



BUNGAY TOWN COUNCIL

Budget & Strategy Sub Committee



Minutes of the Budget & Strategy Sub Committee Meeting held on Tuesday 24th November 2020 at 6.00 pm.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting was conducted "online

Town Council Members:

Chair – Cllr. J. Blowers O’Neill (JBO’N), Deputy Chair Cllr. B. Prior (BP)

Cllr. J. Adams (JA), Cllr. F Betts (FB) , Cllr. S. Collins (SC),

Also present:

J. Burton, (JB) Clerk/ RFO Bungay Town Council

B&S 016 2020/2021 Apologies for Absence: To receive any apologies for absence

All members of the sub-committee were present at the meeting - **Noted.**

B&S 017 2020/2021 Declaration of Interest & Requests for Dispensations: Councillors to declare any Pecuniary or Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.

No declarations of interest were declared or requests for dispensations requested - **Noted.**

B&S 018 2020/2021 To approve the minutes outstanding: To approve the minutes of the Budget & Strategy Sub-Committee I Meeting held on the 10th November 2020: for consideration.

It was proposed by SC, seconded by BP, and RESOLVED that these minutes were an accurate record of the Budget & Strategy Sub- Committee Meeting held on 10th November 2020 and these minutes to be signed by the Chair (JBO’N)

For	5
Against	0
Abstain	0

B&S 019 2020/2021 Public Forum: Members of the public are invited to give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chairman, for no more than 15 minutes. Members of the public may not take part in the Committee meeting itself.

No members of public were present at the meeting – **Noted**

B&S 020 2020/2021 To review and discuss the 2021/ 2022 projected budget requirements and precept figures : for consideration.

The budget for 2021 / 2022 had previously been worked through by JB and this spreadsheet was discussed by the Committee members together with what effect this would potentially



BUNGAY TOWN COUNCIL

Budget & Strategy Sub Committee



have on the Precept and taking into consideration the reduction in the tax base for Bungay as advised by East Suffolk Council. Consideration also needed to be given to the additional costs being incurred with the transfer of assets from East Suffolk Council i.e. Broad Street building, toilets blocks and public open spaces.- Noted

It was proposed by JA, seconded by JBO'N, and RESOLVED that the Resources Committee & Planning, Environment & Highways Committee Budgets be set at £3,000 each which would increase the proposed total budget for 2021/2022 to £141,045 (as attached).

For	5
Against	0
Abstain	0

Subsequent Precept calculations for 2021 /2022 for Band D household also attached – **Noted.**

B&S 021 2020/2021 **Date of next meeting: To be agreed:** for consideration.

This date of the next meeting was agreed to be 15 December 2020 at 6.00pm to review the Budget and look at future Strategy.– **Noted.**

The meeting closed at 6.41 pm

Dated: 25th November 2020

Jeremy Burton
Clerk to Bungay Town Council,
1a, Broad Street, Bungay NR35 1EE
clerk@bungaytowncouncil.gov.uk

Signed _____

2
Date _____



BUNGAY TOWN COUNCIL

Budget & Strategy Sub Committee



Net spent / not gross	Annual Budget	Spent NET @ 30/11/20	% Spend	EST. FOR 21 / 22
Funded by Precept			66.666	
General Council Expenses				
Staff Costs	£ 68,500	52,192.57	76.19%	£ 71,000.00
Toilet Cleaning	£ -	0.00		£ 8,000.00
General Administration	£ 1,802	1,630.46	90.48%	£ 2,000.00
Insurance	£ 3,565	2,157.24	60.51%	£ 3,600.00
Mileage	£ 77	0.00	0.00%	£ -
Election Costs	£ 500	0.00	0.00%	£ 500.00
Phone & Broadband	£ 1,350	314.55	23.30%	£ 1,350.00
Subscriptions	£ 1,000	1,001.38	100.14%	£ 1,050.00
Misc.	£ -	474.73	#DIV/0!	£ -
GDPR	£ -	35.00		£ -
IT costs incl. website	£ 2,500	2,190.97	87.64%	£ 2,500.00
Audit	£ 680	660.00	97.06%	£ 700.00
Bank Charges	£ 250	219.34	87.74%	£ 260.00
Small Equipment	£ 1,500	1,519.74	101.32%	£ 1,600.00
Office Equipment	£ -	0.00	#DIV/0!	£ -
Stationery	£ 515	621.88	120.75%	£ 800.00
Councillors				
Mayors Allowance	£ 2,000	1,525.00	76.25%	£ 1,550.00
Civic Regalia & Honoraia	£ 1,750	600.00	34.29%	£ -



