

RYE HERITAGE CENTRE BUDGET 2016-17
(cash flow)

C10 108

NOTE: ALL FIGURES INCLUDE VAT WHERE APPLICABLE

	Budget 2015-2016	Actual to 31.12.15	Predicted 31.03.16	Proposed 2016-2017	Notes
RECEIPTS					
Accommodation booking commission	1320	1205	1400	1300	
Retail sales	102003	87969	101500	101500	1
Town Model admissions	33075	26791	32000	33000	1
Rye Audio Tours	880	1016	1100	1000	
Old Pier Amusement Machines	8464	6888	8050	8100	
Other (Ghost walks etc)	1400	1480	1480	1500	
Retail sales postage stamps	3700	3929	4200	4200	
Total Receipts	150842	129278	149730	150600	
PAYMENTS					
Stock	44000	41402	43000	42000	
Salaries	48500	37005	46700	49500	2
Pension costs/provision	0	0	0	£950	3
Staff training	300	0	150	250	
Staff uniforms	300	10	200	300	
Business rates	10693	10722	10722	11000	
Light and heat	3300	2714	3400	3400	4
Water rates	175	137	178	190	
Alarms maintenance	750	66	500	650	
Repairs and renewals - Model	3200	2693	3000	3200	
Repairs and renewals Audio Wands	300	0	100	200	
Repairs and renewals Premises	650	600	800	800	
Repairs and renewals Office Equip	300	0	200	300	
Postage	200	127	170	200	
Entertainment/Hospitality/Refreshments	250	0	200	250	
Advertising/Publicity	2500	1508	2300	2500	
Printing	600	70	450	500	
Stationery/materials/office/sundry	1000	650	900	1000	
Telephone/Internet	1900	1659	2100	2100	
Bank/Credit card charges	2600	2110	2700	2800	
Computer costs/website	300	95	250	300	
Traveling expenses	100	0	0	100	
Music License	530	302	530	530	
Bookkeeping/Payroll/Accountancy	2300	1274	2300	2500	
Cleaning	400	230	400	450	
Old Pier Amusement Machines	4232	3444	4025	4050	5
Post Office stamps	3600	3811	4100	4100	
Event contribution- Ghost Tours	400	200	400	500	
VAT payments	14000	10727	14000	14000	
Total Payments	147380	121556	143775	148620	
Surplus	3462	7722	5955	1980	

1 Zero growth predicted -reflects possible impact on group bookings due to security alerts and travel issues as seen in 2015

- 2** Reflects new structure, staff salaries, possible pay awards, NI holiday/sickness cover & new managers pay increase (note 'custodian' will no longer receive 50/50 profit share)
- 3** Provision for one member of one member of staff joining LGPS later in year as per new pension rules
- 4** No increase anticipated as new fixed one year contract secures a better deal
- 5** 50% of revenue is returned to owner of Old Pier machines

