

**RYE TOWN COUNCIL  
TOWN HALL**

**DRAFT BUDGET 2010-11**

*CA ITEM 113*

|                                     | <b>Budget<br/>2009-10</b> | <b>Actual to<br/>31.12.09</b> | <b>Projected<br/>to 31.3.10</b> | <b>Estimate<br/>2010-11</b> | <i>note</i> |
|-------------------------------------|---------------------------|-------------------------------|---------------------------------|-----------------------------|-------------|
| <b>INCOME</b>                       |                           |                               |                                 |                             |             |
| Ceremonies                          | 13,200                    | 11,825                        | 12,675                          | 12,650                      | 1           |
| Cottage                             | 8,145                     | 8,750                         | 11,495                          | 8,280                       | 2           |
| Freda Gardham Field                 | 500                       | 500                           | 500                             | 500                         | 3           |
| Grants/Donations                    | 0                         | 10,000                        | 10,000                          | 0                           | 4           |
| Heritage Centre                     | 0                         | 0                             | 0                               | 5,000                       | 5           |
| Interest                            | 3,000                     | 40                            | 2,795                           | 2,700                       |             |
| Mayor Making                        | N/A                       | 0                             | 0                               | N/A                         | 6           |
| Miscellaneous                       | 0                         | 3                             | 3                               | 0                           |             |
| <b>Precept (2009-10)</b>            | <b>83,651</b>             | <b>83,651</b>                 | <b>83,651</b>                   | <b>N/A</b>                  |             |
| <b>Precept (2010-11)</b>            | <b>N/A</b>                | <b>N/A</b>                    | <b>N/A</b>                      | <b>84,487</b>               | <b>35</b>   |
| Reproduction rights                 | 0                         | 0                             | 0                               | 0                           | 7           |
| Sales                               | 15                        | 5                             | 10                              | 10                          | 8           |
| Town Hall Hire (General)            | 850                       | 602                           | 681                             | 700                         |             |
| <b>Income</b>                       | <b>109,361</b>            | <b>115,376</b>                | <b>121,810</b>                  | <b>114,327</b>              |             |
| <b>EXPENDITURE</b>                  |                           |                               |                                 |                             |             |
| Advertising & Pub                   |                           |                               |                                 |                             |             |
| Ceremonies                          | 1,100                     | 548                           | 1,000                           | 1,100                       | 9           |
| General                             | 2,800                     | 1,883                         | 2,575                           | 2,700                       | 10          |
| Alarm (Burglar)                     | 225                       | 249                           | 299                             | 320                         |             |
| Alarm (Fire)                        | 415                       | 316                           | 421                             | 440                         |             |
| Audit (external) [incl HC turnover] | 570                       | 550                           | 550                             | 875                         |             |
| Audit(internal)                     | 125                       | 60                            | 60                              | 250                         | 11          |
| Bank Charges                        | 25                        | 0                             | 0                               | 25                          |             |
| Ceremonies licence                  | 400                       | 400                           | 400                             | 400                         | 12          |
| Civic Fund (s 137)                  | 475                       | 390                           | 475                             | 475                         |             |
| Computer Software & Training        | 0                         | 214                           | 214                             | 0                           | 13          |
| Contingency                         | 500                       | 0                             | 0                               | 633                         |             |
| Cottage Repairs & Renewals          | 0                         | 100                           | 100                             | 0                           | 14          |
| Domestic Supplies                   | 400                       | 212                           | 400                             | 400                         |             |
| Elections                           | 1,500                     | 0                             | 1,500                           | 1,500                       | 15          |
| Finger posts (black & silver)       | 0                         | 0                             | 0                               | 0                           | 16          |
| Freda Gardham Field                 | 0                         | 0                             | 0                               | 200                         | 17          |
| Grants Fund (ad hoc)                | 2,000                     | 5,500                         | 10,500                          | 12,000                      | 18          |
| Grants - Budgeted                   | 9,150                     | 7,500                         | 9,150                           | 0                           | 19          |
| Health & Safety                     | 50                        | 0                             | 0                               | 0                           |             |
| Heritage Centre Repairs             | 1,000                     | 0                             | 1,000                           | 0                           | 20          |
| Honoraria                           | 459                       | 459                           | 459                             | 459                         | 21          |
| Insurance                           | 6,900                     | 7,114                         | 7,114                           | 7,300                       |             |
| Light & Heat                        | 2,500                     | 1,231                         | 2,300                           | 2,400                       |             |
| Mayor's Allowance                   | 2,700                     | N/A                           | N/A                             | 2,700                       | 22          |
| Members & Staff Expenses            | 200                       | 113                           | 200                             | 200                         |             |
| Members & Staff Training            | 250                       | 227                           | 250                             | 100                         | 23          |
| Misc                                | 150                       | 101                           | 150                             | 150                         |             |
| Non-Domestic Rates                  | 4,400                     | 4,511                         | 4,511                           | 5,000                       |             |
| Office Equipment                    | 250                       | 134                           | 200                             | 250                         | 24          |
| Professional Fees                   | 1,250                     | 970                           | 1,250                           | 2,000                       | 25          |
| Robes & Regalia                     | 0                         | 1,689                         | 1,689                           | 250                         | 26          |
| Rye Local Action Plan               | 250                       | 7,019                         | 7,269                           | 1000                        | 27          |
| Salaries                            | 61,951                    | 46,296                        | 61,296                          | 63,283.00                   | 28          |
| Skatepark maintenance               | 750                       | 63                            | 63                              | 250                         | 29          |
| Southern Water                      | 675                       | 691                           | 691                             | 725                         |             |
| Stationery & Postage                | 2,000                     | 1,989                         | 2,250                           | 2,250                       |             |
| Street Furniture                    | 0                         | 0                             | 0                               | 0                           | 30          |
| Subscriptions                       | 1,391                     | 1,193                         | 1,391                           | 1,542                       | 31          |
| Telephone                           | 1,650                     | 1,137                         | 1,600                           | 1,700                       |             |
| Town Hall Repairs & Renewals        | 0                         | 855                           | 1,000                           | 1,000                       | 32          |

