

## Appendix D(ii)

	2021/22 £	2022/23 £
Management and Support	184848	193702
Recreation & Leisure Services	75177	94985
Environmental Services	99962	212953
Cemeteries	0	0
Grants & Subsidies	22150	25000
Other Services	19288	87400
<b>Total Cost (Net)</b>	<b>401424</b>	<b>614041</b>
Less Balances and Grants	139583	344460
<b>Precept</b>	<b>261841</b>	<b>269581</b>

# BERWICK-UPON-TWEED TOWN COUNCIL

## Budget for 2021-22

Budget Heading	2021-22	2022-23	
	Adopted Budget	Proposed Budget	
Other Administration	£43,432	£44,317	£885
Council Services	£99,217	£212,208	£112,992
Parks & Play Areas	£42,297	£49,675	£7,378
Promotions	£31,235	£43,665	£12,430
Grants	£2,900	£2,000	-£900
Council Projects	£24,500	£93,950	£69,450
Civic Expenditure	£12,313	£14,725	£2,413
Staffing	£145,531	£153,500	£7,969
Total Budget	£401,424	£614,041	£212,617

# BERWICK-UPON-TWEED TOWN COUNCIL

## Budget for 2018-19

Cost Centre	Description	2021-22	2022-23
		Adopted Budget	Proposed Budget
102	Administration: Office Costs	£18,911	£17,800
103	Administration: Operational Costs	£6,445	£7,460
104	Administration: Councillor Costs	£970	£1,100
105	Administration: Statutory Costs	£12,731	£12,310
106	Administration: Miscellaneous Costs	£4,375	£5,647
201	Council Services: Public Space Man.	£22,837	£61,040
202	Council Services: Local Services Officers	£74,830	£121,362
203	Council Services: Allotments	£1,550	£29,806
301	Parks & Play Areas: Projects	£7,000	£7,500
302	Parks & Play Areas: Splash Park	£11,520	£7,675
303	Parks & Play Areas: Play Areas	£23,777	£34,500
401	Promotion: Marketing	£6,570	£6,600
402	Promotion: Autumn Festivals	£10,600	£12,600
403	Promotion: Festive Lighting	£10,065	£20,465
404	Promotion: Volunteer Tourism Services	£0	£0
405	Promotion: May Fair	£1,250	£0
501	Grants: Events	£4,000	£4,000
502	Grants: Environment	£1,900	£1,000
503	Grants: Community	£1,000	£1,000
504	Grants: Community Equipment Fund	£0	£0
601	Council Projects: General	£24,500	£70,450
602	Council Projects: Neighbourhood Plan	£0	£20,000
603	Council Projects: Coastal Communities	0	0
605	Council Projects: Conferences	0	0
701	Civic Expenditure: Mayoral/Civic Costs	£4,700	£6,200
702	Civic Expenditure: Civic Events	£7,613	£8,525
101	Administration: Staffing	£145,531	£153,500
		£402,674	£610,541

