

HENLEY-ON-THAMES TOWN COUNCIL

MIKE KENNEDY
Town Clerk

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COUNCIL OFFICES
TOWN HALL
MARKET PLACE
HENLEY-ON-THAMES
OXFORDSHIRE RG9 2AQ

COUNCILLORS ARE HEREBY SUMMONED TO ATTEND A RECONVENED MEETING OF THE FULL COUNCIL

to be held on

TUESDAY 22 JANUARY 2013 AT APPROXIMATELY 7.30 PM
i.e. Immediately following the close of the meeting of the Planning Committee
commencing at 7pm.

**THE COUNCIL CHAMBER, TOWN HALL
HENLEY-ON-THAMES**

A handwritten signature in black ink that reads "Mike Kennedy".

Mr M Kennedy
Town Clerk
16 January 2013

Mayor, Councillor Mrs E Hodgkin
Deputy Mayor, Councillor S J Gawrysiak
Councillor M S Akehurst
Councillor Mrs J Bland
Councillor D Clenshaw
Councillor Miss S Evans
Councillor Miss K L Gehrman
Councillor W Hamilton
Councillor Miss L M Hillier
Councillor D Hinke
Councillor Ms L A Meachin
Councillor D R Nimmo Smith
Councillor Mrs P A Phillips
Councillor I Reissmann
Councillor D M Silvester
Councillor Mrs J Wood

Members are reminded to sign the attendance book.

AGENDA

1. **APOLOGIES FOR ABSENCE**
TO RECEIVE apologies for absence.

2. **DECLARATIONS OF INTEREST**
TO RECEIVE any declarations of interest.

Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, a member with a disclosable pecuniary interest of which they are aware in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. A member with a disclosable pecuniary interest in any matter must withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he/she has obtained a dispensation from the council; and not seek improperly to influence a decision about that matter.

3. **2013-2014 BUDGET**
(i) TO RECEIVE the attached revenue and capital 2013-2014 budget report (attached).
(ii) TO APPROVE the budget figures to the report (attached).
(iii) TO APPROVE the level of precept (£467,800) to be levied on South Oxfordshire District Council.

Clerk's Note: As part of the Council's consideration of the Budget, Members will need to have regard to the minutes of the meeting of the Finance Strategy and Management Committee held on 18 December 2012 relating to the budget (Min No.74) (attached).

4. **COUNCIL TAX LEAFLET**
TO APPROVE the Council Tax leaflet (attached).

5. **EXCLUSION OF THE PUBLIC AND THE PRESS**
TO EXCLUDE the public and the press from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential.

6. **CONFIDENTIAL**

(i) **TOWN MEDAL NOMINATIONS**
TO RECEIVE the Minutes from the Town Medal Committee meeting held Tuesday 6 December 2012 (attached).

ppd

Mr M Kennedy

Report for Full Council on 15 January 2013

Background

The budget for 2013-14 has been discussed at Committee level over the past few months, most recently at FSM on 18th December 2012. At that meeting it was agreed by recorded vote that the Band D Council Tax payable by residents be increased by 2%, from £83.49 to £85.16.

At the date of the meeting two factors were still unconfirmed, as follows:

- a) The level of grant to be passed from South Oxfordshire District Council to compensate for the localised council tax reduction scheme which comes into operation from 1 April 2013.
- b) The level of salary increases across the board following a statement in the Autumn Statement that there would be an 'average' of 1% for public sector workers.

For the purposes of progressing the budget at the FSM meeting, it was assumed that the grant would be £15k and that the salary increase would be 1%. On these assumptions, and following other minor adjustments, an operational budget deficit of £5.6k was recommended.

The budget also included non-operational (one-off) costs that are not of a capital nature and it was agreed that the total of these costs, £100k, be taken from reserves brought forward rather than being precepted in 2013-14. The £100k comprises £50k towards the cost of refurbishing the toilets at Mill Meadows, and £50k towards possible costs associated with the Neighbourhood Plan.

On 24th December 2012 it was announced that the grant allocation awarded to Henley would amount to £26,876, some £11,876 higher than anticipated, resulting in a budget surplus of £6.3k.

There has still been no official news about salary increases.

Following the good news about the grant it has been suggested by Councillors that the contingency in the operational budget be reverted back to £20k (it had been reduced to £15k in an earlier round of discussions due to budget constraints) so that the operational surplus be reduced to £1.3k.

It has also been suggested, and covered by an earlier report in this agenda, that the £50k budget for Neighbourhood Plan costs be reduced to £40k: a further £10k will be met from the Contingency budget of £20k.

The resulting revised budget figures, capex budget, and cash flow forecast for 2013-14 are attached to this report.

The budget should be agreed in January 2013 in order for the precept requirement to be notified to SODC within the time restraints.

Proposal

That the Town Council approves the attached budget.

Liz Jones, Accountant
4 January 2013

Operational budget	Page	Draft budget 2013/14	Expected out-turn 2012/13	Actual 2011/12	Actual 2010/11	Actual 2009/10	Actual 2008/09
		£'000	£'000	£'000	£'000	£'000	£'000
Finance, Strategy & Management - Income	2	742.2	740.5	725.5	721.0	711.3	668.2
Finance, Strategy & Management - Expenses	3	-475.1	-474.5	-374.1	-430.4	-446.0	-429.7
Town & Community - Net Expenses	4	-88.6	-99.0	-114.6	-123.6	-132.7	-138.6
Recreation & Amenities - Net Income	5	-157.2	-151.5	-26.9	-68.0	-85.9	-139.6
Property maintenance programme		0.0	Following FSM 18 Dec 2012, £70k reallocated to committee budgets				
Contingency		-20.0	-20.0	-10.0	0.0	0.0	0.0
			(Youth Centre)				
Net Surplus / (Deficit) from operational activities		1.3	-4.4	199.9	99.1	46.7	-39.5

Non-operational expenditure to be taken from reserves brought forward

Refurbishment of Mill Meadows toilets

-50.0

Provision for Neighbourhood Plan expenditure

-40.0

(report to be presented to Full Council 15th January 2013)

