

STONE TOWN COUNCIL

Town Clerk

Les Trigg

15 Station Road
Stone
ST15 8JP

Tel: 01785 619740

Fax: 01785 619741

5th December, 2016

A meeting of the **MANAGEMENT SUB COMMITTEE** will be held in the **Council Chamber, 15, Station Road, Stone** on **13TH DECEMBER, 2016** at 7:10pm or on the rising of the Environment Sub-Committee if later.

I trust you will be able to attend.

Les Trigg
Town Clerk

Councillors: A Osgathorpe (Chair), M Green (Vice Chairman), Mrs J Farnham, I Fordham, T Jackson, Mrs E Mowatt, G Neagus and M Williamson

AGENDA

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations Received**
3. **Representations from Members of the Public**

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation

4. **Budget 2017-18 to 2019-20** – to consider report of the Town Clerk (attached)
5. **Updates on current issues**
 - Website
 - Outstanding actions listed in the Council handbook
 - Data Protection policy
 - Asset Register
 - Business Continuity Plan

6. **To resolve, pursuant to the Public Bodies (admission to Meetings) Act 1960, the Public and Press be excluded from the meeting whilst the next item of business is discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate.**

7. **Town Council Staffing** – to receive the confidential report of the Town Clerk (attached)

Stone Town Council – Management Sub-Committee

13th December 2016

Management Sub-Committee Budget 2017-18 to 2019-20

Report of Town Clerk

Introduction

1. The purpose of this report is to determine the level of budget for services under its control that the Sub-Committee wishes to recommend to the General Purposes Committee meeting on 24th January 2017.

Background

2. The General Purposes Committee on 9th December 2016 considered the standstill budget for 2017-18 and indicative figures for the next two years based on a number of assumptions contained within the report.
3. The figures for this Sub-Committee are:

Actual		Budget	Forecast	Budget	Budget	Budget
2015-16		2016-17	2016-17	2017-18	2018-19	2019-20
£		£	£	£	£	£
7,030	Grants	9,200	9,200	8,400	8,600	8,800
119,397	Salaries & Employment Costs	123,500	123,900	130,600	133,500	136,400
3,047	Accommodation	4,200	4,100	4,200	4,200	4,200
7,272	Insurances	7,500	7,800	8,000	8,200	8,400
12,610	Administration	28,000	28,000	20,000	18,500	19,000
910	Audit & Legal Fees	900	900	900	1,000	1,000
20,022	Town Council Elections	4,000	4,000	0	0	25,000
2,787	Allowances - Mayor & Deputy Mayor	2,900	2,900	3,000	3,100	3,200
325	Regalia & Presentations	3,200	3,400	500	500	500
1,079	Civic Dinner & Hospitality	1,000	400	1,000	1,000	1,000
1,990	Remembrance Sunday & War Memorials	2,000	1,900	1,500	1,500	1,500
1,925	Miscellaneous	1,700	1,700	1,700	1,800	1,800
-683	Interest	-600	-600	-600	-600	-600
-11,461	Concurrent Functions Allowance	-11,500	-11,500	-11,500	-11,500	-11,500
166,248	TOTAL	176,000	176,100	167,700	169,800	198,700

4. In respect of the figures above, Members should note:
 - a. The Grants budget currently has £1,052 unspent following the 1 November 2016 General Purposes Committee. Any sum remaining unspent at the end of the financial year will be rolled-over and added to the budget for spending in 2017-18.

The Council has committed to a grant to the Stone Community Hub of £500 per month for a period of 18 months, subject to a number of safeguards. This commitment will leave only £2,400, plus any unspent amount rolled forward from this year, for new grant spending in 2017-18.

- b. The Salaries and Employment Costs budget includes increases in employers' pension contributions following the triennial actuarial review of the Staffordshire pension scheme. In addition, a provision of £4,000 per annum has been made for salaries at the Frank Jordan Centre, in addition to the amount currently provided for cleaning, to provide additional caretaking services following the refurbishment. Pay awards have been allowed for at 1% per annum.
 - c. The Administration budget looks likely to underspend in the current year, which should allow some provision towards the developments to the Council's website as discussed in previous Sub-Committee meetings. It is likely that this spending would occur next year, so the underspending would be rolled-forward into 2017-18. The underspending should also provide scope for the replacement of the office carpet with carpet tiles (£1,500), as the current carpet is both old and broken in places creating a health and safety hazard. The 2016-17 budget contains provision for replacing computer equipment within the office, which was previously deferred from 2015-16, with the 2017-18 budget containing provision to replace the computer server. It is unlikely that office computer equipment will now be updated in the current year, so the funds will roll forward for replacement at the same time as the server in 2017-18. In addition, a computer maintenance contract will be investigated for implementation at the same time as the equipment is replaced.
 - d. The current insurance contract will end in May 2019. The budget has assumed that it will be renewed at the same rates as at present, plus inflation.
 - e. The Town Council Elections forecast for the current year is the estimated cost of the by-election, as the actual figure has not yet been provided by Stafford Borough Council. The 2019-20 budget includes the estimated cost of the May 2019 election. No further provision has been made for by-elections, so should any be required the costs would need to be met from reserves.
 - f. The Regalia and Presentations forecast for the current year includes the cost of purchasing five "Past Mayor" badges and five "Past Deputy Mayor" badges plus a provision for re-enamelling the Deputy Mayor badge. Ongoing budgets provide an allowance of £500 per annum.
 - g. Other budgets have been provided at broadly current levels, plus inflation.
5. As reported to the meeting of the General Purposes Committee on 6th December, the standstill budget is just the starting point for the budget process. Members will want to review this standstill budget and the amounts provisionally included. In addition, there are likely to be other areas where Members will want to undertake new developments or stop/change the things that the Council is doing now.

6. The Sub-Committee is asked to consider the standstill budget and any areas of growth or savings which they would want to be taken into account in setting the budget for 2017-18 and future years.

Recommendations

7. Members are asked to recommend their proposed budget for consideration by the General Purposes Committee on 24th January 2017.