

<b>BERWICK-UPON-TWEED TOWN COUNCIL</b>				
<b>Budget for 2016-17</b>				
	2015-16	2016-17		2017-18
<b>Budget Heading</b>	<b>Actual</b>	<b>Adopted Budget</b>	<b>Estimated Out-turn</b>	<b>Budget Proposal</b>
Staffing	£66,344	£82,158	£69,232	£126,672
Other Administration	£89,045	£29,664	£41,793	£39,477
Council Services	£34,707	£69,119	£72,702	£81,260
Parks & Play Areas	£9,730	£177,389	£174,757	£34,950
Promotions	£17,340	£24,800	£27,985	£26,900
Grants	£39,183	£12,700	£12,333	£34,700
Council Projects	£8,222	£30,000	£24,466	£8,000
Civic Expenditure	£14,127	£8,800	£8,066	£9,950
<b>Total Budget</b>	<b>£278,698</b>	<b>£434,630</b>	<b>£431,334</b>	<b>£361,909</b>
Current Precept				£251,000
2% rise				£5,020
Schedule III income				£95,000
Sundry income				£4,630
Difference [proposed budget -expected income]				-£6,259

Cost Code	2015-16	2016-17		2017-18
	Actual Expenditure	Adopted Budget	Estimated Out-turn	Budget Proposal
Administration: Staffing	66344	82158	69232	126672
Administration: Office Costs	14257	10704	12015	17817
Administration: Operational Costs	4454	2600	4062	5660
Administration: Councillor Costs	819	1000	682	900
Administration: Statutory Costs	18282	13460	13402	11200
Administration: Miscellaneous Costs	1766	1900	2130	3900
Council Services: Public Space Man.	34376	31580	34149	25800
Council Services: Local Services Officers	0	36384	36384	53155
Council Services: Allotments	331	1155	2169	2305
Parks & Play Areas: Projects	0	145000	148350	0
Parks & Play Areas: Splash Park	9730	8769	8187	8550
Parks & Play Areas: Play Areas	0	23620	18220	26400
Promotion: Marketing	8416	11400	17493	16400
Promotion: Autumn Festivals	1419	2100	2092	2100
Promotion: Festive Lighting	6680	11300	8400	8400
Grants: Events	16269	8000	8520	10000
Grants: Environment	2010	2700	2403	2700
Grants: Community	20904	2000	1410	22000
Council Projects: General	8222	30000	24466	8000
Council Projects: Neighbourhood Plan	0	3800	3791	0
Council Projects: Barracks Reawakening	0	4000	3865	0
Council Projects: Investors Conference	0	0	953	0
Civic Expenditure: Mayoral/Civic Costs	10270	4700	3114	4700
Civic Expenditure: Civic Events	3857	4100	4952	5250

	2015-16	2016-17		2017-18
Budget Heading	Actual	Adopted	Estimated	Budget
ADMINISTRATION	Expenditure	Budget	Out-turn	Proposal
<b>Staffing</b>				
Salaries: Total	£66,278	£81,608	£68,807	£126,072
Training	£0	£150	£150	£300
Travel & subsistence	£66	£400	£275	£300
<b>Total Staff Costs</b>	<b>£66,344</b>	<b>£82,158</b>	<b>£69,232</b>	<b>£126,672</b>
<b>Office Costs</b>				
Rent	£6,600	£6,600	£6,600	£6,600
Service charge	£214	£214	£214	£214
Rates	£0	£0	£0	£6,200
Gas	£222	£350	£516	£390
Electricity	£599	£540	£561	£510
Water	£205	£200	£209	£220
Telecoms	£1,790	£800	£1,541	£1,500
IT Equipment	1790	£400	£400	£400
IT Support	£1,284	£1,200	£1,080	£1,080
Equipment & furniture	983	£400	£230	£300
Cleaning	£570		£664	£403
<b>Total Office Costs</b>	<b>£14,257</b>	<b>£10,704</b>	<b>£12,015</b>	<b>£17,817</b>
<b>Operational Costs</b>				
Software Licence Fee	£443	£400	£295	£900
Postage	£359	£450	£319	£450
Stationery & Printing	£1,203	£1,000	£839	£1,000
Photocopies	£1,581	£600	£1,597	£1,200
Photocopier warrenty & support			£708	£710
Town Council Website	£260	£150	£100	£150
Recruitment expenses	£444	£0		£1,000
Bank Charges	£0	£0	£0	£0
Waste Collection	£164	£0	£204	£250
<b>Total Operational Costs</b>	<b>£4,454</b>	<b>£2,600</b>	<b>£4,062</b>	<b>£5,660</b>

