

PANNETT PARK | WHITBY | YO21 1RE
TEL: (01947) 820227 | E MAIL: info@whitbytowncouncil.gov.uk

Dear Councillor,

9 December 2021

You are summoned to attend a meeting of the **FINANCE POLICY & GENERAL PURPOSES COMMITTEE** to be conducted at the **Pannett Gallery**, on **Tuesday 14 December 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 16 NOVEMBER 2021

(page 3)

To approve the minutes of the meeting held on 16 November 2021.

5. ACTION OUTSTANDING FROM PREVIOUS MEETINGS

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

6. COVID PREVENTION MEASURES

(page 11)

To consider the town council's response to the additional measures introduced by Government on 8 December.

- 7. APPROVAL OF EXPENDITURE** **(page 13)**
To approve payments and note receipts on behalf of the Council to 8 December 2021.

- 8. DRAFT BUDGET 2022/23** **(page 17)**
To approve a draft budget for recommendation to Council at its meeting on 18 January 2022.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance, Policy and General Purposes** Committee held in the Pannett Gallery on Tuesday 16 November 2021 at 6:00pm.

Present: Councillors G Jackson (Chair), Mrs H Coughlan, B Dalrymple, J Harston, 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

F123/21 APOLOGIES FOR ABSENCE

None. It was noted that T Jennison had now resigned from the council.

F124/21 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

F125/21 PUBLIC PARTICIPATION

No members of the public were present.

GENERAL PURPOSES & POLICY

F126/21 MINUTES OF MEETING HELD ON 21 SEPTEMBER 2021

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

RESOLVED that the minutes of the meeting of the Finance Policy & General Purposes Committee meeting, held 21 September 2021 are accepted as an accurate record.

F127/21 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, or for action at future meetings.

MOVED by Councillor Dalrymple, seconded by Councillor Harston and unanimously

RESOLVED that the information be received.

FINANCE

F128/21 APPROVAL OF EXPENDITURE & NOTING OF INCOME

To approve payments and receipts on behalf of the Council to 10 November (Appendix A).

MOVED by Councillor Mrs Coughlan, seconded by Councillor Dalrymple and unanimously

RESOLVED that the schedule of expenditure up to 10 November 2021 in the sum of **£41,119.52** (as attached) is approved and submitted to Full Council and that the income in the sum of **£233,016.81** is noted.

F129/21 HALF YEAR REPORT TO THE END OF SEPTEMBER 2021/22 & POSITION AT 31 OCTOBER 2021 (Month 7)1

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

Members noted the position, particularly with respect to income, with a surplus of £106,500 at the end of October. Additional expenditure of £34,000, budgeted for the final quarter was still anticipated. Expenditure was noted to be anticipated to break even with the budget at outturn. Net movement to the General Reserve at year end was estimated to be £140,000. These estimates were noted as relevant to the consideration of the council's reserves position and medium term financial plan at minutes F130/21 and F131/21, below.

MOVED by Councillor Mrs Coughlan, seconded by Councillor Mrs Wild and unanimously

RESOLVED That the information be noted.

F130/21 RESERVES REVIEW

Submitted: a table of the council's earmarked reserves position from 2019/20 to date, with a recommendation for movement from the General Reserve to identified Earmarked Reserves at year-end, dependent upon there sufficient funds at outturn.

MOVED by Councillor Dalrymple, seconded by Councillor Mrs Wilson and unanimously

RESOLVED (a) That the reserve movements at Appendix B, totalling £63,388.86 be recommended for Council's approval at year-end; and
(b) That the following (zero balance) Earmarked Reserves be retired: East Side Facility, Staffing Contingency, Grant Surplus, Community Asset Reserve, Energy Reserve and Yorkshire Day.

F131/21 MEDIUM TERM FINANCIAL PLAN

Submitted: a draft plan to identify expenditure trends over a five-year period; estimate the sources of income available and identifies funding gaps and opportunities; set out the mechanism by which the council can achieve and maintain a prudent level of general reserves (33% of precept income); and establish a budget strategy to programme service changes over more than one financial year. Members commented on the plan and identified that 'Events' should be added to the list of ring-fenced budgets (section 5, as drafted). There was acknowledgement that the plan was based on a steady-state assessment of the council's responsibilities and would need to be

reworked in the event that there were any asset or service transfers arising from Local Government Reorganisation in North Yorkshire.

