

**EAST GRINSTEAD TOWN COUNCIL**  
**Budget Book 2018/2019 and Annual Report**

***These papers were considered at the following meetings and then agreed by the Council on 5<sup>th</sup> February 2018:***

Public Services	18.01.18
Amenities and Tourism	18.01.18
Finance and General Purposes	18.01.18
Planning	22.01.18
Council (Precept Meeting)	05.02.18

## **Foreword by the Chairman of the Council, Town Mayor Cllr Julie Mockford**

As Town Mayor I hold the role of Chairman of the Council for my year in office 2017 – 2018. I work with my fellow Councillors, the Chairmen of the standing committees and the Leader, to take responsibility for the administration of the Council.

We are blessed in East Grinstead with a wonderful heritage and historic buildings - our own town Hall at East Court, a grade two listed building, is widely admired, as are our floral contributions in our historic High Street, a tourist destination in its own right.

The Council officers spend many hours in the preparation of these award winning flower beds, ably assisted by our town promotion team who organise the much loved East Court Live summer events and the promotion of local beers, wines and produce at the FEast Grinstead event held here at East Court.

The Council continues to maintain many public facilities - toilets, cemeteries and the Christmas lights which have had further additions this year and are proving to be very popular with our residents and visitors.

As Town councillors we are extremely grateful to all those members of our community who give so freely of their own time to help others. We have a wealth of volunteer groups who serve our community in many ways, and in turn, we, as a Council, are pleased to be able to offer these groups assistance via Community grants.

As part of my mayoral year, I am supporting the Queen Victoria Hospital, Chequer Mead and the Myfanwy Townsend Melanoma Research Fund, I am proud to support these three local charities.

Next year will see the centenary commemorations for the end of the First World War. Extra funds have been identified for the Armed Forces Day event and also Remembrance Sunday.

The Town Council continues to work hard and achieves a great deal year on year, the following papers outline the Council's proposed budget for 2018/19 that supports the continuing work of the Town Council to ensure that quality services are provided and delivered in East Grinstead.

It has been a busy year for the Town Council and we while we have achieved a great deal, further challenges have emerged to be tackled. The following papers outline the Council's proposed budget for 2018 – 19 that supports the continuing work of this Town Council to ensure that quality services are provided and delivered in East Grinstead.

Cllr Julie Mockford  
East Grinstead Town Mayor 2017/18



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

2017 was a difficult year to deliver objectives which relied on other organisations. As Mid Sussex District Council and neighbouring district of Tandridge District Council have still to implement their district plans, therefore the continued significant number of speculative planning applications in and around the Parish have taken time and resources to research, evaluate and in some instances challenge. Following the successful Wealden challenge to the Lewes District Plan in March 2017, which influences the outcome of these District Plans, further advice is awaited as to the rulings and interpretation of the mitigation of proposed development applications on Ashdown Forest. Whilst East Grinstead Parish lies near the Ashdown Forest and within the 7km zone of influence the Parish remains affected by these delays which also impact a number of delayed Mid Sussex District Council Planning Appeal decisions including, within the Parish, the Hill Place Farm appeal.

However, hopefully with the Mid Sussex District Plan moving through the final stages of its approval during early 2018 and advice for the requirement of an in combination Habitats Assessment by Mid Sussex with other plans (e.g. Wealden District Plan) or projects (such as the delayed Mid Sussex Planning Appeals) to be shortly received by the Government from Natural England, the picture will become much clearer enabling a decision to be made by the Secretary of State on the Hill Place Farm appeal.

West Sussex County Council continue to seek savings on their cost centres and 2018 will see the removal of much of the delegated highways partnership as WSCC simply remove the service or roll it back in to the overarching highways contract to begin in July of 2018. Officers have continued to negotiate and some elements of the contracts have been held over for a further year (Roundabout sponsorship, fly posting and graffiti removal). This gradual loss of funding, along with the retirement of the previous cemetery foreman allowed the team to be restructured to fully take on the maintenance work of the Town Councils cemetery, filling the financial cost will have an impact on the precept but will be spread over two years and allow the officers to re-evaluate the changes in twelve months for the 2019 budget.

