

**RYE TOWN COUNCIL
TOWN HALL**

DRAFT BUDGET 2019-20

version 1

C15 136

	Budget 2018-19	Actual to 17.12.18	Forecast to 31.3.19	Estimate 2019-20	<i>note</i>
INCOME					
Ceremonies	24,500	13,100	19,000	24,480	1
Cottage (rent)	14,300	10,000	14,950	13,800	2
Discounted accommodation (rent)	7,867	4,779	6,879	7,850	3
Ferry Road Nursery	0	260	260	260	4
Freda Gardham Field	500	500	500	500	5
Gifts & Donations	0	896	996	0	6
Grasscutting contribution (ESCC)	0	655	655	655	7
Heritage Centre - salaries recharge	0	2,142	3,214	0	8
Interest	500	314	450	450	
Mayor's Allowance/Mayor Making	N/A	962	N/A	N/A	9
Miscellaneous	750	679	750	750	10
<i>Precept (2018-19) 2019-20</i>	152,921	152,921	152,921	174,545	11
Reproduction rights	0	0	0	0	12
Sales	0	0	0	0	13
Town Hall Hire (General)	150	439	597	450	14
Town Steward Services	0	200	200	0	15
Income	201,488	187,847	201,372	223,740	
	Budget 2018-19	Actual to 17.12.18	Forecast to 31.3.19	Estimate 2018-19	<i>note</i>
EXPENDITURE					
Advertising & Pub					
Ceremonies	2,000	815	815	1,250	16
General	1,500	1,025	1,200	1,500	17
Alarms (Burglar & Fire)	750	817	1,008	1,000	18
Asset valuations	500	0	0	0	19
Audit (external) [incl HC]	750	1,300	1,300	600	20
Audit (internal) [incl HC]	325	325	325	335	
Bank Charges	175	85	175	200	
Ceremonies Licence	633	0	0	633	21
Ceremonies - other	0	65	65	100	22
Civic Fund	650	718	750	750	23
Contingency	8,257	0	0	4,000	
Community Transport	2,000	2,000	2,000	2,000	24
Computer Software & Training	200	0	0	0	25
Cottage Repairs & Renewals	0	70	395	1,000	26
Discounted Accommodation	10,769	8,099	8,500	9,769	27
Domestic Supplies	500	434	534	550	
Elections	1,500	0	0	1,500	28
Finger posts (black & silver)	1,750	0	0	0	29
Freda Gardham Field	0	0	0	0	30
Grants Fund	5,000	2,750	4,825	4,000	31
Grounds Maintenance	850	143	250	1,500	32
Health & Safety	300	211	211	350	33
Heritage Centre Support	0	2,500	11,203	10,000	34
Heritage Centre Repairs/Renewals	2,000	0	1,000	0	35
Highways Fund	0	0	0	0	36
Insurance	5,300	3,968	3,968	4,100	37
Light & Heat	2,600	1,346	2,345	2,750	38
Mayor's Allowance	2,900	1,934	2,900	2,950	39
Members & Staff Expenses	250	0	0	250	
Members & Staff Training	250	730	730	1,500	40
Misc	500	779	800	750	
Neighbourhood Planning	0	2,868	3,250	0	41
New Business Support	0	0	0	5,000	54
Non-Domestic Rates	5,250	5,160	5,160	5,325	
Office Equipment	500	181	250	1,000	42
Professional Fees	5,000	2,700	4,230	6,000	43
Robes & Regalia	850	105	250	750	44
Rye Christmas Festival	5,000	5,000	5,000	5,000	

Salaries	110,964	76,836	113,600	120,044	45
Skatepark	5,626	6,367	6,367	500	46
Southern Water	880	904	904	930	
Speakership (2020-21)	0	0	0	750	47
Stationery, Printing & Postage	2,000	1,464	1,800	1,900	
Street Furniture	0	414	414	0	48
Subscriptions	1,928	2,073	2,073	2,154	49
Telephone	1,300	749	1,125	1,225	
Town Hall Repairs & Renewals	5,000	95	2,250	3,000	50
Town Steward	4,981	4,840	5,000	16,325	51
Web site	0	0	0	0	52
Winter maintenance	0	505	750	500	53
Expenditure	201,488	140,375	197,722	223,740	
Surplus/Deficit(-)	0	47,472	3,650	0	