|                                 |                |                |                |                |    |
|---------------------------------|----------------|----------------|----------------|----------------|----|
| Web site                        | 150            | 0              | 150            | 150            | 33 |
| HC expenditure on behalf of RTS | 0              | 2,304          | 2,304          | 0              | 34 |
| <b>Operating Expenses</b>       | <b>108,611</b> | <b>96,018</b>  | <b>124,781</b> | <b>114,027</b> |    |
| <b>ASSET RENEWALS RESERVES</b>  |                |                |                |                |    |
| Fingerposts (black & silver)    | 0              | 0              | 0              | 0              | 16 |
| Heritage Centre                 | 0              | 0              | 0              | 300            |    |
| Skatepark                       | 750            | 0              | 0              | 0              | 29 |
| Town Hall                       | 0              | 0              | 0              | 0              |    |
| Town Hall Cottage               | 0              | 0              | 0              | 0              |    |
| <b>Reserves provision</b>       | <b>750</b>     | <b>0</b>       | <b>0</b>       | <b>300</b>     |    |
| <b>Net Payments</b>             | <b>0</b>       | <b>-19,358</b> | <b>2,971</b>   | <b>0</b>       |    |

**NOTES**    *General*    *As @ 30.11.09 RPI stood at 0.3%*  
*Section 137 limit = 3381 (Local Government Electors) x £6.15 = £20,793*  
*Note: Power of Well being permits greater expenditure*

- 1 Estimate based on 46 ceremonies x £275 (average charge)  
*To date: 32 have been booked in 2010-11 plus 6 provisional*
- 2 *Actual/Projected* Includes underpayments from 2008-09  
*Estimate* Allows for rent freeze (£690pcm) to 31.3.11
- 3 *Estimate* Rent is £500pa reviewable every 5 years (1st review: 2009-10)  
*Re-valuation pending.*
- 4 *Actual/Projected* 2 x £5,000 overdue Community Project Grants (Skate Pk)
- 5 *Actual/Projected* RTC share of profit for 2009-10 will not be physically determined - and received - until 2010-11 (see Estimate)
- 6 Mayor's luncheon/dinner income - not relevant when setting the Mayor's Allowance (see also note 21)
- 7 Current policy is to seek at least £100 from commercial concerns wishing to reproduce images of Council-owned artefacts. However, it is an unreliable source of income.
- 8 Range comprises: *Ryennium*, Millennium Medals, Lord Warden Installation booklet and Jubilee mug
- 9 *Actual/Projected* Comprises Sussex Brides (ESCC), Yellow Pages & Yell
- 10 *Estimate* Main components: 5 x 'newsletters', Annual Report, ATM flyer/poster
- 11 *Estimate* Increased budget agreed PRGP 8.6.09
- 12 *Budget* To be placed in new Earmarked Reserve  
*Estimate* Registration renewal (every 3 years). Provision of one-third of estimated total cost (£1200)
- 13 *Actual/Projected* To be fund from Earmarked Reserve
- 14 *Actual/Projected* To be funded from Earmarked Reserve
- 15 *Projected/Estimate* To Earmarked Reserve
- 16 *Projected* Any work required at the same time as RDC's new TIC fingers may be drawn from the Earmarked Reserve
- 17 *Estimate* Cost of using the services of the Valuation Office for rent review.
- 18 *Actual/Projected:*

