

EAST GRINSTEAD TOWN COUNCIL

23rd January 2024

A meeting of the **EAST GRINSTEAD TOWN COUNCIL** is to be held in the **COUNCIL CHAMBER, EAST COURT** on **MONDAY 29TH JANUARY 2024** at **7.00pm**.

The public are welcome to attend in person at East Court or via Zoom. Windows will be open in the Council Chamber and the public are urged to dress appropriately. Facemasks are personal preference. Please do not attend in person if you have any illness symptoms.

A request for the zoom link should be sent via email to towncouncil@eastgrinstead.gov.uk before noon on the day of the meeting.

AGENDA

- 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 8th January 2024.
- 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	10/01/2024	144-148	265-271
(b) Public Services	22/01/2024	149	272-275
(c) A&T	22/01/2024	150-151	276-280
(d) E&ST	22/01/2024	152-153	281-284
(e) F&GP	22/01/2024	154-155	285-289

- 8 After receipt and consideration of the recommendations from Finance & General Purposes Committee, to formally resolve for the 2024/2025 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 8th APRIL 2024 at 7pm.**

EAST GRINSTEAD TOWN COUNCIL
Budget Book 2024/2025 and Annual Report

These papers were considered at the following meetings with recommendation for approval by the Council on 29th January 2024:

Planning	10.01.24
Public Services	22.01.24
Amenities and Tourism	22.01.24
Finance and General Purposes	22.01.24
Council (Precept Meeting)	29.01.24

Foreword by the Chairman of the Council, Town Mayor Cllr Fraser Visser

The Council have like the general public had a difficult year with unpredictable energy prices, short supply of materials and uncertain availability of tradesmen and delivery times. Despite this the Council has pushed ahead with the projects as outlined in the budget book last year and delivered the town events as planned.

The Council completed the purchase of the old St Barnabas Church in Dunnings Road. This building has been renamed "The Sunnyside Barn" taking it back to its roots as the original building on the space was a meeting hall and was known as "The Barn". We are opening the building for community bookings from early 2024 and hope this will remain a well-used community asset for the Sunnyside area.

The summer celebrations for the King's Coronation were marred by the weather, but those who braved the rain had a wonderful time watching our local parade (and so many thanks to the schools and groups who joined in) and then the streamed events in London. I'd like to thank everyone who contributed in advance and on the day. We then followed with a very successful east court live programme of events the first Sunday in June July and August again attracting large crowds. I was delighted by the support for my charities via the collection we carry out on the day. The Council don't charge for East Court Live attendance as we want this to be open to all, however any donations are always appreciated to the Town Mayors charity. Looking to the winter we delivered the Christmas Light switch on in partnership with the Big Reveal and are looking forward to bringing back the Christmas market to add to festive shopping activities. We were delighted to support the Lions in holding very successful prostate screening and diabetes screening sessions at East Court, helping so many of our residents to spot health problems early.

The Town Council has lost some of the work that we used to do for the District and County Councils in recent years as they have restructured their contracts or stopped some areas of work. The Town Council takes pride in the town and continues with care of public seats and bins, the planting of the High St beds, provision of hanging baskets in summer, planting on roundabouts, at the town entry points and various planters in the town (and we thank the traders and businesses who sponsor these). We continue to look after the two cemeteries and the turners hill road recreation ground along with the playpark memorial gardens and terraces at East Court.

The Council has held many of the services to account in the town this year via the public services committee, specifically the GP surgeries. We have engaged with Modality and the new Integrative Care Board along with Moatfield surgery. We have asked to see the improvement plans and progress following CQC inspections of the Modality practices and are pleased to see improvement which we will continue to monitor.

Our budget is difficult this year, as faced with so many increases to our own costs, and keeping the rise well below inflation last year, this means we are faced with a larger increase than Councillors would have liked. We remain committed to providing excellent support to the principal councils, and being responsive to needs. We know that our residents appreciate the work of the Town Council and we will continue to deliver our best for the town.