MOVED by Councillor Mrs Wilson, seconded by Councillor Mrs Wild and unanimously

RESOLVED That the Medium Term Financial Plan, as amended, be approved and recommended to Council for adoption alongside the 2022/23 Budget.

F132/21 EXCLUSION OF PRESS AND PUBLIC

MOVED by Councillor Harston, seconded by Councillor Dalrymple and unanimously

RESOLVED 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 F133/21 below, due to the confidential nature of the business to be transacted.

F133/21 TOILET CLEANING CONTRACT

Submitted: a report setting out a review of the contractual arrangements between the town council and Danfo to reflect increased service volumes and wear and tear to the public toilets.

MOVED by Councillor Harston, seconded by Councillor Mrs Wild and unanimously

RESOLVED That the Clerk, in consultation with Cllrs Dalrymple, Jackson and Mrs Wild, be given delegated authority to meet and negotiate variations to the contract with Danfo for approval at a future meeting of the committee.

.....
14 December 2021

**FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 16 NOVEMBER 2021
APPROVAL OF EXPENDITURE & NOTING OF INCOME**

Whitby Town Council

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

Tn No	Gross	Date	Details	Heading
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

Minutes**Item 4**

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
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
	£24,852.30		Sub-Total	
	£16,267.22		Confidential Transactions	
	£41,119.52		Total	

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
	£233,016.81		Total	

WHITBY TOWN COUNCIL
FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 14 DECEMBER 2021

COVID PREVENTION MEASURES

1. Introduction

1.1. The Prime Minister announced at a briefing on Wednesday 8 December that the Government was invoking 'Plan B' to deal with the risks associated with the arrival of the omicron variant strain of the Covid-19 virus.

2. Summary

2.1. The measures announced on 8 December are:

- From 10 Dec, mandatory face covering rules are extended to most indoor settings (but will not include hospitality settings).
- From 13 Dec, guidance is for people to work from home if they can. Anyone who cannot work from home should continue to travel to their workplace.
- From 15 Dec, introduction of mandatory certification for certain settings. This will mean a requirement to show vaccination status or a recent negative test to enter certain high-risk settings.

2.2. These measures are in addition to:

- A continued push on testing, with a focus on testing to enable. This includes people testing before they meet others, socialise or go to crowded or enclosed places.
- A continued push on vaccines and boosters - being fully vaccinated is the best way for people to protect themselves against catching Covid-19.
- Continued messaging on ventilation - let in fresh air when meeting indoors.

3. Contingencies

3.1. Council has the option to return to the contingency it operated between May, when the legislation that enabled formal, virtual meetings ceased, and September, when the town council returned to face-to-face meetings, following the relaxation of previous restrictions on public gatherings.

3.2. Lawyers in Local Government and the Association of Democratic Services Officers have called on the government to restore the ability of councils to meet remotely, even if only for a temporary period, in light of the emergence of the Omicron Covid variant. At the point of drafting this report, guidance from NALC/YLCA is awaited. There is no specific information on the rules applying to council meetings to date.

3.3. The Clerk will provide a verbal update at the meeting.

Michael King
Town Clerk & RFO

Whitby Town Council

Expenditure transactions - payments approval list – period to **8 December 2021**

