

**TOWN CLERK'S REPORT TO THE FINANCE MEETING OF
FAVERSHAM TOWN COUNCIL on 21 JANUARY 2019**

DRAFT BUDGET – FINANCIAL YEAR 2019/2020

1. Introduction

I enclose the Draft Budget for the Financial Year 2019/20.

The Council Tax Base Rate for 2019/20 is 6,357.73.

I am recommending that there is no increase to the 2018/2019 Average Band D rate of £57.99.

The priorities for 2019/20 are assumed as follows:

- Replacement of the Town Jetty
- Continued support of the replacement Creek Bridge
- Continued improvement of the public realm enabled by the Town Caretaker
- Town Allotments
- Community Grants
- 12 Market Place Heritage Hub and Magna Carta Projects

2. Civic

I refer Members to the attached Draft Budget Report.

Total Net Expenditure recommended: £7,250

3. Staffing and Professional

I refer Members to the attached Draft Budget Report.

Further discussion to take place during Private Session.

4. Office and Administration

I refer Members to the attached Draft Budget Report.

Items of particular note are as follows:

- Electoral Provision of £9,000
- Business Rates of £6,100 shown as a 50% split
- PWLB Repayment of £21,750 shown as a 50% split

Total Net Expenditure recommended: £61,590

5. The Alexander Centre

The Licence for the Mayor's Parlour expires in October 2019.

Total Net Expenditure recommended: £4,000

6. The Guildhall

Following the findings of the Quinquennial Report repairs and maintenance have been carried out. Subject to approval, additional work may be undertaken during 2019/20 using reserved funds. Consideration must also be given to earmarking additional reserves for larger projects, such as repairs or replacement of the roof.

I refer Members to the attached Draft Budget Report.

Total Net Expenditure recommended: £11,800

7. Front Brents Jetty

Works are in hand to explore the full replacement of the Town Jetty. Costs are currently projected to be in the region of £250,000. A cost-benefit analysis is being undertaken and subject to the results a loan may be obtained. For this purpose, a figure of £14,000 is earmarked within the budget.

I refer Members to the attached Draft Budget Report.

Total Net Expenditure recommended: £15,720

8. Town Caretaker

I refer Members to the attached Draft Budget Report.

Total Net Expenditure recommended: £2,200

9. Community Grants

I refer Members to the attached Draft Budget Report.

Total Net Expenditure recommended: £26,000

10. Economic Development

This combines tourism and business and, together with **Events**, is now under the supervision of the Economic Development Officer (EDO). Visit Faversham is no longer a paid membership group, instead acts as a focus group. Changes have been made to limit the amount of printed material produced, as it has been impossible to quantify results. Furthermore, Swale Borough Council has produced a visitor guide covering the whole area for

2019/20. Social media has successfully been outsourced for the last three months and it is recommended that this continues for the forthcoming year.

I refer Members to the attached Draft Budget Report.

Total Net Expenditure recommended: £9,120

11. Events

The EDO has taken full responsibility for the Transport Weekend 2019, saving a substantial sum on additional administration costs on the previous year. Sponsorship in excess of £5,000 is projected.

I refer Members to the attached Draft Budget Report

Total Net Expenditure recommended: £5,200

12. Public Realm Group

No further budget is recommended for 2019/20 as there is £18,000 in Earmarked Reserves to be used on improvements to the public realm, to be agreed as matters arise.

Total Net Expenditure recommended: NIL

13. Special Provision

2019/20 will see the Town Council's ambition of a permanent legacy for Magna Carta, along with Heritage Together's aspirations for the exhibition space in 12 Market Place, begin to come to fruition. Seed funding of £10,000 for each project is recommended.

An additional £5,000 for the 20's Plenty scheme, together with an additional £3,000 for the Skate Park, is also proposed.

The Town Council continues to support the replacement of the Creek Bridge and accordingly, a figure of £7,000 is earmarked within the budget to cover a Public Works Loan when required.

I refer Members to the attached Draft Budget Report.

Total Net Expenditure recommended: £51,200

14. Heritage Hub

This item splits 12 Market Place between the office and exhibition space. All utilities have been split 50/50, although separate meters are in place should the need arise to divide accurately.

I refer Members to the attached Draft Budget Report.

Total Net Expenditure recommended: £34,220

15. Income

The following breakdown shows projected income:

Income	£
Precept	368,684
Bank Interest	100
Carnival Night	250
Guildhall Lettings	3,000
Moorings	2,000
Transport Weekend Sponsorship	5,000
Other	1,500
TOTAL	380,534

16. Summary of Reserves

The following is a breakdown of proposed earmarked reserve funds, subject to the funds not being spent prior to 31st March 2019:

Account	£
Election Fund	8,000
Front Brents Jetty	10,156
Guildhall & Artefacts	21,943
Regalia Fund	1,458
Public Realm Group	18,760
Planting Fund	4,572
ZF5 Footpath	5,000
Neighbourhood/Traffic Plan	12,000
20's Plenty	5,000
Skate Park	15,000
Heritage Hub	10,000
General Reserves	110,000
TOTAL	203,148

17. Conclusion

Total budgeted expenditure is proposed at £401,550, against a projected income of £380,563. Members' attention is drawn to the net expenditure balance of £20,987, which represents the proposed borrowing for work to the Town Jetty and Creek Bridge. Whilst both items are included in the budget, repayment for loans are not anticipated to start in the Financial Year 2019/20.

