

EAST GRINSTEAD TOWN COUNCIL

To All Members, East Grinstead Town Council
(Other circulation for information only)
Quorum for Council: 1/3 Membership or 7 members

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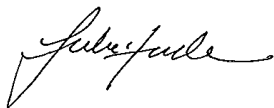
23rd January 2023

Dear Councillor

Your attendance is required at a meeting of the **EAST GRINSTEAD TOWN COUNCIL** to be held in **THE COUNCIL CHAMBER** at **EAST COURT**, East Grinstead, on **MONDAY 30th JANUARY** at **7.00pm** to transact the following business. Where possible please clarify any points or raise questions before the meeting with the Responsible Finance Officer to ensure an answer can be given. Please note the papers necessary for this meeting: the draft budget book, including revenue estimates, were circulated to you previously and you should bring these papers with you to the meeting.

Members are asked to resolve or advise of any detail questions to officers prior to the meeting where possible.

Yours faithfully,



J W HOLDEN
Town Clerk.

A G E N D A

- 1 Public Question Time. The public are welcome to ask questions of the Council on matters that arise under its remit. The question should not be a statement and it would be appreciated to be kept short, to maximise the time for other questions. The chairman will call the question from those who are indicating that they wish to speak.
- 2 To commence not later than 7.30 p.m. - Apologies for absence.
- 3 To receive any Declarations of Personal, or Pecuniary Interest.
- 4 To approve the minutes of the meeting of 9th January 2023.
- 5 Town Mayors Announcements
- 6 Any Matters the Leader wishes to lay before Council

7 To receive and consider the Minutes of Committees as follows: -

	Date	Page Nos	Minute No
(a) Planning	04/01/2023	128-133	211-218
(b) Public Services	12/01/2023	134	219-222
(c) A&T	12/01/2023	135	223-226
(d) F&GP	12/01/2023	136-138	227-231

After receipt and consideration of the recommendations from Finance & General Purposes Committee, to formally resolve for the 2023/2024 financial year:

- (a) Town Council Revenue Estimates, and
- (b) The Precept to be made on Mid Sussex District Council.

The budget book is issued with the agenda

The date of the next meeting of the Town Council is **MONDAY 3rd APRIL 2022 at 7pm.**

EAST GRINSTEAD TOWN COUNCIL
Budget Book 2023/2024 and Annual Report

These papers will be considered at the following meetings and approved by the Council on 30th January 2023:

Planning	04.01.23
Public Services	12.01.23
Amenities and Tourism	12.01.23
Finance and General Purposes	12.01.23
Council (Precept Meeting)	30.01.23

Foreword by the Chairman of the Council, Town Mayor Cllr Adam Peacock

The Council have embraced the changes which came from the pandemic, such as making meetings available to the public electronically as well as in person and continuing to post them on our YouTube channel. We continue to press the government to change the law to allow a Councillor to “attend” a meeting electronically and vote on matters. We have seen times where councillors have not wanted to attend meetings when they have been unwell but would have been able to attend via the remote link. While they have done so, they are not technically classed as present and cannot vote. We feel this is shortsighted and a change will open the role of Councillor to many more people if they are able to attend the formal meetings from their home during inclement weather or home pressures such as babysitting.

Our officers now have a flexible working pattern with the opportunity to work from home one or more days a week. All staff attend the office for at least part of their working week, but with this opportunity they are able to reduce their travel costs (which earlier this year when the cost of oil rocketed, was much welcomed). The offices are open every week day morning, but with fewer staff in the office costs are able to be reduced.

We celebrated the historic platinum jubilee with a fun day and beacon lighting and continued the summer events through the summer with the ever popular East Court Live, seeing over 2500 people at each event.

We were sad this year to have to bring out the protocols following the death of a Sovereign this year on the announcement of Her Majesty the late Queen’s death. It was a very sad honour to make the proclamation of a new King, but is a memory which I shall keep with me as I end my year of office in May.

The Council have been mindful as to the financial hardships which have followed the war in Ukraine and the utility cost increases. We were delighted to be able to support some of the community initiatives to provide warm spaces for those who are concerned about heating bills during the day. Three Community Cafes and one Pub were supported as they made part of their business premises available to the community, providing free or subsidised food and drinks and no time limit on the time families, couples or singles can stay. We were surprised by the by product of this that it was an initiative which would also help to tackle loneliness and we are grateful to all the venues who have become warm spaces this year.

