

RAUNDS TOWN COUNCIL**FINANCE AND POLICY COMMITTEE****Minutes 5 January 2021: Start Time 7.30pm**

NB: The meeting was held via Zoom video link. Details of the meeting and a link enabling members of the public to join the meeting were published on the Town Council website. The meeting was held in compliance with Regulation 5 (2) of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

PRESENT

Cllr R Levell, (Chairman), Cllr H Howell, Cllr O Curtis, Cllr D Hughes, Cllr S Hughes, Cllr R Beattie and Cllr L Wilkes

IN ATTENDANCE

Ms Kate Houlihan, Town Clerk (Minutes)
Miss Joanne Coduri, Assistant to the Town Clerk

484.20 To Receive Apologies for Absence.

NONE RECEIVED

485.20 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

NONE RECEIVED

486.20 Notification of members questions in compliance with the council's standing orders.

NONE RECEIVED

487.20 Declarations of Interest.

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM

NONE RECEIVED

488.20 [Minutes](#): to confirm the minutes of the Finance and Policy Committee meeting held 1 December 2020

RESOLVED that the minutes of the meeting held on 1 December 2020 be confirmed as a true record.

489.20 Payments for approval: To approve the payments made since the last Finance and Policy Committee Meeting.

DEFERRED

490.20 Finance and Policy Committee Budget Planning:

To consider the Town Council's budget and precept for 2021-2022 and to make a recommendation to the Full Council thereon.

Members considered the draft budget and following discussion it was ...

RESOLVED to recommend to the Full council that

- a) the budget for 2021/22 be as shown in Appendix 1**
- b) the precept for 2021/22 be £510,725.00, subject to minor amendment if the council tax base changes.**

There be no further business the meeting closed at 19:48

Approved: (Town Mayor)

Meeting date: 12 January 2020..... (Council)

Approved: (Chairman)

Meeting date:(Committee)

Appendix 1: Budget for 2021/22

Cost Centre/Committee	Budget 2020-21	Proposed Budget 2021-22
ELR Expenditure	139974	142774
ELR Income	14056	14130

Personnel Expenditure	126665	144355
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Finance Expenditure	2627	2679
Finance Income	2000	2000

Saxon Hall Expenditure	75137	76362
Saxon Hall Income	35000	19500

Administration Expenditure	43071	38578
Administration Income	515	515

The Hall Expenditure	32160	37601
The Hall Income	30000	27000

Events Expenditure	53200	54254
Events Income	0	0

RUNNING THE COUNCIL	472834	496602
TOTAL INCOME	81571	63145
NET EXPENDITURE	391263	433457
	0	0
RTC Projects	24500	25000
Devolved Services	82000	50000

Total Expenditure	497763	508457
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Effect of increase in CTB	22176	9655
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Transfer from/to Reserves	-3307	-2268
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Precept	501070	510725
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Banking Expenditure	Budget 2019/20	Budget 2020/2021	Proposed Budget 2021/2022
Bank Charges	360.5	368	375
Bad Debts	154.5	158	161
Contingency	1030	1051	1072
Business Interface	1030	1051	1072
	2575	2627	2679
Bank Interest & Dividends	1500	2000	2000

Saxon Hall Expenditure	Budget 2019-20	Budget 2020-21	Proposed Budget 2021-22
Salaries	28840	36050	37000
Pension	6180	7725	8000
Protective Clothing	263	268	268
Professional Fees	263	268	268
Health & Safety	525	536	536
Janitorial Supplies	788	804	804
Advertising & Marketing	1576	1607	1607
Repairs & Maintenance	2060	2101	2101
Improvements	0	0	0
Vandalism	525	536	536
General Grounds Maintenance	1030	1051	1051
Security: General	2101	2143	2143
Security: CCTV	773	788	788
Security: Fire Alarm	515	525	525
Security: Burglar Alarms	263	268	268
Contract Cleaning	683	697	697
Equipment	525	536	536
Licenses	630	643	643
Utility Bills: Electricity	4202	4286	4286
Utility Bills: Gas	5253	5358	5358
Utility Bills: Water Rates	1051	1072	1072
Utility Bills: Telephone/Inter	525	536	536
Utility Bills: Mobile Phones	105	107	107
Refuse/Waste Disposal	2627	2679	2679
Business Rates	7354	4500	4500
Piano	53	54	54
Total Expenditure	68709	75137	76362
Saxon Hall Hire			
Saxon Hall Hire	35000	35000	19500
Nett Expenditure	33709.24	40137	56862