The services of the Town Council have continued to be delivered to a high standard, with officers delivering a fine schedule of free entertainment in East Court Live, FEast Grinstead and contributing to other events in time or finances such as the Big Reveal and the Christmas Fair. In this background, since 2015 the Town Council has continued its focus on maintaining and improving facilities and services offered to the public. The High Street Flower Beds and Town Centre hanging baskets; the extension and enhancement of the Christmas Lights on London Road, Railway Approach and the High Street; assuming responsibility for the Kings Street Public Toilets; renewal of play equipment at the Town's various play areas; East Court Estate buildings maintenance and refurbishment including the recent Meridian Hall Pyramid roof refurbishment are just a few examples.

The Town Council also remains committed to supporting the many charities and community organisations that play a very important and vibrant role in making East Grinstead the great place it is to live. Accordingly, the Support of community services and organisations through our grant schemes ensures that many vital services remain present and delivering support when residents in East Grinstead need them. Additionally we support community organisations with revenue costs, in a time when grants for running costs can be hard to find. We recognise that core costs need to be assisted some times, and finally our youth sports

grants continue to provide new sports and keep activities available to youngsters in the parish.

The Council proposes to continue to support the Chequer Mead Arts and Community Trust with a £74,000 grant, which is paid in net to the Charity as £60,000. £14,000 is reduced from the grant as the Council provide accounting and payroll services to the Trust via an SLA. The £14,000 pays for this service.

2018 will see further investment in the East Court Estate to keep our community buildings open and available for hire. We are also going to invest in the cemeteries and drive, finding new ways of utilising space and keeping the town council facilities in great shape.

We have seen the Council at the forefront of improving communication with the health services in the town, from patient practitioner groups to the Clinical Commissioning Group and NHS England. Raising the profile of the needs in the town and helping the services to reengineer their format to be responsive in a changing society. New models which should see all residents able to access GP and other services when needed.

We have said sad goodbye's to some valued staff members due to retirements or moving on and welcome new ones bringing new ideas and skills. One new area to be introduced is compliance with the new General Data Protection Regulations with new requirements for Town Councils.

In order to achieve all of this, which is presented in much greater detail in the following pages, a precept increase of 4.8 % is proposed. This will equate to an increase of £3.68 for the year, for a Band D dwelling, taking the annual charge to £80.36. When broken down this is cost per day of 22 pence, which we believe is excellent value for the breadth of services and quality provided by the Town Council.

## KEY OBJECTIVES 2018 /2019

### **Subject: EGTC - Key Objectives 2018 / 2019**

#### **Planning**

- Drive a cross boundary working group to identify and bring forward the infrastructure requirements of the town.
- Continue the work with Imberhorne School and WSCC to facilitate the delivery of a unified school campus all in accordance with the Neighbourhood Plan site specific policy 3 (SS3).
- Continue to provide a top quality professional responsive efficient and publicly accountable planning committee scrutiny service to all planning applications and related matters, and promote and encourage full engagement with general public, residents associations and third party stakeholders.

#### **Public Services**

- Continued close liaison, communications and representations to MSDC, WSCC, Sussex Police, Clinical Commissioning Group, QVH and GP surgeries, local schools, on

service delivery issues within the town to ensure the promotion of East Grinstead's interests.

- Day to day support to initiatives from community organisations, Charities, schools and sports clubs to encourage and facilitate and expanded range of civic activity offer and community liaison via the dedicated officer.

### **Amenities & Tourism**

- continue with the popular free at entry summer events programme and other year round seasonal events.
- Maintain and support the investment programme to the Town Council portfolio, including East Court, Meridian Hall and the Old Court House.
- continue the initiative to re-landscape Queens Road Cemetery and Mount Noddy Cemetery
- Support the initiative to landscape and develop a cycle and pedestrian route in St Margaret's Loop

### **Finance & General Purposes Committee**

- Review the adopted Neighbourhood Plan against the expected finalised MSDC District Plan. Actively pursue policy SS 3 to ensure delivery.
- Continued prudent positive financial management to the Town Council budget.
- Promote the availability of grant applications to all community groups to provide and maintain wellbeing of residents in the town.
- Seek to enhance the full range of services that the Town Council currently provide including working with Haywards Heath and Burgess Hill Town Council's to liaise directly with MSDC and WSCC on any redistribution of services diversification.
- Continued promotion and support to Town businesses, retailers and other investors, landowners and stakeholders.