NOTES *General (a) As @ 30.11.18 RPI stood at 3.2% and CPI 2.3%.*

- 1 *Notes* Income may be received in the financial year preceding the ceremony date - payments can be received 1-14 months prior to the ceremony date.
Total ceremonies held 1 Jan 2018 - 31 Dec 2018: 69.
Charges increased by £25 effective 1.1.19.
Bookings now being accepted Christmas-New Year.
Estimate 68 Ceremonies x £360 (av charge) = £24,480.
- 2 *Forecast* Assumes current tenant continues to pay the rent when due - as well as the monthly underpayment instalment of £100.
Estimate Assumes rent is frozen at £1,150pcm and the rent account is up-to-date by 31.3.19.
- 3 *Forecast* Assumes current tenant continues to pay the rent when due - as well as the monthly underpayment instalment of £50.
Estimate Assumes rent is frozen at £650pcm and the rent account is up-to-date by 30.4.19.
- 4 *Notes* Ground rent.
Next rent increase is due 19.10.25 (£312pa).
- 5 *Note* Next rent review: 1.1.20.
- 6 *Actual:*

R Breeds memorial bench	£414.00
Replacement Union Flag for Town Hall	£106.24
Rye Airfield Memorial contribution	<u>£375</u>
	£896
- Forecast* RCS to donate £100 toward the Airfield Memorial.
- 7 *Estimate* ESCC has confirmed that it will make a contribution of at least £655 for 2019-20.
- 8 *Actual/Forecast* Reimbursement for cost of Gen Asst providing mainly admin and bookkeeping at the HC.
Estimate The costs appears in the HC budget. The TH will continue to pay the post-holder and recoup the cost from the HC ('canceling out' the transactions).
- 9 *Note* Any receipts (typically Mayor Making Luncheon payments) are offset against the Mayoral Allowance.
- 10 *Actual/Forecast* Comprises mainly payments from the Heritage Centre and Ewhurst Parish Council for photocopying.
- 11 *Notes*
 - (a) The current (2018-19) RTC Band D Council Tax is £78.92pa (£1.52pw) - based on a Council Tax base of 1,834.27.
 - (b) Parish/Town Councils will (again) not be subjected to the Excessive Council Tax Referendum Regulations in 2019-20.*Estimate* Based on the confirmed (adjusted) Rye 2019-20 Council Tax base of 1,941.20 the proposed precept of £174,545 produces a RTC Band D Council Tax of **£89.92pa (£1.73pw) - an increase of 21p per week.**
- 12 *Note* The current policy is to seek at least £100 from commercial concerns wishing to reproduce images of Council-owned artefacts. However, it is an irregular source of income.
- 13 *Note* Range comprises: *Ryennium*, Millennium Medals, Lord Warden Installation booklet and Golden Jubilee mug.
- 14 *Note* The Mayor is allowed to grant up to 12 free lets a year to charities (and similar).

- 15 *Actual* The painting of a red telephone kiosk at Cripps Corner.
- 16 *Actual* Comprises *Rye Bay Guide* and ESCC Ceremonies brochure.
Note RTC dedicated ceremonies web site is outstanding.
- | | | |
|--------------------|---|---------------|
| 17 <i>Estimate</i> | ATM 2019 flyer (and distribution) | £400 |
| | Recruitment provision (including Asst Town Steward) | £750 |
| | Misc | £350 |
| | | <u>£1,500</u> |
- 18 *Note* Efforts will be made to find a cheaper provider (TH and HC).
- 19 *Notes* Forecast Earmarked Reserve - £3,000.
- 20 *Actual/Forecast* The purchase of 97 South Undercliff pushed RTC into a higher audit charging band for the year 2017-18.
- 21 *Note* Venue registration renewal is every 3 years (next expiry 25.6.20 - due Jan 2020).
Forecast Earmarked Reserve: £1,266.
Estimate £633 provision (for Earmarked Reserve).
- 22 *Actual/Forecast* Cost of providing artificial flowers, safe 'candles' etc.
- 23 *Note* Typical civic fund expense items: wreaths, refreshments for civic functions, Confederation events travel, Cinque Ports volunteers, hot pennies, ATM refreshments, flags, Hon Freeman/women scrolls.
- 24 *Estimate* From 1.4.15 RDCT began providing the 326 service without a subsidy from ESCC.
- 25 *Note* Forecast Earmarked Reserve: £316.
- 26 *Forecast* Includes work to the entrance hallway ceiling.
Note Forecast Earmarked Reserve: £1,487.
- 27 *Note* Forecast Earmarked Reserve: £2,209.
Estimate
- | | |
|---|-----------------|
| Loan repayment (payable in two instalments) | 7,769.06 |
| Agreed annual scheme contribution (precepted) | <u>2,000.00</u> |
| | 9,769.06 |
- 28 *Notes* Forecast Earmarked Reserve: £4,869.
Next full Town Council Election: May 2019.
- 29 *Note* Forecast Earmarked Reserve: £2,833.
- 30 *Note* Forecast Earmarked Reserve: £500.
- 31 *Forecast* Assumes the grants following will be made by 31.3.19:
- | | |
|---------------------------------|---------------|
| Pett Level Rescue Boat | £500 |
| Rye Airfield (RTC contribution) | £375 |
| Music Well CIC (second 50%) | <u>£1,200</u> |
| | £2,075 |
- Note* Forecast Earmarked Reserve: £2,500.
- 32 *Notes* Mostly comprises the cost of plants, compost etc for the TH - but also land adj 7 Wish Ward, Wish Ward Pump and Rye Hill-Military Road verge.
Forecast Earmarked Reserve: £1,353.
The wall at 7 Wish Ward needs to be re-built.
- 33 *Note* Includes stairclimber testing and servicing - and eye tests.
- 34 *Forecast* The current forecast deficit for the HC is £11,203.
Note The TH transferred £2500 to the HC to help with cash flow early in 2018-19.
Another £8,703 will be required to cover late Jan 19-21 March 2019.
Estimate The current (pre consideration of the HC Strategic Review) forecast deficit for 2019-20 is £11,330. The estimate assumes that this can be reduced to at least £10,000.00
- 35 *Note* Forecast Earmarked Reserve: £5,282.
Forecast/Estimate Exclude c£2,500 for repairs to the flat roof - which should be largely covered by insurance (£100 excess).
- 36 *Notes* Forecast Earmarked Reserve: £6,753.
If necessary, the reserve can be used to fund a Portable SID - and provide a contribution towards gateways.
- 37 *Note* The policy includes the TH, TH Cottage, HC and 97 South Undercliff.
The provision for the Town Steward's vehicle is included in the Town Steward account.
Actual/Forecast Lower than budgeted because a 3-year agreement was entered into with the current provider.
- 38 *Estimate* Electricity prices are increasing significantly during 2019.
- 39 *Notes* Financial year and Mayoral year not concurrent and expenditure offset by (any) Mayor Making receipts. A 'second term' Mayor may have monies available from the preceding year. It has become increasingly common for Mayors not to claim their full allowance and then to donate the balance to local charities. Strictly

