

Sevenoaks Town Council

Budget 2016/17

Sevenoaks Town Council 11.01.2016

Minutes

**Minutes of the Town Council Meeting held at Sevenoaks Town Council Offices
On Monday 11th January 2016 at 8:32 p.m.**

- 348 **PRECEPT**
UNANIMOUSLY RESOLVED: to adopt the RESOLUTION of the Finance & General Purposes Committee held on 11th January 2016 [*minute no 337 (b) refers*] regarding the estimate expenditure for 2016/2017 and to levy the recommended Precept on Sevenoaks District Council of £973,618 equating to a Band D rate of £105.53 per annum (equivalent to an increase of 19% equating to an approximate weekly total of £2 per household).

Assumptions

	2015/16	2016/17 and thereafter
Wage inflation rate:	0.02	0.02
General infl. rate:	0.02	0.02

Allows for salaries and general costs to rise up to 2% for 2016/17 and thereafter

The rolling capital programme has been updated for known projects expected to take place in 2016/17. Any amounts included in respect of later years are intended for guidance purposes only.

Community Investment Projects have not currently been itemised separately and timescales of spend have not been determined. It is intended that this will form the basis of future capital discussions.

STC currently has no balance remaining in Capital Receipts Reserve, therefore the Council needs to determine whether projects already identified to take place in 2015/16 will be funded by a transfer from Revenue Reserves or through Raleys/Cemetery Lodge proceeds.

Community Infrastructure Levy will cover certain capital projects

The council tax base (ie band D equivalents) has provided in December by SDC

Estimates for the Vine Café in Cost Centre 28 are based on the Business Plan reviewed by F&GP 23 February 2015, amended for subsequent revisions to staffing structure

**Sevenoaks Town Council
2016/17 Estimates**

PLANNING COMMITTEE (including Licensing) Cost Centre 11

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Budget 2015/16 £	Budget 2016/17 £	Forecast 2017/18 £	Forecast 2018/19 £
Gross Pay - Administration	4010	29,200	29,496	30,086	30,688	31,301	31,928
Computer/database	6240	270	318	286	292	298	304
Professional Fees	6630	7,119	798	2,000	2,000	2,040	2,081
Books and Periodicals	6720	143	143	153	156	159	162
Sevenoaks Conservation Council	7500	125	125	153	156	159	162
Neighbourhood plan	1851	0	0	12,000	5,546		
Neighbourhood plan tfr to prov'n	1852			(12,000)	(5,546)		
		36,857	30,880	32,678	33,292	33,957	34,637

Notes on Planning

4010 Gross Pay - Administration

2% cost of living increase has been allowed for 2016/17.

1851/2 Neighbourhood Plan

NDP provision as 31/3/15 was £17,546, of which £12k was budgeted to be spent in 2015/16, and the remainder in 2016/17. Any further spend must be funded from the precept (for revenue spend) or capital receipts reserve (for capital projects).

6630 Professional fees

Represent fees associated with planning appeal fees - which while they can be substantial are happening less in general now - budget reduced to reflect this

Sevenoaks Town Council
2016/17 Estimates

OPEN SPACES - SPORTS PITCHES, PARKS ETC. Cost Centre 21

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Budget 2015/16 £	Budget 2016/17 £	Forecast 2017/18 £	Forecast 2018/19 £
Gross Pay	4010	135,006	125,598	130,190	140,166	142,969	145,829
Employers Pension Contribution	4270	3,792	4,733	7,271	10,193	10,397	10,605
Property maintenance (from rolling capital programme)	5011	9,294	16,577	7,500	0	10,000	10,000
Graffiti and gum removal	5013	0	66	1,530	1,561	1,592	1,624
Vine Band Refurbishment	5016	0	324	0	0	0	0
Lr St Johns WCs (rates, cleaning, water, repairs)	5025	7,818	6,547	8,860	8,000	8,160	8,323
St Nicholas' Burial Grnd-Maint	5030	0	8	165	168	172	175
Footpaths, bridleways, ROW	5040			215	150		
Seats & Litter Bins (Exc Vine)	5050	2,106	1,804	2,400	2,448	2,497	2,547
Sev Common maint'ce & improve	5060	3,315	2,841	3,315	3,381	3,449	3,518
Tree Safety Survey	5065	0	3,450	1,500	3,500	3,570	3,641
Woodlands	5070	3,646	13,292	3,060	3,121	3,184	3,247
Raleys/ Knole Paddock and Pavilion	5110	866	1,700	2,000	2,040	2,081	2,122
Raleys/K P Pitch and ground maintenance	5120	4,836	3,913	4,656	4,749	4,844	4,941
Raleys/KP Storage Compound	5130		180				
Misc. Open Spaces and play areas	5310	5,263	6,088	6,120	5,000	5,100	5,202
Skate Park maintenance	5316	1,107	4,510	2,550	4,000	4,080	4,162
Raleys car park	5317	1,092	575	460	469	479	488
Fertilisers	5320	1,460	1,285	1,420	1,448	1,477	1,507
Grass Seed	5330	1,378	1,694	1,850	1,887	1,925	1,963
Plants	5340	2,018	2,075	2,550	2,601	2,653	2,706
Repairs and general maintenance	5410	348	81	551	562	573	585
Equipment - Hired & New	5500	6,574	12,646	7,720	7,874	8,032	8,193
Equipment Maintenance (incl tractor)	5525	6,353	10,773	7,500	7,650	7,803	7,959
Vehicle expenses (incl vans)	5550	3,244	4,724	3,259	3,324	3,391	3,458
Fuel	5700	7,824	7,540	8,140	8,303	8,469	8,638
Water	6000	2,812	2,158	3,200	2,500	2,550	2,601
Light Heat and Cleaning	6010	1,176	1,907	1,400	2,000	2,040	2,081
Telephone	6101	142	166	200	204	208	212
Mobile Telephone	6104	131	60	150	153	156	159
Printing and stationery	6200	9	186	0	0	0	0
Postage & courier	6210	22	0	0	0	0	0
Computers and database	6240		0	265	0		
Furniture/equipment	6281	65	0	0	0	0	0
Staff Training	6320	1,445	3,305	1,855	2,500	2,550	2,601
Welfare/hospitality	6330	93	116	330	200	204	208
Professional Fees Licensing (Vine Cafe - budget in CC28)	6635		170				
Bad debts	6650		694				
Subscriptions and professional fees	6730	161	284	250	255	260	265
Road Dues - Oakhill Rd/Woodside	6812	1,601	1,888	1,633	2,000	2,040	2,081
Bus Shelter Maintenance	6851	0	4,964	165	168	172	175
Sundry Expenses	6900	100	46	100	102	104	106
Health & Safety/ legal advice	6922	250	308	1,551	500	510	520
Alarm maintenance (new cost from 14/15)	6930		4,006	600	612	624	637
CCTV Maintenance	6931	900	710	1,750	1,000	1,020	1,040
Waste collection - Dog bins	6934	1,170	2,647	2,301	2,700	2,754	2,809
Waste collection and disposal - Bins	6935	2,408	3,209	3,500	3,570	3,641	3,714
Protective clothing	6952	661	1,153	1,195	1,219	1,243	1,268
Letting and Hire of Facilities	1022	(19,063)	(20,347)	(16,881)	(17,219)	(17,563)	(17,914)
Raleys car park	1316	(1,408)	(1,783)	(1,750)	(1,785)	(1,821)	(1,857)
Forestry commission grants	1330	(1,000)	0	0	0	0	0
Income from other depts.	1470	(1,188)	(1,835)	(857)		0	0
insurance Claims	1550	0	(12,414)				
Log Sales	1850	(889)	(1,198)	(1,000)	(1,020)	(1,040)	(1,061)
Sundry Income	1990	(511)	(33)	(330)	(337)	(343)	(350)
Asset/Equipment Sales	2003		(568)				
		196,427	222,823	214,409	221,920	236,205	240,729