Cllr Fraser Visser
Town Mayor 2023/24

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. Last year, the Council, mindful of the cost-of-living crises with the high fuel bills and inflation running so high set a budget as low as possible at 1% rise. It was hoped that much of the energy crisis and inflation would be normalised towards the end of 2023/24. This has not proved to be the case although inflation has reduced considerably. A budget so far below inflation was likely to result in needing a higher figure in 2024/25, as many projects were held at a standstill or cost increases absorbed, but these now need readdressing.

The Council purchased the former St Barnabas Church, now renamed as The Sunnyside Barn, which we have had to spend some funds to insulate, upgrade the heating and put WIFI in to get this building in a hireable manner. We look invest further in time to include more storage, but this will have to wait until 2025. We are pleased to return this building to the community keeping it available for the residents of sunnyside to have a meeting hall, birthday venue and hopefully in time many community groups and classes meeting there.

The Council introduced a new committee this year in the Environmental and Sustainable Travel Committee who are looking at projects to support the District and County Councils work on road safety improvements (including new cycle and walking routes).

The Council have made progress as to the realisation of the St Margarets Loop project for a walking and cycling path between green hedges avenue and the station, with connections to Hackenden lane to make this an alternative route from the Baldwins and Ashplats wards to reach the station avoiding the major roads. The plan will support the retaining wall and the bridges and will ensure the privacy of those homes who back on to the loop is not compromised.

In order to meet the requirements in the budget I am recommending that the budget be approved as set out in the papers. The Town Council have no option but to raise the charge this year on the basis that it was kept so low last year. We are proposing an increase at Band D of £10.18 for the year which equates to a 10.9% increase this year on the Parish Council portion of the tax. The annual Band D Council Tax charge for the Town Council will be £103.44. When broken down the Band D charge is a cost per day of 28.3 pence, or £1.99 per week. We believe this still represents excellent value for the breadth of services and quality provided by the Town Council. Inflation in the UK is currently running at 3.9% therefore the proposed increase is higher than inflation, however, if this is considered in the context of the 2023/24 increase of 1% being much lower than inflation this time last year of 10.7%. When taken over the two years the Council has increased its share of the tax below the overall increase of inflation for the period, however we still appreciate this is a large increase this year.

The Council has not taken this decision lightly. Councillors did not want to raise the tax so highly, but felt they had no option in order to deliver an achievable set of services and projects, they needed to make up for the net loss from 2023/24, which was simply not sustainable, in the national financial position.

KEY OBJECTIVES 2024 / 2025

Planning

- To continue to scrutinise the planning applications and make appropriate recommendations to Mid Sussex District Council with reference to the Neighbourhood Plan.
- To monitor the progress of the District Council draft plan as it finishes consultation and move to examination and adoption at the end of 2024.
- To start the review of the Neighbourhood Plan once the revised District Plan is submitted for inspection so that it is ready for submission once the District Plan is approved.
- 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.

Environment and Sustainable Travel

- Promote the LCWIP options and paths for East Grinstead with WSCC and MSDC
- To consider the potential for pedestrianisation In the public realm
- Progress the detail of the new Biodiversity and Sustainability policies
- Review the sustainable working plan of the Council and further the projects therein
- Seek external funding for projects.
- Implement more cycle storage and hire facilities in the town

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, holding them accountable for the services provided to the residents of the town
- To work with the GP Surgeries, ICB and health providers to help improve access to services in the town
- To support through promotion, the new Armed Forces Veterans Breakfasts
- 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

Amenities & Tourism

- To continue to provide a first class tourism information service and promote the town to visitors.
- To provide the summer concerts and D Day Commemorations in 2024
- To continue to provide visual displays to make the town attractive and encourage civic pride.