Revenue budget to be financed

-88.7

Capital budget to be financed

-132.6

For detail see capex schedule attached

Summary: 2013/14 budget financing

As above, operational budget:	£'000	£'000
FS&M Income (excluding precept/SODC grant)		
FS&M expenditure	247.5	
T&C net expenditure	-475.1	
R&A net expenditure	-88.6	
Buildings maintenance programme	-157.2	
Contingency	0.0	
Operational surplus/(deficit) for 2013/14	-20.0	
As above, non-operational expenditure		-493.4
Refurbishment of Mill Meadows toilets		
Neighbourhood Plan	-50.0	
Non-operational deficit for 2013/14	-40.0	
Capital expenditure per capex		-90.0
Total Council expenditure to be financed		-132.6
Financed as follows		-716.0
Precept from SODC (at £35.16 per Band D household - up 2% on 2012/13)		
Grant from SODC to make up for reduced tax base		467.8
Loan repayments		26.9
Provisions included above to be financed in future years (Astroturf/election costs)		6.4
Drawdown to be required from investments/low interest loans		18.2
Total financing for expenditure		196.7
		716.0
<u>2013/14 Movement on reserves</u>		
General fund brought forward 1 April 2012		£'000
Add: Expected out-turn 2012/13, per November Management Accounts		1,293.9
Expected general fund brought forward 1 April 2013		-4.4
Operational surplus/(deficit) per above		1,289.5
Non-operational expenditure per above		1.3
General fund carried forward 31st March 2014		-90.0
		1,200.8
Usable capital reserves brought forward 1 April 2012		
Less: expected capital expenditure 2012/13, per November Management Accounts		2,854.8
Expected capital reserves brought forward 1 April 2013		-107.2
Capital expenditure per capex 2013/14		2,747.6
Usable capital reserves carried forward 31st March 2014		-132.6
		2,615.0

£'000	Draft budget 2013/14	Expected out-turn 2012/13	Actual 2011/12	Actual 2010/11	Actual 2009/10	Actual 2008/09	Accountant explanation for figures in draft budget 2013/14	
Precept	467.8	487.5	468.7	468.7	459.0	434.7	Down due to reduced tax base, assumes 2% increase in Council Tax payable by Henley residents	
Share of SODC grant towards shortfall	26.9	0.0	0.0	0.0	0.0	0.0		
Dividends & Interest							Drawdown not required until late 2013/14 Spare cash early in year, but v low rates of interest Assumes only £4,800 loan repaid by Eyot in 2012/13	
Investment Income	160.0	155.0	156.2	155.4	155.5	132.6		
Bank Interest	2.0	2.3	2.0	0.9	0.7	15.4		
Loan interest	10.0	10.0	10.8	11.5	11.7	11.9		
Total Dividends & Interest	172.0	167.3	169.0	167.8	167.9	159.9		
Rents & Licences							Aug 2013 review linked to RPI incr from Aug 2010 Lease renewal Sept 2013, rent review Sept 2012. Increases with inflation Next review March 2015 Review every 5 years, next Jan 2016 Review every 5 years, next Mar 2014 Review every 7 years, next Jan 2015. 08/09 incl £900 arrears Review every 5 years, next Sept 2015 Review every 5 years, next Mar 2014 To be reviewed in 2013 40 Acre Field lease ends Dec 2013. Assume same terms Review every 5 years, next July 2014 Review every 5 years, next Mar 2016 Estimate - assumes available (curr. used by Parks Services) Rent review 2012 Review every 10 years, next Sept 2019 Review every 3 years, next Jan 2015 Agreed by T&C 18 Sept 2012	
357 Reading Road	26.5	24.8	24.8	24.0	22.9	26.2		
Kiosk M Meadows	14.5	13.1	12.5	12.5	12.2	11.6		
36 Market Place	8.0	7.6	7.6	7.3	7.3	6.8		
West Street Stores	3.4	3.4	3.4	3.4	3.4	0.0		
Rowing Club	7.0	7.0	7.0	6.2	6.0	6.0		
River & Rowing Museum Car Park	5.2	5.2	5.2	5.2	5.2	5.0		
Rugby Club	4.0	4.0	4.0	4.0	4.0	4.9		
Henley Hockey Club	5.3	5.3	5.4	5.0	4.6	4.6		
Hawley - Thameside Parking	7.4	7.4	7.4	7.4	8.1	0.0		
Baths Site Parking	1.9	1.8	1.7	1.7	1.5	1.5		
Tilbart Farm Gdns & 40 Acre Field	2.2	2.8	2.8	2.6	1.7	0.9		
AFC Henley	0.9	0.9	0.8	0.9	0.9	0.9		
Headway - Brunner Hall	1.4	1.3	1.4	1.2	1.2	0.8		
Headway - Garage at Brunner Hall	0.8	0.0	0.8	0.8	0.8	0.8		
Football Club (Mill Lane)	0.6	0.4	0.3	0.3	0.3	0.3		
Scouts - Makins	0.1	0.1	0.1	0.1	0.1	0.1		
CAB rent of 32 Market Place	0.1	0.1	0.1	0.2	0.0	0.0		
Angel on the Bridge	0.8	0.8	0.8	0.8	0.5	0.0		
Gross rents receivable	90.8	86.0	86.1	83.5	80.7	70.4		
Less maintenance costs								Assume inflation increase Not expecting significant repairs Part of maint schedule £70k total Not expecting significant repairs Part of maint schedule £70k total Part of maint schedule £70k total Part of maint schedule £70k total Part of maint schedule £70k total Not expecting significant repairs Not expecting significant repairs
Insurance on properties below	1.6	1.6	1.4	0.0	0.0	0.0		
Roof repairs 357 Reading Road - planned maint	15.0	0.0	0.0	0.0	0.0	0.0		
36 Mkt Place	1.0	1.5	0.5	0.8	1.3	2.6		
36 Mkt Place Pro-active maint per schedule	0.0	0.3	0.7	0.2	0.0	0.0		
Citizens Advice Bureau	1.0	1.5	0.4	0.9	0.5	1.4		
CAB Pro-active maint schedule, see next line	0.0	0.2	0.0	0.0	0.0	0.0		
32 & 34 Mkt Place - Pro-active maint per sch	2.0	0.6	3.0	1.8	0.0	0.0		
West Street Stores - Pro-active maint schedule	0.0	1.1	0.0	-0.2	0.0	0.0		
Wootton Manor Car Park per maint schedule	0.0	0.0	0.8	0.0	0.0	0.0		
Garage at Brunner Hall	1.0	0.0	1.5	0.0	0.0	0.0		
Brunner Hall repairs & maintenance	1.0	1.0	0.0	2.8	0.0	0.7		
Net Rents & Licences	68.2	78.2	77.8	77.2	78.9	65.7		
Parking Wardens							Costs below recharged, plus 10% admin charge Mostly salaries, recharged above	
Recharge OCC Parking Wardens	83.0	82.5	85.3	81.7	84.4	85.3		
OCC Parking Wardens Costs	-75.4	-75.1	-75.1	-74.4	-79.0	-77.4		
Net Income from Parking Wardens	7.5	7.5	10.2	7.3	5.4	7.9		
Refuse Sacks							Insignificant	
Administration charge ref Refuse Sacks	0.0	0.1	0.0	0.0	0.1	0.0		
Net Income Refuse Sacks	0.0	0.1	0.0	0.0	0.1	0.0		
Total Income	742.4	740.6	725.7	721.0	711.3	668.2		

