

BERWICK-UPON-TWEED TOWN COUNCIL			
Budget for 2016-17			
	2014-15	2015-16	2016-17
Cost Centre	Actual	Adopted Budget	Budget Proposal
Administration	£91,488	£96,369	£91,057
Council Services	£17,414	£59,794	£65,244
Parks & Play Areas	£9,144	£33,630	£37,170
Promotions	£25,166	£29,500	£28,400
Grants	£20,929	£18,200	£13,700
Council Projects	£14,501	£13,000	£15,000
Civic Events	£1,093	£1,200	£1,400
Exceptional expenses	£19,503		
Total Budget	£199,238	£250,493	£250,571
Civic Expenditure	£13,213	£16,733	£16,900
Current Precept			£218,200
Difference [proposed budget -planned precept]			£32,371

Budget Heading	Committee Responsibility	2014-15 Actual	2015-16 Adopted Budget	2016-17 Budget Proposal	Notes
ADMINISTRATION					
Staffing					
Salaries: Total	Staffing	£68,125	£75,735	£69,903	
Job Evaluation	Staffing	£600	£0	£0	
Training	Staffing	£0	£150	£150	
Travel & subsistence	Staffing	£166	£400	£400	
Total Staff Costs		£68,891	£76,285	£70,453	
Office Costs					
Rent	F&R	£6,600	£6,600	£6,600	
Service charge	F&R	£214	£214	£214	
Rates	F&R	£0	£0	£0	
Gas	F&R	£212	£450	£350	
Electricity	F&R	£539	£420	£540	
Water	F&R	£256	£200	£200	
Telecoms	F&R	£716	£800	£800	
IT Equipment	F&R	400	£400	£400	1
IT Support	F&R	£1,080	£1,200	£1,200	
Equipment & furniture	F&R	400	£400	£400	1
Total Office Costs		£10,417	£10,684	£10,704	

Budget Heading	Committee Responsibility	Actual	Adopted Budget	Budget Proposal	Notes
ADMINISTRATION					
Operational Costs					
Software Licence Fee	F&R	£368	£400	£400	
Postage	F&R	£180	£450	£450	
Stationery & Printing	F&R	£483	£1,000	£1,000	
Photocopies	F&R	£451	£600	£600	
Town Council Website	F&R	£100	£150	£150	
Recruitment expenses	F&R	£0	£0	£0	
Bank Charges	F&R	£41	£0	£0	
Total Operational Costs		£1,622	£2,600	£2,600	
Councillor Costs					
Training	F&R	£170	£500	£500	
Travel & subsistence	F&R	£471	£500	£500	
Total Councillor Costs		£641	£1,000	£1,000	
Statutory Costs					
Insurance	F&R	£1,405	£850	£850	
Audit	F&R	£800	£800	£800	
Audit - internal	F&R	£600	£750	£750	
Legal & professional fees	F&R	£1,346	£1,000	£1,000	
By-election expenses	F&R	£3,560	£0	£0	2
Public notices	F&R	£301	£500	£500	
Total Statutory Costs		£8,012	£3,900	£3,900	
Miscellaneous Costs					
Publications	F&R	£0	£50	£50	
Publicity	F&R	£0	£50	£50	
Subscriptions	F&R	£1,680	£1,300	£1,800	
Venue hire	F&R	£0	£0	£0	
Meeting expenses	F&R	£225	£500	£500	
Total Miscellaneous Costs		£1,905	£1,900	£2,400	
Total Administration		£91,488	£96,369	£91,057	

Budget Heading		2014-15	2015-16	2016-17	Notes
COUNCIL SERVICES		Actual	Adopted Budget	Budget Proposal	
Public Space Management					
Public seat maintenance	E&R	£1,477	£1,000	£1,000	
Public seat insurance	E&R	£1,149	£1,300	£1,300	
Public Seat Purchase	E&R	£0	£0	£0	
Bus shelter maintenance	E&R	£47	£2,000	£2,000	
Bus shelter insurance	E&R	£715	£1,100	£1,100	
Public Realm Works	E&R	£212	£1,000	£1,000	
Litter bins and grit bins	E&R	£1,425	£1,600	£1,600	
Dog Fouling (WOOFS)	E&R	£1,799	£2,000	£2,000	
War memorials maintenance	E&R	£245	£80	£80	7
Floral Displays [Materials]	E&R	£4,323	£4,500	£6,200	8
Floral Displays [Labour]	E&R	£2,572	£950	£2,700	9
Additional grass cuts	E&R	£3,300	£5,000	£5,000	
Public Toilet costs	E&R			£2,000	10
Total PSM		£17,264	£20,530	£25,980	
Handy Person Service					
Salary			£19,742	£19,742	11
PAYE			£1,132	£1,132	
Pension			£5,310	£5,310	
Training			£250	£250	
Vehicle Provision			£6,175	£6,175	
Vehicle Fuel			£1,200	£1,200	
Vehicle Maintenance			£500	£500	
Tools			£3,500	£3,500	
PPE			£300	£300	
Total Handy Person Service			£38,109	£38,109	
Allotments					
Owned					
Water	E&R	£95	£100	£100	
Repairs and maintenance	E&R	£0	£500	£500	
Leased					
Repairs and maintenance	E&R	£0	£500	£500	
National Allotment Soc Sub		£55	£55	£55	
Total Allotments		£150	£1,155	£1,155	
Total Council services		£17,414	£59,794	£65,244	