|                   |         |
|-------------------|---------|
| Rye Arts Festival | £500    |
| Rye Art Gallery   | £5,000  |
| Rye Museum        | £5,000  |
|                   | £10,500 |
- 19 *Actual/Projected*

|  |        |
|--|--------|
| Chamber of Commerce (Xmas Festival)        | £1,000 |
| Rye in Bloom (comp/Flower & Veg Show)      | £250   |
| Rye Local Action Team (admin/sec)          | £100   |
| Maritime Festival 2009                     | £250   |
| Rye Marketing Group (RDC contributes £15k) | £5,000 |
| Rye Cricket Club (artificial wicket)       | £1,000 |
| Sussex County Playing Fields Association   | £50    |
| Rye Community Transport (Dial-a-Ride)      | £1,500 |

*Estimate* It is suggested that those groups which are normally automatically given a grant are invited to complete an application form and provide accounts. Funding to be provided from the Ad Hoc Grants budget or the General Reserve.

**20** Minor repairs appear in the HC's accounts. Unspent provision to be placed in the HC Capital Fund Earmarked Reserve

**21** *Confidential Note*

**22** Financial year and Mayoral Year not concurrent and expenditure offset by Mayor Making receipts (*see also note 6*)

**23** Unspent provision to be placed in Earmarked Reserve

**24** Unspent provision to be placed in the TH Office Equipment Earmarked Reserve

**25** *Estimate* Increased to reflect the likelihood of un-invoiced/further legal costs relating to the allotments issue.

**26** Any unspent provision is placed in an earmarked reserve at the year end  
*Actual/Projected* Main component (unbudgeted): 5 Past Mayors Badges -  
£1,430 Total expenditure exceeds the Earmarked Reserve by £367.

**27** *Actual/Projected* Funded by Earmarked/General Reserves (prev agreed)  
*Estimate* Contribution towards taking forward the actions

**28** *Confidential Note*

**29** Any unused provision is placed in an Earmarked Reserves

**30** *Note:* £375 was provided in 2008-09 towards a replacement bench adjacent to the Gibbet Marsh footpath. It remains unspent.

|           |   |               |
|-----------|---|---------------|
| <b>31</b> | <i>Actual/</i> Confederation of the Cinque Ports      | £200          |
|           | <i>Projected</i> Rother Association of Local Councils | £45           |
|           | Society of Local Council Clerks                       | £170          |
|           | National/Sussex Associations of Local Councils        | £932          |
|           | <i>Local Council Review</i>                           | £44           |
|           |   | <u>£1,391</u> |

|                 |  |               |
|-----------------|--|---------------|
| <i>Estimate</i> | Confederation of the Cinque Ports              | £200          |
|                 | Rother Association of Local Councils           | £45           |
|                 | Guild of Mace Bearers                          | £20           |
|                 | Society of Local Council Clerks                | £212          |
|                 | National/Sussex Associations of Local Councils | £1,021        |
|                 | <i>Local Council Review</i>                    | £44           |
|                 |  | <u>£1,542</u> |

**32** Unspent provision to be placed in the TH Capital Fund Earmarked Reserve

**33** Unspent provision to be placed in Earmarked Reserve

**34** *Actual/Projected* Underpayment of tax and NICs

**35** Estimated precept: increase of 1% (2009-10: 5%)

The Band D (adjusted equivalent) charge\* would be £44.07 (85p/week)

\* Based on RDC Forecast 2010-11 Tax Base Calculation for Rye of 1,917.02

\* \* \*

### **Estimated earmarked reserves as at 31.3.10**

#### **ASSET RENEWAL RESERVES**

|                                      |               |
|--------------------------------------|---------------|
| Capital Fund Heritage Centre         | 5,711         |
| Capital Fund Attractions             | 20,000        |
| Heritage Centre Office Equipment     | 1,000         |
| Capital Fund Town Hall               | 17,660        |
| Capital Fund Cottage                 | 8,400         |
| Town Hall Office Equipment           | 510           |
| Robes & Regalia                      | 0             |
| Black & Silver Finger Posts (3.2.03) | 795           |
| Skate Park                           | 1,437         |
|                                      | <b>55,513</b> |