£'000	Draft budget 2013/14	Expected out-turn 2012/13	Actual 2011/12	Actual 2010/11	Actual 2009/10	Actual 2008/09	Accountant explanation for figures in draft budget 2013/14
Staff Costs							
Office Salaries	323.3	310.3	308.1	300.1	237.2	284.5	Per salaries budget, assuming 1% increase
Additional salaries/staff incentive scheme	0.0	10.0	0.0	0.0	0.0	(6.3)	One off in 2012/13
Training - Health & Safety	1.6	1.8	1.4	1.2	0.3	0.1	Mainly parks services - statutory requirements
Training - Office, includes conferences/courses	5.0	5.0	5.3	3.8	4.8	2.6	
Payroll Contract	0.0	0.0	0.0	1.2	0.8	1.5	Now taken inhouse
Subs/Professional Associations	4.2	4.0	4.1	2.7	2.9	3.5	Per schedule FSM 18 Dec 2012
Total Staff Costs	334.1	330.9	318.9	308.8	296.0	285.9	
Grants							
Local Organisations	10.0	8.0	12.7	5.0	5.3	9.1	FSM 25 Sept 2012
Value of free use of facilities to local festivals	2.5	2.5	0.0	0.0	0.0	0.0	To be contra'd with income from Town Hall, see T&C
Value of free use to other orgns/charities		9.0					Contra'd with hire income - figure to be determined
Pinset Redgrave award Sports Excellence	0.3	0.3	0.2	0.0	0.0	0.0	Being reinstated 11/12
Henley Youth Centre (2011/12 from contingency)	10.0	10.0	0.0	0.0	0.0	0.0	Pledged for 3 years to March 2014
Twinning Associations	0.6	0.6	0.6	0.6	0.4	0.6	
Section 137 (see below)							
Youth Council	0.5	0.5	0.0	0.3	0.7	0.4	
NOMAD- Youth Outreach Worker	10.0	5.0	5.0	5.0	5.0	10.0	FSM 25 Sept 2012
Remembrance Wreath	0.1	0.1	0.1	0.1	0.0	0.1	
Other	0.0	0.0	0.0	10.0	2.7	0.2	10/11 = Kerton one-off
Total Grants	34.0	34.0	13.6	21.0	14.1	20.4	
Fees							
Professional Fees	19.0	19.0	17.8	19.7	23.5	45.0	2008/09 incl £25k ref Elsie /boat
Investment Management Fees	13.5	13.5	13.2	13.3	14.0	13.0	
Fees	32.5	32.5	31.0	33.0	42.5	58.0	
Financial Compliance							
External Audit Fees - Lighter Touch Regime	2.0	3.0	3.0	3.1	12.3	15.2	Confirmed by BDO external auditors
Finance - preparation of accounts	0.0	0.0	0.0	-0.9	3.0	5.0	Accounts prep taken inhouse
Internal Audit	0.8	2.1	3.4	3.8	1.5	1.8	SODC quote £780ca - report to Feb 2013 FSM
Total Financial Compliance	2.8	5.1	6.4	6.0	16.8	22.0	
Civic							
Mayor - Allowance	6.7	6.5	5.5	5.5	5.5	5.5	Includes 2.5% incr per FSM 25 Sept 2012
- Civic Receptions	4.2	4.2	1.5	3.1	3.1	2.8	Incr costs of road closures etc
- Regalia	0.8	3.1	2.7	2.8	2.1	0.7	Have accrued £2k pa towards new chain, £3k total
Remembrance Sunday	2.0	1.7	1.1	1.2	1.4	1.4	All costs incr and better PA system requested
Election Expenses	1.5	1.5	5.0	0.0	5.8	0.0	2011/12 onwards incl £1.5k pa accrual
Total Civic	15.2	17.0	15.8	12.4	17.9	10.4	
Councillors							
Member Travel & Subsistence	0.5	1.1	0.4	0.3	0.6	0.3	
Members training, incl conferences/courses	1.5	1.0	1.8	0.2	0	0.7	
Total Councillors	2.0	2.1	2.2	0.5	0.6	1.0	
General							
Advertising	2.6	2.5	2.1	2.1	1.8	4.2	
Stationery/Printing	4.2	3.9	4.1	3.2	3.0	3.6	
Photocopying	1.5	1.5	1.3	0.8	0.7	0.7	
Postage	3.3	3.3	3.1	2.5	2.3	2.6	
Equipment, incl interest on leases	2.0	5.0	1.6	1.0	0.1	0.9	
Telephone	3.0	3.0	2.7	2.9	3.3	4.2	
Insurance	12.0	11.0	12.3	6.1	6.8	6.8	2011/12 onwards changed allocation of premium
Insurance one-off penalty payable to Zurich	0.0	0.0	5.8	0.0	0.0	0.0	
Computer Maintenance	12.0	12.0	13.8	9.6	7.1	7.0	2011/12 incl new website £3k
Bank Charges	0.5	0.5	0.4	0.3	1.0	1.2	
Credit Card Charges	2.0	2.0	1.4	1.3	0.8	0.6	Being used more but recharged on invoices
Maint. schedule underspend/allowance for unknowns	10.5	7.3	0.0	21.1	0.0	0.0	Part of maintenance schedule £70k total
Loss/(gain) on disposal of fixed assets	0.0	-0.6	0.0	0.0	0.4	0.0	
Loss/(gain) on disposals of investments	0.0	0.0	-68.6	-3.4	25.3	0.0	
Miscellaneous	1.0	1.5	1.0	1.2	5.5	1.0	
Total General Costs	54.5	52.3	-19.0	48.7	58.1	32.0	
Total Expenditure	475.1	474.5	374.1	430.4	446.0	429.7	