Notes on Open Spaces - Estimates

4010 **Gross Pay - Administration**

2% cost of living increase has been allowed for 2016/17

2016/17 salary costs have been increased by 0.5 FTE additional staff member to cover additional work associated with the Environmental Park taken over during 2015/16

4270 **Employer's pension contribution**

The increase in pensions costs for 2016/17 reflect higher than anticipated staff uptake for the auto-enrolment scheme.

5011 **Property Maintenance**

Includes the following from the rolling capital programme

Greatness recreation ground - replace skatepark surface

3

	2015/16 £	2016/17 £	2017/18 £	2018/19 £
	1,000	3,000		

111

St Nicholas - Repairs on South path	1000		
Millpond maintenance			5,000
Pontoise new signage	500		
Middlings Wood new steps to Britans Lane	1,000		
Littlewood Coppice alder trees	4,000		
Replace yard tactor		12,000	
Refit Raleys/Knole Paddock kitchen		2,000	
Replace Pontoise rusting gates		2,000	
Replace Millpond Wood 5 bar gate/posts		1,500	
Replace Millpond Wood fence over Seal Rd		2,500	
Less amounts hoped to be covered by grants/Community Investment/Sports Strategy/contingency		(23,000)	
	<u>7,500</u>	<u>0</u>	<u>5,000</u>
			<u>0</u>

5310/5316 **Misc Open Spaces/Skatepark maintenance**
Annual skatepark maintenance transferred from a/c 5310 budget to a/c 5316.

6000 **Water**
Lower budget for water charges reflects disposal of Raleys Centre/Barneys

6930 **Alarm maintenace**
Budget reflects maintenance/Redcare for alarm at Raley's workshop, installed 2014/15

6931 **CCTV maintenance**
Maintenance for Vine Gardens CCTV transferred to Cost Centre 28

1022 **Letting and hire of facilities**
Letting income budgeted at lower than actual receipts 2014/15 due to loss of football teams at Greatness, and reduction in junior cricket hirings at Raleys/KP

Severn-Towns Council
2016/17 Estimates

GREATNESS CEMETERY Cost Centre 22

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Budget 2015/16 £	Budget 2016/17 £	Forecast 2017/18 £	Forecast 2018/19
Gross Pay - Administration	4010	55,794	56,099	56,290	57,271	58,416	59,585
Employers Pension Contribution	4270	4,451	5,967	5,516	6,325	6,452	6,581
Cem - Chapel and Office	5210	70	197	163	166	170	173
Workshop/messroom maintenance	5230	180	31	163	166	170	173
Fertilisers	5320	55	0	0	0	0	0
Plants	5340	789	891	0	0	0	0
Repairs & General Maint. (from rolling capital prog)	5410	5,246	1,955	2,600	0	5,000	5,100
Equipment - Hired & New	5500	3,273	3,009	1,831	1,868	1,905	1,943
Equipment Maintenance	5525	764	4,176	2,310	2,356	2,403	2,451
Vehicle expenses	5550	0	314	0	0	0	0
Fuel	5700	627	726	893	911	929	948
Rent, Rates and Water	6000	5,160	5,145	5,500	5,610	5,722	5,837
Light Heat & Cleaning	6010	985	674	1,200	1,224	1,248	1,273
Telephone	6101	545	695	704	718	732	747
Mobile Telephone	6104	20	20	30	31	31	32
Printing Postage and Stationery	6200	47	340	50	200	204	208
Computer - cemetery database	6240	334	286	367	374	382	389
Recruitment costs	6315			500	510	520	531
Training	6320	1,013	1,008	1,530	1,000	1,020	1,040
Welfare/hospitality	6330	88	76	153	156	159	162
Professional fees	6630	90	0	103	105	107	109
Subscriptions	6730	0	90	0	90	92	94
Trees, Turf & Fertilisers	6802	453	162	1,250	1,275	1,301	1,327
Roads, Paths and Boundaries	6822	115	1,192	530	541	551	562
Lawn/ Wall of Remembrance	6832	383	286	357	364	371	379
Sundry expenses	6900	10	18	50	51	52	53
Health & Safety/ Legal Advice	6922	250	511	269	274	280	285
Alarm Maintenance	6930	590	677	750	765	780	796
Cemetery security	6932	4,447	4,887	4,437	5,000	5,100	5,202
Waste collection and disposal	6935	937	1,141	1,117	1,139	1,162	1,185
Protective Clothing	6952	839	696	664	677	691	705
Cem. Lodge water contribution	1011	(198)	(202)	(205)	0	0	0
Cemetery Income	1700	(67,675)	(69,709)	(72,135)	(70,000)	(71,400)	(72,828)
Insurance Claims	1550		(3,250)				
		19,682	18,108	16,987	19,168	24,551	25,042