We have continued to examine our finances in order to provide the best value that we can. Our hard working staff continue to put in many extra hours on road closures, parties and events, often supported by Councillors along with our wonderful community groups; Lions and Rotary. Our budget for 2023/24 follows in this booklet, showing that the Council have an ambitious programme for support of the town in events and community. We continue to look to support the services from the County and District. We are planning to celebrate the coronation of King Charles III as a big community event on the Saturday of coronation weekend.

My charity fundraising has returned to normal schedules and I am grateful for the support for the events and activities that we have been able to hold from so many residents. I have several of events post Christmas which all are welcome to attend as we raise funds for local charities Being Neighbourly and the East Grinstead Lions. Details will be released from the Council, so please do watch out for them on social media and notice boards.

Cllr Adam Peacock
East Grinstead Town Mayor 2022/23

1. Introduction to the Budget from the Leader of the Council

The Budget process this year has followed our usual model with every line scrutinised to determine whether savings can be made. Every project and known expenditure has been considered. The Council are mindful of the cost of living at the moment and looking to not add to the burden by ensuring that the precept rise is well below the cost of inflation.

The Council are looking to continue with projects including the purchase of St Barnabas Church Hall, environmental improvements, St Margaret's Loop and other neighbourhood plan objectives and the Queens Road Cemetery project. There is no new money going into many of these projects, unless necessary for 2023/24, in order to keep the increases to an absolute minimum, however if the projects are to continue in to 2024 and beyond monies may well need to be allocated in the 2024/25 budget next year. Due to increased costs in insurance, utilities as well as the unknown cost of living increase for staff salaries (which are negotiated by the Unions on a national basis), there has been increases in those budget areas.

The budget includes the provision of the popular East Court Live concerts and also an event to commemorate the coronation of King Charles III .

In order to meet the requirements in the budget I am recommending that the budget be approved as set out in the papers. Mindful that the District, County, and Police and Crime Commissioner are expected to make increases, we want to ensure that not only does the Town Council continue to provide excellent value for the services that we provide but as far as possible we are not adding to the financial burden. We are proposing an increase of £0.92 for the year which equates to a 1% increase this year on the Parish Council portion of the tax. The annual Band D Council Tax charge for the Town Council will be £93.26. When broken down the total charge is a cost per day of 25.5 pence, or £1.78 per week. We believe this is excellent value for the breadth of services and quality provided by the Town Council. Inflation in the UK is currently high (with November posting a small decrease from the past few months of 10.7%), therefore the proposed increase is well below inflation, with the Council being able to deliver the projects and services next year by using the prudently built up earmarked reserves for the named projects.

KEY OBJECTIVES 2023 / 2024

Planning

- To continue to scrutinise the planning applications and make appropriate recommendations to Mid Sussex District Council with reference to the Neighbourhood Plan.
- To submit views as to the consultation of the District Council draft plan expected to finish consultation and move to examination.
- Working with the Finance and General Purposes Committee: Once the District Plan is complete, to the review of the policies of the Neighbourhood Plan and refresh this to comply with the revised District Plan.
- To consider the Licensing applications and where appropriate send comments to the Licencing Authority
- To press that Mid Sussex District Council along with West Sussex County Council and Surrey County Council work together to resolve the infrastructure issues on the A22 / A264 as strategic development comes forward for more housing in that area.

Public Services

- To continue to scrutinise the services provided by the Principal Authorities (West Sussex County Council and Mid Sussex District Council), Sussex Police, Fire & Rescue and the Health Authority, holding them accountable for the services provided to the residents of the town
- To identify and support new initiatives (not necessarily delivered by the Council) for community support
- To respond to consultations as appropriate to influence and ensure that East Grinstead residents receive affordable, accessible services
- To continue to work with the district Council on the developing LCWIP to make East Grinstead accessible with sustainable transport.

Amenities & Tourism

- To continue to provide a first class tourism information service and promote the town to visitors.
- To provide the summer concerts and Coronation celebrations in 2023
- To continue to provide visual displays to make the town attractive and encourage civic pride.
- To forward the St Margaret's loop project to bring the sustainable route in to the town
- To continue the process of landscaping Queens Road Cemetery to allow public access.
- To continue to provide excellent community facilities in East Court Mansion, the Old Court House and Meridian Hall.
- To bring St Barnabas Hall back in to use for the community.

Finance & General Purposes Committee

- To ensure that the Council's finances continue to be well stewarded and receive a clean audit
- To continue to find efficiencies and benefits through the use of technology
- To continue to support community groups and charities with annual and application grants, for revenue and project costs.
- To review the grants and concessions to groups to ensure that they are appropriate and introduce a new standing grant for the East Grinstead Community Bonfire.
- To improve East Grinstead's environmental footprint
- Working with the Planning Committee to refresh and deliver the townwide policies within the Neighbourhood Plan.