**RYE TOWN COUNCIL
TOWN HALL**

DRAFT BUDGET 2016-17

C10 108

	Budget 2015-16	Actual to 31.12.15	Projected to 31.3.16	Estimate 2016-17	note
INCOME					
Ceremonies	21,125	19,350	21,125	22,050	1
Cottage	9,260	0	0	10,800	2
Council Tax Support Grant	4,826	4,826	4,826	4,102	3
Freda Gardham Field	500	500	500	500	4
Heritage Centre	1,525	N/A	2,978	1,980	5
Interest	1,900	38	1,882	1,700	6
Mayor's Allowance/Mayor Making	0	0	0	0	7
Miscellaneous	375	171	375	375	8
<i>Precept (2015-16) 2016-17</i>	108,767	108,767	108,767	122,100	9
Reproduction rights	0	0	0	0	10
Sales	0	0	0	0	11
Town Hall Hire (General)	275	293	293	275	12
Town Steward set-up (ESCC)	0	3,468	3,468	0	13
CTS Grant Reserve virement	6,356	0	0	0	14
Income	154,909	137,413	144,214	163,882	
	Budget	Actual to	Projected	Estimate	note
EXPENDITURE	2015-16	31.12.15	to 31.3.16	2016-17	
Access (Town Hall)	0	5,919	5,919	4,000	15
Advertising & Pub Ceremonies	2,450	1,623	2,223	2,900	16
General	2,700	1,817	2,500	2,950	17
Affordable Accommodation	0	0	0	2,000	18
Alarms (Burglar & Fire)	825	533	684	750	19
Asset valuations	1,000	0	0	930	20
Audit (external) [incl HC turnover]	600	600	600	600	21
Audit (internal)	300	290	290	310	
Bank Charges	50	8	20	25	
Ceremonies Licence	550	0	0	550	22
Civic Fund	750	301	400	600	23
Community Transport	2,000	2,000	2,000	2,000	24
Computer Software & Training	0	185	185	0	25
Contingency	100	0	0	0	
Cottage Repairs & Renewals	1,000	11,456	21,000	2,000	26
Cottage - other	0	1,928	2,357	0	27
Devolved Services	0	0	0	0	28
Domestic Supplies	1,350	255	400	500	29
Economic development/Marketing	0	0	0	0	30
Elections	2,000	3,820	3,820	0	31
Emergency Planning	100	0	0	100	32
Finger posts (black & silver)	100	0	100	250	33
Freda Gardham Field	250	600	600	500	34
Grants Fund	3,750	900	3,750	3,000	35
Grounds Maintenance	500	683	850	900	36
Heritage Centre Repairs/Renewals	1,300	0	0	0	37
Highways Fund	1,000	2,247	2,247	0	38
Honoraria	518	518	518	735	39
Insurance	5,600	4,857	5,733	5,900	40
Light & Heat	2,750	2,625	3,500	2,850	41
Mayor's Allowance	2,800	962	1,500	2,850	42
Members & Staff Expenses	275	188	275	280	
Members & Staff Training	250	452	452	100	43
Misc	500	462	500	500	
Neighbourhood Planning	0	864	4,000	0	44
New Events SLA	0	8,644	8,644	0	45
Non-Domestic Rates	5,164	5,160	5,160	5,225	46
Office Equipment	150	192	192	750	47
Professional Fees	1,850	3,626	4,064	3,470	48
Public Conveniences	0	0	0	0	49

Robes & Regalia	250	393	450	1,800	50
Rye Christmas Festival	4,500	1,955	4,500	3,000	51
Rye Local Action Plan	0	0	0	0	52
Salaries	78,762	58,756	79,260	86,794	53
Skatepark	1,500	85	2,325	1,500	54
Southern Water	950	834	834	875	
Stationery, Printing & Postage	3,000	2,557	3,000	3,050	
Street Furniture	1,500	0	0	0	55
Subscriptions	1,751	1,683	1,746	1,863	56
Telephone	1,975	1,425	1,900	1,975	
Tilling Green Community Sign	0	0	0	1,000	57
Town Hall Repairs & Renewals	12,000	394	500	10,000	58
Town Steward	4,439	3,624	4,250	4,500	59
Web site	1,750	150	500	0	60
Winter maintenance	0	0	0	0	61
Expenditure	154,909	135,571	183,748	163,882	
Surplus/Deficit(-)	0	1,842	-39,534	0	

NOTES General As @ 30.11.15 RPI stood at 1.1% and CPI 0.1%

1 *Estimate* Average charge of £315 per ceremony x 70 = £22,050

Note 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 2015-16: 77

2 *Estimate* Assumes cottage ready for occupation from 1.4.16 and monthly rental of £875 (valuation outstanding).

3 *Note* This Government grant (passed on by RDC) will no longer be available after 1 April 2019 - up to that date it will be phased out.

Estimate Likely (TBC 22.2.15).

4 *Note* Next rent review: 1.1.20

5 *Notes* a) The surplus is not physically transferred from the HC bank account
b) The HCM is salaried but receives 50% of any annual surplus.
From 1.4.16 the postholder will be entirely salaried.