- To progress the St Margaret's loop project to bring the sustainable route in to the town
- To complete the process of landscaping Queens Road Cemetery
- To continue to provide excellent community facilities in East Court Mansion, the Old Court House, Meridian Hall and the Sunnyside Barn

Finance & General Purposes Committee

- To ensure that the Council's finances continue to be well stewarded and receive an unqualified 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 Council's finances with the aim to bring reserves back to the CIPFA recommended levels.
- To adopt a policy on new pensions discretions

Helen Farren
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 2024/25 budget includes the following:

- An increase of 10.9% 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.
- Renewed provision to implement the policies within the Neighbourhood Plan.
- No increase of the Councillor allowance
- Continued and new support for community groups and organisations
- The Formation and progression of Sustainable and 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. Taking into account the very low increase last year has impacted on reserves and projects needing further investment to bring forward the Council's aspirations. A budget where the highest proportion of spend is staff salaries, challenges the officers to provide services at the quality expected whilst finding savings or new income streams. The Council are also minded with the reduction in services and support to contracted services at Principal level. In particular the loss of the income from the green spaces contract from the District Council which remains an unknown at the time of preparation of the budget.

The Council continues repayment of the Public Works Loan board of £95,000 over the next 9 years. The loan cost is locked in and cannot alter regardless as to the changes in interest rates which have increased since the loan was taken out. Our annual repayment is £11,834.

The Town Council should, on 31st March 2024, have approximately £590,000 in revenue reserves (earmarked and general) with no debts (other than the above mentioned loan). This would represent an increase of 2% against the 2022/23 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 2023 coupled with commitments to the year-end suggests outturn of around £1,115,000 net.

The layout used continues to reflect the requirements of both the Transparency Act and Local Government Accounting and Audit Regulations. We also pay mind to CIPFA guidance. 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 2024/25 Explanatory Notes and Schedules;
- * A medium term financial strategy through till 2025/26
- * Contribution to Capital Fund 2024/2025;
- * Grants
- * Income Generation breakdown
- * Precept Information 2024/25
- * Appendix A Draft Revenue Estimates Summary Schedule 2024/25

2. Draft Revenue Estimates 2024/25

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 an increase on the Council Tax precept. This is to re-provision the capital and revenue support for projects which was removed last year in a bid to keep the tax low due to national financial issues at the time. Some cost increases now need to be met along with the re-provision of project work costs. The details of which will be referred to under the breakdown of the budget cost centres.

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. The reserves are right on the brink of this guideline following the purchase of the Old St Barnabas Church building, the Council is mindful that it should discharge the fiduciary responsibility of the Council.

The net cost centre spending identified for 2024/2025 financial year is £1,237,078.

Mid Sussex District Council have advised an increase in the taxbase of 1% growth.

The total budget requirement is £133,184 higher than 2023/2024. Levels of revenue

reserves (general and earmarked) are anticipated to be at £590,000 on 31st March 2024 which whilst remaining healthy are to the lower end of the Government's suggested levels.

The total precept is proposed to rise by 12% which when offset with the taxbase rise equates to an increase to the Band D equivalent from 2023/24 of 10.9% at £103.44. The net budget requirement of £1,237,078 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 at an average of 6.4% (the budget has been increased as a flat rate figure of £1,925 per FTE for next year as this has been the award for the past two years). The cost of the elections 2023 was significantly higher than anticipated and therefore an increase in the accrual for the election costs has been made to cover the next election due in 2027. However if a bi-election occurs before then this will deplete the funds potentially needing a raise later in the 4 year term ,

Corporate Management (200)

This Cost Centre has an overall decrease, the increases are staff costs as explained in cost centre 100 but offset significantly by better performing investments. Despite reserves reducing this year, the yield has improved due to the level of current interest rates.

East Court & Estates (300)

This cost centre has increases in staff salaries (a large proportion of the staff are attributed to this work area), plus increases for the maintenance (cleaning) for St Barnabas and the costs of running the water fountain (due to come back in to use in the spring). Other increases are simply rises in costs to deliver the services.

Community Support (400)

Council are mindful of the need to support the community and provide entertainment at low or no cost. The cost centres for community revenue grants are increased this year after having been the same for over 10 years. The summer initiative budget has been increased following a decrease last year. It will still rely on the current ear marked reserve to provide the events planned which include D Day 80 commemorations, 3 x East Court Live, Vintage Car day, Xmas Lights Switch on (with trader Big Reveal of windows) and a Christmas market day.