Notes on Open Spaces - Greatness Cemetery

4010 Gross Pay - Administration
2% cost of living increase has been allowed for 2016/17

5320/5340/6802 Trees, turf and fertilisers
Includes fertilisers and plants previously included within account 5320 and 5340

5410 Repairs & General Maintenance	2015/16 £	2016/17 £	2017/18 £	2018/19 £
Includes the following from the rolling capital programme				
Cemetery railings - adjacent to Greatness	2,000			
Cemetery wall of remembrance repair corner coping	600			
New Cemetery messroom and workshop		25,000		
Digital Mapping package		5,310		
Less amounts hoped to be covered by grants/Community Investment/Sports Strategy/contingency		(30,310)		
	2,600	0	0	0

Digital mapping costs reflect £4,925 one-off costs and £385 annual costs associated with the package being considered for the Cemetery.

6320 Training
2015/16 budget was increased by £500 reflecting additional training required re health and safety

6922 Health & Safety
Reflects central costs apportioned across cost centres

1700 Cemetery Income
Based on actual income in 2014/15

ALLOTMENTS Cost Centre 23

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Budget 2015/16 £	Budget 2016/17 £	Forecast 2017/18 £	Forecast 2018/19 £
General Maintenance	5410	338	665	422	430	439	448
Rent Rates & Water	6000	173	410	250	420	428	437
Rental Income	1010	(435)	(606)	(672)	(700)	(714)	(728)
		76	469	0	150	153	157

Notes on Open Spaces - Allotments

1010 Allotments income

Based on £2.50 per rod for 280 rods at Bradbourne

STREET LIGHTING AND GENERAL Cost Centre 26

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Budget 2015/16 £	Budget 2016/17 £	Forecast 2017/18 £	Forecast 2018/19 £
Public Clock Maintenance	6861	485	463	541	552	563	574
Street Lighting	6862	8,971	10,228	11,510	9,595	9,787	9,983
Hanging Baskets	6865	7,650	9,610	9,802	9,998	10,198	10,402
Hanging Baskets - contributions	1990	(775)	(1,545)	(944)	(1,200)	(1,224)	(1,248)
Street Lighting - recharges	1263	(3,129)	(3,869)	(3,500)	(7,056)	(7,197)	(7,341)
		13,202	14,887	17,409	11,889	12,127	12,369

Notes on Open Spaces - Street Lighting and General

6862/1263 Street lighting

Costs/income based on actual 2014/15, assuming half of the 47 posts located in roads currently not funding their maintenance are removed (decreasing costs) and half become funded by the residents of the private roads (increasing income). It is assumed that costs of removing the lights are covered by provisions/contingency in 2015/16.

Note - no provision made for conversion of streetlights to LED - to be confirmed

OPEN SPACES & LEISURE -VINE Cost Centre 28

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Budget 2015/16 £	Budget 2016/17 £	Forecast 2017/18 £	Forecast 2018/19 £
Gross pay - general	4010			7,181	48,637	49,610	50,602
Employers Pension Contribution - general	4270			431	2,119	2,161	2,205
Vine Area -Gen. Maintenance (was CC 21)	5010	1,532	1,094	3,200	3,264	3,329	3,396
Property maintenance (from rolling capital programme)	5011			0	0	0	0
Maintenance - Vine café (was CC39)	5012	5	115	0	500	510	520
Maintenance - Tea Kiosk (was CC39)	5014	2,000	0	0	0	0	0
Maintenance - Vine Club (was CC39)	5015	125	0	0	0	0	0
Vine Public Conveniences (was CC21)	5020	4,348	3,991	5,500	12,000	12,240	12,485
Rent, rates & water	6000				671	684	698
Light & heat	6010				1,600	1,632	1,665
Telephone/broadband	6101				350	357	364
Publicity	6460				500	510	520
Vine Café Catering expenses	6500			0	29,925	30,524	31,134
Professional Fees Licensing	6635				200	204	208
Summer concerts (was CC26)	6868	3,405	5,304	3,953	4,500	4,590	4,682
CCTV Maintenance	6931				600	612	624
Vine Café Waste collection and disposal	6935				2,000	2,040	2,081
Vine Café Credit card charges	6976				538	549	560
Vine Club Insurance Contrib. (was CC21)	1870	(1,415)	(1,243)	(1,268)	(1,293)	(1,319)	(1,346)
Arts & Crafts stalls income (was CC26)	1022		(745)	(1,000)	(100)	(102)	(104)
Other events net income	1208				(3,000)	(3,060)	(3,121)
Net income Farmers market	New				(2,500)	(2,550)	(2,601)
Vine Café sales	1211			0	(89,775)	(91,571)	(93,402)
Rental income - Pavilion & Kiosk (was CC39)	1805	(3,023)	(3,090)	(3,000)	(3,090)	(3,090)	(3,090)
Rental income - Band Practice Rm (was CC39)	1806	(897)	(78)	0	0	0	0
		6,080	5,348	14,997	7,646	7,860	8,079