£'000	Draft budget 2013/14	Expected out-turn 2012/13	Actual 2011/12	Actual 2010/11	Actual 2009/10	Actual 2008/09	Accountant explanation for figures in draft budget 2013/14
Town Hall Costs							
Moving Visitor Info Centre to T Hall (extras)	0.0	0.0	0.0	1.9	36.5	0.0	
Wages	38.0	36.0	35.4	36.2	35.2	33.5	Per salaries budget + extra ref weekend weddings
Cleaning Materials	3.5	4.3	3.3	2.4	3.2	3.1	
Health and Safety	0.5	0.5	0.5	0.5	0.2	0.2	
Alarm & Fire Systems	2.0	2.0	1.7	1.5	1.9	1.7	Budget 2012/13 overstated
Electricity	5.3	5.1	5.0	3.6	3.4	3.0	Per utilities budget
Furniture & Equipment	2.3	2.2	1.7	0.7	1.2	1.3	
Gas	5.0	5.0	4.3	2.7	4.2	4.5	Per utilities budget
Insurance	6.8	6.7	6.1	12.3	7.2	15.4	Allocation restructured from 11/12
Lift Maintenance	1.0	1.7	0.7	0.5	1.3	1.1	Possible overhaul to incl in planned maintenance
Rates	22.7	22.4	22.0	22.5	23.8	22.6	
Repairs and Painting	8.0	7.6	8.1	9.7	21.7	23.0	
TH Pro-active Maintenance per schedule	2.5	12.1	33.2	28.4	0.0	0.0	Part of planned maintenance £70k total
Public Clock Maintenance	0.5	0.4	0.5	0.4	0.1	0.4	
Costs associated with wedding/civic ceremonies	2.0	1.0	4.9	0.0	0.0	0.0	To be countered by higher income
Water	1.7	1.6	1.6	1.3	0.7	0.6	
Less Income	101.8	108.6	129.0	124.6	140.6	110.4	
Hire of Rooms	(16.0)	(18.4)	(14.4)	(17.0)	(16.3)	(18.5)	Weddings to more than compensate reduction
Free use of rooms for local orgs/democratic rep	tba	(9.0)					Am't to be matched by cost under FSM o/s to estimate
Value of hire of rooms given as free use grants	(2.5)	(2.5)	0.0	0.0	0.0	0.0	Contra grants expenditure under FSM exp
One Stop Shop grant from OCC to 2009/10	0.0	0.0	0.0	0.0	(28.4)	(27.3)	
Civil Ceremonies/Weddings	(9.0)	(9.5)	(1.7)	0.0	0.0	0.0	See schedule 3 for suggested charges
Net Costs Town Hall	74.3	69.2	112.9	107.6	95.9	64.6	(actual 2012/13 already £7k)
Day Centra							
Grant - Running costs	8.0	8.0	8.0	8.0	8.0	10.0	Considered at FSM 25 Sept 2012. Keep as is.
Insurance - Building	0.3	0.2	0.2	0.4	0.4	0.4	
Rates	0.3	0.3	0.2	0.2	0.3	0.3	
Repairs/Maintenance	3.5	3.3	4.3	2.7	1.9	2.8	
Day Centre Pro-active maintenance per sch	2.0	6.9	1.3	2.5	0.0	0.0	Part of planned maintenance £70k total
Total Costs Day Centra	14.1	18.7	14.0	13.8	10.6	13.5	
Barn							
Rates	2.0	1.9	1.9	1.8	4.7	7.0	
Electricity	1.2	1.1	1.0	1.0	1.2	1.2	Per utilities budget
Gas	1.8	1.6	0.9	2.0	2.3	1.8	Per utilities budget
Water	0.1	0.1	0.0	0.0	0.2	0.1	
Telephone	0.1	0.1	0.1	0.1	0.2	0.9	
Insurance	0.2	0.2	0.2	0.0	0.0	0.0	
Maint/Cleaning	4.0	3.6	4.0	4.1	2.8	10.4	
Maint per Pro-active maintenance schedule	0.0	0.5	2.0	0.9	0.0	0.0	Part of planned maintenance £70k total
Security	0.5	0.5	0.5	0.5	0.4	1.2	
Less Income	9.9	9.5	10.6	10.4	11.3	22.8	
Room Hire	(2.4)	(2.5)	(2.4)	(1.2)	(1.2)	(2.6)	See Schedule 3 for suggested charges
Rent of downstairs (from Oct 09, incl rechgs)	(12.0)	(11.7)	(11.5)	(11.3)	(5.5)	0.0	Review Sept 2013 - assume small incr
Net Cost/(Income) Barn	(4.5)	(4.7)	(3.3)	(2.1)	5.1	20.0	
The Old Fire Station							
Electricity	0.3	0.3	0.2	0.2	0.3	0.3	Per utilities budget
Gas	1.5	1.8	1.1	0.8	1.4	1.6	Per utilities budget
Insurance	0.2	0.2	0.2	0.4	0.9	0.9	
Maintenance etc.	1.0	1.1	0.2	0.8	4.2	2.2	Part of planned maintenance £70k total
Maintenance per Pro-active schedule	2.0	4.7	3.0	0.6	0.0	0.0	To continue leaflet prints etc set up in 2012/13
Marketing costs	1.0	5.0	0.0	0.0	0.0	0.0	
Rates	1.0	0.9	0.9	0.9	1.0	1.0	
Water	0.2	0.2	0.2	0.2	0.2	0.2	
Less Income	7.2	14.2	5.8	3.9	8.0	6.2	
Room Hire	(10.0)	(8.0)	(7.1)	(7.3)	(5.9)	(8.3)	Assumes some improvement in usage
Net Cost/(Income) The Old Fire Station	(2.8)	6.2	(1.3)	(3.4)	2.1	(2.1)	
Mkt Place Expenses	2.0	2.2	1.7	1.4	2.1	4.8	
Less Income							
Market Rents-Charter & Farmers	(29.5)	(26.2)	(27.4)	(23.9)	(22.8)	(21.4)	Agreed at T&C 18 Sept 2012
Continental Markets	(4.8)	(4.5)	(4.1)	(4.3)	(3.2)	(4.1)	Agreed at T&C 18 Sept 2012 sit report on comparable towns
Licences for use of Market Place	(20.4)	(19.4)	(13.3)	(12.8)	(11.7)	(10.1)	Agreed at T&C 18 Sept 2012
Car Parking Upper Mkt Place	(9.0)	(8.6)	(8.3)	(7.4)	(7.3)	(6.9)	Agreed at T&C 18 Sept 2012
Net (Income) Market Place	(63.7)	(58.7)	(53.1)	(48.4)	(45.0)	(42.5)	
Tourism							
Salary of VIC staff (from Oct 2009)	16.2	15.0	14.2	15.2	7.1	£0	Per salaries budget
Tourism Management Fee (to Sept 2009)	0.0	0.0	0.0	0.0	15.4	33.2	
Telephone	0.0	6.0	0.0	0.1	0.3	0.0	
Goods for Resale	2.0	2.0	1.4	0.4	0.2	0.0	Up but see income below
Henley Partnership - Subs	0.5	0.5	0.5	0.5	0.5	0.5	
Town Improvements / Action Plan	4.0	3.8	2.3	3.9	2.2	2.7	
Town Centre Management costs (mainly staff)	5.0	3.0	0.1	0.0	0.0	0.0	Assumes funding remains in place
Shop Front Improvement Scheme	5.0	0.0	0.0	0.0	0.0	0.0	FSM Agenda 18 Dec 2012
Regatta Bus Service	1.0	1.0	1.1	0.0	0.0	0.0	
Sat tourist office at MM (net of inc from golf etc)	6.1	5.0	0.0	0.0	0.0	0.0	Per salaries budget
Possible provision for additional tourism hours	2.5	estimated per additional extra hours					T&C 18 Sept
Diamond Jubilee	0.0	4.4	0.0	0.0	0.0	0.0	One-off event 2012/13
2012 Olympics	0.0	5.0	0.0	0.0	0.0	2.8	One-off event 2012/13
Heroes' Return festivities	0.0	3.0	0.0	0.0	0.0	0.0	One-off event 2012/13
QE11 Field dedication	0.0	1.0	0.0	0.0	0.0	0.0	One-off event 2012/13
Visitor Info Centre sundry income	(3.5)	(3.0)	(2.9)	(1.1)	0.0	0.0	Up but see costs above
Net Cost Tourism	37.7	40.7	16.7	19.0	25.7	40.2	
Security							

