

SETTING THE BUDGET GUIDANCE FOR THE FINANCE WP 19.11.18

PROPOSED TIMETABLE FOR SETTING THE BUDGET 2019-20

THIS IS IMPORTANT SINCE WE WILL BE SETTING THE BUDGET FOR THE COUNCIL YET TO BE ELECTED.

PROPOSED TIMETABLE

DATE	MEETING	NOTES
19.10.18	FULL COUNCIL	SET GUIDANCE FOR FINANCE WP
NOV/DEC	MEETINGS OF THE FINANCE WP	MINUTES KEPT AND DRAFT DOCUMENTS BOTH CIRCULATED FOR INFORMATION TO COUNCILLORS AFTER EVERY MEETING
WEEK BEGINNING 7 TH JANUARY SUGGEST JANUARY 9 TH Wednesday	TOWN MEETING IF THE COUNCIL FEEL IT IS REQUIRED	SET OUT DRAFT PROPOSALS FOR BUDGET WITH EXPLANATIONS TO PERMIT RESIDENTS' DISCUSSIONS AND SUGGESTIONS
14.01.19	MEETING OF FINANCE WP OPEN TO ALL COUNCILLORS	FINAL AMENDMENTS TO DRAFT BUDGET IN THE LIGHT OF THE RESIDENTS' COMMENTS
21.01.19	FULL COUNCIL SETS THE BUDGET.	GOOD JOB DONE.

2. APPOINT ADDITIONAL COUNCILLORS FOR THE BUDGETING PROGRESS.

It is recommended that the council appoint **ONE OR TWO** additional Councillors to the Finance WP and that the meeting should include the clerk.

3. DECIDE WHETHER THE PROCESS WOULD BENEFIT FROM A TOWN MEETING.

It is recommended that although it is not intended to raise the precept a residents' meeting should be called to listen to their concerns and wishes for the council's expenditure during 2019-20

4. PROPOSALS ON THE PROCESS.

4.1. The Finance Working party are asked to prepare a presentation for the residents' meeting that sets out the changes to the budget with the reasons for the changes.

4.2. The Finance WP are asked to prepare a budget that takes account of improvements of income generated by an increase in the number of council tax paying houses in Henley, realistic income from the allotments, rental income from the car parks, CIL money (to be confirmed)but keep the precept request sent to SDC as close to the same cost to households as our calculations can produce.

5. SUGGESTED BUDGET FOR CONSIDERATION. THIS IS NOT THE PROPOSAL

	FIRST DRAFT BUDGET	NOTES
Income	amend existing	
Precept	116,611	More Houses
Bank Interest	35	
Medical Ground Rent	1,000	
Grants Received	288	
Allotment Rent	1,000	
Other Income		
CIL Receipts	10,000.00	ESTIMATE TO BE CONFIRMED
Car Prk Rental Income	5,000.00	
Total Income (A)	133,934	

Admin Expenditure		
Staffing Costs	30,000	fund pay increase More Hours?
Pensions - employer	1,500	
Councillor & clerk training	800	
Communications	1,000	
General Administration		
audit fees	400	
election charges	2,000	
Use of Heritage Centre	1,200	
garage rental	556	
computer & internet + software rental	1,100	
professional fees	250	
subscriptions & memberships	960	
printing, post, stationery	800	
telephone	50	
travel	1,800	
room hire	250	
data protection	35	
Web site	2,000	
Total Admin Expenditure	44,701	

Community Expenditure		
Maintenance - grass & street	12,000	
Maintenance - trees	5,000	
Maintenance - other	500	
Church clock	312	
CCTV	2,500	
Allotments Expenditure	500	
Emergency Planning	500	
Grants & Awards	15,000	
Mini Grants	3,500	issue of HWM
Voluntary assoc support	35,000	
Insurance	2,100	cost of living increas
Sundries	100	
Town events	250	
Playground Equip inspections	700	
Projects		
Traffic & parking	0	
TOURISM	1,000	Change to Tourisr
Children & playgrounds	5,000	
Neighbourhood Plan	2,500	
Planning Defence fund	2,500	
Total Community Expenditure	86,462	
Total Expenditure (B)	131,163	
Surplus brought forward		
Income Surplus/Deficit (A-B)	2,771	ESTIMATED ON FIRST ATTEMPT.

6. SPOT SUMMARY OF RESERVES

Unallocated Reserve	27,781	
WW1 Commemoration Reserve	5,000	
Playground/Riverlands Refurb Reserve	10,000	
Sports field contingency Reserve	5,000	
Maintenance Reserve	20,000	
Professional fees	2,000	
Car park maintenance	1,000	
Christmas Decorations Reserve	0	
Business & Tourism Reserve	0	
Election reserve	2,000	
TOTAL RESERVES AS OF 07.11.18	72,781	
LESS ANTICIPATED DRAWN DOWN TO CURRENT ACCOUNT GIVES AN ESTIMATED RESERVE IN MARCH 2019	58,481	Adjusted to 57,631

6. SUPPORT FOR IMPORTANT SOCIAL ORGANISATIONS WITHIN THE TOWN.

It is recommended that the Council continue their support for the library and The Hub adding a small increase to support the inflation of essential basic

costs such as business rates, utilities and insurances. In addition the WP is asked to consider the particular financial challenges faced by the Sports Grounds section of the Henley-in-Arden War Memorial Trust. It is anticipated that this organisation will require additional help until the new Arden Recreation Centre (The ARC) is completed when it is predicted that the numbers of sports users and the range of activities at the fields will increase providing the finance to manage the sports grounds at level that is safe and pleasant for its users without the same level of additional support from the council.

It is proposed that the arrangements set out in this document are given as guidance to the Finance Working Party.

1. That Cllrs xxxxx and xxx are added to the Finance Working Party.
2. That a Meeting for Residents is arranged on Wednesday 9th January 2019 at 7.00pm to present the draft budget with explanations so that the council has the opportunity to listen to residents' views before considering the budget at it's meeting on 21st January 2019.
3. That a meeting of the Finance Working Party invite all Councillors to a meeting on or around the 14th January to finalise the budget proposal.