Notes on Open Spaces - Vine

4010/4270 **Gross pay**

Reflects salary/pension of gardener, together with Vine Café salary/pension estimates

5011 **Property Maintenance**

Includes the following from the rolling capital programme

Renovation of Vine Pavilion (excludes £30,000 roof costs allocated to capital reserves a/c 316/340)

Less amounts hoped to be covered by grants/Community Investment/Sports Strategy/contingency

	Budget 2015/16 £	Budget 2016/17 £	Forecast 2017/18 £	Forecast 2018/19 £
		70,000		
		(70,000)		
		0		

5020 **Vine toilets**

Budgeted costs for 2016/17 reflect 3 toilets (up from 2 in 2015/16) cleaned twice a day (up from once daily in 2015/16 budget)

6868/1022 **Summer Concerts**

2016/17 budget based on current year spend (Thursdays and Sundays concerts for 11 weeks)

Income reflects small amounts of income collected from Arts & Crafts stalls (£10 per stall)

6869 **Net other events income**

2016/17 budget reflects Xmas market, Food Fair

6935 **Waste collection**

Based on 2 1100L bins collected twice weekly

Excluding general costs of Vine area maintenance and events, Vine Café budget

Sales	(89,775)
Expenses	77,454
Profit	(12,321)

CENTRAL SERVICES Cost Centre 31

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Budget 2015/16 £	Budget 2016/17 £	Forecast 2017/18 £	Forecast 2018/19 £
Gross Pay - Administration	4010	211,875	210,185	223,783	260,398	266,881	272,219
Employers Pension Contribution	4270	10,422	11,577	11,921	26,870	27,407	27,956
Pension Contribution - Deficiency	4271	10,000	55,000	57,000	60,000	60,000	60,000
Repairs	5410		49				0
Equipment Hired and New	5500	300	215	332	339	345	352
Light heat and cleaning	6010		414				0
Insurance Cost	6020	22,527	23,222	18,518	25,400	25,908	26,426
Telephone	6101	1,390	1,490	1,423	1,550	1,581	1,613
Facsimile Costs	6103	133	110	153	114	117	119
Printing & Stationery	6200	8,158	8,701	5,656	9,053	9,234	9,418
Postage and Courier	6210	3,197	3,217	3,805	3,347	3,414	3,482
Computer/Database/WP's	6240	12,356	7,908	12,976	13,059	13,320	13,587
Website costs	6241	729	481	842	859	876	894
IT infrastructure development	6242	5,000	5,750	5,100	5,000	5,100	5,202
Office Furniture/ Machinery	6281	1,335	3,590	1,331	1,358	1,385	1,412
Computers Accountancy	6300	2,015	2,216	2,774	2,829	2,886	2,944
Recruitment costs	6315		836		0	0	0
Staff Training	6320	1,958	3,035	4,839	3,000	3,060	3,121
Investors in People	6321	500	0	775	775	775	791
Welfare / Hospitality	6330	1,693	1,867	1,301	1,942	1,981	2,021
Civic Expenses/Annual Reception/Xmas Council	6410	968	1,528	1,261	1,590	1,622	1,654
Gifts/Hospitality	6415	171	373	277	388	396	404
Annual Parish Meeting	6420	21	0	100	100	100	102
Honours Board, Badges, Insignia	6421	555	90	222	100	102	104
Mayoral Allowances	6412	4,774	4,822	4,918	5,017	5,117	5,219
Mayoral Car/Travel Allowances	6414	2,122	2,060	2,186	2,230	2,274	2,320
Mayoral Car/Travel Allowances - prior year	6431	0	(703)		0	0	0
Members' Expenses and Allowces.	6435	2,838	3,002	3,721	3,780	3,856	3,933
Press Notices	6440	1,317	982	1,366	1,022	1,042	1,063
Bye Laws	6450	0	0	100	100	100	102
Publicity/Democratic notices	6460	234	2,202	2,055	2,291	2,337	2,384
Audit Fees - Internal and external	6610	2,950	3,100	3,100	3,225	3,290	3,356
Irrecoverable VAT	6619	0	7,191	8,000	7,482	8,000	8,160
Legal Expenses	6620	9,053	5,491	6,120	5,713	5,827	5,944
Professional Fees	6630	4,538	0				0
Professional Fees Licensing	6635	90	0	255	260	265	271
Conference Fees & Expenses	6710	1,457	2,220	1,996	2,310	2,356	2,403
Books and Periodicals	6720	240	0	365	372	380	387
Subscriptions	6730	2,805	3,075	3,257	3,199	3,263	3,328
Sundry Expenses	6900	158	464	222	483	492	502
Health & Safety/risk assessments	6922	2,082	2,050	2,206	2,250	2,295	2,341
Healthcare services	6939		7	0	0	0	0
Bank Charges	6975	1,071	1,232	1,292	1,318	1,344	1,371
Credit card charges	6976		0	481	400	408	416
Election Expenses	7010	3,000	3,000	3,000	3,000	3,000	3,060
Contingency provision	7611	36,376	43,773	15,500	112,500	112,500	114,750
Stag Reserve	7614	1,000	1,000	1,000	1,000	1,000	1,020
Grant income	1350		(850)				0
Sundry Income (including net banner income)	1990	(718)	(1,965)	(1,500)	(2,044)	(2,085)	(2,127)
		370,690	424,007	414,030	573,977	583,551	594,022