Planning (500)

This cost centre sees a small increase in staffing salaries attributed to planning, along with a small addition to the NP fund. The East Grinstead Neighbourhood Plan will start its revision this year and St Margarets Loop project is hoped to commission the plans and surveys to allow the start of the new sustainable travel link, therefore an allocation has been added to the budget for this. Overall the cost centre has risen by £7.5k

Economic Development and Tourism Services (600)

The 4wd licence had not been allocated to a budget (the heritage trail) and is an annual cost of £2k. The licence is for the online map and the QR code relay in to the map for visitors to find out more about the various stops on the trail. This has now been allocated to tourism initiatives.

The Sustainability and Enhancement fund has been increased from £5k to £20k as the new

committee are starting to look at projects to improve the walking and cycling and the public realm more sustainably. The Council are committed to running an event in active travel week and to publicise this to promote more sustainable travel choices. The Council are also to consider the feasibility of part pedestrianisation of the town centre in conjunction with the District and County Council and the increase will allow for initial studies and surveys.

Cemetery Services (700)

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

Civic Pride (999)

Significant increases in the costs to the street lighting power, maintenance of the public toilets and the cost of street scene planting along with associated staffing costs are the main reasons for this cost centre increasing. With the cost of power still variable, and the CCTV and Street Lighting being billed in arrears it has been difficult to anticipate next years' costs, against the backdrop of increases this year. The Council had a cheaper street scene planting range of plants this year, It proved to be a false economy to buy cheaper as they did not last the season. The budget has therefore been increased to return to the previous quality. Income is not able to reach expectations due to the current marketplace, fewer traders are buying baskets and sponsors are very hard to find. In addition, the loss of the green spaces contract and lack of understanding as to whether this will be available later in the year contributes to the unknown.

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 held at £70,000 this year in recognition that it was reduced in 2023. However, it will be reviewed again in 2025.

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 IT costs for this year as the Councillors have agreed an investment in IT to create better and more secure flexible working options.

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 (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 / Environment & Sustainable Travel	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)	F&GP	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.
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 keen to focus on environmental initiatives. The Parish element of the Council Tax for the 2024/2025 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, whilst there is a need for price increases any such increases should be at a level that would not adversely prejudice overall usage levels. With this in mind the hire charges for 2025/26 have already been reviewed and have increased by 5% which has been accepted by the appropriate committees.
4. The Government's target inflation rate remains at 2%. The current rate of inflation is 3.9%. Whilst the Bank Of England have increased interest rates fourteen times since December 2021 the current rate of 5.25 % has remained constant since August 2023. Financial Forecasts vary in the future trend of rates, although given that the current inflation rate of 3.9% is the lowest it has been since September 2021 the general consensus is that interest rates will continue to remain stable in early 2024 and may slowly decrease in Q2 onwards of 2024. The increased interest rates witnessed over the previous 12 months are positive in that the Council gets improved returns on its investments. However as the Council is no longer debt free, the fixed rate (4.38%) interest payments on the £95,000 loan from the Public Works Loan Board will remain a factor which needs to be accommodated in the budget.

5. House building activity has dipped a little in 2023/24 the base has moved with an uplift in the Council Tax Base of 0.99% for 2024/25. This was mostly due to the completion and occupation of the dwellings on Manor View Estate on Turners Hill Road. The CIL scheme looks unlikely to be mandated to share with the parishes as it changes to the infrastructure levy (under the new National Planning Policy Framework).
6. 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.
7. With only the PWLB borrowing, a likely revenue reserve balance at 31st March 2024 of around £590,000, no shortfall in the capital fund, and Fixed Assets with a value of £4.9 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 have been reduced during 2023/2024 along with the general reserves due to the purchase of the old St Barnabas building. The Council will look to ensure that the general reserves return 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 2024 is £101,199. This is currently committed, as follows:

Public Toilet Rolling Renewals	£ 31,000
Vehicle Replacement	£ 3,997
EC General Repairs	£ 899
Old Court House Floor & Roof	£ 21,256
Cemetery Fund	£ 34,240
East Court Play Area	£ 9,807

New Capital project costs allocated to the 2024/2025 budget total £18,000 and are as follows:

- Cemetery Fund – a total allocation of £15,000 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 is proposed.