Jason Woodgate
Leader of the Council

Town Clerk's Introductory Budget Assessment

The detail as to the budget is prepared by the Town Clerk and Responsible Financial Officer, with input from Chairmen of Committees and Heads of Service.

The context for the 2023/24 budget includes the following:

- An increase of 1% in Council Tax precept

- Allowing for an appropriate staff salary cost of living rise, yet to be agreed by unions
- Prudent income forecasts and an increasing revenue budget.
- Continued provision to implement the policies within the Neighbourhood Plan.
- No increase of the Councillor allowance and Town Mayor's Expenses allowance
- Continued and new support for community groups and organisations
- Green/ environmental policies

The Town Council continues to take a prudent approach to finance and has examined each line of expenditure in order to draw this budget together. A budget where the highest proportion of spend is staff salaries, and a challenge to officers to provide services at the quality expected but finding savings or new income streams. The Council are also minded with the reduction in services and support to contracted services at Principal level.

The Council will be repaying a loan to the Public Works Loan board of £95,000 over the next 10 years. This loan was to finance the purchase of St Barnabas Hall from St Swithuns with an agreed price of £190,000. The remainder of the purchase price coming from general reserves has reduced the councils "cushion", and tied us in to loan repayments of circa £12,000 per year. While interest rates have increased over this past year, they are not expected to rise significantly, and this still remains a low cost loan without significant risk to the Council's financial position.

The Town Council should, on 31st March 2023, have approximately £640,000 in revenue reserves (earmarked and general) with no debts (other than the above mentioned loan). This would represent an increase of 8% against the 2021/22 closing balances.

The format for this year's budget papers is similar to previously. Officers do not complete a revised outturn exercise for the budget process, as there is no benefit to this as by the time Council approves the figures there is less than two months left in the financial year. However our assessment based on known spending to the end of November 2022 coupled with commitments to the year-end suggests outturn of around £ 980,000 net.

The layout used continues to reflect the requirements of both the Transparency Act and Local Government Accounting and Audit Regulations. Hence our budget format clearly shows our Democratic and Representational costs and Corporate Management costs, and allocates our Central Administration and Support Service costs in accordance with an agreed formula.

The report comprises seven sections in addition to this introduction, details as follows: -

- * Draft Revenue Estimates 2023/24 Explanatory Notes and Schedules;
- * A medium term financial strategy through till 2024/25
- * Contribution to Capital Fund 2023/2024;
- * Grants
- * Income Generation breakdown
- * Precept Information 2023/24
- * Appendix A Draft Revenue Estimates Summary Schedule 2023/24

2. Draft Revenue Estimates 2023/24

These notes should also be read in conjunction with the detailed draft budgetary analysis schedule (Appendix A) that sets out expenditure on a detailed code and cost centre basis. The schedule produced recognises the various growth items identified by Members policy intentions and by instructions given at other times. The Capital items listed are dealt with in greater detail in section 4 of the report.

The Council are proposing a below inflation increase on the Council Tax precept by determining to use built up earmarked funds for the furtherance of projects. This may need to be reconsidered next year if yet more funds are still needed once the reserves have been used.

The Council is also mindful of both the CIPFA guidance to retain between 3-12 months of net revenue expenditure in its General Reserve, along with the Council's own Reserves Policy which is to retain between 3 – 6 months of net revenue expenditure in its General Reserve. It is likely that the General Reserve will fall slightly below this in 2023/2024 (due to the purchase of St Barnabas Hall) and will therefore require replenishing in future years, to ensure the satisfaction of our auditors regarding the fiduciary responsibility of the Council.

The net cost centre spending identified for 2023/2024 financial year is £1,103,894.

Mid Sussex District Council have advised an increase in the taxbase of 2.76% growth.

The total budget requirement is £40,144 higher than 2022/2023. Levels of revenue reserves (general and earmarked) are anticipated to be at £640,000 on 31st March 2023 which remain healthy and in line with the Government's suggested levels.

The precept is proposed to rise by 3.77% which when offset with the taxbase rise equates to an increase to the Band D equivalent from 2022/23 of 1% at £93.26. The net budget requirement of £1,103,894 is to be met in full through precept.