Budget Heading	Committee Responsibility	2014-15 Actual	2015-16 Adopted Budget	2016-17 Budget Proposal	Notes
PARKS & PLAY AREAS					
Projects					
Flagstaff Park Restoration	E&R	£0	£0	£0	12
Flagstaff Park Play Equipment	E&R	£0	£0	£0	13
Play Equipment [other sites]	E&R	£0	£0	£0	14
Projects Total		£0	£0	£0	
Splash Park					
Electricity	E&R	£223	£200	£240	
Water	E&R	£0			15
Site maintenance [SLA]	E&R	£7,408	£4,500	£7,500	16
Equipment maintenance	E&R	£0	£500	£500	
Inspections	E&R	£0	£850	£850	
Insurance	E&R	£731	£800	£800	
Splash Park Total		£8,362	£6,850	£9,890	
Highcliffe					
Site maintenance [SLA]	E&R	£348	£520	£520	
Equipment maintenance	E&R	£205	£500	£500	
Inspections	E&R	£0	£700	£700	
Insurance	E&R	£229	£240	£240	
Grass cutting				£300	
Novelty Litter Bin	E&R		£250		
Highcliffe Total		£782	£2,210	£2,260	
Additional Play Areas [7 in Total]					
Generic Play Area [Cost per additional play area]					
Site maintenance [SLA]	E&R		£520	£520	
Equipment maintenance	E&R		£1,000	£1,000	
Inspections	E&R		£700	£700	
Insurance	E&R		£260	£260	
Grass cutting				£300	17
Novelty Litter Bin	E&R		£250		
Generic Play Area Total			£2,730	£2,780	
Total: 9 Additional Play Areas			£24,570	£25,020	
Total Parks & Play Areas		£9,144	£33,630	£37,170	
Total Current Parks & Play Areas		£9,144	£9,060		

Budget Heading	Committee Responsibility	2014-15 Actual	2015-16 Adopted Budget	2016-17 Budget Proposal	Notes
PROMOTION					
Marketing					
Events Leaflet	Events	£3,545	£1,850		
NT Days Out & Holiday Guide	E&R	£2,745	£3,000		
Visit Berwick Website & Staff	E&R	£3,560	£4,200	£4,200	
AONB Holiday Guide	E&R	£2,300	£1,500		
Visit Berwick Leaflet	E&R		£3,000		
Other Marketing	E&R/Events	£678	£500	£10,800	18
Marketing Total		£12,828	£14,050	£15,000	
Berwick Autumn Festival					
Banners	Events	£1,039	£900	£900	
Promotion	Events	£1,131	£1,200	£1,200	
Total Berwick AF		£2,170	£2,100	£2,100	
Walking Festival					
Marketing	Events	£420	£200		
Walk Leaders	Events	£628	£0		
Transport	Events	£100	£1,100		
Management	Events	£797	£750		
Total Walking Festival		£1,945	£2,050	£0	19
Festive Lighting					
Maint & installation	E&R	£6,510	£9,000	£9,000	
Lights & fittings	E&R	£350	£500	£500	20
Christmas trees	E&R	£1,285	£1,000	£1,000	
NCC Labour Costs	E&R	£78	£600	£600	
Other costs	E&R	£0	£200	£200	
Total Festive Lighting		£8,223	£11,300	£11,300	
Total Promotions		£25,166	£29,500	£28,400	

Budget Heading	Committee	2014-15	2015-16	2016-17	
Grants	Responsibility	Actual	Adopted Budget	Budget Proposal	Notes
Tweedmouth Feast	Events	£1,250	£1,000	£1,000	21
Spittal Seaside Festival	Events	£4,000	£2,000	£1,000	21
Bounds Ridng	Events	£197	£500	£1,000	21
Other Events Grants	Events	£13,687	£6,000	£6,000	
Total Events Grants	Events	£19,134	£9,500	£9,000	
BEES	E&R	£1,500	£4,000	£2,000	
Berwick in Bloom	E&R	£295	£700	£700	
Community Projects	F&R	£0	£4,000	£2,000	
Community Project Loan Fund	F&R	£0	£0	£0	22
CAB	F&R		£0	£0	23
Total Grants		£20,929	£18,200	£13,700	