Notes on Central Services

- 4010 **Gross Pay - Administration**
2% cost of living increase has been allowed for 2016/17
- 4270 **Employer's pension contribution**
Pensions costs include costs arising from the auto-enrolment scheme introduced in 2015/16 and costs of additional staff member joining LGPS
- 4271 **Pension Contribution - Deficiency**
Increased in accordance with latest actuarial valuation. No change assumed post 2016/17 - new actuarial valuation to be available late 2016
- 6020 **Insurance**
Health and safety £0.4k and vehicle insurance £3k are included here in addition to main policy with Zurich £23k
The main insurance has been increased by £2k to reflect the additional cost of walls insurance, £1k to reflect the insurance of the Vine Café (£0.7k) and other net asset purchases and £0.7k to reflect the increase in tax from 6% to 9.5% from Nov 2015.
- 6240 **Computer/database/WPs**
This cost code includes IT support and licenses; internet charges and Information Pods ipad charges
2014/15 actual costs were low due to charging £4.2k Windows 365 license fees against IT infrastructure costs

- 6320 **Training**
2015/16 budget increased to allow for new Councillors training - level reduced for 2016/17 Estimate
- 6435 **Members allowances**
Members allowances based on 15/16 allowances increased by 2% to £270, assuming 14 councillors claim (10 claimed in 14/15)
- 6460 **Publicity**
Reflects costs of printing Town Crier; promotional signs and banners
- 6619 **Irrecoverable VAT**
A provision of £8,000 is based on 14/15 and assumes that irrecoverable VAT associated with capital projects is charged against CRR
- 6976 **Credit card charges**
Based on annual charges for rental of portable/virtual terminal £330 plus transaction charges £70
- 7010 **Election expenses**
£3k annual provision charged to cover next election charges
- 7611 **Contingency provision**
Includes an allowance to cover implementation of Community Investment Plan including potential of refurbishment of Bat & Ball station building
- 1990 **Banner income**
2016/17 budget reflects 2014/15 actual income

**Sevenoaks Town Council
2016/17 Estimates**

FINANCE COSTS Cost Centre 31

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Budget 2015/16 £	Budget 2016/17 £	Forecast 2017/18 £	Forecast 2018/19 £
Interest - on deposits	1115	(4,056)	(4,603)	(4,000)	(7,500)	(4,000)	(4,000)
		(4,056)	(4,603)	(4,000)	(7,500)	(4,000)	(4,000)

Estimate reflects 0.5% interest on £1.5m average balance held over 2016/17

Sevenoaks Town Council
2016/17 Estimates

F&GP - GENERAL Cost Centre 32

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Budget 2015/16 £	Budget 2016/17 £	Forecast 2017/18 £	Forecast 2018/19 £
Repairs & maintenance	5410		140				0
Equipment new and hired	5500		2,224				0
Christmas Decorations	6490	25,691	20,342	22,000	22,000	22,440	22,889
Remembrance Day/Civic Services	6491	2,459	2,472	1,800	2,572	2,623	2,676
No 8 bus costs	6495				13,750		0
Events	6869	4,497	10,952	5,000	5,100	5,202	5,306
Protective clothing	6952		22				0
Grant income	1350		(9,350)				0
No 8 bus income	1495				(13,750)		0
Fundraising	1500		(2,000)				0
Contributions towards Christmas decorations	1990	(7,043)	(3,696)	(3,000)	(4,000)	(4,080)	(4,162)
		25,604	21,106	25,800	25,672	26,185	26,709

Notes on General

6495/1495 **No 8 Bus**

Costs and income are illustrative only. KCC have paid to STC 3 years estimated No8 bus expenses totalling £99,000.

The first year of operation from Nov 2015 is to be underwritten by Go Coach, therefore only initial set-up expenses should be charged against the KCC grant until Nov 2016. Thereafter funds will be drawn down from the £99,000 until it is exhausted, whereupon the service will cease if alternative funding cannot be sourced. The service will therefore operate at nil cost to STC.

Sevenoaks Town Council
2016/17 Estimates

COUNCIL OFFICES Cost Centre 33

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Budget 2015/16 £	Budget 2016/17 £	Forecast 2017/18 £	Forecast 2018/19 £
Gross pay	4010	4,070	4,898	4,801	6,832	6,969	7,108
Employers Pension Contribution	4270	306	388	387	395	403	411
Repairs & Gen. Maintenance	5410	2,194	2,103	2,000	2,040	7,081	7,222
Rent and rates	6000	21,544	22,685	22,824	23,280	23,746	24,221
Light Heat & Cleaning	6010	5,539	6,464	5,600	5,712	5,826	5,943
Catering Expenses	6510	0	0	110	112	114	117
Job Club	6705	188	0	0	0	0	0
Sundry Expenses	6900	0	0	58	59	60	62
Health & Safety/Legal advice	6922	250	965	269	274	280	285
Alarm Maintenance	6930	783	542	1,293	1,319	1,345	1,372
Waste Bin Disposal	6935	100		100			0
Healthcare services	6939		12	0			0
Letting and Hire of Facilities	1022	(8,504)	(13,102)	(10,000)	(13,631)	(13,904)	(14,182)
Civil Ceremonies Income	1281	(211)	0	0	0	0	0
		26,259	24,955	27,442	26,392	31,920	32,559

Notes on Council Offices

4010 **Gross Pay - Administration**

This heading includes caretaker staff whose hours vary in accordance with actual lettings. 2% cost of living increase has been assumed for 2016/17.

5410 **Repairs & General Maintenance**

Includes the following from the rolling capital programme

Remedial works to wall at rear of Town Council

	2015/16 £	2016/17 £	2017/18 £	Forecast 2018/19 £
		0	5,000	0
	0	0	5,000	0

1022 **Letting and hire of facilities**

The 2016/17 budget has increase to reflect additional hiring income from church groups received in 2014/15.