£'000	Draft budget 2013/14	Expected out-turn 2012/13	Actual 2011/12	Actual 2010/11	Actual 2009/10	Actual 2008/09
CCTV: Town Centre	15.1	14.8	14.1	15.8	17.4	19.7
CCTV: M Meadows	8.3	8.0	7.7	8.6	9.5	10.3
Police Comm Support Officer	16.0	14.3	14.3	18.4	16.1	31.3
Security Costs	39.4	37.1	36.1	40.8	43.0	61.3
Other Income						
Sundry - eg Film Money	(4.0)	(8.0)	(5.4)	(1.2)	(4.0)	(17.7)
Ice Cream - Slipway & MM and Mooring Red Lion	(3.8)	(2.9)	(3.0)	(3.3)	(2.1)	(3.1)
Wayleave New St Slipway	0.0	(0.7)	(0.7)	(0.8)	(0.8)	(0.8)
Total Other (Income)	(7.8)	(11.6)	(9.1)	(5.1)	(6.7)	(21.4)
Net Committee Expenditure	88.6	99.0	114.8	123.6	132.7	138.5

Accountant explanation for figures in draft budget 2013/14

Current contract expires March 2014
 Current contract expires March 2014
 T&C 18 Sept - further report required but assume continues
 Ice cream licenses to be renewed Sept 2014. Assume Red Lion Lawn fully functional at £1.3k.
 Lease ends May 2013 - income likely to cease.

£'000	Draft budget 2013/14	Expected out-turn 2012/13	Actual 2011/12	Actual 2010/11	Actual 2009/10	Actual 2008/09	Accountant explanation for figures in draft budget 2013/14
River							
Car Park expenses	9.4	8.6	8.7	8.1	7.3	7.3	Incr with value of car park takings, plus Vinci collection of ECNs
Car Park Maint per Pro-active maint schedule	0.0	8.0	3.2	1.2	0.0	0.0	Noted at R&A meeting 2nd Oct 2012
Mill Lane Car Park per Pro-active maint schedule	0.0	0.0	1.8	0.0	0.0	0.0	Part of maint schedule £70k total
MM car park (2012/13 first half)	0.0	15.2	0.0	0.0	0.0	0.0	Noted at R&A meeting 2nd Oct 2012
Toddler play area - planned maintenance	30.0	0.0	0.0	0.0	0.0	0.0	
Moorings at White Hart/Thameside, planned maint	5.0	0.0	0.0	0.0	0.0	0.0	
Red Lion Lawn planned maintenance	0.0	20.0	0.0	0.0	0.0	0.0	Noted at R&A meeting 2nd Oct 2012
Bandstand - per planned maintenance	0.0	0.0	0.0	0.0	0.0	0.0	Part of maint schedule £70k total
Bandstand - other costs (band payments)	4.8	0.5	0.0	0.0	0.0	0.0	Noted at R&A meeting 2nd Oct 2012
Purchase of deckchairs	2.5	0.0	0.0	0.0	0.0	0.0	Noted at R&A meeting 2nd Oct 2012
Income from hire of deckchairs	(2.0)	0.0	0.0	0.0	0.0	0.0	Noted at R&A meeting 2nd Oct 2012
River expenses - environment agency exp	4.0	3.5	3.1	3.1	3.1	5.9	
Little White Hart Moorings rates	2.9	2.7	2.7	2.5	2.9	0.0	
Total River Expenditure	56.6	56.6	19.5	14.9	13.8	13.2	
Less Income							
Moorings - Temporary	(17.0)	(17.0)	(19.2)	(17.0)	(11.9)	(4.2)	No incr in charges
Moorings - J Hooper	(12.0)	(10.5)	(10.5)	(10.5)	(10.5)	(7.7)	RPI increase from August 2013 - 5 years (approx 15%)
Permanent Moorings - White Hart	(16.8)	(17.8)	(22.4)	(18.5)	(17.8)	(18.1)	Assume 0/8 spaces taken. Noted by R&A 2nd Oct 2012
- Mill Meadows	(15.0)	(14.3)	(14.0)	(12.8)	(11.5)	(11.1)	Charges increased, R&A 2nd Oct 2012
- River Terrace	(5.8)	(5.8)	(8.2)	(9.2)	(7.7)	0.0	Assume 2/4 spaces taken. Noted by R&A 2nd Oct 2012
Salter Bros.	(1.0)	(0.9)	(0.9)	(1.0)	(0.8)	(0.8)	Noted at R&A meeting 2nd Oct 2012
Mill Meadows Car Park (see chart below)	(170.0)	(185.0)	(183.3)	(161.9)	(149.5)	(123.6)	Adjusted to be more in line with past actuals.
Total River Income	(237.4)	(231.1)	(258.5)	(230.9)	(208.5)	(183.5)	
Net (Income) River	(180.8)	(172.5)	(239.0)	(216.0)	(194.7)	(150.3)	
Pavilion							
Electricity (before recharges to tenants)	5.5	5.3	5.1	7.3	6.8	5.5	Noted at R&A meeting 2nd Oct 2012
Water, excl toilets	0.5	0.8	0.4	0.6	0.5	0.8	
Rates	3.7	3.6	3.4	3.3	3.8	3.6	
Insurance	0.5	0.6	0.5	1.1	7.7	7.8	Allocation incorrect in early years.
Toilets, cleaning/lockup wages	0.0	0.0	1.8	3.0	4.8	3.3	Now undertaken by parks staff
S/Stones cleaning - only applic 11/12	0.0	0.0	2.3	0.0	0.0	0.0	
Misc/Maintenance/Cleaning mats	3.5	3.8	4.3	9.8	3.0	5.7	Part of maint schedule £70k total. 2012/13 to incl lift repairs
Pavilion maintenance per Pro-active schedule	0.0	5.3	1.4	4.0	0.0	0.0	Noted at R&A meeting 2nd Oct 2012
Lift Maintenance - recharged below	1.0	1.3	0.7	0.9	0.7	0.7	Parks staff now undertake steam cleaning
Public Toilets, incl water	12.0	18.0	10.6	14.6	11.7	9.4	
Total Pavilion	26.9	37.2	30.7	44.6	39.0	37.1	
Less Income							
Mill Meadows Nursery rent	(12.3)	(14.0)	(14.8)	(18.4)	(18.4)	(18.3)	Rent review due Sept 2012 - ? inflation
Nursery recharge of serv's and elec (from Sept 11)	(5.5)	(6.0)	(2.2)	0.0	0.0	0.0	Incl electr recharge of £2.5k
Bowling Club, incl electricity recharged	(1.5)	(2.0)	(1.2)	(0.1)	(0.1)	(0.1)	Incl electr recharge of £1.4k
Total Pavilion Income	(20.3)	(22.0)	(18.1)	(18.5)	(18.5)	(18.4)	
Net Cost Pavilion	6.6	15.2	12.6	26.1	20.5	18.7	
Gardens							
Flower Beds	34.0	32.6	31.1	31.0	33.4	31.1	Inflation & poss extra planters, incl water rates
Henley in Bloom	8.0	8.1	8.3	10.2	17.8	12.7	Inc from hanging baskets & grants/sponsorship
Henley in Bloom National Competition 2013/14	5.0	0.0	0.0	0.0	0.0	0.0	See budget report
Total Gardens	47.0	40.7	39.4	41.2	51.2	43.8	
Income offset							
Henley in Bloom	(8.0)	(7.9)	(8.3)	(10.2)	(17.9)	(12.6)	Purch of hanging baskets and other costs
Net Cost Flowers	39.0	32.8	31.1	31.0	33.3	31.2	
Cemetery							
General maintenance (previously grasscutting)	2.0	2.0	10.8	9.7	9.8	17.8	Consider improvements - Paula has ideas
Utilities	3.0	2.3	2.1	2.5	2.3	1.9	
Insurance of Chapels	0.2	0.2	0.2	0.0	0.0	0.0	
Perimeter wall/redundant Chapel per maint sch	1.0	0.0	0.1	5.6	0.0	0.0	Part of maint schedule £70k total
Repairs to main Chapel per maint schedule	0.0	1.8	0.3	8.2	0.0	3.0	Part of maint schedule £70k total
Grave decoration	0.0	0.0	0.0	12.8	18.7	2.4	Now responsibility of Undertakers
Total Cemetery	6.2	6.3	13.5	36.8	29.8	21.9	
Income offset							
Cemetery Fees	(35.0)	(37.5)	(41.3)	(45.4)	(33.9)	(37.6)	Noted at R&A meeting 2nd Oct 2012
Net Cost / (Income) Cemetery	(28.8)	(30.7)	(27.8)	(8.6)	(5.1)	(8.2)	
Sports Centre							
Insurance on part not rented out	0.4	0.4	0.2	2.4	3.2	3.3	
Management Contract (none Apr - July 2009)	18.0	17.5	17.4	18.5	11.7	16.0	Small reduction negotiated 2012/13
Repairs & Improvements	3.0	3.3	0.5	2.3	8.8	1.3	
Utilities (April - July 2009 only)	0.0	0.0	0.0	0.0	6.6	0.0	
Income (CLS April - July 2009 only)	0.0	0.0	0.0	0.0	(8.0)	0.0	
Provision to new Astroturf in 2023	16.7	16.7	0.0	0.0	0.0	0.0	To accrue £200k over 12 years
Maintenance per Pro-active schedule	0.0	2.5	0.3	0.3	0.0	(0.0)	Part of maint schedule £70k total
Cost Sports Centre	38.1	40.4	18.4	21.5	22.1	20.6	
Allotments							
Admin Grant	0.4	0.4	0.4	0.4	0.4	0.4	
Maintenance	1.5	1.5	1.5	0.8	0.7	1.3	
Water	0.5	0.4	0.2	0.6	0.3	(0.2)	
Total Allotments	2.4	2.4	2.1	1.8	1.4	0.9	
Income offset							
Allotment Rents	(4.1)	(3.3)	(3.8)	(3.6)	(4.0)	(2.4)	
Net Cost/(Income) Allotments	(1.7)	(1.4)	(1.7)	(1.8)	(2.6)	(1.5)	
Litter							
Litter- General	12.5	12.0	11.0	10.5	10.9	12.3	Noted at R&A meeting 2nd Oct 2012
Litter- Ocgs	1.5	1.5	1.3	1.3	1.3	2.0	2012/13 budget overstated
Net Expenses Litter	14.0	13.5	12.3	11.8	12.2	14.3	
Grasscutting							