Democratic Representation and Management (100)

This cost centre will have a small increase due to the staff salaries assumed cost of living increase of 5%. The Members allowances budget has reduced due to the reduction from 19 to 16 Councillors from May 2023 and the decision to freeze the amounts for 2023/24.

Corporate Management (200)

This Cost Centre has a large increase due to the inclusion of the PWLB loan repayments. In addition, staff costs and general admin recharge costs have increased. Interest rates having increased have resulted in a small offset of better income projections on investments.

East Court Estate (300)

This cost centre (the largest in the budget) has increased due to the acquisition of St Barnabas resulting in the associated costs of running another building. Utility costs and insurances have also increased significantly. Once St Barnabas is up and running we hope to achieve excellent income from hires, however it is a community service and therefore lower rents are to be charged and it is simply not know in the current climate whether new clubs and or social events will take off in 2023. Therefore the income

expectation is modest while the expected expenditure is higher as we take it on and get it in good shape to serve the community.

Community Support (400)

Some of the community organisations have been reviewed in light of their reconvened status and busy-ness following the pandemic. There is a new grant for the newly established East Grinstead Community Bonfire but reductions in some of the others due to reduced activity. The Town Events budget is reduced to £825 as there is an earmarked reserve to allow this to spend up to a total of £2,000. The summer budget has been reduced this year due to a larger reserve from previous years. This will be spent in 2023 to commemorate the Coronation and supplement East Court Live. The youth sports grants have also increased from £3,000 to £3,500 following increased applications in 2022/23. This cost centre has reduced over all by over £20,000, partly from increased income projections on sponsorships and contracts.

Planning (500)

This cost centre sees a reduction to the allowances for the implementation of the neighbourhood plan policies. There is a substantial reserve, so the projects next year will be met via the reserve.

Economic Development and Tourism Services (600)

This cost centre sees an increase mostly due to the recruitment of the third officer, which during 2022/23 was allocated as a central cost (as the post had been vacant for eighteen months). It has now been reallocated to the correct cost centre which looks like a large rise, but can be seen from historic study that this cost centre had a very small budgetary staff increase in 2022 when it could have shown the proportional increase at that time.

Cemetery Services (700)

There are no significant changes to this cost centre, the increase is due to staffing, equipment and the central administration recharge.

Civic Pride (999)

The expenditure rises in this cost centre include staff costs, street lighting (power), planned work on the war memorial and the internal recharge. There is no allowance for the ongoing costs to run the water fountain as this East Grinstead Society project does not have a completion date at this time. If this is complete during 2023/2024 and transfers to the Council, the costs will be met from the MDC promised grant.

Charities (1000)

This cost centre is used only for the Chequer Mead grant. The theatre has recovered well from the pandemic and is showing strong signs of recovery. The grant has been reduced to £70,000 in response to this.

Central Administration and Support (1100)

This budget is the internal recharge which is calculated by a formula and shared between the other cost centres. The most significant change is the insurance costs for this year which have increased across the sector.

Insofar as Committee and Executive accountabilities for the 2023/2024 financial year are concerned they will break down as follows. Charities Committee budgets are of course determined under the overall remit of F&GP.

Service Heading	Committee Responsibility	Executive Accountability
Democratic Representation & Mgt (100)	F&GP	Town Clerk
Corporate Management (200)	F&GP	Town Clerk
East Court Estate (300)	Amenities & Tourism	Estates Manager
Community Support (400)	F&GP	Town Clerk
Planning (500)	Planning	Town Clerk
Economic Dev and Tourism Services (600)	Amenities & Tourism	Community and Tourism Manager / Assistant Clerk
Cemetery Services (700)	Amenities & Tourism	Head of Finance & Support Services
Civic Pride (999)	Amenities & Tourism	Estates Manager
Charities (1000)	Charities	Town Clerk
Central Administration & Support	F&GP	Head of Finance & Support Services

3. Medium Term Financial Strategy

In the interests of good financial housekeeping it is appropriate to look ahead a minimum of two financial years beyond the new financial year to establish a medium term financial strategy. There are a number of points that need to be made here.