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
Town Twinning	£500
Disability Access	£500

Hope Job Club	£400
Dementia Friendly East Grinstead	£250
High St Traders Events	£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 running costs to meet the objectives of the organisation. The East Grinstead in Bloom grant has been discontinued this year as they have not called on it for two years and following discussion have indicated their reserves are adequate.

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 Community Revenues Grant allocation for 2024/25 is increased by £2,000 to £5,000, having been at the previous level for many years and seeing an increase in applications this year.

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 allocations 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 £364,355 equivalent to 23% 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 2024/2025 has been estimated as follows:

	£
Bank / Investments	25,500
Miscellaneous (Proof of Life /Benches/Banners)	1,400
Hire of East Court (including Estcots Tennis Club)	80,000
Meridian Hall	75,000
Old Court House	53,000
St Barnabas Hall	20,000
Events (grants sponsorship and pitch fees)	18,000
Tourism sales	1,500
Cemetery Fees	43,000
Mount Noddy Lodge rent	10,500
Allotment rents	1,370
Market Stalls	3,250
Hanging Baskets	2,500
Sponsorships (planters)	6,500
Sponsorships (Flowerbeds)	4,000

Principal Council contracts	18,835
	<u>364,355</u>

7. Precept 2024/25

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 2024/2025, after income. While the Budgetary increase is 12.1%. The number of homes that this is shared over, known as the council tax base, has also increased. For 2024/2025 for East Grinstead civil parish has been calculated by Mid Sussex District Council as 11,959.5 (compared with 11,836.9 in 2023/2024), which is a taxbase increase of 1%. 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 10.9% for the taxpayer

The budget can be achieved with a precept of £1,237,078. On this basis the annual band D taxpayer's element of their Parish Council Tax, will increase from £93.26 to £103.44. The total weekly charge will increase from £1.77 for a band D home to £1.99 a rise of twenty two pence per week.

8. Revenue Budget 2024/2025 - Reconciliation Summary

Budget Summary 2024/2025

Estimated Payments 2024/2025	1,601,433
Less Estimated Income 2023/2024	364,355
Estimated Net Expenditure 2023/2024	1,237,078
Less/plus any allocation from/to General Reserves	0
RECOMMENDED ACTUAL PRECEPT 2023/2024	1,237,078
Expressed as an annual Band D charge:	103.44

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 29th 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 2024 and will between them, formulate the complete Annual Report for East Grinstead Town Council.

**EAST GRINSTEAD TOWN COUNCIL Budget 2024/25(including
2023/24 budget and 2022/23 budgets for comparison purposes)**

	Budget 2023/24	Budget 2024/25
Budget Requirement	1,103,894	1,237,078
Precept	1,103,894	1,237,078
Band D =	93.26	103.44
% Increase	1.0	10.9

	Budget 2023/24	Budget 2024/25
SUMMARY		
Democratic Representation	101,446	107,079
Corporate Management	83,600	78,330
East Court Estate	362,982	411,293
Community Support	68,342	79,850
Planning	28,274	35,838
Economic Development & Tourism	100,959	131,405
Cemetery Services	48,335	56,723
Civic Pride	219,956	248,560
Charities	70,000	70,000
Capital Fund	20,000	18,000
TOTAL	1,103,894	1,237,078

Democratic Representation

Salaries and Wages	44,209	47,573
Emps. NI & Superann.	13,271	13,886
Members Training	2,000	750
Mayors Allowance	2,019	2,148
Civic and Ceremonial	1,600	1,600
Subs to Local Authority Assns.	0	0
Member Allowances	19,041	19,041
Election Costs	4,500	6,000
Support Service Allocation-In	14,806	16,081