Budget Heading	Actual Expenditure	Adopted Budget	Estimated Out-turn	Budget Proposal
<b>ADMINISTRATION</b>				
<b>Councillor Costs</b>				
Training	£300	£500	£286	£500
Travel & subsistence	£519	£500	£396	£250
Supplies				£150
<b>Total Councillor Costs</b>	<b>£819</b>	<b>£1,000</b>	<b>£682</b>	<b>£900</b>
<b>Statutory Costs</b>				
Insurance - General	£1,162	£850	£886	£900
Insurance - Play Areas		£2,860	£813	£2,000
Insurance - Public Realm		£2,400	£894	£900
Insurance - Civic Regalia		£4,300	£2,051	£2,100
Audit	£800	£800	£1,200	£1,000
Audit - internal	£600	£750	£2,728	£2,800
Legal & professional fees	£727	£1,000	£4,830	£1,000
Election expenses	£14,993	£0	£0	
Public notices	£0	£500	£0	£500
<b>Total Statutory Costs</b>	<b>£18,282</b>	<b>£13,460</b>	<b>£13,402</b>	<b>£11,200</b>
<b>Miscellaneous Costs</b>				
Publications	£51	£50	£50	£50
Survey and communications				£1,500
Publicity	£0	£50	£50	£50
Subscriptions	£1,623	£1,300	£1,773	£2,000
Meeting expenses	£92	£500	£257	£300
<b>Total Miscellaneous Costs</b>	<b>£1,766</b>	<b>£1,900</b>	<b>£2,130</b>	<b>£3,900</b>
<b>Exceptional Costs</b>				
<b>Exceptional Costs</b>	<b>£49,467</b>	<b>£0</b>	<b>£9,502</b>	
<b>Total Administration</b>	<b>£89,045</b>	<b>£29,664</b>	<b>£41,793</b>	<b>£39,477</b>

	2015-16	2016-17		2017-18
Budget Heading	Actual	Adopted	Estimated	Budget
ADMINISTRATION	Expenditure	Budget	Out-turn	Proposal
<b>Staffing</b>				
Salaries: Staff	£53,842	£70,110	£61,106	£74,848
Salaries: Freedom Admissions	£1,955	£3,000	£1,990	
Salaries: Overtime	£921	£500	£500	£500
Salaries: Other	£2,340	£500	£335	£500
Salaries: PAYE	£5,328	£5,500	£2,692	£4,800
Salaries: Payroll	£24	£24	£24	£24
Salaries: Pension	£1,868	£1,974	£2,160	£5,400
Apprentice				£10,000
Salaries: Regrading / Hoey report				£30,000
Salaries: Total	£66,278	£81,608	£68,807	£126,072