1. One of the key ongoing objectives is to seek income generating opportunities, particularly on the East Court Estate (300) and Civic Pride (999), whilst driving down costs through effective procurement strategies and potentially new investment in public buildings. The Council will be spending earmarked reserves in 2023/2024 which will reduce the overall money available to the Council but will be taking a new asset in St Barnabas hall which will derive income from community use.
2. Council Tax will continue to be a sensitive issue and the Council will need to be especially mindful of this and its impact on individual Council Taxpayers in its decision making, however the Council must also recognise that good stewardship of its assets also requires ensuring the necessary resources to provide longer-term value for money. The Town Council has indicated that it would wish to continue with the modernising of town facilities to keep buildings attractive to hirers and users of the estate. The Council are also bringing forward environmental initiatives. The Parish element of the Council Tax for the 2023/2024 financial year allows for further investment into the assets of the Council and keeps its share of Council tax reasonable, mindful of the overall financial position caused by the cost of living crisis.
3. In considering fees and charges Members are aware of opportunity cost balance between rising prices and retaining hirers, they recognise that in the current climate, there is little room for further increases for existing services without adversely prejudicing usage levels overall. The hire charges for 2023/24 have already been set by the appropriate committees.

4. Whilst the Government's target inflation rate remains at 2%, the current rate of inflation is 10.7%. Financial Forecasts predict that inflation rates are likely to slowly decrease throughout 2023, reaching 5% at the end of the third quarter of 2023. UK interest rates have also been increased in an attempt to stave off / rise out of recession. These increased interest rates are positive in that the Council gets good returns on its investments. However as the Council is no longer debt free, the interest rate on the £95,000 loan from the Public Works Loan Board will remain a factor which needs to be accommodated in the budget
5. The Loan that the Council have taken out to meet the cost of the purchase of St Barnabas Hall, is with the Public Works Loan Board. The term is 10 years on the £95,000 loan, allowing the Council to pay off as soon as possible to return to a debt free position. Should the council rebuild the reserves this loan could be paid off before the end of the term, but will incur a penalty if doing so.
6. House building activity has despite the pandemic remained stable in 2022/23 the base has moved with an uplift in the Council Tax Base of 2.76% for 2023/24. This was mostly due to the flats in Queens Walk and the first occupations of the Manor View Estate on Turners Hill Road. The CIL scheme continues to be awaited, which would see 25% of CIL diverted to the Parish. Mid Sussex who have delayed the introduction of CIL will no doubt continue to do so until Government instruction to share this fund.
7. The Council needs to continue vigilance to recognise the sustainability or otherwise of any income achievable through service level agreements and the implications on the Town Council's own budgets should such grant income be withdrawn.
8. With only the PWLB borrowing, a likely revenue reserve balance at 31st March 2023 of around £640,000, no shortfall in the capital fund, and Fixed Assets with a value of £4.7 million, the Council is in a reasonably healthy financial position. General Reserves are predominantly there to protect the Councils services against a 'rainy day'. The Earmarked Reserves will be reduced during the 2023/2024 year and the Council will look to ensure that the general reserves remain in a healthy position at the levels indicated as prudent.

4. Contribution to Capital Fund & Capital Reserves

The current forecasted Capital Reserves at 31st March 2023 is £175,107. This is currently committed, as follows:

Public Toilet Rolling Renewals	£ 32,000
IT Upgrades including server works	£ 1,272
Vehicle Replacement	£ 38,782
EC General Repairs	£ 7,711
Old Court House Floor & Roof	£ 21,256
Cemetery Fund	£ 59,086
East Court Play Area	£ 15,000

New Capital project costs allocated to the 2023/2024 budget total £20,000 and are reduced from the past few years in order to cap the precept increase and are as follows:

- Cemetery Fund – a total allocation of £10,000 to allow for the furtherance of the project at QRC and also enhancements at Mount Noddy.
- Kings St Public Toilets – a rolling enhancement and replacement fund of £3,000 (a

- reduction from £4,000) is proposed.
- East Grinstead Play area - £7,000 to fund a replacement of a piece of equipment. This follows the purchase of new equipment in 2021, the project to replace another piece continues.

5. Grants

The Town Council Budget includes grants to various organisations:

Chequer Mead	£70,000
EG Museum.	£3,500
Mid Sussex Voluntary Action	£2,800*
CAB	£1,500
Age UK (East Grinstead and District)	£1,000
East Grinstead Community Bonfire	£900
EG Shopping promotions	£600
Armed Forces Day	£550
East Grinstead in Bloom	£500
Town Twinning	£500
Disability Access	£500
Hope Job Club	£400
Dementia Friendly East Grinstead	£250
High St Traders Events Air Training Corps	£250
Air Training Corps	£200

Several of the organisations also receive free room use at the Council Offices, as agreed by the Amenities and Tourism Committee.

*The MSVA grant is committed to offset room hire.

These grants are awarded annually to the organisation and are subject to review. The organisations are required to submit their accounts to allow the Grant to be released, Chequer Mead are required to report annually to the Finance and General Purposes Committee. While not otherwise restricted the Grants are intended for revenue costs to meet the objectives of the organisation. This year the Council have introduced a new allocation to support the community bonfire who hope to have their first public event in 2023/2024.