speaking this is not a proper use of the allowance (intended to defray the expenses incurred whilst carrying out the duties of the office).

40 Actual Includes £550 of GDPR training and consultancy.

<i>Estimate</i>	New Members training	£750
	DTCD CiLCA registration fee	£350
	Staff training/courses	£400
		<u>£1,500</u>

41 Notes Forecast Earmarked Reserve: £2,875.

The RNP process should conclude during 2019-20. The bulk of the costs remaining will be met by RDC as the Local Planning Authority.

42 Note Forecast Earmarked Reserve: £309.

Estimate Provision for a specialised chair for the DTCD.

43 Forecast Includes provision for:

Additional bookkeeping (payroll) and accounting advice	£460
Further employment matter advice	£700
Representation at a Hearing	£630
	<u>£1,790</u>

<i>Estimate</i>	Drafting of Annual (Consolidated) Accounts	£1,600
	Payroll	£700
	General accounting advice	£300
	Employment advice/representation	£3,400
		<u>£6,00</u>

44 Notes Forecast Earmarked Reserve: £2,409.

The uniform for the Dep Town Crier is likely to be c£2,300.

45 Confidential Note

46 Note Forecast Earmarked Reserve: £3,034 (The cost of resurfacing in 2018-19 was less than expected.)

47 Note The Speakership of the Confederation of the Cinque Ports transfers to Rye 21 May 2020

Estimate Contribution towards the cost of the Handover and Speaker's Day.

48 Actual Roger Breeds memorial bench (funded by way of a donation - see note 6).

49 Estimate	Confederation of the Cinque Ports	£225
	Rother Association of Local Councils	£45
	Society of Local Council Clerks (75%)	£210
	East Sussex Association of Local Councils	£1,169
	National Association of Local Councils	£257
	Information Commissioner	£35
	GDPR consultancy	£150
	Local Council Review	£63
		<u>£2,154</u>

50 Notes Forecast Earmarked Reserve: £30,713.

Building Condition Survey (Aug 2014) estimated cost of remedial works: £75,000-£100,000.00

Cupola restoration (2019) estimate: c£20,000.

Forecast Includes replacement of 2 TH windows and 5 cills.

51 Notes Excludes salaries.

Forecast Earmarked Reserve: £235.

Access to - and communications with the magaging agent - at the current Steward base have become problematic. A relocation to the TG Community Centre is recommended - with the duration of an initial occupancy agreement matching the lease between Rye Partnership and ESCC (c 5years). The Partnership would fund the provision of an electrical supply to one shed and would permit the Steward's vehicle to be parked on site.

Relocating to the TGCC would help to ensure its viability. There is also the potential to take over the maintenance of the grounds.

