

<b>ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>19 NOVEMBER 2020</b>	<b>AGENDA ITEM: 19</b>
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Report prepared by Angie Price – Town Clerk

## **2021/22 BUDGET ITEMS**

### **Purpose of Report**

The purpose of this report is to provide Members of the Environment & Leisure Committee the opportunity to consider any items they may wish to be included in the 2021/22 budget, in addition to the standard annual budget.

### **Detailed Information**

Attached is a copy of the budget headings managed by the Environment & Leisure Committee, consisting of anticipated income and expenditure based on the projected out turn for 2020/21.

In addition to the proposed budget figures members need to consider any additional items/projects that they would want included in the 2021/22 budget.

Officers would suggest that in the light of the annual inspection report of the skate park, play areas and other services provided on the recreation ground that the committee give consideration to increasing the budget for these areas.

It has been agreed by committee that there should be a sum placed in the budgets for the painting of the rear of the shelter, and this has been included in the attached figures.

This is the first step in looking at the 2021/22 budgets and it has been proposed that a meeting should be arranged for all councillors to attend to discuss the 2021/22 budget and that this should take place following the meeting of each committee to consider which projects they wish to take forward in the next year from the Corporate Plan.

### **Recommendation**

1. That Members receive and note the attached preliminary information in respect of the proposals for the 2021/22 budget and give consideration to any additional projects that should be included in the budget, subject to the outcome of the committee's corporate plan meeting.
2. That any proposals for additional budget items be brought forward at the proposed budget meeting.



Recreation Ground

EXPENDITURE

		<u>2020/21</u>	<u>2021/22</u>
<u>Item</u>			Draft
<u>No.</u>	<u>Description</u>	Budget	Budget
		£	
1	Grounds maintenance contract	7,854	7,854
2	Grounds Maintenance	5,000	5,000
3	ROSPA reports	51	60
4	New Play Equipmment	5,000	5,000
5	Play Equipment Maintenance	2,000	2,000
6	Skate Park Maintenance	5,000	5,000
7	Shelter Maintenance	1,000	1000
8	Litter Bins	306	312
9	CCTV maintenance	750	750
10	CCTV Insurance	150	153
11	Insurance	836	852
12	New CCTV	1,050	0
13	Refuse Collection	700	700
14	Street Light Maintenance	500	510
<b>TOTAL EXPENDITURE</b>		<b>30,197</b>	<b>29191</b>

NOTES:

Cemetery**EXPENDITURE**

<u>Item No.</u>	<u>Description</u>	<u>2020/21</u>	<u>2021/22</u>
		<u>Budget</u>	<u>Draft</u>
		<u>£</u>	<u>£</u>
1	Salaries	46,000	33,267
2	Salary Contingency	0	5,000
3	Rates	2550	2600
4	Water	200	210
5	Electricity	1,290	2000
6	PPE/Health & Safety	500	510
7	Chapel & Mortuary Maintenance	2,000	2,000
8	Grounds Maintenance	2,000	2040
9	Equipment Maintenance	1,500	1500
10	New Equipment	2,000	2040
11	Equipment Hire	2,000	2040
12	Vehicle Maintenance	816	832
13	Vehicle Tax, Insurance & MOT	1,071	1092
14	Skip Hire	1,500	1500
15	Tree works	2,000	2040
16	Fuel	1,580	1611
17	Perimeter Repairs	5,000	5100
18	Insurance	2482	2532
19	Window cleaning	60	60
20	Memorial Testing	2000	2040
<b>TOTAL EXPENDITURE</b>		<b>76,549</b>	<b>70014</b>

**INCOME**

1	Burials	10,000	10,000
2	Memorial Fees	1,000	1,000
3	Mortuary Rent	2,000	2,000
4	Mortuary utilities	650	650
5	Chapel Hire	250	250
6	Transfer of Exclusive Right of Burial	360	360

<b>TOTAL INCOME</b>	<b>14,260</b>	<b>14,260</b>
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NOTES:

Closed Churchyard			
EXPENDITURE			
		<u>2020/21</u>	<u>2021/22</u>
		<u>Budget</u>	<u>Draft Budget</u>
<u>Item No.</u>	<u>Description</u>	<u>£</u>	
1	Grounds Maintenance	5,000	5000
2	Property Maintenance	2,500	2550
3	Refuse Collections	337	344
4	Tree Works	2,040	2081
5	Grounds Maintenance (contract)	1,500	1500
<b>TOTAL EXPENDITURE</b>		<b>11,377</b>	<b>11475</b>
NOTES:			