6 *Projected* Breakdown:

NSI (est)	£600
JHB bond 1	£478
JHB bond 2	£726
Unity Trust	£60
Co-op	£18
	<u>£1,882</u>

7 *Note* Any receipts (typically Mayor Making Luncheon payments) are offset against the Mayoral Allowance. It is not yet known whether a Luncheon will be held.

8 *Projected/Estimate* Principally photocopying charges.

9 *Notes* (a) The current (2015-16) RTC Band D Council Tax is **£62.23pa** (£1.20pw) - based on a Council Tax base of 1,747.78

(b) The Council Tax Support Grant has been treated as an additional income stream.

(c) It has yet to be announced whether parish & town councils will be subjected to the Excessive Council Tax Referendum Regulations in 2016-17. If they are, it is anticipated that this will affect the largest 100 town councils in England and Wales only.

Estimate Based on a Council Tax base for 2016-17 of 1,834.27, the proposed precept of £122,100 produces a RTC Band D Council Tax of **£66.57pa (£1.28pw)** - an increase of 8p per week.

10 *Note* (Not as intriguing as it sounds.) 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.

11 Range comprises: *Ryennium*, Millennium Medals, Lord Warden Installation booklet and Golden Jubilee mug.

12 *Note* The Mayor is allowed to grant up to 12 free lets a year to charities (and similar).

13 *Actual/Projected* One-off grant.

14 *Budget* Transfer of the balance of the Council Tax Support Grant (as at 31.3.14) to General Reserves to support the 2015-16 revenue budget.

- 15 Actual/Projected Stairclimber.**
Estimate Provision towards improving Chamber acoustics.
- 16 Projected** Comprises Yell, *Sussex Brides and Rye Bay Guide.*
- | | | |
|-----------------|----------------------------------|---------------|
| <i>Estimate</i> | ESCC brochure | £650 |
| | Rye Bay Guide | £600 |
| | New ceremonies web site (set up) | £500 |
| | Yell | £1,150 |
| | | <u>£2,900</u> |
- 17 Projected** Only 3 newsletters published during year.
- | | | |
|-----------------|-------------------------------|---------------|
| <i>Estimate</i> | Newsletters (4) | £1,550 |
| | ATM flyer/poster & insertion | £400 |
| | Recruitment/Other advertising | £1,000 |
| | | <u>£2,950</u> |
- 18 Estimate** Contribution towards legal and professional fees.
- 19 Estimate** Includes provision for 1 emergency call-out
- 20 Note** Forecast Earmarked Reserve - £1,570
- Estimate* Further provision towards valuing assets other than land and buildings (eg antique furniture, silverware, ceramics, collectibles, regalia).
- 21 Estimate** Letter from Audit Commission (10.5.12) advises the fee for turnover of £200,000-£300,000 will be £600pa until 31.3.17.
- 22 Note** Venue registration renewal is every 3 years (next expiry 25.6.17 - due Jan 2017).
Forecast Earmarked Reserve: £1,100.
Estimate £550pa provision (for Earmarked Reserve).
- 23 Note** Typical civic fund expense items: wreaths, refreshments for civic functions, Confederation events travel, Cinque Ports volunteers, hot pennies, ATM refreshments, flags.
- 24 Estimate** From 1.4.15 RDCT began providing the 326 service without a subsidy from ESCC.
- 25 Note** Forecast Earmarked Reserve: £380.
- 26 Note** Forecast Earmarked Reserve: £0.
- 27 Actual/Projected** Includes Council Tax and rental deposit repayment.
- 28 Note** Forecast Earmarked Reserve: £2,000.
- 29 Budget** Includes £750 towards purchase of lightweight floor polisher/buffer - actually purchased in 2014-15.
- 30 Estimate** If RTC appoints a Business & Promotions Officer approx £3,000 will be needed from the General Reserve to cover employers NIC, pensions (if employed), admin and travel costs.
Note Forecast Marketing/Economic Development Earmarked Reserve: £15,000.
- 31 Note** Forecast Earmarked Reserve as at 31.3.16: £7,180. Estimated max cost of a bye-election: £5,500.
- 32 Note** Forecast Earmarked Reserve: £600.
- 33 Note** Forecast Earmarked Reserve: £572. Watchbell Street and Conduit Hill columns need re-setting.
- 34 Note** Forecast Earmarked Reserve: £0.
- 35 Note** Forecast Earmarked Reserve: £4,250.
- 36 Note** Forecast Earmarked Reserve: £0.
Actual/Projected: Under-resourced in 2015-16. Maintenance of pump border in Wish Ward added during the year.
- 37 Note** Forecast Earmarked Reserve: £10,000.
- 38 Actual/Projected** Includes loading bay contribution TRO contribution.
Note Forecast Earmarked Reserve: £6,753.
- 39 Confidential Note**
- 40 Note** Policy includes the Heritage Centre and the Grand Vitara.
- 41 Actual/Projected** Includes charges from Oct 14-March 15.
- 42 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).
- 43 Note** Forecast Earmarked Reserve: £668.
- 44 Projected** Includes £2,500 for examination of documentation by planning consultant.