Tn No	Gross	Date	Details
251	180.00	17/05/2021	Rural Services Partnership Ltd - Membership 2021-22
239	960.00	12/09/2021	PKF Littlejohn - Limited Assurance Fee 2020/21
242	38.40	19/10/2021	Jetprint - Christmas Cards
231	112.70	26/10/2021	LNER - Return ticket - Sudbury Suffolk
259	481.50	27/10/2021	Lewis Hart Security Services - Mobile Patrols (October) - Payment Factored to Bibby
232	6.97	28/10/2021	Boyes of Whitby - Screws
249	25.25	28/10/2021	Sapphire Print Solutions - Cost per copy charges for October 2021
210	23.99	01/11/2021	Amazon - Union Flag
226	85.20	01/11/2021	SAGE UK Ltd - SAGE 50 payroll subscription October
241	296.58	01/11/2021	Document Solutions - Telephone & Broadband
233	21.00	02/11/2021	Scarborough Borough Council - Temporary Event Notice Application
234	97.25	03/11/2021	The Angel - Sudbury - Accommodation (curator's visit)
248	88.55	03/11/2021	Expenses relating to MDY training (10-10-21) and visit to collection in Sudbury (2&3-11-21)
250	240.00	04/11/2021	PHS Group - Hygiene Supplies
214	144.00	05/11/2021	Lawsons Builders and High Access Ltd - Clearing of all gutters, Pier Road
215	47.83	05/11/2021	Rentokil Initial UK Ltd - Hygiene Contract December 2021
230	1,179.29	07/11/2021	TotalEnergies Gas & Power - Electricity - October
235	65.00	12/11/2021	Cedar Court Hotel Huddersfield - Accommodation (Town Mayor)
238	7.14	12/11/2021	Pitney Bowes - Postage - paper invoice fee
258	215.60	15/11/2021	Fusco Ltd - Refreshments (Remembrance Day)
213	461.81	16/11/2021	ENGIE Gas Limited - Gas - November (for October)
247	3,016.36	16/11/2021	Andrews Air Conditioning - Supply Installation and Commissioning Tea Room unit
253	4,645.80	16/11/2021	H Pickup M & E Services Ltd - Servicing and Repair of Boiler
218	1,723.88	17/11/2021	ADT Fire & Security PLC - Repairs to emergency Lighting
217	10.00	18/11/2021	Barclays Bank - e-payment Plan Charges - 13 Oct - 14 Nov 2021
237	4,597.44	18/11/2021	Everflow Limited - Water Bill - November
246	28.80	18/11/2021	City Electrical Factors (Darlington) - 10x 2' Fluorescent Tubes
229	14.40	22/11/2021	EE Limited - Mobile Telephone Contract 10 2021
220	77.95	23/11/2021	Vinyl Signs of Whitby - Directional Signage (Festival)
244	645.00	25/11/2021	Broomfield House - Hotel booking for entertainers
224	369.60	27/11/2021	St George Security - Christmas market Security (22 hours)
243	288.00	27/11/2021	Emerald Hotels (Royal Whitby) - Hotel booking for entertainers
240	23.40	29/11/2021	Cathedral Hygiene - Supply of Hygiene Services
245	124.00	29/11/2021	Endeavour Café - Volunteer refreshments 24-29 November
252	33.23	29/11/2021	Sapphire Print Solutions - Cost per copy charges for November 2021
257	162.66	30/11/2021	Normans Business Solutions - Stationery
260	481.50	30/11/2021	Lewis Hart Security Services - Mobile Patrols (November) - Payment Factored to Bibby
225	2,193.77	01/12/2021	Shed Erection Contractors (Various) - Hours worked - Christmas Market

Approval of Expenditure (& Noting of Income)

Item 7

228	85.20	01/12/2021	SAGE UK Ltd - SAGE 50 payroll subscription December
254	123.84	01/12/2021	Edge It Systems Ltd - 365 Monthly Fees (October)
255	123.84	01/12/2021	Edge It Systems Ltd - 365 Monthly Fees (November)
263	-288.00	02/12/2021	Emerald Hotels (Royal Whitby) - Hotel booking for entertainers (REFUND)
256	1,092.08	06/12/2021	TotalEnergies Gas & Power - Electricity - November
262	-399.32	06/12/2021	Society of Local Council Clerks - Reimbursed hours & oncosts for SAAA
236	6.99	07/12/2021	Yorkshire Trading Company (Whitby) - Hardware
261	73.73	08/12/2021	Pitney Bowes - Postage - Leasing Fee Charges
222	391.00	01/01/2022	Society of Local Council Clerks - SLCC Subscription 2022
	24,243.21		Sub-Total
	16,396.24		Confidential Transactions
	40,639.45		Total

Income transactions - payments approval list period to **8 December 2021**

n No	Gross	Date	Detail	Heading
1132	£60.00	15/11/2021	Business (Toilet Code) Toilet Code	4000/18
1130	£10.00	25/11/2021	School (Toilet Code) Toilet Code	4000/18
1133	£3,607.20	03/12/2021	Lit & Phil 60% Admission Receipts	4000/7
1134	£0.45	06/12/2021	Barclays Bank Loyalty Reward	4000/15
1108	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1109	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1110	-£197.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1111	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1112	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1113	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1114	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1115	-£197.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1116	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1117	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1118	-£150.00	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1119	-£170.00	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1120	-£150.00	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1121	-£150.00	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1122	-£150.00	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1123	-£170.00	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1124	-£150.00	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1125	-£326.25	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1126	-£262.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1127	-£326.25	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1128	-£262.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1129	-£262.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
	-£747.35		Total	

