



PANNETT PARK | WHITBY | YO21 1RE  
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Dear Councillor,

11 November 2021

You are summoned to attend a meeting of the **FINANCE POLICY & GENERAL PURPOSES COMMITTEE** to be conducted at the **Pannett Gallery**, on **Tuesday 16 November 2021 at 6:00pm**, the agenda for which is set out below.

  
Michael King  
Town Clerk

To: Councillors Mrs H Coughlan, R Dalrymple, J Harston,  
G Jackson, L Wild, and Mrs N Wilson

**NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.**

## AGENDA

**1. APOLOGIES**

To consider approval of apologies for inability to attend.

**2. DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**

To declare any disclosable pecuniary interests or any other interests which members may have in the following agenda items and consider any dispensation requests.

**3. PUBLIC PARTICIPATION**

Standing Orders will be suspended for up to 15 minutes to allow for questions or statements about business items on the agenda, submitted by members of the public (limited to 3 mins per person).

## General Purposes & Policy

**4. MINUTES OF MEETING HELD ON 21 SEPTEMBER 2021**

**(page 3)**

To approve the minutes of the meeting held on 21 September.

**5. ACTION OUTSTANDING FROM PREVIOUS MEETINGS**

Verbal update from the Clerk on items outstanding from earlier meetings.

## Finance

**6. APPROVAL OF EXPENDITURE**

**(page 9)**

To approve payments and note receipts on behalf of the Council to 10 November 2021.

- 7. HALF YEAR REPORT TO THE END OF SEPTEMBER 2021/22 & POSITION AT 31 OCTOBER 2021 (Month 7)** (page 13)  
Comparison of actual income and expenditure against budget for the first seven months of the financial year 2021/22.
- 8. RESERVES REVIEW** (page 19)  
To seek approval for movements from the General Reserve to the named Earmarked Reserves at year end.
- 9. MEDIUM TERM FINANCIAL PLAN** (page 21)  
To seek approval and adoption of a Medium Term Financial Plan
- 10. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 11, BELOW)**  
**To consider a motion** – That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item 11 below, due to the confidential nature of the business to be transacted.
- 11. TOILET CLEANING CONTRACT** (To be circulated separately)

## WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance, Policy and General Purposes** Committee held in the Pannett Gallery on Tuesday 21 September 2021 at 6:00pm.

**Present:** Councillors G Jackson (Chair), Mrs H Coughlan, B Dalrymple, J Harston, T Jennison, Mrs L Wild, and Mrs N Wilson.

**Also:** M King, Town Clerk.

**NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972**

**F051/21 APOLOGIES FOR ABSENCE**

None.

**F052/21 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**

None.

**F053/21 PUBLIC PARTICIPATION**

No members of the public were present.

**GENERAL PURPOSES & POLICY**

**F054/21 NOTES OF MEETING HELD ON 13 JULY 2021**

**MOVED** by Councillor Mrs Coughlan, seconded by Councillor Mrs Wilson and unanimously

**RESOLVED** that the notes of the advisory meeting of the Finance Policy & General Purposes Committee meeting, held 13 July 2021 are accepted as an accurate record and the list of actions delegated to the Clerk are noted.

**F055/21 ACTION OUTSTANDING FROM PREVIOUS MEETING**

The Clerk provided a verbal update on the progress of resolutions from the previous meeting, which had been referred to Council, where required, and confirmed otherwise.

**MOVED** by Councillor Dalrymple, seconded by Councillor Harston and unanimously

**RESOLVED** that the information be received.

**FINANCE**

**F056/21 APPROVAL OF EXPENDITURE & NOTING OF INCOME**

To approve payments and receipts on behalf of the Council to 16 September (Appendix A).

Members noted the position with respect to the payment of contractual income from the toilet contract for the year to the end of June 2021, which was anticipated. The Clerk confirmed that year-end figures were expected to

enable net income to be invoiced from the contractor and that the figure was expected to be circa £90,000.

It was noted that, prior to the pandemic, discussions had begun about reviewing the flexibility built into the contract and the scheduled 'works'. The additional work identified for New Quay Road, as a result of the water leak from above and the condition of Ruswarp were both considered suitable for further discussion with Danfo to identify, programme and fund refurbishments.

**MOVED** by Councillor Harston, seconded by Councillor Mrs Coughlan and unanimously

**RESOLVED** (a) that the schedule of expenditure up to 16 September 2021 in the sum of **£50,677.12** (as attached) is approved and submitted to Full Council and that the income in the sum of **£95,277.62** is noted.

**MOVED** by Councillor Dalrymple, seconded by Councillor Harston and unanimously

**RESOLVED** (b) that a meeting should be convened as soon as possible with Danfo to discuss the conditions of the contract.

**F057/21 BUDGET MONITORING REPORT TO THE END OF AUGUST 2021**

Submitted: a report of income and expenditure to the end of August 2021.

Members noted that some cost centre headings, now unused, should be identified for removal at the next budget review. The Chair asked for details of the council's gas supply contract, given recent publicity about the rise in wholesale prices. The Clerk undertook to circulate that information to members.

*(The council is on a fixed rate with Engie for gas of 4.2141 p/kWh with a standing charge of £2.325 per day to September 2024, through a brokerage arrangement entered into in 2017 – confirmed via email 22/09/21).*

**MOVED** by Councillor Mrs Coughlan, seconded by Councillor Jennison and unanimously

**RESOLVED** That (a) the information be noted; and  
(b) unused codes should be recommended for removal in the forthcoming review of the budget for 2022/23.

**F058/21 NOTICE OF COMPLETION OF LIMITED ASSURANCE REVIEW**

Submitted: notice of the conclusion of the limited assurance review by the council's external auditor, PKF Littlejohn.

**MOVED** by Councillor Harston, seconded by Councillor Mrs Coughlan and unanimously

**RESOLVED** That the notice be received and relevant documents posted to the town council's website by the due date, 30 September 2021.

**F059/21 BUDGET PREPARATION 2022/23**

Submitted: a report setting out a preparation timetable for the 2022/23 budget, the major pressures to be considered in preparing the budget and seeks Members' views and direction on the principles to be adopted for 2022/23.

**MOVED** by Councillor Mrs Wilson, seconded by Councillor Mrs Coughlan and unanimously

**RESOLVED** That (a) the budget timetable is as detailed in Section 2 of the submitted report;  
(b) the position on tax base be noted;  
(c) pay inflation of 2.25% be assumed (subject to the outcome of JNC negotiations);  
(d) non-pay inflation of 2% be assumed; and  
(e) any proposals for new budget items be submitted to the relevant committee in the next cycle.