Forecast Earmarked Reserve: £8,561.

45 Estimate No provision made (for expenditure or income) because another SLA has not yet been signed.

46 Estimate Increase likely to be c1%.

47 Note Forecast Earmarked Reserve: £134.

Estimate Cabinets and desk required for office reorganisation.

48 Actual/Projected Includes accounting software advice and higher payroll charge (to reflect increased staffing) - plus Millennium Wall transfer legal costs.

<i>Estimate</i>	Ann Accounts (consolidated) drafting	1,750
	Payroll (60pcm)	720
	Accounting advice throughout year	500
	Legal advice (general)	500
		<u>3,470</u>

49 Notes RDC likely to dispense with some - or all - of Rye's public conveniences in near future. Forecast Earmarked Reserve as at 31.3.16: 5,000.

50 Note Forecast Earmarked Reserve as at 31.3.16: £2,504. Includes £1,050 towards purchase of 3 Past Mayor badges and £1,100 for a new Town Crier hat and coat. Town Crier livery needed for Deputy Crier after successful completion of probationary period (est £1,800).

51 Actual/Projected Includes £496 to replace TH frontage trees and lights.

Estimate Assumes Christmas Committee will raise more commercial sponsorship.

52 Note Forecast Earmarked Reserve: £1,000. Current (first) Plan expired 2014.

53 Confidential Note

Projected Includes additional hours agreed during the year for one staff member.

54 Note Forecast Earmarked Reserve as at 31.3.16: £590.

Projected Includes repairs identified by professional inspector.

55 Note Forecast Earmarked Reserve: £2,900 (includes provision to replace 2 TH noticeboards).

<i>Estimate</i>	Confederation of the Cinque Ports	£225
	Rother Association of Local Councils	£45
	Society of Local Council Clerks (75%)	£217
	Sussex Associations of Local Councils	£1,025
	National Association of Local Councils	£233
	Guild of Mace Bearers (K Barry)	£20
	Information Commissioner	£35
	Local Council Review	£63
		<u>£1,863</u>

57 Notes There have been informal discussions with TGRA to improve the appearance of the 'green triangle' in Mason Road - including a low level planting scheme. Currently, it hosts a small (dead) tree. One idea which has been well-received by TGRA is the erection of a 'village sign' - the thinking being that it would help to instill a sense of identify and 'pride of place'. Steel fretwork and oak post signs are durable but expensive (£4,500-£9,000); a cheaper combination would be an oak post and the use of materials such as aluminium, polyurethane and glass reinforced plastic.

Estimate Contribution towards the estimated cost of an 'affordable sign': £2,500. TGRA considers it could contribute £500 and raise additional funding from the Rye Fund etc. Alternatively, the Rye Environment Bequest Earmarked Reserve could be drawn on.