Cost Code	Budget Heading ADMINISTRATION	2021-22	2022-23	
		Adopted Budget	Proposed Budget	
<b>Office Costs</b>				
4050	Rent	£11,506	£12,500	£994
4052	Rates	£1,400	£0	-£1,400
4053	Electricity	£1,000	£1,500	£500
4054	Telecoms	£1,900	£2,000	£100
4055	IT Equipment & Software	£430	£500	£70
4056	IT Support	£1,475	£0	-£1,475
4057	Equipment & furniture	£400	£500	£100
EMR	Equipment replacement fund	£800	£800	£0
	<b>Total Office Costs</b>	£18,911	£17,800	-£1,111
<b>Operational Costs</b>				
4100	Accounting Software	£800	£800	£0
4101	Postage	£470	£500	£30
4102	Stationery	£540	£600	£60
4103	Printing	£540	£600	£60
4104	Photocopies	£1,075	£1,100	£25
4105	Photocopier warrenty & supp	£600	£0	-£600
4106	Town Council Website	£500	£500	£0
4107	Recruitment expenses	£0	£0	£0
4108	Bank Charges	£360	£360	£0
4109	G-suite e-mail	£1,560	£3,000	£1,440
	<b>Total Operational Costs</b>	£6,445	£7,460	£1,015
<b>Councillor Costs</b>				
4150	Training	£540	£600	£60
4151	Travel & subsistence	£270	£300	£30
4152	Supplies	£160	£200	£40
	<b>Total Councillor Costs</b>	£970	£1,100	£130
<b>Statutory Costs</b>				
4200	Insurance - General	£745	£745	£0
4201	Insurance - Play Areas	£1,645	£1,645	£0
4202	Insurance - Public Realm	£745	£745	£0
4203	Insurance - Civic Regalia	£1,725	£1,725	£0
4204	Audit - External	£1,300	£1,300	£0
4205	Audit - internal	£3,200	£3,650	£450
4206	Legal & Professional Fees	£0	£0	£0
4207	Election expenses	£3,371	£2,500	-£871
	<b>Total Statutory Costs</b>	£12,731	£12,310	-£421
<b>Miscellaneous Costs</b>				
4250	Publications	£270	£270	£0
4251	Survey and communications	£1,075	£1,100	£25
4253	Subscriptions	£2,700	£2,700	£0
4254	Meeting expenses	£330	£1,577	£1,247
	<b>Total Miscellaneous Costs</b>	£4,375	£5,647	£1,272

Revised 3-yr agreement signed in Feb after budget set allows for 1 month per yr holiday

budget consistently over spent

<b>Total Administration</b>	<b>£43,432</b>	<b>£44,317</b>	<b>£885</b>
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Administration Staffing Costs	59755		
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NCC

Management & Supervision	£184,848	£193,702	
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Recreation & Leisure	£1,645	£1,645	
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Council Services	£745	£745	
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Other	£1,725	£1,725	
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Cost Cost Code	Budget Heading	2021-22	2022-23	
		Adopted Budget	Proposed Budget	
	<b>COUNCIL SERVICES</b>			
	<b>Public Space Management</b>			
4500	Public seat maintenance	£0	£13,890	£13,890
4502	Bus shelter maintenance	£1,460	£20,000	£18,540
4504	Public Realm Works	£2,150	£13,150	£11,000
4505	Litter bins and grit bins	£990	£1,000	£10
4507	War memorials maintenance	£84	£0	£-84
4508	Floral Displays [Materials]	£7,000	£7,000	£0
4509	Floral Displays [Labour]	£9,000	£5,000	£-4,000
4511	Public Toilet costs	£0	£0	£0
4512	Storage hire	£2,153	£1,000	£-1,153
	<b>Total PSM</b>	<b>£22,837</b>	<b>£61,040</b>	£38,203
	<b>Local Services Officers [SLA Agreement]</b>			
4600	Staff Costs	£63,000	£85,020	£22,020
4602	Transport	£9,340	£10,000	£660
4603	Equipment & Consumeables	£2,490	£2,500	£10
4604	Service Transfer	£0	£13,842	£13,842
4607	Depot costs		£10,000	£10,000
	<b>Total Local Services Officers</b>	<b>£74,830</b>	<b>£121,362</b>	£46,532
	<b>Allotments</b>			
	<b>Owned</b>			
4650	Water	£450	£450	£0
4651	Repairs and maintenance	£1,100	£1,100	£0
	Allotment and woodland development		£28,256	£28,256
	<b>Total Allotments</b>	<b>£1,550</b>	<b>£29,806</b>	£28,256
	<b>Total Council services</b>	<b>£99,217</b>	<b>£212,208</b>	<b>£112,992</b>
	Council Services Staffing Costs	£16,127		
	<b>NCC</b>			
	Environmental Services	£99,217	£212,208	