.....  
*16 November 2021*



## Appendix A

**FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 21 SEPTEMBER 2021  
APPROVAL OF EXPENDITURE & NOTING OF INCOME**

**Whitby Town Council**Expenditure transactions - payments approval list – period to **16 September 2021**

<b>Tn no</b>	<b>Gross</b>	<b>Date</b>	<b>Details</b>	<b>Heading</b>
104	£95.85	15/07/2021	Green End Electrical - Thermostat (like for like replacement)	5000/4/10
108	£18.22	21/07/2021	EE Limited - Mobile Telephone Contract 06 2021	5000/2/5
110	£369.73	22/07/2021	ENGIE Gas Limited - Gas - July	5000/4/1
109	£25.30	23/07/2021	Barclaycard - Hygiene Products - Internet	5000/4/11
111	£948.73	23/07/2021	TotalEnergies Gas & - Electricity - June	5000/4/2
112	£23.40	27/07/2021	Cathedral Hygiene - Supply of Hygiene Services	5000/4/6
113	£6.00	27/07/2021	Pitney Bowes - Postage - paper invoice fee	5000/2/4
114	£370.78	28/07/2021	Siemens Financial - Quarterly Charge (Annual Statement in	5000/2/5
115	£192.18	30/07/2021	Document Solutions - Telephone & Broadband	5000/2/5
116	£788.08	02/08/2021	Everflow Limited - Water Bill - June	5001/7
117	£37.01	04/08/2021	Barclays Bank - e-payment Plan Charges - July 2021	5000/2/13
119	£85.20	16/08/2021	SAGE UK Ltd - SAGE 50 payroll subscription August	5000/2/9
145	£342.55	23/08/2021	ENGIE Gas Limited - Gas - August	5000/4/1
146	£58.80	23/08/2021	Conversion Company - New PC Power Supply	5000/2/11
147	£11.38	23/08/2021	Amazon Services Europe - 2 Drado Meter Box Key Metal	5000/4/12
152	£13.91	23/08/2021	EE Limited - Mobile Telephone Contract 07 2021	5000/2/5
139	£1,076.21	24/08/2021	TotalEnergies Gas & - Electricity - July	5000/4/2
150	£780.00	24/08/2021	Align Property Partners Ltd - PV2111 Pannett Park, Whitby - Building	5000/4/10
126	£1,273.03	26/08/2021	Everflow Limited - Water Bill - August	5001/7
144	£6.00	27/08/2021	Pitney Bowes - Postage - paper invoice fee	5000/2/4
151	£23.40	27/08/2021	Cathedral Hygiene - Supply of Hygiene Services	5000/4/6
122	£194.17	31/08/2021	Document Solutions - Telephone & Broadband	5000/2/5
118	£1,235.16	01/09/2021	Edge It Systems Ltd - AdvantEDGE Online Contract (5th	5000/2/9
120	£481.50	01/09/2021	Lewis Hart Security Services - Mobile Patrols (July) - Payment	5000/4/7
121	£180.00	01/09/2021	Brian Oakley - Windows August	5000/4/11
123	£123.84	01/09/2021	Edge It Systems Ltd - 365 Monthly Fees (July)	5000/2/9
124	£5,874.00	01/09/2021	Scarborough Lifts - Supplied and fitted replacement ropes	5000/4/10
127	£7.00	01/09/2021	AGI DIY Wearhouse Ltd - Keys cut	5000/4/12
128	£714.00	01/09/2021	Tutorcare - First Aid Training - 4 October 2021	6000/5
129	£6.32	01/09/2021	Normans Business Solutions - Diaries 2022	5000/2/1
130	£240.00	01/09/2021	UK Safety Management - PAT Testing	5000/4/10
131	£47.83	01/09/2021	Rentokil Initial UK Ltd - Hygiene Contract August 2021	5000/4/6
157	£8.00	07/09/2021	Barclays Bank - e-payment Plan Charges - August 2021	5000/2/13
149	<del>£15,966.30</del>	08/09/2021	Castle Water Limited - Rebilled New Quay Road (REFUND)	5001/7
132	£1,220.36	10/09/2021	PHS Group - Hygiene Supplies	5000/4/11
133	£355.94	10/09/2021	PHS Group - Hygiene Supplies	5000/4/11
135	£123.84	10/09/2021	Edge It Systems Ltd - 365 Monthly Fees (August)	5000/2/9
136	£480.00	10/09/2021	2 Commune Ltd - UKLC Website hosting, support and	5000/2/10
137	£19.93	10/09/2021	Sapphire Print Solutions - Cost per copy charges for August 2021	5000/2/2
138	£336.00	10/09/2021	BAUER Radio Ltd - Greatest Hits Radio (Yorkshire Coast) Stage	5001/19
141	£476.60	10/09/2021	Society of Local Council Clerks - National Conference 2021	5000/2/18
142	£118.00	10/09/2021	Drain Devil - Hydro Scrubbed & unblocked foul drain	5000/4/10
143	£47.83	10/09/2021	Rentokil Initial UK Ltd - Hygiene Contract September 2021	5000/4/6
156	£73.73	10/09/2021	Pitney Bowes - Postage - Leasing Fee Charges	5000/2/4
134	£85.20	16/09/2021	SAGE UK Ltd - SAGE 50 payroll subscription	5000/2/9
	<b>£3,028.71</b>		<b>Sub Total</b>	
	£47,648.41		Confidential Transactions	6000
	<b>£50,677.12</b>		<b>Total</b>	