Amenity Areas			
EXPENDITURE			
		2020/21	2021/22
		-	Draft
Item	Description	Budget	Budget
No.		£	£
1	Dog Hill Wood Management Plan	1,071	1092
2	Dog Hill Wood Maintenance Contract	4,040	4040
3	Dog Hill Wood Maintenance (additional expenses)	500	500
4	Dog Hill Wood Coppicing	1,178	1202
5	General Tree Works	1,530	1561
6	General Park Maintenance	4,097	4179
7	Gloucester Road Grass Cutting & Seats	50	50
8	CCTV	1000	1000
9	Devolved Services (Grass Cutting)	2,500	2,500
10	CCTV Hereford	8154	8195
11	Dog Bags	700	700
12	General Park Verges	500	500
TOTAL EXPENDITURE		25,320	25519
14			
INCOME			
1	Dog Poop Bags	2,000	2,000
TOTAL INCOME		2,000	2,000

<b>Council properties - Market House</b>				
<b><u>EXPENDITURE</u></b>				
		<b><u>2020/21</u></b>	<b><u>2021/22</u></b>	
			<b><u>Draft</u></b>	
<b><u>Item No.</u></b>	<b><u>Description</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>	
		<b>£</b>	<b>£</b>	
1	Rates	1,703	1737	
2	Electricity	1,500	3000	
3	Insurance	1,486	1516	
4	Maintenance	5,200	5500	
<b>TOTAL EXPENDITURE</b>		<b>9,889</b>	<b>11753</b>	
<b>INCOME</b>				
1	Market House Income	1,500	1,500	
<b>TOTAL INCOME</b>		<b>1,500</b>	<b>1,500</b>	
<b>NOTES</b>				

<u>Council Buildings - Painted Room</u>			
<u>EXPENDITURE</u>			
		<u>2020/21</u>	<u>2021/22</u>
		<u>Draft</u>	<u>Draft</u>
		<u>Budget</u>	<u>Budget</u>
<u>Item No.</u>	<u>Description</u>	<u>£</u>	<u>£</u>
1	Salaries	6,550	6600
2	Advertising	460	469
3	Stock to be purchased	510	500
<b>TOTAL EXPENDITURE</b>		<b>7,520</b>	<b>7569</b>
<b>INCOME</b>			
1	Sales	2,000	2,000
2	Donations	2,500	2,500
<b>TOTAL INCOME</b>		<b>4,500</b>	<b>4,500</b>
<b>NOTES:</b>			



**Council Properties****EXPENDITURE**

<u>Item</u> <u>No.</u>	<u>Description</u>	<u>2020/2021</u>	<u>2021/2022</u>
		<u>Budget</u> £	<u>Budget</u> £
1	Property Maintenance (Council Offices)	2000	2500
2	Property Maintenance (Painted Room)	715	729
3	Non Domestic Rates	5,891	6127
4	Insurance	4,785	4881
5	Health & Safety	2,500	2550
6	Alarms	4,070	4151
7	Quinquennial Works	2,000	2500
8	War memorial Refurbishment	15,321	2000
9	War memorial Cleaning	500	500
10	War memorial Insurance	180	184
11	PAT Testing	200	0
12	Window Cleaning	250	250
13	Utilities	5,610	7200
<b>TOTAL EXPENDITURE</b>		<b>44022</b>	<b>33572</b>

**NOTES:**

12. To be tested every two years - next testing to be carried out in 2022/23 budget



<u>Services</u>			
<u>EXPENDITURE</u>			
<u>Item No.</u>	<u>Description</u>	<u>2020/21</u> <u>Budget</u> £	<u>2021/22</u> <u>Draft</u> <u>Budget</u> £
1	Licence Fee	500	0
2	Advertising	510	520
<b>TOTAL EXPENDITURE</b>		<b>1,010</b>	<b>520</b>
<b>INCOME</b>			
1	Ceremony Room	4,284	4,370
<b>TOTAL INCOME</b>		<b>4,284</b>	<b>4,370</b>
<b>NOTES:</b>			
2. Due every three years			