Cost Code	Budget Heading	2021-22	2022-23	
		Adopted Budget	Proposed Budget	
	<b>PARKS &amp; PLAY AREAS</b>			
	<b>Projects</b>			
4701	Play Area Refurbishment Projects		7500	7500
4702	Green Spaces officer	£7,000	£0	-£7,000
	<b>Projects Total</b>	<b>£7,000</b>	<b>£7,500</b>	£500
	<b>Splash Park</b>			
4750	Electricity	£375	£375	£0
4752	Site Cleaning	£800	£0	-£800
4753	Site maintenance	£900	£900	£0
4754	Water Quality Inspections	£6,300	£6,300	£0
4755	Daily/Weekly Inspections	£3,045	£0	-£3,045
4756	Annual Inspection	£100	£100	£0
	<b>Splash Park Total</b>	<b>£11,520</b>	<b>£7,675</b>	-£3,845
	<b>Play Areas [10 sites]</b>			
4800	Site Cleaning	£6,200	£0	-£6,200
4801	Site maintenance	£10,750	£14,500	£3,750
4802	Weekly Inspections	£5,877	£0	-£5,877
4803	Annual Inspection	£950	£1,000	£50
4804	Equipment maintenance		£7,000	£7,000
4805	Loan charges		£12,000	£12,000
	<b>Play Areas Total</b>	<b>£23,777</b>	<b>£34,500</b>	<b>-£8,277</b>
	<b>Total Parks &amp; Play Areas</b>	<b>£42,297</b>	<b>£49,675</b>	<b>-£11,622</b>
	Parks & Play Areas Staffing Costs	£16,125		
	NCC			
	Recreation & Lesiure	£42,297	£49,675	

Includes regular transfer to reserves

Cost Code	Budget Heading	2021-22	2022-23		
		Adopted Budget	Proposed Budget		
	<b>PROMOTION</b>				
	<b>Marketing</b>				
4900	Advertising	£2,000	£2,000	£0	Includes £2000 for Film Festival prize
4901	Leaflets	£2,250	£2,250	£0	
4902	Website	£850	£850	£0	
4903	Social Media	£1,000	£1,000	£0	
4904	Other Marketing	£470	£500	£30	
	<b>Marketing Total</b>	<b>£6,570</b>	<b>£6,600</b>	<b>£30</b>	
	<b>Autumn Festivals</b>				
4950	Universal Costs (formerly Bann	£1,000	£1,000	£0	
4951	Signage (formerly Promotion)	£1,600	£1,600	£0	
4952	Food Festival	£2,000	£2,000	£0	
4953	HODS	£2,000	£2,000	£0	
4954	Film Festival	£2,000	£2,000	£0	
4955	Literary Festival	£2,000	£2,000	£0	
4956	New Music Festival	£0	£2,000	£2,000	
	<b>Total Berwick AF</b>	<b>£10,600</b>	<b>£12,600</b>	<b>£2,000</b>	
	<b>Festive Lighting</b>				
5000	Maint & installation	£8,600	£9,000	£400	
5001	Lights & fittings	£0	£10,000	£10,000	
5002	Christmas trees	£600	£600	£0	
5003	NCC Labour Costs	£650	£650	£0	
5004	Other costs	£215	£215	£0	
	<b>Total Festive Lighting</b>	<b>£10,065</b>	<b>£20,465</b>	<b>£10,400</b>	
	<b>Tourism and Promotion</b>				
5010	Support	£0	£0	£4,850	
	<b>Total Volunteer Tourism Serv</b>	<b>£0</b>	<b>£0</b>	£0	
	<b>May Fair &amp; Market</b>				
5020	Expense	£0	£0	£0	
	<b>Total May Fair</b>	<b>£0</b>	<b>£0</b>	£0	
	<b>Events</b>				
5050	Tweedmouth Feast	£2,000	£2,000	£0	
5051	Spittal Seaside Festival	£2,000	£2,000	£0	
5052	Other Events Grants	0		£0	
	<b>Total Events Support</b>	<b>£4,000</b>	<b>£4,000</b>	<b>£0</b>	
	<b>Total Promotions</b>	<b>£31,235</b>	<b>£43,665</b>	<b>£12,430</b>	
	Promotion Staffing Costs	£18,949			
	<b>NCC</b>				
	Recreation & Lesiure	£31,235	£43,665		