#### **OTHER EARMARKED RESERVES**

|  |               |
|--|---------------|
| Computer Software & Training (24.1.00) | 902           |
| Assets Valuations (28.1.02)            | 870           |
| New Scout Hut (9.2.04)                 | 3,000         |
| Detached youth work (7.2.05)           | 1,500         |
| Elections                              | 1,500         |
| Alarm upgrade                          | 921           |
| Local Action Plan (PRGP 9.6.08)        | 0             |
| Devolved Services negotiation          | 500           |
| Training                               | 353           |
| Ceremonies licence renewal             | 400           |
| Web site                               | 0             |
| <b>TOTAL EARMARKED RESERVES</b>        | <b>65,459</b> |

### **Estimated General Reserve as at 31.3.10**

|                                    |                      |
|------------------------------------|----------------------|
| Total reserves as at 1.4.09        | 137,646              |
| Less projected Earmarked Reserves  | 65,459               |
| Less Town Hall projected overspend | 2,971                |
| Plus 50% estimated HC surplus*     | 6,500                |
| <b>Estimate General Reserve</b>    | <b><u>75,716</u></b> |

\* subject to agreement of accountants

CA ITEM 113

**RYE HERITAGE CENTRE**

**BUDGET 2010-11**

**KEY TO ACTUAL FIGURES**

**MEETS ON TRACK**

|  | 12 mths to<br>31-Aug-08 | Budget<br>2009-10 | Actual to<br>31.12.09 | Projected<br>to 31.3.09 | Estimate<br>2010 -11 | notes |
|--|-------------------------|-------------------|-----------------------|-------------------------|----------------------|-------|
| <b>RECEIPTS</b>                        |                         |                   |                       |                         |                      |       |
| Accommodation commission/booking fee   | 5,247                   | 500               | 5,218                 | 5500                    | 2500                 | 1     |
| Retail sales                           | 61,976                  | 80,000            |                       | 72000                   | 85000                | 2     |
| Town Model admissions                  | 22,736                  | 24,000            | 20,309                | 24000                   | 26000                | 3     |
| Contractor 'buy in' (one off payment)  | 0                       | 3,000             | 0                     | 3000                    | 0                    | 4     |
| RDC TIC Grant                          | 31,983                  | 11,560            | 11,560                | 11560                   | 0                    | 5     |
| Rye Audio Tours                        | 2,250                   | 2,500             | 2,158                 | 2500                    | 4000                 | 6     |
| Old Pier Amusement Machines            | 7,008                   | 7,000             | 6,924                 | 7600                    | 8000                 | 7     |
| Bookings commission/events             | 371                     | 200               | 100                   | 200                     | 100                  | 8     |
| Other (Ghost walks etc)                | 0                       | 0                 | 0                     | 200                     | 500                  | 9     |
| <b>Total Receipts</b>                  | <b>131,571</b>          | <b>128,760</b>    | <b>106,423</b>        | <b>126560</b>           | <b>126100</b>        |       |
| <b>PAYMENTS</b>                        |                         |                   |                       |                         |                      |       |
| Stock                                  | 28,972                  | 40,000            | £34,481               | 36000                   | 35000                | 10    |
| Salaries                               | 56,436                  | 39,801            | £31,400               | 38000                   | 38000                | 12    |
| Pension costs/provision                | 0                       | 1,500             | 0                     | 0                       | 0                    | 13    |
| Management charge (RTS/RTC/Contractor) | 6000                    | 0                 | 0                     | 0                       | 0                    |       |
| Staff training                         | 0                       | 300               | 0                     | 0                       | 300                  |       |
| Staff uniforms                         | 155                     | 400               | £300                  | 350                     | 350                  |       |
| Business rates                         | 6765                    | 7,143             | £6,439                | 7143                    | 8000                 | 14    |
| Light and heat                         | 0                       | 4,000             | 1813                  | 3500                    | 4000                 |       |
| Water rates                            | 167                     | 150               | £100                  | 109                     | 150                  |       |
| Insurance                              | 1,780                   | 1,647             | 1,647                 | 1647                    | 1700                 |       |
| Alarms maintenance                     | 0                       | 700               | £283                  | 600                     | 700                  |       |
| Repairs and renewals - Model           | 0                       | 3,000             | £2,999                | 2999                    | 3000                 | 15    |
| Repairs and renewals - Audio Wands     | 0                       | 0                 | £0                    | 0                       | 1000                 | 16    |
| Repairs and renewals - premises        | 249                     | 750               | £264                  | 300                     | 500                  |       |
| Repairs and renewals - off equip       | 0                       | 300               | £150                  | 200                     | 300                  |       |
| Premises expenses                      | 1119                    | 0                 | 0                     | 0                       | 0                    |       |
| Postage                                | 194                     | 1,000             | £588                  | 600                     | 200                  | 17    |
| Entertainment/Hospitality/Refreshments | 332                     | 50                | 0                     | 0                       | 50                   |       |
| Advertising/Publicity                  | 11645                   | 2,500             | £752                  | 2200                    | 2000                 |       |
| Printing                               | 1869                    | 500               | £429                  | 500                     | 500                  |       |
| Stationery/materials/office/sundry     | 6293                    | 1,200             | £835                  | 1100                    | 1200                 |       |
| Telephone/Internet                     | 1479                    | 1,500             |                       | 2000                    | 1500                 | 18    |
| Bank/Credit card charges               | 2463                    | 800               |                       | 1000                    | 1500                 | 19    |
| Computer costs/website                 | 0                       | 600               | £560                  | 600                     | 600                  |       |
| Travelling expenses                    | 200                     | 50                | 0                     | 0                       | 50                   |       |
| Music License                          | 0                       | 320               | 320                   | 320                     | 340                  | 20    |
| Membership fees                        | 384                     | 50                | 35                    | 35                      | 35                   |       |
| Bookkeeping/Payroll/Accountancy        | 1250                    | 3,800             | £2,060                | 3800                    | 2500                 | 21    |
| Cleaning                               | 471                     | 350               |                       | 400                     | 400                  | 22    |
| Old Pier Amusement Machines            | 3504                    | 3,500             |                       | 3750                    | 4000                 | 23    |