£'000	Draft budget 2013/14	Expected out-turn 2012/13	Actual 2011/12	Actual 2010/11	Actual 2009/10	Actual 2008/09	Accountant explanation for figures in draft budget 2013/14
Grasscutting expense - verges/amen areas	0.0	0.0	41.9	43.4	47.9	62.9	
Income offset							
OCC grass cutting recharge	(8.6)	(8.6)	(8.6)	(8.6)	(8.4)	(8.1)	Has been held for 3 years - likely to be 3% increase again
Net Expenses Grasscutting	(8.6)	(8.6)	33.3	34.8	39.5	54.8	
Christmas Festivities							
Christmas Festivities - expenses	10.5	6.3	9.9	10.2	12.7	14.6	Noted - adjusted to show total cost and income
Income offset							
Christmas Festivities - income	(4.0)	0.0	(3.5)	(5.1)	(6.7)	(9.2)	
Net Expenses Christmas Festivities	6.5	6.3	6.4	5.2	6.0	5.4	
Facilities Operation							
Wages etc.	202.0	135.2	123.3	119.3	119.9	108.6	Noted at R&A meeting 2nd Oct 2012
Probation service cost £100 per week	5.0	5.0	4.5	0.0	0.0	0.0	Noted at R&A meeting 2nd Oct 2012
Tools/Plant	5.0	4.8	8.0	3.0	2.5	2.9	
Repairs & Improvements	11.0	14.0	12.3	9.3	17.0	15.4	
Maintenance	4.0	4.0	3.8	0.0	0.0	0.0	
Amenity Area Maintenance - Other	10.0	14.0	5.3	6.9	2.7	12.5	
40 Acre Field fencing	0.5	0.0	0.4	0.0	0.0	0.0	
Vehicle Expenses, excl insurance	15.0	12.5	12.3	11.6	8.3	7.5	To include running costs of replacement for Slalom
Vehicle & plant insurance	2.6	2.6	1.7	0.0	0.0	0.0	
Protective Clothing / H&S	4.0	4.1	4.1	1.9	1.4	0.9	
Telephones	2.0	1.9	1.8	1.8	1.6	1.8	
Weedkilling	1.5	0.0	0.0	0.0	0.0	0.0	Noted at R&A meeting 2nd Oct 2012
Knotweed eradication at back of Makins Park	3.0	0.0	0.0	0.0	0.0	0.0	Noted at R&A meeting 2nd Oct 2012
Trees	5.0	5.5	3.7	5.2	0.0	2.2	
Gillets Field	0.5	0.5	0.0	0.5	0.0	0.2	
Freemans Meadow	1.1	1.1	1.0	1.1	0.1	0.2	
Makins Recreation Ground	1.1	1.1	0.9	1.1	0.5	1.0	
Expenses Facilities Ops	273.3	256.3	181.2	164.0	154.8	154.8	
Net Committee Expenditure	137.2	151.5	26.9	68.0	85.9	139.6	

