



BUNGAY TOWN COUNCIL

Budget & Strategy Sub Committee



Minutes of the Budget & Strategy Sub Committee Meeting held on Tuesday 15th December 2020 at 6.00 pm.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting was conducted "online".

Town Council Members:

Chair – Cllr. J. Blowers O’Neill (JBO’N), Deputy Chair Cllr. B. Prior (BP)

Cllr. J. Adams (JA), Cllr. F Betts (FB) , Cllr. S. Collins (SC),

Also present:

J. Burton, (JB) Clerk/ RFO Bungay Town Council

B&S 022 2020/2021 Apologies for Absence: To receive any apologies for absence

All members of the sub-committee were present at the meeting - **Noted.**

B&S 023 2020/2021 Declaration of Interest & Requests for Dispensations: Councillors to declare any Pecuniary or Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.

No declarations of interest were declared or requests for dispensations requested - **Noted.**

B&S 024 2020/2021 To approve the minutes outstanding: To approve the minutes of the Budget & Strategy Sub-Committee I Meeting held on the 24th November 2020: for consideration.

It was proposed by BP, seconded by SC, and RESOLVED that these minutes were an accurate record of the Budget & Strategy Sub- Committee Meeting held on 24th November 2020 and these minutes to be signed by the Chair (JBO’N)

For	5
Against	0
Abstain	0

B&S 025 2020/2021 Public Forum: Members of the public are invited to give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chairman, for no more than 15 minutes. Members of the public may not take part in the Committee meeting itself.

No members of public were present at the meeting – **Noted**

B&S 026 2020/2021 To review and discuss the 2021/ 2022 projected budget requirements and precept figures : for consideration.

JB recapped the budget, and Precept calculations for 2021 / 2022 that had been proposed and agreed at the Sub- Committee Meeting held on 24th November 2020. Further considerations following the November Meeting were discussed that included: (1) The additional projected cleaning costs of the transferred assets (Toilets) from East Suffolk Council following the Employment Committee proposals. (2) Income projections including the East Suffolk Council decreasing commuted sums for the next 4 years and reduced bookings for the Riverside Centre and Broad Street Council Chamber.



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(3) The concern with the low amount of Unallocated Reserves especially taking into account the unforeseen costs that could arise especially with the transferred assets..

It was proposed by SC, seconded by JBO’N, and RESOLVED that the Budget & Strategy Sub-Committee consider at a future Meeting how increased levels of income can be generated over the next 3 years.

For	5
Against	0
Abstain	0

A draft Business Plan for Bungay Town Council has been written by JA, and submitted to JBO’N, and this will be forwarded to all Sub- Committee Members – **Noted.**

It was proposed by JBO’N, seconded by SC, and RESOLVED that the Budget & Strategy Sub-Committee recommend at the Full Town Council Meeting, to be held in January 2021, that the Budget and Precept request for 2021/2022 be £141,045. With the estimated reduction of the Tax Base from East Suffolk Council this would be a 15.31% increase of the Precept which would equate to an annual increase of £11.73 to a Band D Household.

For	5
Against	0
Abstain	0

Proposed amended Budget for 2021/ 2022 attached - **Noted**

It was agreed that this proposed increase of 15.31% in the Precept, which was under £1.00 per month for a Band D Household, represented good value for residents with the Town Council taking on projects such as the new ATM, proposed temporary Post Office and improvement of other assets i.e. Public Toilets – **Noted.**

**B&S 027
2020/2021**

To discuss the Strategy for Bungay Town Council: for consideration.

JBO’N asked the Sub- Committee members to come to the next meeting with their thoughts based on ‘ If I ruled Bungay what would I do to take it forward ?’ Top Level ideas were to be brought to the meeting , not tactics, and members must work with what we have i.e. be realistic. When these ideas have been brought out the Strategy can then be formed – **Noted,**

**B&S 028
2020/2021**

Date of next meeting: To be agreed: for consideration.

This date of the next meeting was agreed to be 26th January 2021 at 6.00pm to review to consider Strategy .– **Noted.**

The meeting closed at 6.43 pm

Dated: 16th December 2020

Jeremy Burton
Clerk to Bungay Town Council,
 1a, Broad Street, Bungay NR35 1EE
clerk@bungaytowncouncil.gov.uk

Signed _____

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Date _____



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Estimates for 21/22 Updated 16/12/20