BUNGAY TOWN COUNCIL

Budget & Strategy Sub Committee



Councillors - Admin Costs	£ 175	0.00	0.00%	£ 175.00
Councillors - Mileage	£ 100	0.00	0.00%	£ 100.00
Inspections				£ 1,000.00
Events	£ 2,750	0.00	0.00%	£ 3,000.00
Training & Courses	£ 2,000	0.00	0.00%	£ 2,000.00
S137 & Donations				
Foodbank Room hire	£ 550	530.00	96.36%	£ 550.00
Bungay Festival	£ 600	0.00	0.00%	£ -
HVC / Good Neighbour Scheme		5,000.00		£ -
Christmas Lights (S137)	£ 2,500	2,500.00	100.00%	£ 2,500.00
Other	£ 2,500	300.00	12.00%	£ 3,000.00
Town Expenditure				
Cleaning	£ -	0.00		£ -
General Maintenance	£ 250	0.00	0.00%	£ 10,000.00
Allotments	£ 500	144.29	28.86%	£ 250.00
Car Parking Subsidy	£ -	0.00		£ -
Miscellaneous	£ 1,000	0.00	0.00%	£ -
Skate Board Park Maint	£ 2,000	2,099.00	104.95%	£ -
Bus Shelters	£ -	0.00	#DIV/0!	£ -
CCTV maintenance	£ 700	0.00	0.00%	£ 700.00
youth project	£ 2,084		0.00%	£ -
Riverside				
Utilities - RS, BS & PT	£ 900	569.10	63.23%	£ 6,800.00
Cleaning consumables	£ -	641.98		£ 1,000.00
Lift Contract	£ 531	368.00	69.30%	£ 550.00



BUNGAY TOWN COUNCIL

Budget & Strategy Sub Committee



General Maintenance	£ 350	115.00	32.86%	£ -
Other Misc	£ 350	552.89	157.97%	£ -
Grass cut/ g. main/ rubbish collection				£ 4,700.00
Asset Acquisition Year 1	£ -			
Rental	£ 200	600.00	300.00%	£ -
Repairs, Broad St & Riverside	£ 4,608	0.00	0.00%	£ -
G,P & A Committee	£ 5,000	99.00	1.98%	£ 3,000.00
p, E & H Committee	£ 5,000	408.00	8.16%	£ 3,000.00
TOTAL		79,070.12		
Funded by Reserves				
CCTV - Full Council	£ -	117.00		£ -
Emergency Plan - FC	£ 250	0.00	0.00%	£ 250
Childrens Activities - FC	£ 550	0.00	0.00%	£ -
Grit Bins - Highways & Trans	£ -			£ -
Riverside Centre Repairs	£ -			£ -
Footpaths Booklet - H&T	£ -			£ -
New ATM - Legal & Finance	£ -			£ -
Notice-Boards - Comm's	£ 560		0.00%	£ 560
Press Items - Comms	£ -			£ -
Town Newsletter - Comms	£ 3,000	1,085.00	36.17%	£ 3,000
Broad Street		36,413.00		£ -
WW1 Commemorations	£ -			£ -
S137 WW1 Commemorations	£ -			£ -
Outney Common works	£ -			£ -

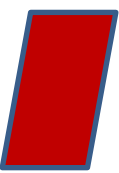
Signed _____

5
Date _____



BUNGAY TOWN COUNCIL

Budget & Strategy Sub Committee



TOTAL FUNDED BY RESERVES			37,615.00	#DIV/0!	
TOTAL Budget 2020/21	£ 124,997	116,685.12	93.35%		£ 141,045.00

Precept workings 2021 / 2022

Estimated budget required = £141,045

Previous budget / precept = £124,997

Increase therefore = £16,048 which is 12.84% on previous year.

Previous tax base 1,631.58 . Therefore £124,997 divided by 1,631,58 = £76.61 pa for Band D tax household

21/22 tax base estimated to be 1,596.59. Therefore £141,045 divided by 1,596.59 = £88.34 pa for a Band D household.

Real increase therefore per annum for a Band D Household = £11.73. (15.31% increase).

Signed _____

6
Date _____