Income transactions - payments approval list period to **16 September 2021**

Tn No	Gross	Date	Details	Heading
1043	£43,000.00	12/07/2021	Scarborough Borough Council	4000/17
1035	£27,431.18	13/07/2021	HM Revenue & Customs	4200
1044	£10.00	13/07/2021	Toilet Code	4000/18
1045	£23.63	13/07/2021	Allotment Rent	4000/2
1046	£55.00	13/07/2021	Allotment Rent	4000/2
1036	£337.00	15/07/2021	Literary & Philosophical Society	4000/6
1047	£20.00	16/07/2021	Toilet Code	4000/18
1048	£10.00	03/08/2021	Toilet Code	4000/18
1049	£7.63	04/08/2021	Barclays Bank	4000/15
1050	£5,733.60	06/08/2021	Literary & Philosophical Society	4000/7
1051	£200.00	09/08/2021	Stall-Holder	4000/17
1052	£435.00	10/08/2021	Stall-Holder	4000/17
1053	£260.00	11/08/2021	Stall-Holder	4000/17
1055	£1,000.00	11/08/2021	Scarborough Borough Council	4000/17
1054	£200.00	12/08/2021	Stall-Holder	4000/17
1056	£200.00	13/08/2021	Stall-Holder	4000/17
1057	£200.00	13/08/2021	Stall-Holder	4000/17
1058	£400.00	16/08/2021	Stall-Holder	4000/17
1059	£435.00	16/08/2021	Stall-Holder	4000/17
1060	£220.00	17/08/2021	Stall-Holder	4000/17
1061	£350.00	17/08/2021	Stall-Holder	4000/17
1062	£200.00	18/08/2021	Stall-Holder	4000/17
1063	£250.00	18/08/2021	Stall-Holder	4000/17
1064	£350.00	18/08/2021	Stall-Holder	4000/17
1065	£250.00	18/08/2021	Stall-Holder	4000/17
1066	£250.00	19/08/2021	Stall-Holder	4000/17
1067	£710.00	20/08/2021	Stall-Holder	4000/17
1068	£250.00	26/08/2021	Stall-Holder	4000/17
1069	£250.00	26/08/2021	Stall-Holder	4000/17
1070	£200.00	27/08/2021	Stall-Holder	4000/17
1071	£250.00	27/08/2021	Stall-Holder	4000/17
1072	£85.00	31/08/2021	Stall-Holder	4000/17
1073	£350.00	31/08/2021	Stall-Holder	4000/17
1074	£350.00	31/08/2021	Stall-Holder	4000/17
1075	£250.00	31/08/2021	Stall-Holder	4000/17
1076	£200.00	01/09/2021	Stall-Holder	4000/17
1077	£8,734.20	07/09/2021	Literary & Philosophical Society	4000/7
1078	£0.38	07/09/2021	Barclays Bank	4000/15
1079	£220.00	07/09/2021	Stall-Holder	4000/17
1080	£250.00	13/09/2021	Stall-Holder	4000/17
1081	£1,000.00	13/09/2021	Scarborough Borough Council	4000/17
1082	£350.00	13/09/2021	Stall-Holder	4000/17
	<b>£95,277.62</b>		<b>Total</b>	



## Whitby Town Council

Expenditure transactions - payments approval list – period to **10 November 2021**

<b>Tn No</b>	<b>Gross</b>	<b>Date</b>	<b>Details</b>	<b>Heading</b>
161	£14.40	21/09/2021	EE Limited - Mobile Telephone Contract 08 2021	5000/2/5
140	£1,201.02	22/09/2021	TotalEnergies Gas & Power - Electricity - August	5000/4/2
162	£355.14	22/09/2021	ENGIE Gas Limited - Gas - September	5000/4/1
163	£1,173.45	27/09/2021	Everflow Limited - Water Bill - September	5001/7
164	£23.40	27/09/2021	Cathedral Hygiene - Supply of Hygiene Services	5000/4/6
165	£6.00	27/09/2021	Pitney Bowes - Postage - paper invoice fee	5000/2/4
125	£35.00	28/09/2021	Information Commissioners Office - Data Protection Fee 2021-22	5000/2/16
166	£14.50	04/10/2021	Barclays Bank - Commission charges 13 Aug- 12 Sep	5000/2/13
167	£212.08	05/10/2021	Grenke Leasing - Photocopier Equipment Lease Q3	5000/2/2
168	£196.38	05/10/2021	Document Solutions - Telephone & Broadband	5000/2/5
170	£85.20	18/10/2021	SAGE UK Ltd - SAGE 50 payroll subscription October	5000/2/9
171	£13.07	20/10/2021	Sapphire Print Solutions - Cost per copy charges for August 2021	5000/2/2
172	£38.35	20/10/2021	Normans Business Solutions - Vinyl Gloves	5000/4/11
173	£43.18	20/10/2021	PHS Group - Hygiene Supplies MD ANTIBAC CFEED BLUE 2X700SH	5000/4/11
174	£123.84	20/10/2021	Edge It Systems Ltd - 365 Monthly Fees (September)	5000/2/9
175	£230.00	20/10/2021	European Water Technology - Certification RPZ Assembly (01/21)	5000/4/16
176	£282.00	20/10/2021	Whitby Advertiser - Full Page Advert - Christmas Festival	5001/19
177	£481.50	20/10/2021	Lewis Hart Security Services - Mobile Patrols (August)	5000/4/7
178	£481.50	20/10/2021	Lewis Hart Security Services - Mobile Patrols (September)	5000/4/7
200	£1,504.09	20/10/2021	ADT Fire & Security PLC - Additional Work on the Fire Alarm system	5000/4/9
205	£4,000.00	20/10/2021	Decadent Drawing - Krampus Run	5001/19
179	£14.40	21/10/2021	EE Limited - Mobile Telephone Contract 09 2021	5000/2/5
181	£391.70	21/10/2021	ENGIE Gas Limited - Gas - October	5000/4/1
182	£1,192.40	25/10/2021	TotalEnergies Gas & Power - Electricity - September	5000/4/2
183	£0.99	25/10/2021	A Cowey - Miscoded Amazon purchase	6000/1
184	£679.00	25/10/2021	Curry's Online - Tablet Computer	5000/2/6
185	£187.03	25/10/2021	Amazon Services Europe S.A.R.L - Computer Accessories	5000/2/6
204	£1,144.58	26/10/2021	Everflow Limited - Water Bill - October	5001/7
180	£500.00	27/10/2021	Vaillant Group UK Limited - Annual Service 2x ecoTEC boilers	5000/4/16
186	£6.00	27/10/2021	Pitney Bowes - Postage - paper invoice fee	5000/2/4
203	£23.40	27/10/2021	Cathedral Hygiene - Supply of Hygiene Services	5000/4/6
202	£370.78	28/10/2021	Siemens Financial Services Ltd - Telephone Lease and Annual Fee	5000/2/5
169	£179.96	29/10/2021	Document Solutions - Telephone & Broadband	5000/2/5
193	£648.06	02/11/2021	Business Stream - Water Charges - Pannett Gallery & Museum	5000/4/3
194	£182.42	02/11/2021	Business Stream - Water Charges - Stakesby Vale	5001/1
197	£20.00	02/11/2021	WE Wilson - Fruit Basket	5000/3/1
195	£47.83	03/11/2021	Rentokil Initial UK Ltd - Hygiene Contract October 2021	5000/4/6
196	£47.83	03/11/2021	Rentokil Initial UK Ltd - Hygiene Contract November 2021	5000/4/6

## Approval of Expenditure (& Noting of Income)

## Item 6

206/1	£936.05	03/11/2021	Blackwall Green - UK Insurance Premium Tax	5000/2/12
206/2	£7,800.42	03/11/2021	Blackwall Green - Basic Premium	5000/2/12
207	£21.00	04/11/2021	Boyes of Whitby - 14' Rod (to retrieve flagpole rope)	5000/3/10
208	-£866.03	04/11/2021	Pannett Art Gallery - Tablet Computer & Accessories Reimbursement	5000/2/6
209	£336.00	08/11/2021	Lawsons Builders and High Access Ltd - Clearing of gutters, museum	5000/4/10
211	£294.38	08/11/2021	ADT Fire & Security PLC - Annual Maintenance Access Control System	5000/4/9
212	£180.00	08/11/2021	Brian Oakley - Windows October	5000/4/11
	<b>£24,852.30</b>		<b>Sub-Total</b>	
	£16,267.22		Confidential Transactions	
	<b>£41,119.52</b>		<b>Total</b>	