WHITBY TOWN COUNCIL
FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 14 DECEMBER 2021
DRAFT BUDGET 2022/23

1. Introduction

- 1.1. This report examines the whole of the proposed budget, including growth proposals, in the context of known national controls and predicted funding levels. The recommendations formulated will then be presented to the Full Council meeting scheduled for 18 January 2022.

2. Inflationary/Other Factors to be Taken into Consideration

- 2.1. Scarborough Borough Council has confirmed the tax base for 2022-23. This is 5,324.60, which is an 8.49% increase on the current year figure of 4,907.89. This means that a precept based on a stand-still Band D charge of £45.54 will yield an additional income of just over £19,000.

3. Projects and Growth

- 3.1. No growth items have been identified by the council's committees.
- 3.2. It is currently unknown whether Scarborough Borough Council will progress with the asset and service transfers which are predicated on the transition to a unitary council for North Yorkshire from April 2023.
- 3.3. The council lacks resource to liaise with contractors and to oversee maintenance of the Gallery, Museum, allotments, toilets and other assets. A sum has been proposed (£15,000 +on costs) to enable consideration of a suitable job role by the Human Resources Committee for the year 2022-23.

4. Conclusion

- 4.1. The following recommendations are made to assist the processes and issues to be considered at this Committee meeting when careful consideration will need to be given to any additional new items or projects for onward transmission to Council. The draft budget is predicated on an annual rise in the Band D equivalent council tax of £1.78 (3.4p per week).

Recommendation – That the draft budget attached at Appendix A is recommended to council at its meeting on 18 January 2022.

Michael King
Town Clerk & RFO

Whitby Town Council Draft Budget

	Budget 2021-22 £	Revised 2021-22 £	Draft 2022-23 £	Change
TOWN COUNCIL EXPENDITURE				
Heading				
Staff Costs				
Nett Salaries, plus on-costs	195,000.00	195,000.00	220,000.00	12.82%
Staffing Contingency	-	-	-	
Staff Training	750.00	800.00	1,000.00	33.33%
Administration				
Stationery	750.00	750.00	500.00	-33.33%
Photocopying	1,500.00	1,200.00	750.00	-50.00%
Adverts (not elections)				
Postage	700.00	500.00	500.00	-28.57%
Telephones/broadband/email	2,500.00	3,000.00	3,000.00	20.00%
Office Equipment	500.00	500.00	1,000.00	100.00%
Audit	1,800.00	1,700.00	1,700.00	-5.56%
Subscriptions	1,800.00	2,500.00	2,500.00	38.89%
IT/hosted applications	1,800.00	4,000.00	4,000.00	122.22%
Website	500.00	400.00	400.00	-20.00%
Computer Maintenance	200.00	200.00	200.00	0.00%
Insurance	10,750.00	17,500.00	17,500.00	62.79%
Bank Charges	300.00	200.00	200.00	-33.33%
Health & Safety	400.00	300.00	300.00	-25.00%
Petty cash Misc.				
Data Protection Registration	35.00	35.00	35.00	0.00%
HR Advisory Service	1,800.00	1,800.00	1,800.00	0.00%
Travel training	500.00	500.00	500.00	0.00%
Civic & Councillors				
Mayors Allowance	2,000.00	2,000.00	2,000.00	0.00%
Councillors Training	500.00	500.00	500.00	0.00%