|                        |                |                |                |               |               |    |
|------------------------|----------------|----------------|----------------|---------------|---------------|----|
| VAT payments           | 0              | 6,000          | £3,739         | 5500          | 7000          | 24 |
| Rebranding             | 0              | 1,000          | £564           | 750           | 0             |    |
| Admin                  | 1379           | 0              | £0             | 0             | 0             |    |
| <b>Total Payments</b>  | <b>133,106</b> | <b>122,911</b> | <b>£95,887</b> | <b>113403</b> | <b>114875</b> |    |
| <b>Surplus/Deficit</b> | <b>-1535</b>   | <b>5,849</b>   | <b>10,536</b>  | <b>13157</b>  | <b>11225</b>  |    |

## NOTES

- 1 Rother Grant Terminated 6.8.09 'walk in' bookings continue and have generated in excess of £1400 to date. Expected trend will continue in 2010-2011
- 2 Retail sales overforecast/start up in year 1.
- 3 2010-2011 reflects predicted business growth
- 4 One off buy in payment for 2009-10 only
- 5 Grant withdrawn 6.8.09. Estimated £6500 of £11560 grant allocated to additional operating costs - telephony, postage, staff salaries, re-branding
- 6 Development plans include additional/enhanced walks
- 7 Gross receipts
- 8 *Comission/profit relating to Balmoral cruise and GMO event*
- 9 New product guided group tours conducted by Heritage Centre
- 10 **Includes VAT. Payments exclude £8164 relating to 2008 -09**
- 11 Current saleable stock holding increased during 2009 -10 with retail value to be confirmed
- 12 Allows for 3 permanent staff, 1 temp contract. No provision for Manager. Includes NI & holiday
- 13 All existing staff have opted out of scheme
- 14 Estimated but possible increase due to re-valuation of property
- 15 2010-11 Budget allows for development/enhancing new existing walks
- 16 Annual service contract for model and general maintenance
- 17 *2010-11 Generally for mailings to promote Town Model*
- 18 Need to determine alternative packages to drive costs down
- 19 As from 1.2.10 Nat West imposing bank charges
- 20 Music license acquired to cover background music for DVD's and CD's
- 21 Most of book keeping undertaken by permanent HC staff member
- 22 Increased to reflect day to day cleaning and waste disposal
- 23 2009-10 increase is due to sales exceeding original target
- 24 New category to track VAT paid Inland Revenue