COMMUNITY CENTRE Cost Centre 36

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Budget 2015/16 £	Budget 2016/17 £	Forecast 2017/18 £	Forecast 2018/19 £
Gross Pay	4010	24,198	25,076	25,734	30,871	31,488	32,118
Employers Pension Contribution	4270	313	299	912	463	472	482
Buildings Repairs & Maint.	5410	6,465	2,662	4,000	2,770	2,825	2,881
Equipment Hired and New	5500	(67)					0
Rates and water	6000	5,563	5,861	6,000	6,120	6,242	6,367
Electricity	6011	1,982	2,142	2,200	2,244	2,289	2,335
Gas	6012	2,210	1,822	2,250	1,858	1,896	1,934
Cleaning (Incl. Materials)	6013	724	607	800	816	832	849
Telephone	6101	183	199	250	255	260	265
Mobile Phone	6104	40	55	61	62	63	65
Printing and Stationery	6200	17	0	66	67	69	70
Office Furniture/ Machinery	6230	500	0	555	566	577	589
Computers	6240		216		303		0
Furnishings, Furniture & Equipment	6281	1,053	300	832	306	312	318
Training	6320	143	0	167	170	174	177
Publicity	6460	0	0	510	520	531	541
Refreshments For Resale	6520	858	762	735	750	765	780
Copyright Fees/Royalties	6533	355	304	459	468	478	487
Professional fees - licensing	6635	180	180	204	208	212	216
Bad debts	6650		224	0	0	0	0
Grounds Maintenance	6842	445	0	1,076	500	510	520
Sundry Expenses	6900	1	36	56	50	51	52
Health & Safety/ Legal advice	6922	250	965	277	283	288	294
Alarm Maintenance	6930	937	1,847	2,000	2,040	2,081	2,122
CCTV Maintenance	6931	270	332	286	339	345	352
Waste Disposal	6935	1,246	1,758	1,331	1,829	1,866	1,903
Healthcare Services	6939	1,201	995	1,530	1,561	1,592	1,624
Letting and Hire of Facilities	1022	(53,879)	(54,509)	(54,500)	(56,711)	(57,845)	(59,002)
Sale of Refreshments	1250	(738)	(662)	(1,051)	(689)	(703)	(717)
Grant income	1350		(732)	0	0	0	0
Outdoor Activities	1445	(840)	(81)	(570)	(83)	(84)	(86)
Indoor Activities	1457	(2,338)	(2,775)	(1,989)	(2,831)	(2,887)	(2,945)
		(8,728)	(12,117)	(5,819)	(4,894)	(5,301)	(5,407)

Notes on Sevenoaks Community Centre

4010 **Gross Pay - Administration**

This heading includes all part-time caretaker staff whose hours vary in accordance with actual lettings. 2% cost of living increase has been assumed for 2016/17.

4270 **Employer's pension contribution**

Pensions costs based on current levels of take-up for the auto-enrolment scheme.

1022 **Letting and hire of facilities**

The 2016/17 estimate is based on a 2% increase on 2014/15 takings (no increase in 2014/15 or 2015/16).

6240 **Computers**

Charges reflect Broadband

It is not envisaged that the new community centre will be operational for 2016/17 and no budget amendments have been made to reflect the new Centre

Sevenoaks Town Council
2016/17 Estimates

COMMUNITY GRANTS Cost Centre 38

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Budget 2015/16 £	Budget 2016/17 £	Forecast 2017/18 £	Forecast 2018/19 £
Grant subsidies for SCC	6937	501	609	1,000	1,000	1,020	1,040
Grant subsidies for Council Chamber	6938	995	1,895	1,000	1,000	1,020	1,040
Local Organisations and Youth Grants	7500	11,915	9,408	16,275	16,275	16,601	16,933
Sevenoaks Summer Festival	7502	5,000	5,000	5,000	5,000	5,000	5,100
Twining Support	7520	1,000	625	1,000	1,000	1,000	1,020
Youth Council	7555	1,000	500	500	500	500	510
Stag Community Arts Centre	7556	27,000	27,000	27,000	27,000	27,000	27,540
Youth Outreach	7550/7552	15,110	17,423	15,000	15,000	15,000	15,300
		62,521	62,460	66,775	66,775	67,141	68,483

Notes on Grants

7500 *Youth Grants*
This heading includes £2,000 for summer play days

Sevenoaks Town Council
2016/17 Estimates

LETTING OF NON-OPERATIONAL PROPERTY Cost Centre 39

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Budget 2015/16 £	Budget 2016/17 £	Forecast 2017/18 £	Forecast 2018/19 £
Bungalow & Garage	5103	443	205				0
Maintenance - Raleys Centre	5105	35,447	1,500	800	0	0	0
Cem. Lodge Maintenance	5211	463	8,518	849	0	0	0
Repairs and General Maintenance	5410	0	0	109	0	0	0
Health & Safety/Legal advice	6922	0	0	270	0	0	0
Rental income - Lodge	1012	(14,228)	(14,824)	(14,931)	0	0	0
Rental income - Bungalow	1013	(12,360)	(10,940)	(12,360)	0	0	0
Rental income - Red Cross	1014	(200)	(200)	(200)	(200)	(200)	(204)
Rental income - Raleys Centre	1016	(13,211)	(13,372)	(13,372)	0	0	0
SCC ground rents, wayleaves	1046	(1,500)	(2,742)	(2,742)	(2,797)	(2,797)	(2,853)
Open Spaces rents and wayleaves	1469	(5,320)	(4,823)	(4,811)	(4,919)	(4,919)	(5,018)
		(10,466)	(36,678)	(46,388)	(7,916)	(7,916)	(8,075)

Note on Non-operational Property Lettings

No income will be received in 2016/17 in respect of Raleys properties and Cemetery Lodge disposed of in 2015/16.