Income transactions - payments approval list period to **10 November 2021**

Tn No	Gross	Date	Detail	Heading
1085	£10.00	20/09/2021	School (Toilet Code) - Toilet Code - Galileo MAT	4000/18
1086	£250.00	22/09/2021	Stall-Holder - Christmas Festival Stall	4000/17
1087	£20.00	23/09/2021	School (Toilet Code) - Toilet Code - Cheque	4000/18
1088	£1,401.40	24/09/2021	Literary & Philosophical Society - 50% of ADT Fees	4000/22
1089	£1,789.16	24/09/2021	Literary & Philosophical Society - 50% of ADT CCTV	4000/22
1090	£10.00	24/09/2021	School (Toilet Code) - Toilet Code - Beckfoot Trust	4000/18
1091	£10.00	28/09/2021	School (Toilet Code) - Toilet Code	4000/18
1092	£30.00	28/09/2021	School (Toilet Code) - Toilet Code - Cheque	4000/18
1083	£111,717.50	30/09/2021	Scarborough Borough Council - Precept 2021-22 Instalment 2 (of 2)	4100
1093	£1.50	04/10/2021	Barclays Bank - Loyalty Reward	4000/15
1094	£7,836.60	05/10/2021	Literary & Philosophical Society - 60% Admission September 2021	4000/7
1095	£10.00	07/10/2021	School (Toilet Code) - Toilet Code - Byron School	4000/18
1096	£500.00	07/10/2021	Stall-Holder - Christmas Festival Stall - x2 Cheque	4000/17
1097	£10.00	07/10/2021	School (Toilet Code) - Toilet Code - Cheque	4000/18
1098	£250.00	13/10/2021	Stall-Holder - Christmas Festival Stall - Parkin & Co	4000/17
1099	£250.00	14/10/2021	Stall-Holder - Christmas Festival Stall	4000/17
1100	£10.00	14/10/2021	School (Toilet Code) - Toilet Code	4000/18
1102	£1,000.00	15/10/2021	Whitby Seafoods - Sponsorship - Christmas Festival	4000/17
1101	£10.00	19/10/2021	School (Toilet Code) - Toilet Code - Cheque	4000/18
1084/1	£6,000.00	23/10/2021	Danfo UK - Community Donation from toilet receipts	4000/19
1084/2	£93,755.05	23/10/2021	Danfo UK - Toilet receipts less net Danfo fee	4000/18
1105	£8,145.60	05/11/2021	Literary & Philosophical Society - 60% Admission October 2021	4000/7
	<b>£233,016.81</b>		<b>Total</b>	



	Budget	Apr-Sep	Oct	Total (Apr-Oct)	Balance	
<b>Whitby Town Council INCOME</b>						
11	Deposit Account Interest	£0.00	£0.49	£0.00	£0.49	
4000 Town Council Income						
4000/1	PAG other refunds	£0.00	£0.00	£0.00	£0.00	
4000/2	Allotments	£1,300.00	£950.18	£0.00	£950.18	-£349.82
4000/3	PPM Office Rental	£2,500.00	£0.00	£0.00	£0.00	-£2,500.00
4000/4	PPM Telephone Refunds	£0.00	£0.00	£0.00	£0.00	£0.00
4000/5	PAG Commission	£600.00	£0.00	£0.00	£0.00	-£600.00
4000/6	Refunds Lit and Phil	£10,000.00	£337.00	£3,190.56	£3,527.56	-£6,472.44
4000/7	Art Gallery/Museum admission	£41,000.00	£20,262.90	£7,836.60	£28,099.50	-£12,900.50
4000/8	Armed Forces WP Income	£0.00	£0.00	£0.00	£0.00	£0.00
4000/12	Christmas Lighting Refund	£10,000.00	£0.00	£0.00	£0.00	-£10,000.00
4000/15	Loyalty Reward	£150.00	£8.09	£1.50	£9.59	-£140.41
4000/16	Other Refunds	£0.00	£25,310.24	£0.00	£25,310.24	£25,310.24
4000/17	Christmas Festival	£0.00	£53,165.00	£2,000.00	£55,165.00	£55,165.00
4000/18	Public Conveniences	£35,000.00	£1,250.00	£93,795.05	£95,045.05	£60,045.05
4000/19	Community Donation	£6,000.00	£15.00	£6,000.00	£6,015.00	£15.00
4000/20	Yorkshire Day	£0.00	£0.00	£0.00	£0.00	£0.00
4000/21	Capital/Heritage Grants	£5,000.00	£0.00	£0.00	£0.00	-£5,000.00
4000/24	JRS Grant	£0.00	£0.00	£0.00	£0.00	£0.00
<b>4000</b>	<b>Total</b>	<b>£111,550.00</b>	£104,488.97	£109,633.15	<b>£214,122.12</b>	<b>£102,572.12</b>
4050	Tracker Account Interest	£0.00	£0.88	£0.00	£0.88	£0.88
4100	Precept	£223,435.00	£223,435.00	£0.00	£223,435.00	£0.00
4300	Job Retention Scheme Grant	£0.00	£3,916.19	£0.00	£3,916.19	£3,916.19
<b>Total Whitby Town Council</b>		<b>£334,985.00</b>	£328,650.97	£112,823.71	<b>£441,474.68</b>	<b>£106,489.68</b>

Half Year Report to the End of September 2021/22 & Position at 31 October 2021 (Month 7)

