

**BERWICK-UPON-TWEED TOWN COUNCIL**  
**Budget for 2021-22**

Budget Heading	2019-20	2020-21		2021-22	Change	
	Final Out-Turn	Adopted Budget	Estimated Out-turn	Proposed Budget	£	%
Other Administration	45000	44572	39604	43432	-1140	-3
Council Services	102199	106395	127674	99217	-7179	-7
Parks & Play Areas	101359	43816	39569	42297	-1519	-3
Promotions	51965	44790	24946	31235	-13555	-30
Grants	18224	5350	0	2900	-2450	-46
Council Projects	78051	27500	25588	24500	-3000	-11
Civic Expenditure	11411	15813	490	12313	-3500	-22
Staffing	136979	149899	140497	145531	-4368	-3
<b>Total Budget</b>	<b>545188</b>	<b>438135</b>	<b>398368</b>	<b>401424</b>	<b>-36711</b>	<b>-8</b>

  

Code	Description	2019-20	2020-21		2021-22
		Final Out- turn	Adopted Budget	Estimated Out-turn	Proposed Budget
102	Administration: Office Costs	19088	19839	19862	18911
103	Administration: Operational Costs	5979	5561	4280	6445
104	Administration: Councillor Costs	371	945	26	970
105	Administration: Statutory Costs	16813	13976	12950	12731
106	Administration: Miscellaneous Costs	2749	4253	2486	4375
201	Council Services: Public Space Man.	34626	28200	60048	22837
202	Council Services: Local Services Officers	65098	76725	66726	74830
203	Council Services: Allotments	2475	1470	900	1550
301	Parks & Play Areas: Projects	71972	7000	17371	7000
302	Parks & Play Areas: Splash Park	9714	10860	8173	11520
303	Parks & Play Areas: Play Areas	19673	25956	14025	23777
401	Promotion: Marketing	12718	14070	6500	6570
402	Promotion: Autumn Festivals	8070	10600	4803	10600
403	Promotion: Festive Lighting	18800	9870	13643	10065
404	Promotion: Volunteer Tourism Services	0	5000	0	0
405	Promotion: May Fair				0
501	Grants: Events	12377	4000	0	4000
502	Grants: Environment	5292	4350	0	1900
503	Grants: Community	555	1000	0	1000
504	Grants: Communiy Equipment Fund	1283	0	79	0
601	Council Projects: General	78051	27500	25588	24500
602	Council Projects: Neighbourhood Plan	0	0	0	0
603	Council Projects: Coastal Communities	0	0	0	0
605	Council Projects: Conferences	0	0	0	0
701	Civic Expenditure: Mayoral/Civic Costs	4792	8200	90	4700
702	Civic Expenditure: Civic Events	6619	7613	400	7613
101	Administration: Staffing	143447	152419	142000	145531
				<b>Total Budget</b>	<b>401424</b>

