	4001	HMRC	101 - Administration	16,500	17,036	17,590	17,942	18,301
1	4002	Pensions	101 - Administration	17,500	18,069	18,656	19,029	19,410
	4003	Training - Staff	101 - Administration	320	320	320	320	320
	4006	Travel & Subsistence - Staff	101 - Administration	500	500	500	500	500
2	4010	Rent	101 - Administration	8,040			0	0
	4011	Photocopier - Lease	101 - Administration	278	278	278	278	278
	4012	Photocopier - Usage	101 - Administration	420	420	420	420	420
2	4035	Room Hire	101 - Administration	960			0	0
	4039	Postage	101 - Administration	650	650	650	650	650
	4040	Stationery	101 - Administration	2,312	2,312	2,312	2,312	2,312
	4042	Legal and Professional Fees	101 - Administration	4,190	4,190	4,190	4,190	4,190
	4043	Audit Fees	101 - Administration	810	810	810	810	810
	4044	Subscriptions & Membership	101 - Administration	2,360	2,360	2,360	2,360	2,360
3	4045	Insurance	101 - Administration	840	1,190	1,190	1,190	1,190
	4049	Citizens Advice Durham	101 - Administration	3,000	3,000	3,000	3,000	3,000
	4051	Engagement	101 - Administration	2,000	2,000	2,000	2,000	2,000
	4059	Parish Plan - Delivery Fund	101 - Administration	29,610	29,610		0	0
4	4060	Capital Programme (Office)	101 - Administration	3,256	2,932		0	0
5	New	Loan Repayment	101 - Administration		7,904	7,904	7,904	7,904
5	New	Gas/Electricity	101 - Administration		2,195	2,195	2,195	2,195
5	New	Water	101 - Administration		397	397	397	397
5	New	Telephone	101 - Administration		1,837	1,837	1,837	1,837
5	New	Broadband	101 - Administration		228	228	228	228
5	New	Waste/Recycling	101 - Administration		1,200	1,200	1,200	1,200
5	New	Maintenance / Repairs (EMF)	101 - Administration		3,000	3,000	3,000	3,000
5	New	Cleaning	101 - Administration		1,440	1,440	1,440	1,440
	4001	HMRC	102 - Democracy	600	600	600	600	600
	4004	Training - Members	102 - Democracy	320	320	320	320	320
	4005	Allowances	102 - Democracy	4,700	4,700	4,700	4,700	4,700
	4007	Travel & Subsistence - Members	102 - Democracy	700	700	700	700	700
	4036	Civic & Approved Duties	102 - Democracy	1,000	1,000	1,000	1,000	1,000
	4048	Elections	102 - Democracy	4,000	4,000	4,000	4,000	4,000
	4061	Youth Engagement	102 - Democracy	2,000	2,000	2,000	2,000	2,000
6	4010	Rent	103 - Allotments	376	376	376	376	376
	4031	Skips	103 - Allotments	750	750	750	750	750
	4032	Water	103 - Allotments	5,500	5,500	5,500	5,500	5,500
	4033	Pest Control	103 - Allotments	3,000	3,000	3,000	3,000	3,000
	4044	Subscriptions/membership	103 - Allotments	55	55	55	55	55
	4046	Repairs & Maintenance	103 - Allotments	1,000	1,000	1,000	1,000	1,000
	4060	Capital Projects	103 - Allotments	1,319	1,319	1,319	1,319	1,319
	4080	Christmas	104 - Events	8,000	8,000	8,000	8,000	8,000
	4081	Food Festival	104 - Events	10,000	10,000	10,000	10,000	10,000
	4082	Horticultural Show	104 - Events	3,500	3,500	3,500	3,500	3,500
	4083	Remembrance Day Ceremony	104 - Events	1,000	750	750	750	750
	4084	Summertime Activities	104 - Events	2,000	2,000	2,000	2,000	2,000
	4085	Youth Awards	104 - Events	5,000	5,000	5,000	5,000	5,000
	4086	Contingency	104 - Events	5,500	3,500	3,500	3,500	3,500
	4015	Electricity - Skatepark	105 - Leisure	500	500	500	500	500
	4016	Community Toilet Scheme	105 - Leisure	2,520	2,520	2,520	2,520	2,520
	4070	Floral Displays	105 - Leisure	2,000	2,000	2,000	2,000	2,000
	4050	Grants / Donations	107 - Community Sup	5,000	5,000	5,000	5,000	5,000