Item 7

	Budget	Apr-Sep	Oct	Total (Apr-Oct)	Balance	
<b>Whitby Town Council EXPENDITURE</b>						
5000	Town Council Expenditure					
5000/2	Administration					
5000/2/1	Stationery	£750.00	£5.27	£0.00	£5.27	-£744.73
5000/2/2	Photocopying	£1,500.00	£399.16	£187.63	£586.79	-£913.21
5000/2/3	Adverts	£0.00	£0.00	£0.00	£0.00	£0.00
5000/2/4	Postage	£700.00	£163.38	£5.00	£168.38	-£531.62
5000/2/5	Telephones/broadband/email	£2,500.00	£1,344.51	£634.60	£1,979.11	-£520.89
5000/2/6	Office Equipment	£500.00	£0.00	£721.69	£721.69	£221.69
5000/2/7	Audit	£1,800.00	£350.00	£0.00	£350.00	-£1,450.00
5000/2/8	Subscriptions	£1,800.00	£1,486.00	£0.00	£1,486.00	-£314.00
5000/2/9	IT Hosted Applications	£1,800.00	£2,293.14	£174.20	£2,467.34	£667.34
5000/2/10	Website	£500.00	£550.00	£0.00	£550.00	£50.00
5000/2/11	Computer Maintenance	£200.00	£49.00	£0.00	£49.00	-£151.00
5000/2/12	Insurance	£10,750.00	£11,870.89	£0.00	£11,870.89	£1,120.89
5000/2/13	Bank Charges	£300.00	£64.81	£36.80	£101.61	-£198.39
5000/2/14	Health & Safety	£400.00	£0.00	£0.00	£0.00	-£400.00
5000/2/15	Petty Cash	£0.00	£0.00	£0.00	£0.00	£0.00
5000/2/16	Data Protection Annual	£35.00	£35.00	£0.00	£35.00	£0.00
5000/2/17	HR Advisory Service	£1,800.00	£1,927.72	£0.00	£1,927.72	£127.72
5000/2/18	Training	£500.00	£409.67	£0.00	£409.67	-£90.33
5000/2/19	Travel Expenses	£0.00	£0.00	£0.00	£0.00	£0.00
<b>5000/2</b>	<b>Total</b>	<b>£25,835.00</b>	<b>£20,948.55</b>	<b>£1,759.92</b>	<b>£22,708.47</b>	<b>-£3,126.53</b>
5000/3	Civic & Councillors					
5000/3/1	Mayor's Allowance	£2,000.00	£200.00	£0.00	£0.00	-£1,800.00
5000/3/2	Councillors Training	£500.00	£15.00	£0.00	£15.00	-£485.00
5000/3/3	Civic Regalia	£500.00	£0.00	£0.00	£0.00	-£500.00

## Half Year Report to the End of September 2021/22 & Position at 31 October 2021 (Month 7)

Item 7

		Budget	Apr-Sep	Oct	Total (Apr-Oct)	Balance
5000/3/4	Election/Polls	£0.00	£0.00	£0.00	£0.00	£0.00
5000/3/5	Mayoral Board	£100.00	£0.00	£0.00	£0.00	-£100.00
5000/3/6	Honorary Freeman	£200.00	£260.00	£0.00	£260.00	£60.00
5000/3/7	Annual Report	£100.00	£0.00	£0.00	£0.00	-£100.00
5000/3/8	Plaques and Pennant Gifts	£200.00	£210.00	£0.00	£210.00	£10.00
5000/3/9	Hospitality	£500.00	£0.00	£0.00	£0.00	-£500.00
5000/3/10	Contingencies	£4,000.00	£0.00	£0.00	£0.00	-£4,000.00
5000/3/11	Section 137	£150.00	£32.00	£0.00	£32.00	-£118.00
5000/3/12	Events	£6,000.00	£0.00	£0.00	£0.00	-£6,000.00
5000/3/14	Legal Costs Community Asset	£500.00	£0.00	£0.00	£0.00	-£500.00
5000/3/16	Community Event Project Mangr	£2,000.00	£0.00	£0.00	£0.00	-£2,000.00
5000/3/17	Town Plan	£0.00	£0.00	£0.00	£0.00	£0.00
5000/3/18	Twinning	£100.00	£0.00	£0.00	£0.00	-£100.00
5000/3/20	Yorkshire Society Subscription	£0.00	£0.00	£0.00	£0.00	£0.00
<b>5000/3</b>	<b>Total</b>	<b>£16,850.00</b>	<b>£717.00</b>	<b>£0.00</b>	<b>£717.00</b>	<b>-£16,133.00</b>
5000/4	Building Management					
5000/4/1	Gas	£9,000.00	£3,150.11	£326.42	£3,476.53	-£5,523.47
5000/4/2	Electricity	£5,000.00	£4,247.47	£993.66	£5,241.13	£241.13
5000/4/3	Water Rates	£2,000.00	£303.74	£0.00	£303.74	-£1,696.26
5000/4/4	Refuse Collections	£500.00	£414.07	£0.00	£414.07	-£85.93
5000/4/5	Rates	£0.00	£0.00	£0.00	£0.00	£0.00
5000/4/6	Hygiene Contracts	£1,800.00	£539.91	£19.50	£559.41	-£1,240.59
5000/4/7	Security Patrols	£5,000.00	£1,605.00	£802.50	£2,407.50	-£2,592.50
5000/4/8	Alarm Call Outs	£0.00	£0.00	£0.00	£0.00	£0.00
5000/4/9	ADT Contract	£4,000.00	£6,750.53	£1,253.41	£8,003.94	£4,003.94
5000/4/10	Repairs and Maintenance	£7,000.00	£6,322.34	£0.00	£6,322.34	-£677.66
5000/4/11	Cleaning/Hygiene Supplies	£2,000.00	£2,203.86	£69.60	£2,273.46	£273.46

Half Year Report to the End of September 2021/22 & Position at 31 October 2021 (Month 7)

Item 7

		Budget	Apr-Sep	Oct	Total (Apr-Oct)	Balance
5000/4/12	Fixtures and Fittings	£500.00	£6,108.84	£0.00	£6,108.84	£5,608.84
5000/4/14	Maintenance Reserve	£3,000.00	£0.00	£0.00	£0.00	-£3,000.00
5000/4/15	Air Conditioning	£0.00	£660.62	£0.00	£660.62	£660.62
5000/4/16	Heating System	£0.00	£0.00	£646.67	£646.67	£646.67
<b>5000/4</b>	<b>Total</b>	<b>£39,800.00</b>	<b>£32,306.49</b>	<b>£4,111.76</b>	<b>£36,418.25</b>	<b>-£3,381.75</b>
<b>5000</b>	<b>Total</b>	<b>£82,485.00</b>	<b>£53,972.04</b>	<b>£5,871.68</b>	<b>£59,843.72</b>	<b>-£22,641.28</b>
5001	Other Services					
5001/1	Allotments	£3,000.00	£9.87	£0.00	£9.87	-£2,990.13
5001/2	Modern Apprentice Cont.	£3,500.00	£4,500.00	£0.00	£4,500.00	£1,000.00
5001/3	Grants	£0.00	£0.00	£0.00	£0.00	£0.00
5001/4	Christmas Lights	£12,000.00	£0.00	£0.00	£0.00	-£12,000.00
5001/5	Notice Board	£0.00	£0.00	£0.00	£0.00	£0.00
5001/6	East Side Facility	£0.00	£0.00	£0.00	£0.00	£0.00
5001/7	Public Conveniences	£20,000.00	-£7,543.98	£1,144.58	-£6,399.40	-£26,399.40
5001/8	Spital Bridge - Residents Parking	£0.00	£0.00	£0.00	£0.00	£0.00
5001/9	Allotment paths & Fence	£2,000.00	£0.00	£0.00	£0.00	-£2,000.00
5001/10	Abbey / Caedmon Footpath	£1,000.00	£0.00	£0.00	£0.00	-£1,000.00
5001/11	Captain Cook Statue	£0.00	£0.00	£0.00	£0.00	£0.00
5001/12	Old Town Hall Survey	£0.00	£0.00	£0.00	£0.00	£0.00
5001/13	War Memorial	£250.00	£0.00	£0.00	£0.00	-£250.00
5001/14	Harbour Story Boards (R&M)	£1,500.00	£0.00	£0.00	£0.00	-£1,500.00
5001/15	Welcome to Whitby Sign (R&M)	£1,500.00	£0.00	£0.00	£0.00	-£1,500.00
5001/16	Climate Emergency Engagemnt	£1,000.00	£0.00	£0.00	£0.00	-£1,000.00
5001/17	Victoria Spa Well (R&M)	£5,000.00	£0.00	£0.00	£0.00	-£5,000.00
5001/18	East Pier Footbridge	£6,000.00	£12,000.00	£0.00	£12,000.00	£6,000.00
5001/19	Christmas Festival	£0.00	£280.00	£4,235.00	£4,515.00	£4,515.00