Budget Heading	2019-20 Final Out- turn	2020-21 Adopted Budget	2020-21 Estimated Out-turn	2021-22 Proposed Budget
<b>Code Office Costs</b>				
4050 Rent	£11,514	£12,086	£12,086	£11,506
4052 Rates	£1,350	£1,575	£1,372	£1,400
4053 Electricity	£532	£536	£836	£1,000
4054 Telecoms	£1,710	£1,680	£1,550	£1,900
4055 IT Equipment & Software	£361	£420	£556	£430
4056 IT Support	£1,224	£1,440	£1,402	£1,475
4057 Equipment & furniture	£1,647	£1,315	£1,272	£400
4059 Equipment replacement fund	£750	£788	£788	£800
<b>Total Office Costs</b>	<b>£19,088</b>	<b>£19,839</b>	<b>£19,862</b>	<b>£18,911</b>
<b>Code Operational Costs</b>				
4100 Accounting Software	£1,299	£818	£771	£800
4101 Postage	£531	£473	£299	£470
4102 Stationery	£348	£525	£140	£540
4103 Printing	£26	£525	£107	£540
4104 Photocopies	£1,035	£1,050	£223	£1,075
4105 Photocopier warranty & support	£610	£305	£565	£600
4106 Town Council Website	£570	£600	£500	£500
4108 Bank Charges	£393	£278	£310	£360
4109 G-suite e-mail	£1,167	£987	£1,365	£1,560
<b>Total Operational Costs</b>	<b>£5,979</b>	<b>£5,561</b>	<b>£4,280</b>	<b>£6,445</b>
<b>Code Councillor Costs</b>				
4150 Training	£0	£525	£0	£540
4151 Travel & subsistence	£250	£263	£0	£270
4152 Supplies	£121	£158	£26	£160
<b>Total Councillor Costs</b>	<b>£371</b>	<b>£945</b>	<b>£26</b>	<b>£970</b>
<b>Code Statutory Costs</b>				
4200 Insurance - General	£891	£945	£742	£745
4201 Insurance - Play Areas	£1,979	£2,100	£1,645	£1,645
4202 Insurance - Public Realm	£891	£945	£742	£745
4203 Insurance - Civic Regalia	£2,076	£2,625	£1,722	£1,725
4204 Audit - External	£1,300	£1,050	£1,300	£1,300
4205 Audit - internal	£2,763	£2,940	£3,133	£3,200
4206 Legal & Professional Fees	£969	£0	£295	£0
4207 Election expenses	£5,944	£3,371	£3,371	£3,371
<b>Total Statutory Costs</b>	<b>£16,813</b>	<b>£13,976</b>	<b>£12,950</b>	<b>£12,731</b>
<b>Code Miscellaneous Costs</b>				
4250 Publications	£128	£263	£0	£270
4251 Survey and communications	£902	£1,050	£250	£1,075
4253 Subscriptions	£1,633	£2,625	£2,000	£2,700
4254 Meeting expenses	£86	£315	£236	£330
<b>Total Miscellaneous Costs</b>	<b>£2,749</b>	<b>£4,253</b>	<b>£2,486</b>	<b>£4,375</b>
<b>Total Administration</b>	<b>£45,000</b>	<b>£44,572</b>	<b>£39,604</b>	<b>£43,432</b>

		2019-20	2020-21		2021-22
		Final Out-	Adopted	Estimated	Proposed
		turn	Budget	Out-turn	Budget
<b>Budget Heading</b>					
<b>Code</b>	<b>COUNCIL SERVICES</b>				
	<b>Public Space Management</b>				
4500	Public seat maintenance	4746	0	25228	0
4500	Public seat purchase	0	0	1325	0
4502	Bus shelter maintenance	8356	2625	9157	1460
4504	Public Realm Works	2295	2100	6411	2150
4505	Litter bins and grit bins	2182	966	943	990
4507	War memorials maintenance	1339	84	0	84
4508	Floral Displays [Materials]	5494	6825	6100	7000
4509	Floral Displays [Labour]	8894	8500	8934	9000
4511	Public Toilet costs		5000	0	0
4512	Storage hire	1320	2100	1950	2153
	<b>Total Public Space Management</b>	<b>34626</b>	<b>28200</b>	<b>60048</b>	<b>22837</b>
<b>Code</b>	<b>Local Services Officers [SLA Agreement]</b>				
4600	Staff Costs	55598	56988	56988	63000
4602	Transport	7500	7688	7688	9340
4603	Equipment & Consumeables	2000	2050	2050	2490
4604	Service Transfer		10000	0	0
	<b>Total Local Services Officers</b>	<b>65098</b>	<b>76725</b>	<b>66726</b>	<b>74830</b>
<b>Code</b>	<b>Allotments</b>				
4650	Water	659	420	300	450
4651	Repairs and maintenance	1816	1050	600	1100
	<b>Total Allotments</b>	<b>2475</b>	<b>1470</b>	<b>900</b>	<b>1550</b>
	<b>Total Council services</b>	<b>102199</b>	<b>106395</b>	<b>127674</b>	<b>99217</b>
		2019-20	2020-21		2021-22
		Final Out-	Adopted	Estimated	Proposed
		turn	Budget	Out-turn	Budget
<b>Budget Heading</b>					
<b>PARKS &amp; PLAY AREAS</b>					
<b>Code</b>	<b>Projects</b>				
4701	Play Equipment [other sites]	64972	0	10371	
4702	Green Spaces officer	7000	7000	7000	7000
	<b>Total Projects</b>	<b>71972</b>	<b>7000</b>	<b>17371</b>	<b>7000</b>
<b>Code</b>	<b>Splash Park</b>				
4750	Electricity	196	350	150	375
4752	Site Cleaning	803	787.5	600	800
4753	Site maintenance	277	840	891	900
4754	Water Quality Inspections	5838	6152	6152	6300
4755	Daily/Weekly Inspections	2500	2625	275	3045
4756	Annual Inspection	100	105	105	100
	<b>Total Splash Park</b>	<b>9714</b>	<b>10860</b>	<b>8173</b>	<b>11520</b>
<b>Code</b>	<b>Play Areas [10 sites]</b>				
4800	Site Cleaning	6202	9261	3150	6200
4801	Site maintenance	7571	10500	9430	10750
4802	Weekly Inspections	5000	5250	500	5877
4803	Annual Inspection	900	945	945	950
	<b>Total Play Areas</b>	<b>19673</b>	<b>25956</b>	<b>14025</b>	<b>23777</b>
	<b>Total Parks &amp; Play Areas</b>	<b>101359</b>	<b>43815.5</b>	<b>39569</b>	<b>42297</b>