Dick Sweatman  
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 2018/2019 budget includes the following:

- An increase in precept of 4.8%.
- A 2% cost of living rise for employees for 18/19.
- The improving performance of investments.
- Partial withdrawal of agency agreements with principal authorities.
- Provision to review and implement the Neighbourhood Plan.

- Increase of the Councillor allowance and Town Mayors Expenses allowance
- Continued support for community groups and organisations
- Capital projects for Queens Road Cemetery, East Court Estate, Public Toilets

The Town Council continues to take a prudent approach to finance and examines each line of expenditure in the budget 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 Town Council should, at 31st March 2018, have approximately £440,000 in revenue balances and no debts. This is similar to the previous year's balance which is due to a forecasted balanced budget in 2017/18.

The format for this year's budget papers is similar to previously. Officers have not completed a revised outturn exercise, 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 end-December coupled with commitments to the year-end suggests outturn within the net figure £857,000 agreed this time last year. The layout used continues to reflect the original requirements of the CIPFA Accounting Guidance for Best Value local authorities albeit we are no longer subject to that regime and the requirements of both the Transparency Act and 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 based on either a time or cost of time formula.

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

- \* Draft Revenue Estimates 2018/2019 Explanatory Notes and Schedules;
- \* A medium term financial strategy through till 2020/2021
- \* Contribution to Capital Fund 2018/2019;
- \* Precept Information 2018/2019
- \* Appendix A Draft Revenue Estimates Summary Schedule 2018/2019.

## **2. Draft Revenue Estimates 2018/2019**

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 net cost centre spending identified for 2018/2019 financial year is £909,300.

Mid Sussex District Council have advised an increase in the taxbase of 1.28% growth. The total budget requirement is £52,720 higher than 2017/18. Levels of reserves are anticipated to be at £440,000 on 31<sup>st</sup> March 2018 which remain healthy and in line with Government suggested levels.

The precept is proposed as an overall rise in precept at a Band D equivalent to 4.8%. The net budget requirement of £909,300 is to be met in full through precept.

#### Democratic Representation and Management (100)

This cost centre has a small increase mainly due to the increase in Councillors and the Town Mayors Expenses allowance.

#### Corporate Management (200)

The preparation for the GDPR in May 2018 brings new requirements to the Council, a budget has been identified to assist the implementation of these requirements and a post has been re-designated to include compliance for matters such as this. It is hoped that Mid Sussex District Council will agree to take on the statutory responsible post and thereafter advise the officers of changes to law and practice for implementation. However the costs of this are shown in this budget.

#### East Court Estate (300)

There are small changes reflected due to the movement of the cemetery maintenance staffing costs joining the outside services team. As officers leave or retire we take the opportunity to reconsider the roles. The significant increase is an addition to the budget of £14,000 to allow the replacement/ upgrade of equipment in the East Court Playpark. Although Section 106 will be applied for.

#### Community Support (400)

There is very little movement in this cost centre.

#### Planning (500)

The Neighbourhood planning budget has a decrease while still allowing for provision to deliver policies in the plan and a potential review of the plan following the adoption of the Mid Sussex Plan, expected in early 2018.

#### Economic Development and Tourism Services (600)

There is very little movement in this cost centre, the increases on employee costs follows the reconsideration of the Town Promotion Managers Salary in 2017 in recognition of greater responsibility.

#### Cemetery Services (700)

There is some movement in this cost centre, the rent at the Cemetery lodge has been increased but there is a large programme of work to be undertaken on the lodge to ensure the building remains sound. The allocation of work time from the outside services team to address needs in the cemetery has shown a rise overall in the salaries associated with the Cemetery work.