		Budget	Apr-Sep	Oct	Total (Apr-Oct)	Balance
<b>5001</b>	<b>Total</b>	<b>£56,750.00</b>	£9,245.89	£5,379.58	<b>£14,625.47</b>	<b>-£42,124.53</b>
6000	Staffing					
6000/1	Nett Salaries	£122,000.00	£54,601.99	£9,372.24	£63,974.23	-£58,025.77
6000/2	Tax	£12,000.00	£7,351.34	£1,243.60	£8,594.94	-£3,405.06
6000/3	NI	£22,000.00	£12,714.92	£2,193.34	£14,908.26	-£7,091.74
6000/4	Staffing Contingency	£0.00	£0.00	£0.00	£0.00	£0.00
6000/5	Staff Training	£750.00	£595.00	£0.00	£595.00	-£155.00
6000/6	Superannuation	£39,000.00	£20,682.72	£3,459.03	£24,141.75	-£14,858.25
<b>6000</b>	<b>Total</b>	<b>£195,750.00</b>	£95,945.97	£16,268.21	<b>£112,214.18</b>	<b>-£83,535.82</b>
<b>Total Whitby Town Council</b>		<b>£334,985.00</b>	£159,163.90	£27,519.47	<b>£186,683.37</b>	<b>-£148,301.63</b>

**Estimated Out-turn position.**

- Income is above budget by £106,000. Additional income to the year end is estimated to be £34,000 (based on known sources).
- Expenditure is anticipated to break even with the budget.
- The net movement to the General Reserve is, therefore estimated to be £140,000.
- Depending on the Committee's decision in respect of Earmarked Reserves, this figure may reduce to a transfer of approximately £75,000 to the General Reserve.
- The projected level of reserves is discussed in Item 9 – *Medium Term Financial Plan*



**FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 16 NOVEMBER 2021**  
**RESERVES REVIEW**

**1. Introduction**

1.1. This table presents the movements on the council's Earmarked Reserves (EMR) since April 2019. It seeks approval for movements from the General Reserve to the named EMRs at year end, dependent on there being sufficient funds at out-turn. It also seeks approval for retirement of unused EMR headings.

EMR	Balance 1/04/2019	Movement 2019-20	Balance 31/03/2020	Movement 2020-21	Balance 31/03/2021	Rec. Movement	Projected 31/3/22	Reason
Allotment Reserve	£9,553.05	-£2,500.00	£7,053.05	-£7,053.05	£0.00	£7,000.00	£7,000.00	Recover
Toilets Reserve	£0.00		£0.00		£0.00	£33,000.00	£33,000.00	(If not used in 21-22)
Maintenance Reserve	£13,369.95		£13,369.95	-£13,369.95	£0.00	£14,000.00	£14,000.00	Recover
Apprentice Reserve Fund	£0.00	£6,000.00	£6,000.00	-£6,000.00	£0.00	£0.00	£0.00	Paid in 2021
War Memorial Reserve	£2,570.00		£2,570.00		£2,570.00	£0.00	£2,570.00	
Christmas Lights	£7,158.65	-£7,158.65	£0.00		£0.00	£10,000.00	£10,000.00	Replacement in 2022
East Side Facility	£14,000.00		£14,000.00	-£14,000.00	£0.00	Retire		
Staffing Contingency Reserve	£0.00	£7,000.00	£7,000.00	-£7,000.00	£0.00	Retire		
Legal costs reserve	£1,458.18	-£240.00	£1,218.18		£1,218.18	£0.00	£1,218.18	Maintain
Project/Event Reserve	£55.77		£55.77		£55.77	£0.00	£55.77	Maintain
Elections & Polls	£0.00		£0.00		£0.00	£0.00	£0.00	2022 at no charge
Alarm Call Outs	£493.76		£493.76		£493.76	£0.00	£493.76	Maintain
Noticeboard	£1,590.00	-£1,045.00	£545.00		£545.00	£455.00	£1,000.00	Build
Grant surplus	£919.00	-£919.00	£0.00		£0.00	Retire		
Community Asset Reserve	£15,000.00	-£15,000.00	£0.00		£0.00	Retire		
Energy Reserve	£0.00		£0.00		£0.00	Retire		
Training reserve	£1,697.13		£1,697.13		£1,697.13	£0.00	£1,697.13	Maintain
Residents Parking Reserve	£5,000.00		£5,000.00		£5,000.00	£0.00	£5,000.00	Maintain
Yorkshire Day	£6,000.00	-£6,000.00	£0.00		£0.00	Retire		
Pier Extension footbridge	£0.00	£6,000.00	£6,000.00	-£4,933.86	£1,066.14	-£1,066.14	£0.00	Paid in 2021
	<b>£78,865.49</b>	<b>-£13,862.65</b>	<b>£65,002.84</b>	<b>-£52,356.86</b>	<b>£12,645.98</b>	<b>£63,388.86</b>	<b>£76,034.84</b>	



# Medium Term Financial Plan

## 1. Purpose of a Plan

- 1.1 A Medium-Term Financial Plan fulfils four objectives:
- It identifies expenditure trends over a five-year period;
  - It estimates the sources of income available over that period and identifies funding gaps and opportunities;
  - It sets out the mechanism by which the council can achieve and maintain a prudent level of general reserves;
  - It establishes a budget strategy which the council can use to programme service changes over more than one financial year.

## 2. Town Council Objectives

- 2.1 The town council was established in 1974 and is a parish council, constituted under the Local Government Act 1972 to provide a range of statutory and discretionary services for local people. Its principal funding comes from local council tax payers.
- 2.2 Whitby Town Council provides services within its parish which:
- enhance the town for its residents;
  - support local enterprise; and
  - attract visitors as part of a vibrant tourism economy.