			Budget 2019-20	Budget 2020-21	Proposed Budget 2021-22
Events					
Christmas Event					
Christmas: Trees			2200	2500	2550
Christmas: Lights Contractor			7700	22000	22440
Christmas: Other			5500	7000	7140
Christmas: New Lights Equip.			6600	0	0
Christmas Subtotal			22000	31500	32130
Other Events					
Mayors Show			6500	6500	6630
Summer Picnic			5400	5400	5508
Other			4200	0	0
Halloween				550	561
Nene Vally Festival				1500	1530
Remembrance Sunday				500	510
Commemorative Events				5000	5100
Events Contingency				1000	1020
Other Events Subtotal			16100	20450	20859
Floodlighting of Churches			550	750	765
Equipment			275	500	500
Other Subtotal			825	1250	1265
Total Expenditure Events			38925	53200	54254

Administration		Budget 2019-20	Budget 2020-21	Proposed Budget 2021-22
Meeting Costs		530	541	552
Elections		2500	2550	0
Mayor's Allowance		2500	2550	2601
Chain of Office/Mayoral Board		1591	1623	1656
Mayor's Civic Service		700	714	728
Professional Fees		2652	2705	2759
Accountancy & Audit Fees		1910	2600	2652
Health & Safety		1200	1224	1248
IT/Office Equip/Upgrades		530	1300	1326
Stationery Supplies		1061	1082	1104
Postage		849	866	883
Insurance		7000	7140	7283
Subscriptions		3000	3060	3121
Printing & Photocopying		3090	3152	3215
Cllrs Expenses		1061	1800	1836
Civic Photograph		530	541	552
Newsletter		3000	3060	3121
Website		530	541	552
Flags		160	163	166
Donations - S137		2060	2101	2143
Remembrance Day - S137		57	58	59
Business Interface		2000	1000	1020
telephone		0	2700	0
Admin Expenditure		38512	43071	38578
Income Sponsorship		0	0	0
Neighbourhood Plan		0	0	0
S 106 Income		0	0	0
Miscellaneous Income		371	382	394
Photocopying (Income)		159	164	169
total income		515	515	515

Offices (The Hall)		Budget 2019-20	Budget 2020-21	Proposed Budget 2021-22
Professional Fees		600	612	624
Health & Safety		271	276	281
Janitorial Supplies/Cleaning		1082	1104	1126
Repairs & Maintenance		5000	5100	10000
Improvements		0	0	0
Vandalism		541	552	563
Electrical Works		5000	5100	5202
General Grounds Maintenance		433	442	450
Security: General		271	276	281
Security: Intercom System		649	662	676
Security: CCTV		703	717	732
Security: Fire Alarm		812	828	844
Security: Burglar Alarms		216	221	225
Contract Cleaning		271	276	281
Equipment		271	276	281
Notice Boards		212	216	221
Utility Bills: Electricity		3787	3863	3940
Utility Bills: Gas		2705	2759	2815
Utility Bills: Water Rates		541	552	563
Utility Bills: Telephone/Inter		1623	1656	1689
Refuse/Waste Disposal		541	552	563
Business Rates		6000	6120	6242
Expenditure the Hall		31529	32160	37601
Rents The Hall		23340	25000	25000
Reimbursement of Cleaning Costs		0	0	0
Hiring The Hall		3090	5000	2000
Income		26430	30000	27000

	Budget 2019/20	Budget 2020/21	Proposed Budget 2021/22
Personnel			
Staff/Cllr Training	£2,070.000	2500	2500
Pension Costs (Council Cont.)	£28,462.500	29174	32674
Payroll Charges	£569.250	569	569
Personnel	£517.500	517	517
Salaries (Office staff)	£91,615.261	93905	108095
	£123,234.511	126665	144355