My recommendation to Members is a Precept for 2019/20 of **£368,684**, shown as follows:

	2018/19	2019/20
Precept	£364,131	£368,684
Council Tax Base	6,279.21	6,357.73
Band D	£57.99	£57.99

Louise Bareham
Town Clerk
11th January 2019

FAVERSHAM TOWN COUNCIL
DRAFT BUDGET 2019-2020

	2018/19	2019/20
Income		
Precept	364,160	368,684
Bank Interest	40	100
Total Income	364,200	368,784
Income - Net Exp	- 364,200	- 368,784
2. Civic		
Annual Meeting & Civic Service	2,000	2,000
Carnival Night Exp	600	600
Deputy Mayor's Allowance	300	300
Industrial Bowls Competition	200	200
Mayoral Allowance	1,800	1,800
Mayoral Expenses	2,500	2,500
Honorary Freeman	500	100
Total Overhead Exp	7,900	7,500
Carnival Night Income	600	250
Total Income	600	250
Civic - Net Exp	7,300	7,250
3. Staffing & Professional		
Salaries	96,000	105,000
PAYE/National Insurance	25,000	25,000
Pension	25,000	25,000
Staff Expenses & Training	1,200	1,950
Cllrs Expenses & Training	500	2,000
Audit	2,500	2,500
Total Overhead Exp	150,200	161,450
Staffing & Professional - Net Exp	150,200	161,450
4. Office and Administration		
Payroll	-	200
Insurances	7,000	5,500
Subscriptions	2,100	2,200
Electoral Provision	7,000	9,000
Bank Charges	100	100
Rates	2,500	6,100
Electricity	2,000	1,250
Water	1,000	500
Telephone/Alarm Lines	1,800	1,800
Office Equipment	1,000	1,500
IT	2,000	1,200
Faversham.org	-	1,000
Postage & Stationery	2,000	2,450
Printing & Advertising	1,000	1,000
Meetings	500	500
Newsletter	4,500	5,300
Loan Repayment	21,750	21,750
FTC Website	-	240

	Total Overhead Exp	56,250	61,590
	Office and Administration - Net E:	56,250	61,590
5. The Alexander Centre			
Rates		2,500	-
Rentals & Lease of Premises		7,600	4,000
	Total Overhead Exp	10,100	4,000
	The Alexander Centre - Net Exp	10,100	4,000
6. The Guildhall			
Rates		2,700	3,000
Electricity		2,200	1,500
Water		250	250
Telephone/Alarm Lines		1,200	500
Clock Maintenance		250	250
Maintenance		7,500	5,000
Window Cleaning		400	400
Guildhall Lift Maintenance		1,200	1,400
Reserves		5,000	2,500
Guildhall Weddings		3,000	-
Mayor's Parlour		1,000	-
	Total Overhead Exp	24,700	14,800
Guildhall Lettings		2,000	1,000
Guildhall Weddings		2,000	2,000
Other Income		500	-
	Total Income	4,500	3,000
	The Guildhall - Net Exp	20,200	11,800
7. Front Brents Jetty			
Electricity		150	120
Water		250	100
Town Jetty		-	14,000
Maintenance		3,500	3,500
	Total Overhead Exp	3,900	17,720
Front Brents Moorings		6,000	-
Belvedere Road Moorings		3,000	2,000
	Total Income	9,000	2,000
	Front Brents Jetty - Net Exp	- 5,100	15,720
8. Caretaker			
Uniform		-	100
Telephone/Alarm Lines		-	600
Caretaker Training		-	500
Caretaker Equipment		-	1,000
	Total Overhead Exp	-	2,200
	Caretaker - Net Exp	-	2,200
9. Grants			
Grants		26,000	26,000
	Total Overhead Exp	26,000	26,000
	Grants - Net Exp	26,000	26,000
10. Economic Development			
Website/Social Media		1,600	6,420
Area Guide		6,200	200
Distribution Campaign		4,500	-

Exhibitions & Excursions	3,000	1,500
Markets Leaflet	1,000	-
Advertising	1,800	1,000
Contingency	500	-
Photography	1,000	-
	Total Overhead Exp	19,600
Visit Faversham Subscription	5,500	-
	Total Income	5,500
	Tourism - Net Exp	14,100
11. Events		
Transport Weekend	5,000	5,000
Community Events	-	3,000
Food Festival	2,000	2,000
Hat Festival	-	200
	Total Overhead Exp	7,000
Transport Weekend Income	7,500	5,000
	Total Income	7,500
	Events - Net Exp	500
12. Public Realm Group		
Town Caretaker	1,000	-
	Total Overhead Exp	1,000
	Public Realm Group - Net Exp	1,000
13. Special Provision		
Town Regalia	1,000	-
WW1 Projects	20,000	-
Youth Facilities	2,000	2,000
Art Work	1,000	-
Special Projects	3,500	3,500
Allotments	10,000	10,000
Magna Carta	-	10,000
Heritage Project	-	10,000
20's Plenty	5,000	5,000
Swing Bridge	-	7,000
Skate Park	15,000	3,000
Kent Archives Storage	-	1,200
	Total Overhead Exp	57,500
Other Income	-	500
	Total Income	500
	Special Provision - Net Exp	57,500
14. Heritage Hub		
Rates	7,000	6,100
Electricity	2,000	1,250
Water	1,000	500
Telephone/Alarm Lines	1,000	-
Loan Repayment	21,750	21,750
Maintenance	-	5,000
Alarm Maintenance	500	500
Window Cleaning	400	120
12 MP - Heritage Project	10,000	-
	Total Overhead Exp	43,650

Other Income		1,500	1,000
	Total Income	1,500	1,000
	Heritage Hub - Net Exp	42,150	34,220
	Total Budget Exp :	407,800	401,500
	Income :	402,800	380,534
	Net Exp	5,000	20,966

Note :- (-) Net Exp means INCOME is greater than Expenditure