## 3. Expenditure Trends

- 3.1 Appendix A uses the following broad assumptions to model expenditure demand for a static suite of council services. Non-pay inflation, affecting all bought-in goods and services has been estimated at 2% per annum. Pay-inflation has been estimated at 2% per annum and adjusted for progression. Council controlled budgets have been estimated at zero growth and one-off items have been discounted in future years.
- 3.2 The model begins by assuming some growth in line with an anticipated transfer of services from the existing principal councils and any incoming unitary council subject to local government reorganisation in North Yorkshire and York. These have been built into the 2022/23 base budget with no provision to balance implementation during the year by use of reserves. This will have to be fully funded from 2022/23 onwards. The planning assumption is that services will be prioritised if these require no subsidy from the town council and are either cost neutral or revenue generating. Assumptions are based on the gross expenditure on service delivery carrying a 5% administrative overhead. No additional change in the current pattern of services delivered by the Town Council is assumed. Once projected income changes are factored into the model (Appendix), it is possible to examine the capacity of the Town Council to provide additional services within its income or, alternatively, to adjust its

expenditure to reflect changed service priorities.

3.3 The consequent effect of this is to project growth in expenditure as follows:

Financial Year	2021/22	2022/23	2023/24	2024/25	2025/26
Gross Expenditure (£)	335,000	341,331	348,742	353,094	357,512
Year on Year Growth (%)		1.9%	2.2%	1.2%	1.3%

#### 4. Expenditure Profiled over more than one financial year

4.1 The Town Council will take the opportunity, in reviewing its expenditure from a 2021/22 baseline to profile periodic spending over a five-year cycle to even-out capital expenditure and revenue expenditure on items, such as IT replacement, which can be legitimately capitalised.

4.2 The following budget headings should be profiled over three years, starting whenever contractual arrangements are renewed:

- Telecommunications
- Photocopying rental
- Electricity
- Gas
- Water charges
- Public conveniences
- War Memorials (2013/14)
- Christmas Lights (2014/15)
- Replacement IT

#### 5. Ring-fenced Budgets

5.1 A small number of budget headings should be ring-fenced on the basis that expenditure is matched to income generated by the service. These services should not be routinely subsidised from precept income:

- Allotments
- Public conveniences

#### 6. Income Trends

6.1 Non-precept income currently comes from two sources: public conveniences income above contractual costs, which includes donations currently predicated towards the East Pier footbridge project, and 60% contribution from the entrance fee charged by the Lit & Phil to visitors to the Whitby Museum.

- 6.2 Both of these figures are volatile and depend on prevailing trends in visitors. Both were significantly affected by the pandemic in 2020/21 and have seen a corresponding recovery in 2021/22.
- 6.3 Over the same period, it is now stated that the year-on-year increase in local council precepts will not be capped at 2%. Nevertheless, at present it is advisable to assume that non-hypothecated increases should be held within a 2-3% growth figure, if possible.

## 7. Reserves

- 7.1 As a result of income not received in 2020/21, the council drew down on its general and earmarked reserves (EMR) to balance its income and expenditure. Subject to a review of EMRs, it is prudent, following the principles of the manual *Governance And Accountability For Smaller Authorities In England*, which is also referred to as 'Proper Practices':

*The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure. This is effectively Precept less any Loan Repayment and/or amounts included in Precept for Capital Projects and transfers to Earmarked Reserves. The reason for the wide range (3 to 12 months) is to cater for the large variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months Net Revenue Expenditure, the larger the authority the nearer to 3 months.*

- 7.2 The target General Reserve figure for the Town Council (as a large local council) is 4 months, which equates to £75,000. Subject to confirmation, increased income in 2021/22 should enable the General Reserve to achieve this balance by 31 March 2022, based on an assumed transfer to EMRs of £63,000.
- 7.3 Future budget preparations would seek to maintain this level, making adjustments as necessary and maintaining the ration of 1/3 of the precept in General Reserve.

## 8. Net Position

- 8.1 For comparison, if the precept were to increase to match the predicted growth in expenditure, allowing for flat growth in Museum receipts and 2% annual rise in toilet receipts, the gross precept (Band D equivalent) would increase to £226,021 in 2022/23 (0.4%) and to £234,656 in 2020/21 (3.0%).
- 8.2 In assembling the model, the council tax base is assumed to increase by 0.8% annually, either through new building within the town boundary or as the result of any changes in the assumed collection rate made by Scarborough Borough Council or its successor as collection authority.

## 9. Strategy

9.1 It is proposed that the Town Council considers the following principles as part of its Medium-Term Financial Plan:

- That opportunities to realise in-year and year-on-year expenditure savings are prioritised as a mechanism for addressing the potential for a medium-term financial shortfall;
- That earmarked reserves are reviewed annually and held for the purpose of accrued expenditure and capital investment in future years.
- That, for planning purposes, it is assumed that the precept demand will rise by 2% per annum to address the managed demand for inflation in expenditure.

## 10. Conclusion

10.1 This plan is an outline projection of the council's income and expenditure position over the next five years. In considering its future budgets, the town council should use this plan to assess the sustainability of new or changed services over the medium-term.



Appendix A – Five-year Budget Model

TOWN COUNCIL BUDGET HEADING	2021-22 Original (£)	2021-22 Reprofiled (£)	2022-23 (£)	2023-24 (£)	2024-25 (£)	2025-26 (£)
<b>TOWN COUNCIL EXPENDITURE</b>						
<b>Staff Costs</b>						
Gross Salaries, Employer's NI and Pensions	195,000.00	195,000.00	199,181	204,394	206,500	208,627
Staffing Contingency	-	-				
Staff Training	750	750	758	765	773	780
<b>Administration</b>						
Stationery	750	750	765	780	796	812
Photocopying	1,500.00	1,500.00	1,500	1,500	1,500	1,500
Adverts (not elections)			0	0	0	0
Postage	700	700	714	728	743	758
Telephones/broadband/email	2,500.00	2,500.00	2,550	2,601	2,653	2,706
Office Equipment	500	500	510	520	531	541
Audit	1,800.00	1,800.00	1,836	1,873	1,910	1,948
Subscriptions	1,800.00	1,800.00	1,836	1,873	1,910	1,948
IT/hosted applications	1,800.00	1,800.00	1,836	1,873	1,910	1,948
Website	500	500	510	520	531	541
Computer Maintenance	200	200	204	208	212	216
Insurance	10,750.00	10,750.00	10,965	11,184	11,408	11,636
Bank Charges	300	300	306	312	318	325
Health & Safety	400	400	408	416	424	433
Petty cash Misc.			0	0	0	0
Data Protection Annual Subscription	35	35	35	35	35	35
HR Advisory Service	1,800.00	1,800.00	1,836	1,873	1,910	1,948
Travel training	500	500	500	500	500	500