	Budget 2021-22 £	Revised 2021-22 £	Draft 2022-23 £	Change
Civic Regalia	500.00	500.00	500.00	0.00%
Elections/Polls	-	-	-	
Mayoral Board	100.00	100.00	100.00	0.00%
Honorary Citizenship	200.00	200.00	200.00	0.00%
Annual Report/newsletter	100.00	100.00	100.00	0.00%
Plaques/pennants/gifts	200.00	200.00	200.00	0.00%
Hospitality	500.00	500.00	500.00	0.00%
Contingencies	4,000.00	2,000.00	2,000.00	-50.00%
Free Resource (Section 137)	150.00	150.00	150.00	0.00%
Events	6,000.00	2,000.00	2,000.00	-66.67%
Event project coordinator	2,000.00	-	-	-100.00%
Legal Cost Asset Transfer	500.00	500.00	500.00	0.00%
Building Management				
Gas	6,000.00	5,000.00	5,000.00	-16.67%
Electricity	8,000.00	9,000.00	9,000.00	12.50%
Water Rates	2,000.00	1,000.00	1,000.00	-50.00%
Refuse Collections	500.00	500.00	500.00	0.00%
Rates				
Hygiene contracts	1,800.00	1,800.00	1,800.00	0.00%
Security Patrols	5,000.00	5,000.00	5,000.00	0.00%
Fire, Alarms callouts				
ADT Contracts	4,000.00	4,000.00	6,000.00	50.00%
ADT (R&M)		2,500.00	2,500.00	
Repairs & Maintenance	7,000.00	7,000.00	7,500.00	7.14%
Cleaning/Hygiene Supplies	2,000.00	1,500.00	1,500.00	-25.00%
Fixtures & Fittings	500.00	2,000.00	2,000.00	300.00%
Maintenance Reserve	3,000.00	200.00	500.00	-83.33%
Air Conditioning			6,000.00	
Heating System			5,000.00	

	Budget 2021-22 £	Revised 2021-22 £	Draft 2022-23 £	Change
Other Services				
Allotments	3,000.00	3,000.00	2,500.00	-16.67%
Allotment Fence Stakesby	-	-	-	
Allotment Fencing Cala Beck	2,000.00	1,000.00	1,000.00	-50.00%
Caedmon's Trod Project	1,000.00	1,000.00	1,000.00	0.00%
Modern apprentice	3,500.00	3,500.00	3,500.00	0.00%
Grants	-	-	-	0.00%
Christmas Lights	12,000.00	12,000.00	15,000.00	25.00%
Notice board	-	-	150.00	
Toilets	20,000.00	20,000.00	5,000.00	-75.00%
Toilets (Water Charges)			15,000.00	
Spital Bridge - Residents Parking				
Footbridge extension	6,000.00	6,000.00	6,000.00	0.00%
Contribution to Reserves				
War Memorial	250.00	250.00	250.00	
Harbour Story Board (R&M)	1,500.00	1,500.00	1,500.00	
Twinning	100.00	100.00	100.00	0.00%
Welcome To Whitby Sign (R&M)	1,500.00	1,500.00	1,500.00	
Climate Emergency Engagement	1,000.00	1,000.00	1,000.00	
Victoria Spa Well maintenance	5,000.00	5,000.00	5,000.00	
Christmas Festival		50,000.00	50,000.00	
	334,985.00	384,985.00	426,435.00	24.02%

TOWN COUNCIL INCOME**Heading**

Other refunds misc.			4,000.00	
Other refunds PAG			4,000.00	
Allotments	1,300.00	1,300.00	1,300.00	
PPM Office rental	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	
Bank Interest & Loyalty Reward	150.00	150.00	150.00	

	Budget 2021-22 £	Revised 2021-22 £	Draft 2022-23 £	Change
PAG Commission	600.00	600.00	600.00	
Refunds Lit & Phil	10,000.00	10,000.00	10,000.00	
Museum - 60% Admissions	41,000.00	41,000.00	41,000.00	
Capital/Heritage Grants	5,000.00	5,000.00	5,000.00	
Armed Forces WP income				
Christmas Festival income		50,000.00	50,000.00	
Transfers from reserves				
Community Donation Toilets	6,000.00	6,000.00	6,000.00	
Residents Parking				
Public Toilets	35,000.00	35,000.00	40,000.00	
Total	111,550.00	161,550.00	174,550.00	49.31%
Net Expenditure	334,985.00	384,985.00	426,435.00	
Net Income	111,550.00	161,550.00	174,550.00	
Precept to balance	223,435.00	223,435.00	251,885.00	
Tax Base	4,907.89	4,907.89	5,324.60	
Band D Equivalent	45.53	45.53	47.31	£1.78