Net spent / not gross	Annual Budget	Spent NET @ 30/11/20	% Spend	EST. FOR 21 / 22
Funded by Precept			66.666	
General Council Expenses				
Staff Costs	£ 68,500	52,192.57	76.19%	£ 87,000.00
Additional Toilet Cleaning	£ -	0.00		£ 6,000.00
General Administration	£ 1,802	1,630.46	90.48%	£ 2,000.00
Insurance	£ 3,565	2,157.24	60.51%	£ 3,600.00
Mileage	£ 77	0.00	0.00%	£ -
Election Costs	£ 500	0.00	0.00%	£ 500.00
Phone & Broadband	£ 1,350	314.55	23.30%	£ 1,350.00
Subscriptions	£ 1,000	1,001.38	100.14%	£ 1,050.00
Misc.	£ -	474.73	#DIV/0!	£ -
GDPR	£ -	35.00		£ -
IT costs incl. website	£ 2,500	2,190.97	87.64%	£ 2,500.00
Audit	£ 680	660.00	97.06%	£ 700.00
Bank Charges	£ 250	219.34	87.74%	£ 260.00
Small Equipment	£ 1,500	1,519.74	101.32%	£ 1,600.00
Office Equipment	£ -	0.00	#DIV/0!	£ -
Stationery	£ 515	621.88	120.75%	£ 800.00
Councillors				
Mayors Allowance	£ 2,000	1,525.00	76.25%	£ 1,550.00
Civic Regalia & Honoraia	£ 1,750	600.00	34.29%	£ -
Councillors - Admin Costs	£ 175	0.00	0.00%	£ 175.00
Councillors - Mileage	£ 100	0.00	0.00%	£ 100.00



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Inspections				£ 1,000.00
Events	£ 2,750	0.00	0.00%	£ 3,000.00
Training & Courses	£ 2,000	0.00	0.00%	£ 2,000.00
S137 & Donations				
Foodbank Room hire	£ 550	530.00	96.36%	£ 550.00
Bungay Festival	£ 600	0.00	0.00%	£ -
HVC / Good Neighbour Scheme		5,000.00		£ -
Christmas Lights (S137)	£ 2,500	2,500.00	100.00%	£ 2,500.00
Other	£ 2,500	300.00	12.00%	£ 3,000.00
Town Expenditure				
Cleaning	£ -	0.00		£ -
General Maintenance	£ 250	0.00	0.00%	£ 5,000.00
Allotments	£ 500	144.29	28.86%	£ 250.00
Car Parking Subsidy	£ -	0.00		£ -
Miscellaneous	£ 1,000	0.00	0.00%	£ -
Skate Board Park Maint	£ 2,000	2,099.00	104.95%	£ -
Bus Shelters	£ -	0.00	#DIV/0!	£ -
CCTV mainttence	£ 700	0.00	0.00%	£ 700.00
youth project	£ 2,084		0.00%	£ -
Riverside				
Utilities - RS, BS & PT	£ 900	569.10	63.23%	£ 6,800.00
Cleaning consumables	£ -	641.98		£ 1,000.00
Lift Contract	£ 531	368.00	69.30%	£ 550.00
General Maintenance	£ 350	115.00	32.86%	£ -
Other Misc	£ 350	552.89	157.97%	£ -



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Grass cut/ g. main/ rubbish collection				£ 4,700.00
Asset Acquisition Year 1	£ -			
Rental	£ 200	600.00	300.00%	£ -
Repairs, Broad St & Riverside	£ 4,608	0.00	0.00%	£ -
G,P & A Committee	£ 5,000	99.00	1.98%	£ 2,000.00
p, E & H Committee	£ 5,000	408.00	8.16%	£ 2,000.00
TOTAL		79,070.12		
Funded by Reserves				
CCTV - Full Council	£ -	117.00		£ -
Emergency Plan - FC	£ 250	0.00	0.00%	£ 250
Childrens Activities - FC	£ 550	0.00	0.00%	£ -
Grit Bins - Highways & Trans	£ -			£ -
Riverside Centre Repairs	£ -			£ -
Footpaths Booklet - H&T	£ -			£ -
New ATM - Legal & Finance	£ -			£ -
Notice-Boards - Comm's	£ 560		0.00%	£ 560
Press Items - Comms	£ -			£ -
Town Newsletter - Comms	£ 3,000	1,085.00	36.17%	£ 3,000
Broad Street		36,413.00		£ -
WW1 Commemorations	£ -			£ -
S137 WW1 Commemorations	£ -			£ -
Outney Common works	£ -			£ -
TOTAL FUNDED BY RESERVES		37,615.00	#DIV/0!	

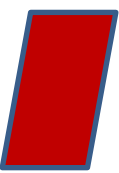
Signed _____

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TOTAL Budget 2020/21	£ 124,997	116,685.12	93.35%	£ 141,045.00

Precept workings 2021 / 2022

Estimated budget required = £141,045

Previous budget / precept = £124,997

Increase therefore = £16,048 which is 12.84% on previous year.

Previous tax base 1,631.58 . Therefore £124,997 divided by 1,631,58 = £76.61 pa for Band D tax household

21/22 tax base estimated to be 1,596.59. Therefore £141,045 divided by 1,596.59 = £88.34 pa for a Band D household.

Real increase therefore per annum for a Band D Household = £11.73. (15.31% increase).

Signed _____

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Date _____