Total Domestic Representations Exps

101,446 **107,079**

Corporate Management

Salaries and Wages	51,084	55,039
Emps. NI & Superann.	15,289	16,022
Legal Expenses	1,000	1,000
HR & DP Consultancy	0	0
Internal Audit Fee	550	580
Financial Audit Fee	2,100	2,100
Treasury and Bank Charges	2,200	2,300
pwlb repayment	12,200	11,834
Support Service Allocation-In	14,427	15,705

Total Corporate Management Exps

98,850 **104,580**

Bank/Investment Income	14,500	25,500
Miscellaneous Income	750	750
Total Income	15,250	26,250
Net Expenditure	83,600	78,330
<u>East Court & Estate</u>		
Salaries and Wages	242,854	266,660
Emps. NI & Superann.	68,531	73,707
Staff Training	3,500	3,500
Uniform Business Rate	28,000	28,000
Gas	10,500	10,500
Electricity	35,000	35,000
Water and Sewerage	7,400	9,400
Cleaning Materials	3,200	3,200
Waste Collection	5,335	7,500
Telephone	600	720
Equipment Purchases	7,300	7,500
Equipment Repairs & Maint.	0	0
Building Service Contracts	12,000	17,000
Buildings Repairs & Maint.	55,000	55,000
Protective Clothing	1,000	1,500
Grounds Maintenance	14,000	15,000
East Court Play Area	4,000	4,000
Legal Expenses	0	0
Licences & Advertisements	3,000	3,300
Miscellaneous	1,800	1,800
Support Service Allocation-In	85,962	96,006
Total East Court Estate Exps	588,982	639,293
East Court Income	75,000	80,000
Meridian Hall Income	80,000	75,000
St Barnabas	18,000	20,000
Old Court House Income	53,000	53,000
Total Income	226,000	228,000
Net Expenditure	362,982	411,293
<u>Community Support</u>		
Salaries and Wages	10,736	11,427
Emps. NI & Superann.	3,229	3,338
Christmas Lights	24,000	25,000
EG Twinning Grant	500	500
High Street Traders Events	250	250
CAB Grant	1,500	1,500
Age UK	1,000	1,000
EG Christmas Promotions	600	600
MiSVA	2,800	2,800
Community Grants-Other	3,000	5,000
Defibrillators Batteries Fund	500	500
EG in Bloom	500	0
Youth Sports Grants	3,500	3,500

Youth Support	1,000	3,340
Town Events	825	3,000
Employment Support Initiatives	400	400
Speedwatch Equipment	500	500
Dementia Friendly East Grinstead	250	250
Campaign Initiatives	1,000	1,000
Summer programme	10,000	13,000
ATC Grant	200	200
EG Museum Grant	3,500	3,500
Armed Forces Day	550	550
Remembrance Day	1,000	600
Disability Access	500	500
Bluebell Heritage Project	1,000	0
EG Bonfire Society	900	900
Support Service Allocation-In	12,602	14,695
Total Community Support Exps	86,342	97,850
Community support income(grants pitch and sponsorship)	18,000	18,000
net expenditure	68,342	79,850
<u>Planning</u>		
Salaries and Wages	16,230	17,351
Emps. NI & Superann.	4,917	5,105
Planning Consultancy	3,000	3,000
Neighbourhood Plan	0	5,000
Support Service Allocation-In	4,127	5,382
Total Planning Exps	28,274	35,838
<u>Economic Development & Tourism</u>		
Salaries and Wages	68,743	75,555
Emps. NI & Superann.	18,920	20,418
Telephone / Subscriptions	360	360
Economic Development Init.	1,800	1,800
Tourism Initiatives	3,000	5,000
Business Support Grant	0	0
Business Support Initiatives	400	400
Mid Sussex Marathon	500	1000
Sustainability & Enhancement	5,000	20,000
Support Service Allocation-In	16,871	22,007
Total Economic Dev & Tourism Exps	115,594	146,540
Tourism Sales	1,000	1,500
MSDC Initiative Grants - Tourism	13,635	13,635
Total Income	14,635	15,135
Net Expenditure	100,959	131,405
<u>Cemetery Services</u>		
Salaries and Wages	47,516	51,956
Emps. NI & Superann.	13,421	14,364
Electricity	650	1,000
Water and Sewerage	560	560