Medium Term Financial Plan  
2019/20 to 2021/22

Notes	Code	Description	Centre	2018/19 Agreed	2019/20 Draft	2019/20 Proposals	2020/21	2021/22
		<b>Proposed Projects</b>						
7		Additional Member of Staff			32,647	32,647	33,997	34,708
		<b>High Priority</b>						
		6a. Introduction of community WiFi in the town Centre	⌚ £				0	0
		12. Lobby for free parking within the Town Centre.	⌚				0	0
		13. Consider the creation of a fund to provide each secondary school with a grant of £2,000 to support a student led project that supports the development of young people. (Menu of suitable projects / topics may be developed)	⌚⌚ £				0	0
		16. Tackle child poverty and disadvantage in areas of deprivation by working with established organisations.	⌚ £				0	0
		17. Investigate options for the creation of a fund aimed at alleviating child poverty in the town. (Possible winter/warm clothing, school uniform fund).	⌚ £				0	0
		22. Support operation Aries to tackle underage drinking, drugs and substance abuse	⌚				0	0
		29. Celebrate social inclusion and identity	⌚ £				0	0
		33. Promote Selective Licensing Scheme	⌚				0	0
		36. Work with agencies such as Durham County Council to help tackle environmental issues. (e.g. funding of enhanced Neighbourhood Warden provision)	⌚⌚ £££				0	0
		38. Seek innovative solutions to tackle littering and dog fouling.	⌚ £				0	0
		40. Consider each planning application affecting the town on its merits and make appropriate comments to Durham County Council (the Planning Authority) where necessary to protect green spaces from development.	⌚ £				0	0
		43. Promote sustainable transport initiatives	⌚				0	0
		44. Seek boundary changes so that Etherley Moor and Etherley Dene are included in BATC area	⌚				0	0



Medium Term Financial Plan  
2019/20 to 2021/22

Notes			2018/19	2019/20	2019/20	2020/21	2021/22
Code	Description	Centre	Agreed	Draft	Proposals		
	<b>Medium Priority</b>					0	0
	4. Deliver and / or contribute where possible and practical to	⌚⌚⌚ £				0	0
	23. Contribute to initiatives that promote healthy eating, such as 'Little Chef, Big Chef'.	⌚ £				0	0
	26. Deliver and / or contribute	⌚⌚⌚ £				0	0
	32. Consider contribution to youth crime prevention initiatives such as 'Prison Me! No Way!' (possible link to 13/14 above)	⌚ £				0	0
	37. Support Civic Pride	⌚ £				0	0
	<b>Low Priority</b>					0	0
	6. Consider introduction of Town	⌚ £				0	0
	14. Create a Youth Forum to engage with young people about the issues that are important to young people.	⌚ £				0	0
	30. Engage with Young	⌚ £				0	0
	31. Consider contribution to	⌚ £				0	0
	34. Leaflet of helpful services / contacts??	⌚ £				0	0
			<b>219,386</b>	<b>261,919</b>	<b>232,380</b>	<b>235,638</b>	<b>238,296</b>
	<b>INCOME</b>						
1000	Income - Allotments	103 - Allotments	12,000	12,000	12,000	12,000	12,000
1020	Income - Community Toilet Scheme	105 - Leisure	2,520	2,520	2,520	2,520	2,520
1077	Income - LCTS Grant	101 - Administration	14,095	12,065	12,065	12,065	12,065
	Income - Rent	101 - Administration		10,000	10,000	10,000	10,000
	<b>Sub Total</b>		<b>28,615</b>	<b>36,585</b>	<b>36,585</b>	<b>36,585</b>	<b>36,585</b>
1076	Income - Precept	101 - Administration	190,771	225,334	195,795	199,053	201,711
	<b>Total Income</b>		<b>219,386</b>	<b>261,919</b>	<b>232,380</b>	<b>235,638</b>	<b>238,296</b>
	Council Tax Base		4,122		4,165.9	4,165.9	4,165.9
	Council Tax for Band D		£46.28		£47.00	£47.78	£48.42
	+/- previous year £		£5.00		<b>0.72</b>	<b>0.78</b>	<b>0.64</b>
	+/- previous year %		12.12%		<b>1.55%</b>	<b>1.66%</b>	<b>1.34%</b>

**Notes**

- 1 3.25% total increase pa
- 2 Anticipating that we will be moved into new offices from April 2019 (fingers crossed) therefore no rent or room hire charges
- 3 Increased insurance based on estimates from Zurich Municipal
- 4 Earmarked funds for new offices
- 5 Estimated costs associated with new offices
- 6 Lease of Edge Hill Allotments. Reviewed every 3 years. Next due 2020/21
- 7 Cost of additional member of staff including on costs
- 8 Anticipated income including service charges