In addition the Council awards Community Grants and Youth Sport Grants based on criteria and via application annually via the Finance and General purposes Committee. The Youth Sports grant is increased to £3,500.

6. Income Generation

The Town Council strives to find income generation opportunities to offset costs where possible. Many of our services are discretionary yet are supported by the Council as needed by the Town to make East Grinstead a desirable place to live and work. Services which can be charged such as hire of rooms; burials are so charged, other income comes from the return on investment, sponsorship for floral decoration, events, publications etc. We seek grants from Mid Sussex DC (S106) and other community and eligible charities. The budget includes prudent projections which still may prove difficult to achieve. The Council is budgeting to generate income of £356,009 equivalent to 24% of its expenditure. It is hoped

with grants this income will be increased but it is difficult to know how easy it will be to access external income.

Income for 2023/2024 has been estimated as follows:

	£
Bank / Investments	14,500
Miscellaneous (Proof of Life /Benches/Banners)	1,400
Hire of East Court (including Estcots Tennis Club)	75,000
Meridian Hall	80,000
Old Court House	53,000
St Barnabas Hall	18,000
Events (grants sponsorship and pitch fees)	18,000
Tourism sales	1,000
Cemetery Fees	43,000
Mount Noddy Lodge rent	10,200
Allotment rents	1,324
Market Stalls	2,250
Hanging Baskets	3,500
Sponsorships (planters)	6,500
Sponsorships (Flowerbeds)	3,000
Principal Council contracts	25,335
	<u>356,009</u>

7. Precept 2023/24

Responsibility for determining precept rests with full Council. Once Council has agreed the precept the Town Clerk will issue a precept demand on the Treasurer of Mid Sussex District Council who, in accordance with precept law, will pay the precept in two instalments, 50% by 1st May 2023 and 50% by 1st October 2023.

The Leader of the East Grinstead Town Council has advised that Members wish to increase the Parish Council Tax to meet in full the demands of the programme of work for 2023/2024, after income. While the Budgetary increase is 3.77%. The number of homes that this is shared over, known as the council tax base, has also increased. For 2023/2024 for East Grinstead civil parish has been calculated by Mid Sussex District Council as 11,836.9 (compared with 11,519.5 in 2022/2023), which is a taxbase increase of 2.76%. When taken into account for the calculation of the Band D precept this is an overall rise for the East Grinstead Town Council part of the council tax of 1% for the taxpayer

The budget can be achieved with a precept of £1,103,894. On this basis the annual band D taxpayer's element of their Parish Council Tax, will increase from £92.34 to £93.26. The total weekly charge will increase from £1.77 for a band D home to £1.788 a rise of less than two pence per week.

8. Revenue Budget 2023/2024 - Reconciliation Schedule & Summary

Reconciliation

	£
General Fund Revenue Reserves 01.04.22	342,295
+ Anticipated Income 2022/2023 (incl. precept)	1,400,000

	1,742,295
Less anticipated Payments 2022/2023	1,315,295

Anticipated Balance at 31.03.2023	427,000
	=====

Budget Summary 2023/2024

Estimated Payments 2023/2024	1,459,903
Less Estimated Income 2023/2024	356,009
Estimated Net Expenditure 2023/2024	1,103,894
Less/plus any allocation from/to Reserves	0
RECOMMENDED ACTUAL PRECEPT 2023/2024	1,103,894
Expressed as an annual Band D charge:	93.26

9. Concluding Comments

It is hoped these papers are helpful in taking the reader through the financial steps of the budget setting, councils spending aspiration, reserves and allocations. The papers are prepared for the January budget setting meetings and the Precept set at the 30th January special council meeting when any decisions on financials set out in the report can be made. These papers will be combined with the financial outturn in June 2023 and will between them, formulate the complete Annual Report for East Grinstead Town Council.