Capital expenditure wish list 2013/14 and beyond

T&C 18th September 2012

Safety measures
Round tables for Main Hall functions (and FSM 25th Sept 2012)
Industrial dishwasher for Town Hall events
IT equipment for use by hirers in meeting rooms (and FSM 25th Sept 2012)

FSM 25th September 2012

Replacement for Land Rover Defender pickup (and R&A 2nd Oct 2012)
Recycling bins for Mill Meadows (and R&A 3rd Oct 2012)
Storage facility for Parts Services, beyond Tesco (and R&A 3rd Oct 2012)
Energy reduction - solar panels on Pavilion
- solar panels on Town Hall

R&A 2nd October 2012

Additional paths for cemetery - new grave area/green area/lurming circle
General provision for Parks Service equipment replacement
Fencing round back of Makins where knotweed, for public safety
Missed out from above - Christmas lights to be paid for over 3 years

Recreational Improvements (FSM 18th December 2012)

Late addition - new server required in 2015
Late addition - Town Hall sound system under consideration

2013/14 figure as recommended at FSM 18th December 2012

2013/14	2014/15	2015/16	2016/17	2017/18
£	£	£	£	£
30,000	(to be included in 2013/14, see also FSM 18th December 2012)			
1,500	Business plan on hire charges for events to be prepared before expenditure committed			
1,000	As above			
2,000	Report on usage of laptops by hirers to be produced prior to approval for expenditure			
20,000				
1,500				
10,000	40,000 Phase 1 ground work/gate/fencing, Phase 2 lock-up units			
0	(rejected at R&A 13th Nov and FC 27th Nov)			
10,000	(to be kept in, FSM 18th December 2012)			
5,000	5,000	5,000	spread out due to possible VAT issue	
20,000	20,000	20,000	20,000	20,000
10,000	(to be kept in, FSM 18th December 2012)			
1,595	1,595	1,595		
20,000	20,000	10,000		
	lbc			
132,595	46,595	76,595	20,000	20,000

73. COUNCILLORS' MILEAGE RATES

This item was not discussed due to the Declarations of Interest as detailed in minute 63.

74. 2013-14 BUDGET

The Chairman introduced the paper and explained that a number of assumptions had been made to enable the budget to be constructed, namely the salary increase of 1% for staff (as indicated in the Autumn Statement) and the amount of grant (£15k) forthcoming from SODC to compensate for the reduction in the tax base. The budget also assumed a 2% increase in the Band D Council tax figure to go some way towards filling the funding gap of £28k caused by the localised council tax reduction scheme. It was explained that the budget needed to be approved by Full Council on January 15 unless a Special Full Council meeting was called to approve the budget after this date (but before the cut-off date imposed by SODC). SODC have requested town and parish councils to submit their precept requests by 31st January 2013 although the statutory requirement is 28th February.

There was discussion regarding £5k of costs for the National Henley in Bloom competition. The expense had been removed from the budget on the basis that it could be funded from the earmarked reserve for Britain in Bloom (in the balance sheet brought forward). There was however strong support that the cost should come from revenue instead. The budget is to be amended to return the £5k to costs under Recreation & Amenities. The resulting operational budget deficit will be around £5k.

The Capital Expenditure budget for 2013-14, and the years beyond, was discussed. The Chairman explained that the monies allocated against the various items did not automatically mean that the projects would all go ahead or that all the allocated funds would be spent but it was important that provision was made for the items in case they were progressed. It was pointed out that the Christmas lights items was incorrectly shown under T&C and should be moved to R&A.

It was agreed that the 'Traffic calming' item should be renamed 'safety measures'. There was a motion to delete this expenditure from the budget completely but the motion was lost on the Chairman's casting vote. There was a second motion to bring the expenditure forward from 2014-15 to 2013-14. This motion was carried on the Chairman's casting vote.

The provision for £10k to be spent on the solar panels on the roof of the Town Hall was discussed and a motion to delete the item was lost. The expenditure will remain in the 2013-14 budget.

A query arose on the amount of £10k allocated for the fencing and Japanese knotweed at Makins. There was a potential saving if the Parks Service staff can carry out some of the work but adequate funds needed to be available should this not be the case.

It was agreed that the item entitled 'Recreation (Makins Recreation Ground)' should be renamed 'Recreation improvements' to widen the scope. The budget indicated expenditure of £20k in each of 2013/14 and 2014/15. There were two motions as follows: a motion to delete the £20k from the 2013/14 budget, this motion was lost; and a motion to bring the £20k forward from 2014/15 to 2013/14 to make a total of £40k in 2013/14 and this was also lost. The status quo of £20k in each of 2013/14 and 2014/15 therefore remains.

There were a number of comments regarding whether the precept should be raised and accepting the budget as presented would result in a 2% increase in the average Band D rate. It was noted that this remains below the current rate of inflation despite the loss of £28k caused by the localised council tax reduction scheme introduced by parliamentary legislation. As such it was requested that the proposal to accept the budget was made with a recorded vote.

FOR

The Mayor, Councillor Mrs E Hodgkin
The Deputy Mayor, Councillor S Gawrysiak
Councillor M Akehurst
Councillor Mrs P Phillips
Councillor I Reissmann
Councillor Mrs J Wood

AGAINST

Councillor W Hamilton
Councillor Miss L Hillier
Councillor D Nimmo-Smith

It was RESOLVED to RECOMMEND that

Councillors recommend the budget for approval at Full Council, subject to finalization of the SODC grant and the 1% staff salary increase with the proviso that:

- the £5k for the National Henley in Bloom competition be returned to Recreation & Amenities expenditure.
- £30k in the capital budget for Traffic Calming in 2014-15 be renamed as Safety Measures and moved into the 2013-14 budget.

75. ELECTORAL REVIEW OF SOUTH OXFORDSHIRE

The information supplied by the Local Government Boundary Commission was noted. It was agreed that no further representations needed to be made as the draft recommendations had included the Council's previous comments.

It was RESOLVED that the summary of draft recommendations be noted.

76. EXCLUSION OF THE PUBLIC AND THE PRESS

It was moved by the Chairman and

RESOLVED that the public and the press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which were about to be discussed were considered to be confidential.