**Medium Term Financial Plan**

**Item 9**

<b>TOWN COUNCIL BUDGET HEADING</b>	<b>2021-22 Original (£)</b>	<b>2021-22 Reprofiled (£)</b>	<b>2022-23 (£)</b>	<b>2023-24 (£)</b>	<b>2024-25 (£)</b>	<b>2025-26 (£)</b>
<b><i>Civic &amp; Councillors</i></b>						
Mayors Allowance	2,000.00	2,000.00	2,000	2,000	2,000	2,000
Councillors Training	500	500	505	510	515	520
Civic Regalia	500	500	510	520	531	541
Elections/Polls			0	0	0	0
Mayoral Board	100	100	100	100	100	100
Honorary Citizenship	200	200	200	200	200	200
Annual Report/newsletter	100	100	100	100	100	100
Plaques/pennants/gifts	200	200	200	200	200	200
Hospitality	500	500	500	500	500	500
Contingencies	4,000.00	4,000.00	4,000	4,000	4,000	4,000
Free Resource (Section 137)	150	150	150	150	150	150
Events	6,000.00	6,000.00	6,120	6,242	6,367	6,495
Armed Forces Bench	-	-				
Event Freelance project coordinator	2,000.00	2,000.00	2,000	2,000	2,000	2,000
Legal Cost Community Asset Transfer	500	500	500	500	500	500
War Memorial	250	250	255	260	265	271
Town Plan	-	-				
Harbour Story Board (R&M)	1,500.00	1,500.00	1,500	1,500	1,500	1,500
Yorkshire Day	-	-				
Twinning	100	100	100	100	100	100
Welcome To Whitby sign maintenance	1,500.00	1,500.00	1,500	1,500	1,500	1,500
Climate Emergency Engagement	1,000.00	1,000.00	1,000	1,000	1,000	1,000
Victoria Spa Well maintenance	5,000.00	5,000.00	5,100	5,202	5,306	5,412

## Medium Term Financial Plan

Item 9

TOWN COUNCIL BUDGET HEADING	2021-22	2021-22	2022-23	2023-24	2024-25	2025-26
	Original (£)	Reprofiled (£)	(£)	(£)	(£)	(£)
<b>Building Management</b>						
Gas	6,000.00	8,000.00	8,160	8,323	8,490	8,659
Electricity	8,000.00	6,000.00	6,120	6,242	6,367	6,495
Water Rates	2,000.00	2,000.00	2,040	2,081	2,122	2,165
Refuse Collections	500	500	510	520	531	541
Rates			0	0	0	0
Hygiene contracts	1,800.00	1,800.00	1,836	1,873	1,910	1,948
Security Patrols	5,000.00	5,000.00	5,100	5,202	5,306	5,412
Fire, Alarms callouts			0	0	0	0
ADT Contracts	4,000.00	5,000.00	5,100	5,202	5,306	5,412
<b>ADT Repairs &amp; Maintenance</b>		2,000.00	2,040	2,081	2,122	2,165
General Repairs & Maintenance	7,000.00	4,000.00	4,080	4,162	4,245	4,330
Cleaning/Hygiene Supplies	2,000.00	2,000.00	2,040	2,081	2,122	2,165
Fixtures & Fittings	500	500	510	520	531	541
Maintenance Reserve	3,000.00	3,000.00	3,000	3,000	3,000	3,000
CCTV system upgrade			0	0	0	0
<b>Other Services</b>						
Allotments	3,000.00	3,000.00	3,060	3,121	3,184	3,247
Allotment fence Stakesby			0	0	0	0
Allotment Fencing Cala Beck	2,000.00	2,000.00	2,000	2,000	2,000	2,000
Cholmley Allotment Caedmon's Trod Project	1,000.00	1,000.00	1,000	1,000	1,000	1,000
Modern apprentice	3,500.00	3,500.00	3,500	3,500	3,500	3,500
Grants			0	0	0	0
Christmas Lights	12,000.00	12,000.00	12,240	12,485	12,734	12,989
Notice board			0	0	0	0
East Side Facility Project			0	0	0	0
Public conveniences	20,000.00	20,000.00	20,400	20,808	21,224	21,649

**Medium Term Financial Plan**

**Item 9**

<b>TOWN COUNCIL BUDGET HEADING</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>
	<b>Original (£)</b>	<b>Reprofiled (£)</b>	<b>(£)</b>	<b>(£)</b>	<b>(£)</b>	<b>(£)</b>
Spital Bridge - Residents Parking site			0	0	0	0
Footbridge extension	6,000.00	6,000.00	6,000	6,000	6,000	6,000
Contribution to Reserves			5	0	0	0
<b>Total</b>	<b>334,985.00</b>	<b>334,985.00</b>	<b>341,331</b>	<b>348,742</b>	<b>353,094</b>	<b>357,512</b>

## Medium Term Financial Plan

Item 9

TOWN COUNCIL BUDGET HEADING	2021-22 Original (£)	2021-22 Reprofiled (£)	2022-23 (£)	2023-24 (£)	2024-25 (£)	2025-26 (£)
<b>TOWN COUNCIL INCOME</b>						
Other refunds misc.						
Other refunds PAG						
Allotments	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00
PPM Office rental	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
PPM Office telephone refund						
Christmas Lighting SBC	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00
Unitary Authority Grant Support				8,000.00	8,000.00	8,000.00
WTC Bank Interest & loyalty Reward	150.00	150.00	150.00	150.00	150.00	150.00
PAG Commission	600.00	600.00	600.00	600.00	600.00	600.00
Refunds Lit & phil	10,000.00	5,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Art Galley/Museum - Admission Sales	41,000.00	43,000.00	41,000.00	41,000.00	41,000.00	41,000.00
Capital/Heritage Grants	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Armed Forces WP income						
Christmas Festival income						
Transfers from reserves						
Community Donation Toilets	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Residents' Parking						
Public Toilets	35,000.00	38,000.00	38,760	39,535	40,326	41,132
<b>Total</b>	<b>111,550.00</b>	<b>111,550.00</b>	<b>115,310.00</b>	<b>114,085.20</b>	<b>114,875.90</b>	<b>115,682.42</b>
<b>Summary</b>						
Gross Expenditure	334,985	334,985	341,331	348,742	353,094	357,512
Gross Income	111,550	111,550	115,310	114,085	114,876	115,682
Precept to balance	223,435	223,435	226,021	234,656	238,218	241,830
Tax Base	4,907.89	4,907.89	4,944.70	4,981.78	5,019.15	5,056.79
Band D Equivalent	45.53	45.53	45.71	47.10	47.46	47.82