Budget Heading	Committee Responsibility	2014-15 Actual	2015-16 Adopted Budget	2016-17 Budget Proposal	Notes
COUNCIL PROJECTS					
Town Improvement Projects	E&R	£3,570	£3,000	£3,000	24
Hoppa Bus	E&R	£10,931	£10,000	£12,000	25
EXPENDITURE		£14,501	£13,000	£15,000	

Civic Events				
Remembrance Day	Events	£1,093	£1,000	£1,200
Other	Events	£0	£200	£200
Total		£1,093	£1,200	£1,400

Budget Heading	Committee Responsibility	2014-15 Actual	2015-16 Adopted Budget	2016-17 Budget Proposal	Notes
CIVIC EXPENDITURE					
Mayoral/Civic Costs					
Mayoral staff salaries	Staffing	£4,644	£4,733	£4,800	26/27
Mayor personal/official	F&R	£405	£2,500	£2,500	26
Civic Expenses	F&R	£857	£2,000	£2,000	26
Civic Regalia Insurance	F&R	£4,276	£4,300	£4,400	26
Total Mayoral/Civic Costs		£10,182	£13,533	£13,700	
Freedom Admissions					
Salaries	Staffing	£2,864	£3,000	£3,000	26
Costs	F&R	£167	£200	£200	26
Total Admission Costs		£3,031	£3,200	£3,200	
Total Civic Expenditure Costs		£13,213	£16,733	£16,900	

Notes

- 1 Capital Expenditure covered by Precept
- 2 Any By-election costs to be met from reserves
- 3 Assumes appointment of new Town Clerk on same terms as before [FT, Salary Point 38]
- 4 Increase due to salary progression
- 5 Reduction agreed by Informal Budget Meeting 30.10.15
- 6 Based on one enrolled member of staff
- 7 Major Repairs costs at Tweedmouth War Memorial [estimate 5000 to 8500] to be met from Reserves
- 8 Actual cost in 2015-16
- 9 Now includes costs for hanging basket watering as well as planting
- 10 Annual cost of winter opening of Spittal Toilets
- 11 For 1 FTE; final hours for 2xPT employees to be agreed
- 12 Reserve of £5000 for on-going flower bed development
- 13 Reserve of £100000 for play equipment; plans to spend £75000 in development
- 14 Reserve of £20000 available for new equipment at other sites
- 15 Costs [estimate £4200] currently met by NCC
- 16 Now includes cost of water safety monitoring
- 17 Additional cost for Freehold sites; 12 cuts per year
- 18 Replacement of identified promotional expenditure with single marketing budget agreed by Informal Budget Meeting 30.10.15.
Suggestion made that part of this be used to employ a Tourism Officer 0.2FTE SP 45; annual cost £7853
- 19 Support for 2017 Festival not anticipated at Informal Budget Meeting 30.10.15
- 20 Additional investment expenditure of £2000 from Schedule III surplus available for new lights
- 21 Adopted grant guidance restricts support to £1000
- 22 A reserve of £2000 is available for loan to Community projects
- 23 A grant of £20000 to CAB has been made for the past three years from the Schedule III surplus. This supports the drop in service, allowing 4 day per week opening
- 24 There is an additional reserve of £20000 for Town Improvements, provisionally earmarked for Bankhill
- 25 Subject to performance review and costings
- 26 Civic Expenditure met from Schedule III surplus
- 27 Subject to pay review

Reserves Position 30.10.15 [revised]

Reserve	Year End	30.10.15 [Estimated]	Notes
Operating	134000	42000	1
Play Area	120000	120000	2
Council Projects	25000	25000	
Capital grants	24000	4000	3
Bus Shelter [106]	0	10000	4
Allotment	468	783	5
General	62683	50500	6
Total	366151	252283	

Notes

- 1 Balance after actual and anticipated expenditure
- 2 80000 potentially committed to Flagstaff Park
- 3 Balance after payment of CAB grant
- 4 Balance after shelter purchase for maintenance of new shelter
- 5 Income from Lions Allotments ring-fenced for use at that site
- 6 General reserve remaining after allowance for over and non-budget expenses to date

Operating reserve breakdown

Operational reserve	42000
Budget shortfall	16000
Exceptional expenses	42500
Financial Review	11000
By-election expenses	22500
	134000