	2015-16	2016-17		2017-18
Budget Heading	Actual Expenditure	Adopted Budget	Estimated Out-turn	Budget Proposal
<b>COUNCIL SERVICES</b>				
<b>Public Space Management</b>				
Public seat maintenance	£616	£11,000	£10,670	£3,000
Public seat insurance	£1,183			
Public Seat Purchase	£0	£0	£0	£0
Bus shelter maintenance	£2,981	£2,000	£3,461	£300
Bus shelter insurance	£737			
Bus shelter purchase	£3,408	£0	£0	
Bus Shelter Rates	£0	£0	£37	£0
Public Realm Works	£1,919	£1,000	£1,986	£2,000
Litter bins and grit bins	£4,289	£1,600	£2,640	£920
Dog Fouling (WOOFs)	£2,317	£2,000	£1,399	£2,000
War memorials maintenance	£2,000	£80	£80	£80
Floral Displays [Materials]	£6,181	£6,200	£5,330	£6,500
Floral Displays [Labour]	£3,445	£2,700	£3,596	£4,000
Additional grass cuts	£3,300	£5,000	£4,950	£5,000
Public Toilet costs	£2,000			£2,000
<b>Total PSM</b>	<b>£34,376</b>	<b>£31,580</b>	<b>£34,149</b>	<b>£25,800</b>
<b>Local Services Officers</b>				
Staff Costs		£25,584	£25,584	
Training		£1,250	£1,250	
Transport		£6,050	£6,050	
Equipment & Consumables		£3,500	£3,500	
<b>Total Local Services Officers</b>		<b>£36,384</b>	<b>£36,384</b>	<b>£53,155</b>
<b>Allotments</b>				
<b>Owned</b>				
Water	£276	£100	£770	£1,000
Repairs and maintenance	£0	£500	£1,094	£1,000
<b>Leased</b>				
Repairs and maintenance	£0	£500	£250	£250
National Allotment Soc Sub	£55	£55	£55	£55
<b>Total Allotments</b>	<b>£331</b>	<b>£1,155</b>	<b>£2,169</b>	<b>£2,305</b>
<b>Total Council services</b>	<b>£34,707</b>	<b>£69,119</b>	<b>£72,702</b>	<b>£81,260</b>

Budget Heading	2015-16 Actual Expenditure	2016-17		2017-18 Budget Proposal
PARKS & PLAY AREAS		Adopted Budget	Estimated Out-turn	
<b>Projects</b>				
Flagstaff Park Restoration	£0	£0	£0	
Flagstaff Park Play Equipment	£0	£80,000	£83,350	
Grove Gardens Play Equipment		£30,000	£30,000	
Osbourne Rd Play Area		£35,000	£35,000	
Play Equipment [other sites]	£0	£0	£0	
<b>Projects Total</b>	<b>£0</b>	<b>£145,000</b>	<b>£148,350</b>	<b>£0</b>
<b>Splash Park</b>				
Construction	£1,151	£0	£0	£0
Electricity	£243	£240	£229	£250
Water	£0	£0	£0	£0
SLA Total	£7,469			
Site Cleaning		£884	£1,000	£1,000
Site maintenance	£114	£700	£763	£800
Water Quality Inspections		£3,705	£3,705	£3,900
Daily/Weekly Inspections	£0	£2,390	£2,390	£2,500
Annual Inspection	£753	£850	£100	£100
<b>Splash Park Total</b>	<b>£9,730</b>	<b>£8,769</b>	<b>£8,187</b>	<b>£8,550</b>
<b>Play Areas [10 sites]</b>				
Site Cleaning		£3,640	£3,640	£10,400
Site maintenance		£9,000	£9,000	£10,000
Weekly Inspections		£4,680	£4,680	£5,000
Annual Inspection		£6,300	£900	£1,000
<b>Play Areas Total</b>	<b>£0</b>	<b>£23,620</b>	<b>£18,220</b>	<b>£26,400</b>
<b>Highcliffe</b>				
Site maintenance [SLA]	£380			
Equipment maintenance	£90			
Inspections	£0			
Insurance	£235			
<b>Highcliffe Play Area Total</b>	<b>£705</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>Total Parks &amp; Play Areas</b>	<b>£9,730</b>	<b>£177,389</b>	<b>£174,757</b>	<b>£34,950</b>