Cost C Budget Heading	2019-20 Final Out- turn	2020-21 Adopted Budget	2020-21 Estimated Out-turn	2021-22 Proposed Budget
<b>PROMOTION</b>				
<b>Code Marketing</b>				
4900 Advertising	4640	6300	1750	2000
4901 Leaflets	4358	4515	2200	2250
4902 Website	700	630	1100	850
4903 Social Media	0	2100	1000	1000
4904 Other Marketing	3020	525	450	470
<b>Total Marketing</b>	<b>12718</b>	<b>14070</b>	<b>6500</b>	<b>6570</b>
<b>Code Autumn Festivals</b>				
4950 Universal Costs (formerly Banners)	0	1000	300	1000
4951 Signage (formerly Promotion)	1564	1600	0	1600
4952 Food Festival	2210	2000	404	2000
4953 HODS	2067	2000	100	2000
4954 Film Festival	2229	2000	2000	2000
4955 Literary Festival	2229	2000	1999	2000
<b>Total Berwick AF</b>	<b>8070</b>	<b>10600</b>	<b>4803</b>	<b>10600</b>
<b>Code Festive Lighting</b>				
5000 Maint & installation	10222	8400	8200	8600
5001 Lights & fittings	7549	0	4743	0
5002 Christmas trees	500	630	500	600
5003 NCC Labour Costs	529	630	200	650
5004 Other costs	0	210	0	215
<b>Total Festive Lighting</b>	<b>18800</b>	<b>9870</b>	<b>13643</b>	<b>10065</b>
<b>Code Volunteer Tourism Services</b>				
5010 Support	62	5000	0	0
<b>Total Volunteer Tourism Services</b>	<b>62</b>	<b>5000</b>	<b>0</b>	<b>0</b>
<b>Code May Fair &amp; Market</b>				
5020 Expense	115	1250	0	0
<b>Total May Fair</b>	<b>115</b>	<b>1250</b>	<b>0</b>	<b>0</b>
<b>Code Events</b>				
5050 Tweedmouth Feast	1710	2000	0	2000
5051 Spittal Event	4000	2000	0	2000
5052 Other Events Grants	6667	0	0	0
<b>Total Events Support</b>	<b>12377</b>	<b>4000</b>	<b>0</b>	<b>4000</b>
<b>Total Promotions</b>	<b>51965</b>	<b>44790</b>	<b>24946</b>	<b>31235</b>