The Grand Vitara is nearing replacement (it 'eats oil') and a truck would be preferable on H&S grounds (lifting).

If RTC is to continue to cut, in-house, ESCC's urban Rye verges for the foreseeable future, it should consider purchasing a road legal ride-on mower in 2020-21. This would have H&S advantages and would reduce the need for Assistant Town Steward hours because cutting would require less time.

Estimate RELOCATION COSTS

Second shed (large enough to accommodate ride-on)	£1,800
Installation of suitable hardstanding for sheds (2)	£1,250
Installation of outdoor tap	£300
Transporting existing shed	£150
	<u>£3,500</u>
OTHER COSTS	
Rent (incl power) @ £40pw (Year 1)	£2,080
Single cab 4WD pick up truck	£5,000
M+S tyres	£400
RTC livery	£250
Vehicle tax	£320
Vehicle insurance	£600
Vehicle maintenance	£500
Vehicle fuel	£675
Leaf blower (commercial)	£350
Mower (commercial)	£1,200
Equipment/Signage	£300
Training	£400
PPE	£250
Materials/Consumables	£500
	<u>£12,825</u>
TOTAL	<u><u>£16,325</u></u>

52 Note Forecast Earmarked Reserve: £493.

53 Notes Forecast Earmarked Reserve: £152.

Used principally to fund salt and replacement grit bins.

54 Note Proposed new RTC activity: supporting parishioners who wish to start a business - by way of a low/interest-free loan. Because RTC has the General Power of Competence it is able to lend to individuals. Examples of use include: office equipment, tools, relevant training, first year's insurance, software. It is suggested that, in addition to signing a loan agreement, applicants should provide a basic business plan, testimonials and, if considered prudent, a guarantor. The loan fund could be publicised via the web site, Facebook, noticeboards, the Business Forum and the Let's Do Business Group. This is an achievable - and relatively cheap - way by which RTC can help with the creation of employment opportunities within the Parish - especially helping younger people, those who have been out of the workplace for a while and those largely confined to their homes.

FORECAST DEFICITS/SURPLUSES as at 31.3.19

Town Hall	£3,650 surplus
HC	<u>£11,203</u> deficit
	£7,553 net deficit

RESERVES

	forecast as at 31.3.19	actual as at 31.3.18	actual as at 31.3.17
Earmarked	81,340	76,789	158,186 *
General	<u>17,725</u>	<u>29,829</u>	<u>40,618</u>
	<u><u>99,065</u></u>	<u><u>106,618</u></u>	<u><u>198,804</u></u>

* excl £210,000 loan

FORECAST RYE TOWN COUNCIL EARMARKED RESERVES

EARMARKED RESERVES (2018-19)

	at 31.3.18	Provided	Used	as at 17.12.18 to 31.3.19	Forecast note
ASSET RENEWAL RESERVES					
Capital Fund Heritage Centre	4,282	2,000	0	6,282	5,282
Capital Fund Attractions	5,000	0	0	5,000	5,000
Heritage Centre Office Equipment	0	0	0	0	0
Capital Fund Town Hall	27,781	5,000	95	32,686	30,713
Capital Fund Cottage	1,882	0	70	1,812	1,487
Town Hall Office Equipment	59	500	181	378	309
Robes & Regalia	1,809	850	105	2,554	2,409
Black & Silver Finger Posts (3.2.03)	1,083	1,750	0	2,833	2,833
Skate Park	3,775	5,626	6,367	3,034	3,034
Street Furniture	2,715	0	0	2,715	2,715
Freda Gardham Playing Field	500	0	0	500	500
Discounted Accommodation	0	10,709	8,099	2,610	2,209
	48,886	26,435	14,917	60,404	54,282
OTHER EARMARKED RESERVES					
Computer Software & Training (24.1.00)	116	200	0	316	316
Assets Valuations (28.1.02)	2,500	500	0	3,000	3,000
Elections	4,369	1,500	0	5,869	5,869
Alarm upgrade	921	0	0	921	921
Training	185	250	435	0	0
Ceremonies Licence	633	633	0	1,266	1,266
Web site	993	0	500	493	493
Winter maintenance	402	500	505	397	152
Highways Fund	6,753	0	0	6,753	6,753
Neighbourhood Planning	5,564	0	2,867	2,697	2,315
Grounds maintenance	753	850	143	1,460	1,353
Grants - General	2,075	5,000	2,750	4,325	2,000
Access	1,385	0	0	1,385	1,385
Tilling Green sign	1,000	0	0	1,000	1,000
Town Steward	254	4,981	4,840	395	235
TOTAL EARMARKED RESERVES	76,789	40,849	26,957	90,681	81,340

Notes

- 1 17.10.18 - £500 wired to winter maintenance
- 2 17.10.18 - £500 wired from web site

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