	Budget	Budget
	2022/23	2023/24
Budget Requirement	1,063,750	1,103,894
Precept	1,063,750	1,103,894
Band D =	92.34	93.26
% Increase	4.8	1.0
	Budget	Budget
	2022/23	2023/24
SUMMARY		
Democratic Representation	99,335	101,446
Corporate Management	67,347	83,600
East Court Estate	314,948	362,982
Community Support	89,771	68,342
Planning	60,267	28,274
Economic Development & Tourism	91,602	100,959
Cemetery Services	28,383	48,335
Civic Pride	186,097	219,956
Charities	74,000	70,000
Capital Fund	52,000	20,000
TOTAL	1,063,750	1,103,894
<u>Democratic Representation</u>		
Salaries and Wages	41,419	44,209
Emps. NI & Superann.	13,054	13,271
Members Training	500	2,000
Mayors Allowance	2,019	2,019
Civic and Ceremonial	1,600	1,600
Subs to Local Authority Assns.	0	0
Member Allowances	22,393	19,041
Election Costs	4,500	4,500
Support Service Allocation-In	13,850	14,806
Total Domestic Representations Exps	99,335	101,446
<u>Corporate Management</u>		
Salaries and Wages	47,482	51,084
Emps. NI & Superann.	14,926	15,289
Legal Expenses	0	1,000
HR & DP Consultancy	0	0
Internal Audit Fee	600	550
Financial Audit Fee	2,000	2,100
Treasury and Bank Charges	2,200	2,200
pwlb repayment		12,200
Support Service Allocation-In	10,889	14,427
Total Corporate Management Exps	78,097	98,850
Bank/Investment Income	10,500	14,500
Miscellaneous Income	250	750
Total Income	10,750	15,250
Net Expenditure	67,347	83,600
<u>East Court Estate</u>		
Salaries and Wages	217,937	242,854
Emps. NI & Superann.	64,700	68,531
Staff Training	3,000	3,500
Uniform Business Rate	20,330	28,000
Gas	9,500	10,500

Electricity	20,500	35,000
Water and Sewerage	7,400	7,400
Cleaning Materials	3,200	3,200
Waste Collection	4,300	5,335
Telephone	600	600
Equipment Purchases	7,000	7,300
Equipment Repairs & Maint.	0	0
Building Service Contracts	11,000	12,000
Buildings Repairs & Maint.	50,000	55,000
Protective Clothing	1,000	1,000
Grounds Maintenance	11,000	14,000
East Court Play Area	4,000	4,000
Legal Expenses	0	0
Licences & Advertisements	3,300	3,000
Miscellaneous	1,800	1,800
Support Service Allocation-In	71,381	85,962
Total East Court Estate Exps	511,948	588,982
East Court Income	74,000	75,000
Meridian Hall Income	70,000	80,000
St Barnabas		18,000
Old Court House Income	53,000	53,000
Total Income	197,000	226,000
Net Expenditure	314,948	362,982
<u>Community Support</u>		
Salaries and Wages	11,750	10,736
Emps. NI & Superann.	3,660	3,229
Christmas Lights	24,000	24,000
EG Twinning Grant	1,000	500
High Street Traders Events	250	250
CAB Grant	2,500	1,500
Age UK	1,000	1,000
EG Christmas Promotions	600	600
MiSVA	3,100	2,800
Community Grants-Other	3,000	3,000
Defibrillators Batteries Fund	500	500
EG in Bloom	1,000	500
Youth Sports Grants	3,000	3,500
Youth Support	1,000	1,000
Town Events	2,000	825
Employment Support Initiatives	1,000	400
Speedwatch Equipment	0	500
Dementia Friendly East Grinstead	250	250
Campaign Initiatives	1,000	1,000
Summer programme	18,500	10,000
ATC Grant	200	200
EG Museum Grant	3,500	3,500
Armed Forces Day	550	550
Remembrance Day	1,000	1,000
Disability Access	500	500
Bluebell Heritage Project	1,000	1,000
EG Community Bonfire	0	900
Support Service Allocation-In	13,911	12,602