58 Note Forecast Earmarked Reserve: £29,007

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

2016-2017 major work required:

Replace TH attic dormer and a rooflight	£6,495
Repair and re-set second finial	£1,300
Cuploa restoration: £20,000 (est - incl spec)	£20,000
	<u>£27,795</u>

59 Note Excludes salary and vehicle insurance.

<i>Estimate</i>	Rent (incl power)	£1,200
	Vehicle tax	£300
	Vehicle maintenance	£500
	Vehicle fuel	£500
	Equipment/Signage	£1,000
	Materials/Consumables	£500

Contingency

£500

£4,500

60 Notes Forecast Earmarked Reserve: £1,686.

Projected Assumes RTC site will be refreshed at minimal cost.

61 Note Forecast Earmarked Reserve: £1,036.

Estimate Assumes stock of salt will last until 31.3.16 or Earmarked Reserve sufficient.

FORECAST RESERVES AS AT 31 MARCH 2016*

	projected as at 31.3.16	actual as at 1.4.15
Earmarked	141,727	152,869
General	56,548	84,940
	<u>198,275</u>	<u>237,809</u>

*excluding Rye Relief in Need

RYE TOWN COUNCIL FORECAST EARMARKED RESERVES
EARMARKED RESERVES (2015-16)

() = date of Council decision to make provision/earmark or date of receipt of payment (eg grant)
 at 31.3.15 Provided Used at 31.12.15 forecast NOTE to 31.3.16

	at 31.3.15	Provided	Used at 31.12.15	forecast	NOTE
ASSET RENEWAL RESERVES					
Capital Fund Heritage Centre	8,700	1,300	0	10,000	
Capital Fund Attractions	20,000	0	0	20,000	
Heritage Centre Office Equipment	1,000	0	0	1,000	
Capital Fund Town Hall	17,507	12,000	500	29,007	1
Capital Fund Cottage	9,140	1,000	10,140	0	
Town Hall Office Equipment	176	150	192	134	
Robes & Regalia	2,704	250	450	2,504	2
Black & Silver Finger Posts (3.2.03)	472	100	0	572	
Skate Park	1,415	1,500	2,325	590	
Street Furniture	1,400	1,500	0	2,900	
Freda Gardham Playing Field	250	250	500	0	
	62,764	18,050	14,107	66,707	
OTHER EARMARKED RESERVES					
Computer Software & Training (24.1.00)	565	0	185	380	
Assets Valuations (28.1.02)	570	1,000	0	1,570	
Elections	9,000	2,000	3,820	7,180	
Alarm upgrade	921	0	0	921	
Local Action Plan	1,000	0	0	1,000	
Devolved services negotiation	2,000	0	0	2,000	
Training	871	250	453	668	
Quality Council LAA grant	766	0	0	766	
Ceremonies Licence	550	550	0	1,100	
Rye Environment Bequest (from RDC Jan 11)	11,723	0	0	11,723	
Marketing/Economic Development	15,000	0	0	15,000	
Web site	436	1,750	500	1,686	
Winter maintenance	1,036	0	0	1,036	
Council Tax Scheme Support Grant (15.4.13)	6,356	4,826	6,356	4,826	3
Highways Fund	8,000	1,000	2,247	6,753	
Neighbourhood Planning	12,561	0	4,000	8,561	
Grounds maintenance	0	500	500	0	
Public conveniences	5,000	0	0	5,000	
Emergency planning	500	100	0	600	
Grants - General	4,250	3,750	3,750	4,250	
Grants - New Events Fund	9,000	0	9,000	0	4
TOTAL EARMARKED RESERVES	152,869	33,776	44,918	141,727	

- Notes
- 1 13.4.15 Council resolved to spend up to £30,000 on refurbishment.
 - 2 Provided: 27.10.14 £1,100 vired from General Reserve towards new Town Crier coat and hat.
 - 3 2015-16 Budget provides for £6,356 to be vired to General Reserve.
 - 4 Provided: 2014-15 grant from Rother DC received March 2015

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