Waste Collection	2,850	2,850
Equipment Purchases	3,000	3,000
General Repairs & Maint.	8,000	8,000
Grounds Maintenance	3,500	3,700
Planting-Roundabouts/Baskets	500	800
Vehicle Tax/Insurance/Maint.	0	0
Fuel-Mowers/Tractors/Digger	1,320	1,440
Miscellaneous	5,400	6,000
Support Service Allocation-In	14,818	16,553
Total Cemetery Services Exps	101,535	110,223
Mount Noddy Lodge Rent	10,200	10,500
Cemetery Fees & Charges	43,000	43,000
Total Income	53,200	53,500
Net Expenditure	48,335	56,723
<u>Civic Pride</u>		
Salaries and Wages	82,541	91,596
Emps. NI & Superann.	22,845	24,922
Telephone	360	360
Equipment Purchases	2,500	2,500
Planting-Roundabouts/Baskets	0	0
Vehicle Tax/Insurance/Maint.	11,200	9,500
Town Clocks	500	600
War Memorials	5,000	800
Public Seats	1,500	1,500
Litter & Dog Bins	2,000	3,000
Bus Shelters	200	200
Notice & Information Boards	200	200
Turners Hill Rec Ground	1,000	1,000
Street Lighting	17,000	22,500
CCTV Maintenance	4,500	5,000
Graffiti Removal	500	250
Winter Maintenance	3,000	3,000
Public Works	30,000	30,000
Street Scene Planting	16,000	18,000
High St Fountain maintenance		1,000
Public Toilets	11,460	15,000
Miscellaneous	250	250
Support Service Allocation-In	36,324	40,852
Total Civic Pride Exps	248,880	272,030
Allotment Rents	1,324	1,370
Market income	2,250	3,250
Traders Hanging Baskets	3,500	2,500
Sponsorship (planters gateways etc)	6,500	6,500
Flowerbed sponsorship	3,000	4,000
MSDC Initiative Grants / Civic Pride (street signs / graffiti and landscaping)	10,000	3,500
WSCC Grant - Roundabouts	1,700	1,700

Miscellaneous Income	650	650
Total Income	28,924	23,470
Net Expenditure	219,956	248,560
<u>Charities</u>		
Chequer Mead Grant	70,000	70,000
Total Chequer Mead Exps	70,000	70,000
<u>Central Admin & Support</u>		
Salaries and Wages	84,211	90,851
Emps. NI & Superann.	24,589	25,850
Staff Training	4,057	7,000
Travelling	1,500	1,600
Telephones & Broadband	6,450	9,000
Insurance	34,000	34,800
Printing and Stationery	5,000	4,800
Books and Journals	180	180
Postage	250	250
Subs to Local Authority Assns.	5,000	5,300
Subscriptions	1,500	1,750
Equipment Purchases	2,000	2,000
HR & DP Consultancy	6,300	6,500
Civic News	4,800	6,100
Promotions & Advertisements	800	800
Press & Public Relations	0	0
Webmmaster / Site Costs	1,800	3,000
IT Hardware/Software	15,000	25,000
Miscellaneous	2,500	2,500
Support Service Allocation-In	-199,937	-227,281
Total Central Admin & Support Exps	0	0
<u>Capital Fund</u>		
Capital Project One - Cemetery Fund	10,000	15,000
	0	0
Capital Project Four - Public WC Fund	3,000	3,000
EC Play Area	7,000	0
Vehicle replacement	0	0
	0	0
Total Capital Projects Exps	20,000	18,000
TOTAL EXPENDITURE	1,459,903	1,601,433
TOTAL INCOME	356,009	364,355
NET EXPENDITURE	1,103,894	1,237,078
PROPOSED PRECEPT TO BALANCE	1,103,894	1,237,078
BALANCE OF FUNDING	0	0