	2015-16	2016-17		2017-18
Budget Heading	Actual	Adopted	Estimated	Budget
<b>PROMOTION</b>	Expenditure	Budget	Out-turn	Proposal
<b>Marketing</b>				
Events Leaflet	£1,051			
NT Days Out & Holiday Guide	£4,220			
Visit Berwick Website	£600	£600	£560	
AONB Holiday Guide	£715			
Visit Berwick Leaflet				
Other Marketing	£1,830	£10,800	£16,933	
Advertising		£4,200	£4,170	6000
Leaflets		£4,000	£5,983	4300
Website		£600	£600	600
Social Media				5000
Other Marketing		£500	£1,878	500
		£9,300	£12,631	
<b>Marketing Total</b>	<b>£8,416</b>	<b>£11,400</b>	<b>£17,493</b>	<b>£16,400</b>
<b>Berwick Autumn Festival</b>				
Banners	£178	£900	£607	£600
Promotion	£1,241	£1,200	£1,485	£1,500
<b>Total Berwick AF</b>	<b>£1,419</b>	<b>£2,100</b>	<b>£2,092</b>	<b>£2,100</b>
<b>Walking Festival</b>				
Marketing	£0			
Walk Leaders	£0			
Transport	£775			
Management	£50			
<b>Total Walking Festival</b>	<b>£825</b>	<b>£0</b>		<b>£0</b>
<b>Festive Lighting</b>				
Maint & installation	£5,577	£9,000	£7,000	£7,000
Lights & fittings	£172	£500		
Christmas trees	£931	£1,000	£600	£600
NCC Labour Costs	£0	£600	£600	£600
Other costs	£0	£200	£200	£200
<b>Total Festive Lighting</b>	<b>£6,680</b>	<b>£11,300</b>	<b>£8,400</b>	<b>£8,400</b>
<b>Total Promotions</b>	<b>£17,340</b>	<b>£24,800</b>	<b>£27,985</b>	<b>£26,900</b>



	2015-16	2016-17		2017-18
Budget Heading	Actual	Adopted	Estimated	Budget
Grants	Expenditure	Budget	Out-turn	Proposal
Events				
Tweedmouth Feast	1200	£1,000	£1,150	£1,000
Spittal Seaside Festival	£4,000	£1,000	£4,000	£4,000
Bounds Ridng	£1,500			
Other Events Grants	£9,569	£6,000	£3,370	£5,000
Total Events Grants	£16,269	£8,000	£8,520	£10,000
Environment				
BEES	£1,500	£2,000	£2,000	£2,000
Berwick in Bloom	£510	£700	£403	£700
Total Environment Grants	£2,010	£2,700	£2,403	£2,700
Community				
Community Projects	£904	£2,000	£1,410	£2,000
CAB	£20,000	£0	£0	£20,000
Total Community Grants	£20,904	£2,000	£1,410	£22,000
<b>Total Grants</b>	<b>£39,183</b>	<b>£12,700</b>	<b>£12,333</b>	<b>£34,700</b>

	2015-16	2016-17		2017-18
Budget Heading	Actual	Adopted	Estimated	Budget
<b>COUNCIL PROJECTS</b>	Expenditure	Budget	Out-turn	Proposal
<b>General</b>				
Town Improvement Projects	399	£18,000	£17,394	
Hoppa Bus	£7,823	£12,000	£7,072	£8,000
<b>Total General Projects</b>	<b>£8,222</b>	<b>£30,000</b>	<b>£24,466</b>	<b>£8,000</b>
<b>Neighbourhood Plan</b>				
Planning Advice		3500	3500	
Stationary & Equipment		300	291	
Publicity		0	0	
Total Neighbourhood Plan		£3,800	£3,791	£0
<b>Barracks Reawakening</b>				
Consultancy		4000	3865	
other				
Total Barracks Project		4000	3865	0
<b>Investors Conference</b>				
Equipment			0	
Expenses			953	
Total Investors Conference			953	0

Budget Heading	2015-16	2016-17		2017-18
	Actual Expenditure	Adopted Budget	Estimated Out-turn	Budget Proposal
<b>CIVIC EXPENDITURE</b>				
<b>Mayoral/Civic Costs</b>				
Mayor personal/official	£730	£2,500	£1,498	£2,500
Civic Expenses	£4,729	£2,000	£1,466	£2,000
Civic Regalia Insurance	£4,405			£200
Freedom Costs	£406	£200	£150	
<b>Total Mayoral/Civic Costs</b>	<b>£10,270</b>	<b>£4,700</b>	<b>£3,114</b>	<b>£4,700</b>
<b>Civic Events</b>				
Remembrance Day	£1,151	£1,200	£1,200	£1,500
Riding the Bounds	£1,275	£2,700	£2,695	£3,250
Other	£1,431	£200	£1,057	£500
<b>Total</b>	<b>£3,857</b>	<b>£4,100</b>	<b>£4,952</b>	<b>£5,250</b>
<b>Total Civic Expenditure Cost</b>	<b>£14,127</b>	<b>£8,800</b>	<b>£8,066</b>	<b>£9,950</b>