Total Community Support Exps	99,771	86,342
Community support income(grants pitch and sponsorship)	10,000	18,000
net expenditure	89,771	68,342
<u>Planning</u>		
Salaries and Wages	16,620	16,230
Emps. NI & Superann.	5,244	4,917
Planning Consultancy	5,000	3,000
Neighbourhood Plan	25,000	0
Support Service Allocation-In	8,403	4,127
Total Planning Exps	60,267	28,274
<u>Economic Development & Tourism</u>		
Salaries and Wages	51,744	68,743
Emps. NI & Superann.	15,440	18,920
Telephone / Subscriptions	240	360
Economic Development Init.	1,800	1,800
Tourism Initiatives	3,000	3,000
Business Support Grant	0	0
Business Support Initiatives	400	400
Mid Sussex Marathon	500	500
Sustainability & Enhancement	18,085	5,000
Support Service Allocation-In	14,778	16,871
Total Economic Dev & Tourism Exps	105,987	115,594
Tourism Sales	750	1,000
MSDC Initiative Grants - Tourism	13,635	13,635
Total Income	14,385	14,635
Net Expenditure	91,602	100,959
<u>Cemetery Services</u>		
Salaries and Wages	33,082	47,516
Emps. NI & Superann.	9,358	13,421
Electricity	600	650
Water and Sewerage	360	560
Cleaning Materials	0	0
Waste Collection	2,450	2,850
Equipment Purchases	3,000	3,000
Equipment Repairs & Maint.	0	0
General Repairs & Maint.	8,000	8,000
Protective Clothing	0	0
Grounds Maintenance	3,500	3,500
Planting-Roundabouts/Baskets	500	500
Vehicle Tax/Insurance/Maint.	0	0
Fuel-Mowers/Tractors/Digger	1,320	1,320
Miscellaneous	5,800	5,400
Support Service Allocation-In	11,013	14,818
Total Cemetery Services Exps	78,983	101,535
Mount Noddy Lodge Rent	9,600	10,200
Cemetery Fees & Charges	41,000	43,000
Sale of Plaques	0	0
Total Income	50,600	53,200
Net Expenditure	28,383	48,335
<u>Civic Pride</u>		
Salaries and Wages	61,424	82,541

Emps. NI & Superann.	14,863	22,845
Staff Training	0	0
Telephone	480	360
Equipment Purchases	2,100	2,500
Equipment Repairs & Maint.	0	0
Protective Clothing	0	0
Planting-Roundabouts/Baskets	8,400	0
Vehicle Tax/Insurance/Maint.	11,200	11,200
EG in Bloom	0	0
Town Clocks	1,000	500
War Memorials	1,000	5,000
Public Seats	900	1500
Litter & Dog Bins	2,000	2,000
Salt/Grit Bins	0	0
Bus Shelters	200	200
Notice & Information Boards	250	200
Turners Hill Rec Ground	1,000	1,000
Street Lighting	14,800	17,000
CCTV Maintenance	4,500	4,500
Graffiti Removal	1,700	500
Winter Maintenance	5,000	3,000
Public Works	30,000	30,000
Street Scene Planting	11,000	16,000
Public Toilets	11,460	11,460
Miscellaneous	250	250
Support Service Allocation-In	29,735	36,324
Total Civic Pride Exps	213,262	248,880
Allotment Rents	1,215	1,324
Market income	1,750	2,250
Traders Hanging Baskets	3,000	3,500
Sponsorship (planters gateways etc)	6,000	6,500
Flowerbed sponsorship	3,000	3,000
MSDC Initiative Grants / Civic Pride (street signs / graffiti and landscaping)	10,000	10,000
WSSC Grant - Roundabouts	1,700	1,700
Miscellaneous Income	500	650
Total Income	27,165	28,924
Net Expenditure	186,097	219,956
<u>Charities</u>		
Chequer Mead Grant	74,000	70,000
Total Chequer Mead Exps	74,000	70,000
<u>Central Admin & Support</u>		
Salaries and Wages	78,106	84,211
Emps. NI & Superann.	23,724	24,589
Staff Training	5,000	4,057
Travelling	1,600	1,500
Telephone	5,450	6,450
Insurance	12,800	34,000
Printing and Stationery	5,500	5,000
Books and Journals	180	180
Postage	400	250
Subs to Local Authority Assns.	5,000	5,000
Subscriptions	1,500	1,500

Equipment Purchases	2,600	2,000
Equipment Repairs & Maint.	0	0
HR & DP Consultancy	7,000	6,300
Civic News	4,800	4,800
Promotions & Advertisements	800	800
Press & Public Relations	0	0
Webmmaster / Site Costs	1,800	1,800
IT Hardware/Software	15,000	15,000
Miscellaneous	2,700	2,500
Support Service Allocation-In	-173,960	-199,937
Total Central Admin & Support Exps	0	0
Capital Fund		
Capital Project One - Cemetery Fund	18,000	10,000
Capital Project Three - IT	0	0
Capital Project Four - Public WC Fund	4,000	3,000
EC Play Area	15,000	7,000
Vehicle replacment	15,000	0
MH Toilets and Chairs	0	0
Total Capital Projects Exps	52,000	20,000
TOTAL EXPENDITURE	1,373,650	1,459,903
TOTAL INCOME	309,900	356,009
NET EXPENDITURE	1,063,750	1,103,894
PROPOSED PRECEPT TO BALANCE	1,063,750	1,103,894
BALANCE OF FUNDING	0	0