SEVENOAKS TOWN PARTNERSHIP Cost Centre 40

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Budget 2015/16 £	Budget 2016/17 £	Forecast 2017/18 £	Forecast 2018/19 £
Gross Pay (conductors)	4010	1,087	0				
Printing & Stationery	6200	118					
Computer/Database and other costs	6240	1,184					
Business Awards	6322	1,974	6,107	6,000			
Business Show	6323			2,000			
Welfare/Hospitality	6330	10					
Publicity	6460	942					
Bad debts	6650		24				
Conference Fees & Exps	6710	773					
Sundry expenses	6900		2,748	2,000			
Christmas gift guide expenses	7607		1,689	1,500			
Friends of Bat & Ball	7608		643				
Vintage Bus Expenses	7609	15,754	11,095	11,500			
Park & Panto	7615		6,562				
Business Awards	1206	(894)	(6,536)	(7,000)			
Business Show	1207	(2,175)		(4,000)			
Grant income	1350		(1,000)				
Vintage Bus income	1435	(5,042)	(9,841)	(11,500)			
Christmas gift guide income	1436		(1,332)	(2,000)			
Pak & Panto income	1437		(1,262)				
Sundry income	1990		(20)				
Income and Donations receivable	7610	(15,412)	0	0	0	0	0
		(1,681)	8,877	(1,500)			
Movement in STC reinvestment funds	7000						
Increase in general reinvestment fund		2,380	1,067	6,500	5,000	5,000	5,000
Vintage bus reinvestment fund (to Park&Panto income 2015)		4,301	(4,301)				
Friends of Bat & Ball reinvestment fund			2,357				
		5,000	8,000	5,000	5,000	5,000	5,000

Notes on Sevenoaks Town Partnership

STC's contribution budgeted at £5,000 as in previous years.

7608 **Friends of Bat & Ball Reinvestment Fund**
In 2014/15 F&GP Committee approved a £3,000 contribution to Friends of Bat & Ball which was funded from contingency. No further contribution budgeted for 2015/16. Provision was £2,357 at 31/3/15. The budget excludes usage of this provision.

7000 **STP Reinvestment Fund**
STP Reinvestment Fund reflects predicted surplus which if unused in any particular year will be carried forward within other creditors for future use as required. Reinvestment provision stood at £3,447 at 31/3/15. The budget excludes usage of this provision.

YOUTH CAFÉ Cost Centre 50

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Budget 2015/16 £	Budget 2016/17 £	Forecast 2017/18 £	Forecast 2018/19 £
Gross Pay	4010	46,428	40,271	47,099	42,514	43,346	44,213
Employers Pension Contribution	4270	1,327	0	660	337	344	351
Repairs and General Maintenance	5410	3,495	1,397	2,000	1,000	2,500	2,550
Cleaning	6010	204	223	758	232	3,210	3,274
Telephone	6101	588	523	510	489	639	652
Printing & Stationery	6200	755	564	459	468	478	487
Postage & courier	6210	2	0	10	0	0	0
Computer/Database/WPS	6240	59	686	0	714	0	0
Furnishings, furniture/Eqpt	6281	363	754	153	500	510	520
Recruitment Costs	6315	935	380	200	400		0
Staff Training	6320	414	0	357	364	371	379
Welfare/Hospitality	6330	774	97	51	100	102	104
Staff Uniforms	6340	100	209				0
Publicity	6460	1,545	329	760	780	780	796
Goods for resale	6500	2,417	1,831	2,000	2,000	2,040	2,081
Catering Expenses	6510	328					0
Soundwaves Expenditure	6550	1,378	1,317	1,200			0
Course Material	6568	1,695					0
Music Equipment	6571	959	15				0
IT Equipment	6572	84					0
Youth Magazine Expenditure	6573	1,382	675				0
New Blood DJ workshops	6574		150				0
Professional fees licensing	6635	89	388	94	404	412	420
Subscriptions	6730	0	60	82	62	64	65
Special Events	6869		50				0
Sundry Expenses	6900	145	137	255	143	145	148
Health & Safety/Legal Advice	6922	250	300		312		0
Protective clothing	6952	0	0	0	0	0	0
Bank charges	6975		75				0
Letting and Hire of Facilities	1022	(3,920)	(2,942)	(5,000)	(3,800)	(3,909)	(3,987)
Soundwaves Income	1242	(1,758)	(342)	(1,200)	0	0	0
Sale of Goods	1211	(2,351)	(1,616)	(2,000)	(2,000)	(2,040)	(2,081)
Grant Income	1350	(51,239)	(43,920)	(41,080)	(36,972)	(41,080)	(41,902)
Educational kits income	1351		(305)				0
Fundraising	1500	(284)	(905)	(2,000)	(1,000)	(2,000)	(2,040)
Sundry Income	1990	(100)	(401)				0
		6,064	0	5,368	7,047	5,912	6,030

Notes on Youth Café

- 4010 **Gross Pay**
2% cost of living increase has been allowed for 2016/17.
- 4270 **Employer's pension contribution**
Pensions costs based on current levels of take-up for the auto-enrolment scheme.
- 1350 **Grant income**
Budgeted grant income for 2016/17 and thereafter assumes that the current £36,972 grant (£41,080pa up to 14/15) is reapproved by KCC once it comes for renewal in January 2016, and that no further grant income is received.
- 1211 **Goods for resale**
Budgeted costs and income have been adjusted to better reflect actual costs/income experienced in 2014/15
- 1242 **Soundwaves**
It has been assumed that Soundwaves ceases from 2016/17 due to losses incurred to date.
- 6101 **Telephone**
Costs for 2016/17 and thereafter reflect new unlimited fibre broadband contract - 12m price reduction expires in 2016/17