Henley Town Council

A message from the Mayor of Henley, Councillor Elizabeth Hodgkin

In 2013-14 Henley Town Council will spend £1.27m (up from £1.17m) providing services to the residents, visitors and businesses of Henley. In these difficult times these services are needed all the more, so I'm especially pleased we are able to increase spending in targeted areas such as grants to small local organisations. We have lost some income as a result of government changes to council tax, but despite this the increase for the average Band D Council Tax payer will only be £1.70, rising to £85.16 per year. Henley continues to be the lowest of all the towns in South Oxfordshire.

2012-13 has been a year of great activity for the Council, and a special year to be Mayor. The Queen visited Greenlands farm as part of her Jubilee tour. Henley hosted the Olympic Torch Relay and the Olympians' Return which gave hundreds of Henley residents the chance to feel part of these wonderful events. Probably the most significant event was the granting of planning permission, after many years of struggle, for the redevelopment of Townlands Hospital. This has been our goal for 30 years after the closure of the War Memorial Hospital. Other highlights include installation of solar panels so reducing energy bills and carbon emissions, winning Gold at Britain in Bloom, and providing a building for the new George Orwell museum.

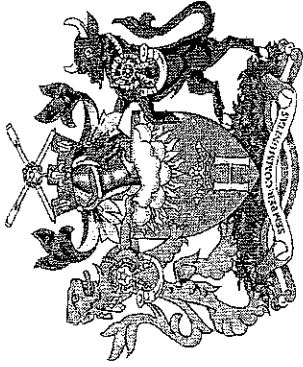
What's new for 2013-14?

Whilst maintaining all our regular services, in 2013-14 the Council will be embarking on a number of projects to further enhance the enjoyment of both residents and visitors to the Mill Meadows area including deck chair hire and weekly band performances at the Bandstand, and refurbishing of the Toddler Play Area. The Council will also improve the public toilets and litter facilities at Mill Meadows.

The Council will be entering the National Britain in Bloom competition so this beautiful and historic town will look even more attractive in 2013. Other projects include enhancements at the other recreational spaces as well as the Fairmile Cemetery, and continuing to promote the Town Hall as a wedding and event venue with improved facilities on offer.

The Council will continue to take leading action in the Neighbourhood Plan.

Henley Town Council



Budget and Action Plan 2013-14

This leaflet provides residents of Henley on Thames with information on the services provided by the Town Council and how much they will cost in 2013-14. More details about the Council's services and a comprehensive copy of the budget can be found on the website:

www.henleytowncouncil.gov.uk

or contact the information centre on

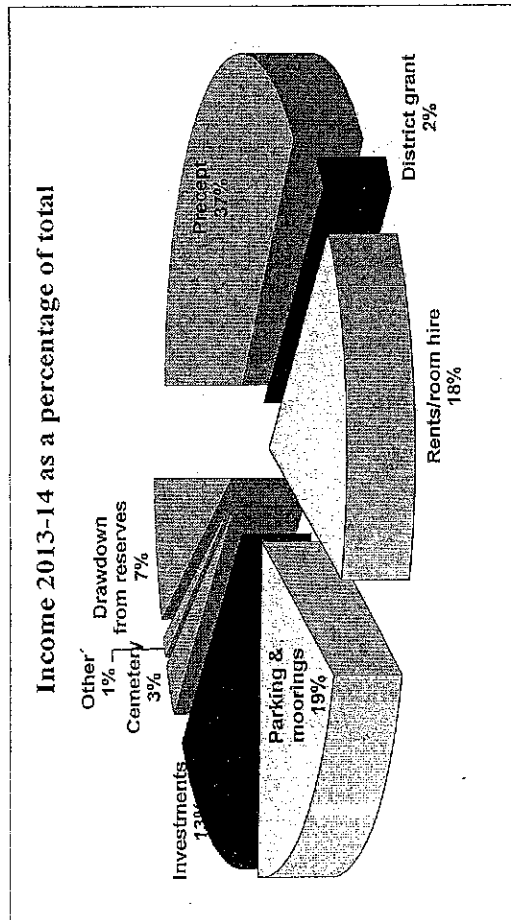
Telephone: 01491 576982

Email: enquiries@henleytowncouncil.gov.uk

agenda item 4.

Henley Town Council

Where will our income come from.....

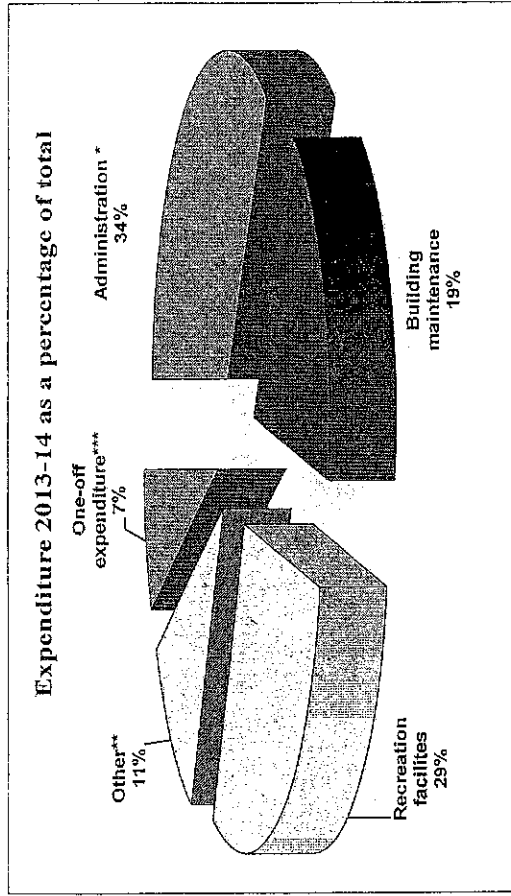


	£
Precept *	467,800
District grant	26,900
Rents/room hire	225,500
Parking & moorings	245,400
Investments	172,000
Cemetery	35,000
Other	12,700
Drawdown from reserves	88,700
Total income	<u>1,274,000</u>

* The precept is the amount that Henley Town Council receives as our portion of the Council Tax you pay.

Henley Town Council

....and what will we spend it on?



	£
Administration *	430,600
Land & building maintenance	245,600
Recreation facilities	370,100
Other**	137,700
One-off expenditure***	90,000
Total expenditure	<u>1,274,000</u>

*Administration includes office staff salaries, legal and professional fees, civic expenses, insurance, IT costs and sundries
 **Other costs include tourism and town promotion, event costs, grants and security (CCTV and PCSO costs)
 *** Expenditure includes anticipated costs of the refurbishment of the public toilets at Mill Meadows and the Neighbourhood Plan and will be financed by the drawdown from reserves (see income).