Cost Code	Budget Heading Grants	2021-22	2022-23
		Adopted Budget	Proposed Budget
	Environment		
5100	BEES	£1,000	£1,000
5101	Berwick in Bloom	£900	£0
	<b>Total Environment Grants</b>	<b>£1,900</b>	<b>£1,000</b>
	Community		
5150	Community Projects	£1,000	£1,000
	<b>Total Community Grants</b>	<b>£1,000</b>	<b>£1,000</b>
	<b>504: Community Equipment Fund</b>		
5165	Equipment	£0	£0
	<b>Total Community Equipment</b>	<b>£0</b>	<b>£0</b>
	<b>Total Grants</b>	<b>£2,900</b>	<b>£2,000</b>
	NCC		
	Grants & Subsidies	£2,900	£2,000

Cost Code	Budget Heading COUNCIL PROJECTS	2021-22	2022-23
		Adopted Budget	Proposed Budget
<b>General</b>			
5200	Town Improvement Projects		£44,950 Bankhill & Streetscape
5201	Hoppa Bus	£14,000	£15,000
5203	CCTV	£10,500	£10,500
5205	Events	£0	
<b>Total General Projects</b>		<b>£24,500</b>	<b>£70,450</b>
<b>Neighbourhood Plan</b>			
Total Neighbourhood Plan		£0	£20,000
<b>Public Space Improvement</b>			
Total Barracks Project		£0	3500 £0
<b>Conferences</b>			
Total Conferences		£0	£0
		<b>£24,500</b>	<b>£93,950</b>
Council Projects Staffing Costs		£19,647	
<b>NCC</b>			
Grants & Subsidies		£14,000	£15,000
Other		£10,500	£78,950

Cost Code	Budget Heading	2021-22	2022-23	Allocation as Revised at last years budget meeting
	CIVIC EXPENDITURE	Adopted Budget	Proposed Budget	
	<b>Mayoral/Civic Costs</b>			
5400	Mayor Making	£1,000	£1,000	750
5401	Civic Support	£500	£500	300
5402	Freedom Costs	£200	£200	200
5403	Civic Equipment	£0		0
5404	Mayor's Sunday	£1,000	£1,000	700
5405	Civic Functions	£1,000	£1,000	700
5406	Civic Visits	£500	£500	300
5407	Other Costs	£500	£500	£300
5408	Civic Reserve		£1,500	£1,450
	<b>Total Mayoral/Civic Costs</b>	<b>£4,700</b>	<b>£6,200</b>	<b>£3,250</b>
	<b>Civic Events</b>			
5450	Remembrance Day	£1,838	£2,000	
5451	Riding the Bounds	£5,250	£6,000	
5452	Other	£525	£525	
	<b>Total</b>	<b>£7,613</b>	<b>£8,525</b>	
	<b>Total Civic Expenditure Cost</b>	<b>£12,313</b>	<b>£14,725</b>	
	Civic Expenditure Staff costs	£10,186		
	NCC			
	Other	£7,063	£6,725	
	Grants & Subsidies	£5,250	£8,000	

Cost Code	Budget Heading	2020-21	2020-21
		Adopted Budget	Proposed Budget
	<b>STAFFING</b>		
	<b>Staffing</b>		
	Salaries: Total	£142,941	£147,890
4003	Training	£540	£3,500
4004	Travel & subsistence	£540	£540
4006	Memberships	£970	£970
4007	Meetings	£540	£600
	<b>Total Staff Costs</b>	<b>£145,531</b>	<b>£153,500</b>

Staff Costs by Centre

Admin	59755
Council Services	16127
Parks & Play Areas	16125
Promotion	18949
Grants	0
Council Projects	19647
Civic Expenditure	10186
	140789

Cost Code	Budget Heading	2021-22	2022-23
	Receipts	Adopted Budget	Proposed Budget
1000	Precept	261856	269581
1001	Bank Interest	1000	1000
1002	Grants	0	
1003	Seats	1000	1000
1004	Play Areas	0	
1005	Festive Lights	0	
1006	Allotment Rents	340	340
1007	Admission Fees	100	100
1008	Schedule III	157818	174042
1050	Refund	0	
1099	Sundry	0	
	Total Income	422114	446063
less	Total Expenditure	401424	614041
	Transfer to (from) Reserves	20690	-167978