MARKETS Cost Centre 60

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Budget 2015/16 £	Budget 2016/17 £	Forecast 2017/18 £	Forecast 2018/19 £
Gross Pay	4010	2,516	3,985	3,300	2,753	2,808	2,864
Employers Pension Contribution	4270	8	0	0			
Repairs & general maintenance	5410		436				
SDC Management Charge - Sat from 2015/16	5420	32,000	32,484	13,460	13,513	13,783	14,059
SDC Management Charge - Wed from 2015/16	5421			19,295	19,750	20,145	20,548
Equipment new and hired	5500		936				0
Blighs market rent	6001		16,540	21,900	15,810	16,126	16,449
Equipment Maintenance	5525	26					
Furnishings, furniture/Eqpt	6281	13	51	0			
Publicity	6460	5,003	5,892	3,500	3,500	3,570	3,641
Subscriptions	6730		52	0			
Sundry Expenses	6900	42	5	0			
Rental Income Sat Market	1017	(24,101)	(21,713)	(25,500)	(23,650)	(24,123)	(24,605)
Rental Income Weds Market	1018	(21,102)	(20,155)	(23,460)	(21,410)	(21,839)	(22,275)
Rental Income Blighs Market	1019		(18,263)	(19,118)	(15,720)	(16,034)	(16,355)
		(5,595)	250	(6,623)	(5,454)	(5,563)	(5,674)
Movement in general reinvestment fund	7000	5,595	(250)	1,623	454	563	674
		0	0	(5,000)	(5,000)	(5,000)	(5,000)

Notes on Markets

- 4010 **Gross Pay - Administration**
This heading includes two part-time staff whose hours attributable to market work are recharged from different cost centres according to 2.5hrs/week allocated to market work.
- 5420/5421 **SDC management charge**
The rent charge for the Wednesday and Saturday markets has been based on current charges assuming a 2% increase
- 5422 **Blighs market rent**
Blighs charges are based on the current charging structure for handyman charges plus SDC storage licence and Ignis rent
- 1017-1019 **Market rental income**
Market rental income is based on actual results to August 2015
- 7000 **Market reinvestment fund**
Reflects movement in the reinvestment provision. At 31 March 2015 this stood at £5,345

**Sevenoaks Town Council
2016/17 Estimates**

FINANCIAL & GENERAL PURPOSES COMMITTEE SUMMARY

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Budget 2015/16 £	Budget 2016/17 £	Forecast 2017/18 £	Forecast 2018/19 £
Central Services	31	370,690	424,007	414,030	573,977	583,551	594,022
General	32	25,604	21,106	25,800	25,672	26,185	26,709
Council Offices	33	26,259	24,955	27,442	26,392	31,920	32,559
Finance Costs	31	(4,056)	(4,603)	(4,000)	(7,500)	(4,000)	(4,000)
Community Grants	38	62,521	62,460	66,775	66,775	67,141	68,483
Community Centre	36	(8,728)	(12,117)	(5,819)	(4,894)	(5,301)	(5,407)
Letting of Non-operational Property	39	(10,466)	(36,678)	(46,388)	(7,916)	(7,916)	(8,075)
Sevenoaks Town Partnership	40	5,000	8,000	5,000	5,000	5,000	5,000
Youth Café	50	6,064	0	5,368	7,047	5,912	6,030
Markets	60	0	0	(5,000)	(5,000)	(5,000)	(5,000)
		472,888	487,130	483,208	679,553	697,492	710,321

**Sevenoaks Town Council
2016/17 Estimates**

OPEN SPACES & LEISURE COMMITTEE SUMMARY

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Budget 2015/16 £	Budget 2016/17 £	Forecast 2017/18 £	Forecast 2018/19 £
General	21	196,427	222,823	214,409	221,920	236,205	240,729
Greatness Cemetery	22	19,682	18,108	16,987	19,168	24,551	25,042
Allotments	23	76	469	0	150	153	157
Street Lighting and General	26	13,202	14,887	17,409	11,889	12,127	12,369
Vine	28	6,080	5,348	14,997	7,646	7,860	8,079
Gymnasium	24	9,288	11,944	23,415			
		244,755	273,580	287,217	260,773	280,897	286,377

REVENUE FUND SUMMARY

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Budget 2015/16 £	Budget 2016/17 £	Forecast 2017/18 £	Forecast 2018/19 £
Planning Committee	1	36,857	30,880	32,678	33,292	33,957	34,637
Open Spaces & Leisure Committee	2	244,755	273,580	287,217	260,773	280,897	286,377
Finance/General Purposes Committee	3	472,888	487,130	483,208	679,553	697,492	710,321
		754,500	791,590	803,102	973,618	1,012,346	1,031,335
Less: Government Revenue Support Grant		(36,801)	0	0	0		
Add: Appropriation to/(from) Balances		0	0	0	0		
		717,699	791,590	803,102	973,618	1,012,346	1,031,335
Precept % increase			10.296%	1.454%	21.232%	3.978%	1.876%
Council Tax Base ie. Band D Equivalents		8,890.62	8,926.87	9,055.46	9225.61		
		£80.73	£88.67	£88.69	£105.53		
Council Tax % increase					19.0%		
Council Tax per week		£1.55	£1.71	£1.71	£2.03		

Note:
Number of Band D households provided by Roy Parsons from SDC

NB :	1999/2000	£47
	2000/01	£48
	2001/02	£50
	2002/03	£49
	2003/04	£50
	2004/05	£54
	2005/06	£59
	2006/07	£62
	2007/08	£63
	2008/09	£74
	2009/10	£76
	2010/11	£77
	2011/12	£77
	2012/13	£77
	2013/14	£81
	2014/15	£89
	2015/16	£89
	2016/17	£106

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