Budget Heading	2019-20 Final Out- turn	2020-21 Adopted Budget	2020-21 Estimated Out-turn	2021-22 Proposed Budget
<b>CIVIC EXPENDITURE</b>				
<b>Code Mayoral/Civic Costs</b>				
5400 Mayor Making	462	1000	0	750
5401 Civic Support	127	500	0	300
5402 Freedom Costs	313	200	0	200
5403 Civic Equipment	2092	0	0	0
5404 Mayor's Sunday	1282	1000	0	700
5405 Civic Functions	262	1000	0	700
5406 Civic Visits	0	500	0	300
5407 Other Costs	254	4000	90	300
5408 Civic Fund	0	0	0	1450
<b>Total Mayoral/Civic Costs</b>	<b>4792</b>	<b>8200</b>	<b>90</b>	<b>4700</b>
<b>Code Civic Events</b>				
5450 Remembrance Day	1372	1838	400	1838
5451 Riding the Bounds	5235	5250	0	5250
5452 Other	12	525	0	525
<b>Total Civic Events</b>	<b>6619</b>	<b>7613</b>	<b>400</b>	<b>7613</b>
<b>Total Civic Expenditure</b>	<b>11411</b>	<b>15813</b>	<b>490</b>	<b>12313</b>

Budget Heading Grants	2019-20 Final Out- turn	2020-21 Adopted Budget	2020-21 Estimated Out-turn	2021-22 Proposed Budget
<b>Code Environment</b>				
5100 BEES	4579	1000	0	1000
5101 Berwick in Bloom	713	3350	0	900
<b>Total Environment Grants</b>	<b>5292</b>	<b>4350</b>	<b>0</b>	<b>1900</b>
<b>Code Community</b>				
5150 Community Projects	555	1000	0	1000
<b>Total Community Grants</b>	<b>555</b>	<b>1000</b>	<b>0</b>	<b>1000</b>
<b>Code 504: Community Equipment Fund</b>				
5165 Equipment	1283	0	79	0
<b>Total Community Equipment fund</b>	<b>1283</b>	<b>0</b>	<b>79</b>	<b>0</b>
<b>Total Grants</b>	<b>7130</b>	<b>5350</b>	<b>79</b>	<b>2900</b>

Budget Heading COUNCIL PROJECTS	2019-20 Final Out- turn	2020-21 Adopted Budget	2020-21 Estimated Out-turn	2021-22 Proposed Budget
<b>Code General</b>				
5200 Town Improvement Projects	927	0	0	
5201 Hoppa Bus	10000	14000	14000	14000
5202 Visitor Welcome Project	15878	0	0	
5203 CCTV	12295	10500	6200	10500
5204 Streetscape & Wayfinding	24675	0	5388	
5205 Events	14276	3000	0	0
<b>Total General Projects</b>	<b>78051</b>	<b>27500</b>	<b>25588</b>	<b>24500</b>
<b>Code Neighbourhood Plan</b>				
5250 Planning Advice	856	0	0	0
5251 Publicity	100	0	0	0
<b>Total Neighbourhood Plan</b>	<b>956</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Coastal Communities (Barracks)</b>				
<b>Total Barracks Project</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Conferences</b>				
<b>Total Conferences</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Council Projects</b>	<b>78051</b>	<b>27500</b>	<b>25588</b>	<b>24500</b>

<b>ADMINISTRATION</b>				
<b>Code Staffing</b>				
4000 Salaries: Total	136979	149899	140497	142941
4003 Training	4979	525	500	540
4004 Travel & subsistence	604	525	58	540
4006 Memberships	883	945	945	970
4007 Meetings	2	525	0	540
<b>Total Staff Costs</b>	<b>143447</b>	<b>152419</b>	<b>142000</b>	<b>145531</b>