#### Civic Pride (999)

There is significant reduction in salaries and income following the removal of the WSCC highways contract from July; however this has been countered by the reduced income for the service. There appears to be a large increase in the planters/ baskets and roundabout planting(c/c4080) although in truth the increase is small as the bulk is a reallocation of funds from c/c4184 to c/c4080 of £4000. CCTV maintenance has increased to allow for the new contract to start during 2018, recognising the increased cameras and the movement of one camera for the new scheme.

#### Charities (1000)

The grant to Chequer Mead is recommended to remain at £60,000. Chequer Mead is owned by the Council and leased to the Charity on a full maintaining lease as the arts and community centre. Grant funding from principal councils is not generally forthcoming for arts and the East Grinstead Town Council supports the charity with this significant unrestricted revenue grant. The report from the charity showed progress on sustainability however the

need of the Councils support remains evident for 2018/19.

#### Central Administration and Support (1100)

This budget code allocates the central charges that are allocated by formula to the other cost codes. Whilst the formula could be altered to allocate it differently the overall figure (mostly staff costs) will not change.

Insofar as Committee and Executive accountabilities for the 2018/2019 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	Town Promotions Manager
Cemetery Services (700)	Amenities & Tourism	Head of F&SS
Civic Pride (999)	Amenities & Tourism	Estates Manager
Charities (1000)	Charities	Town Clerk
Central Administration & Support	F&GP	Head of F&SS

### **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 commercial income generating opportunities, particularly on the East Court Estate (300) and Civic Pride (999), whilst driving down costs through effective procurement strategies. The loss of the majority of the Highways contract in 2018 has resulted in an overall dip in income for this projected year. The Council are considering the options for the acquisition of community property within the town to enhance and provide community facilities, the council has good reserves, however property purchase will probably necessitate public works loan board exploration. Due to this being undetermined at this time and the amounts and dates unknown, as to any cost which may arise as a result of any borrowing taken out in 2018, no additional provision has been made for 2018/19 financial cost centres and permission would be sought at the time, to fund repayments in the 2018/19 year from reserves. All cases will be subject to business case scrutiny for any acquisition to result in income generation to the Council whilst supporting community facilities.

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 Parish element of the Council Tax for the 2018/2019 financial year allows for capital spend on buildings and keeps its share of Council tax at a real term pace ensuring that important services are maintained or

supplemented where removed by other tiers.

3. In considering charges Members need to be aware of their price sensitivity and 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 2018/19 have already been set by the appropriate committee and have determined no change.

4. Bank of England current financial forecast predicts inflation rates are likely to peak at 4.10% in 2017 but will drop in 2018 to 3.00% and are expected to remain at this level over the next three years. Brexit has had a major impact on this year inflation rise with continued upward pressure from food, energy and the price of imported goods and services due to the weaker Pound against both the Euro and US Dollar. The Brexit impact will level out in 2018 and will have minimal impact in 2019 and beyond. Our cost structure allows us to minimally absorb this upwards pressure and therefore future precept increases are virtually guaranteed. Despite the inflation pressure UK interest rates have remained low in 2017 at 0.50%. The forecast is to increase interest rates in 2018 to 0.75% and further increases to 1.25% by 2020. This forecasted rate increase will have minimal impact as we currently have zero borrowings; healthy reserves and banks may start to improve saving rates which may offset forecasted cost increases.

5. House building activity despite the continuance of successful planning applications has remained low in 2017/18 with a resultant small increase in the council tax base of 1.28% for 2017/18. While the Neighbourhood Plan has now been “made” the District plan is not yet approved and housing numbers are being pressurised. Mid Sussex are in the process of identifying sufficient sites for build in the District through their emerging SHELAA, to meet their targets. Expectation that East Grinstead may have to deliver more numbers than allocated in the Neighbourhood Plan remains the biggest unknown for the Council. The figures included in the Draft District Plan suggest a significant uplift from the agreed EGNP figures and the fact that some strategic sites (most notably in Hassocks Parish) have yet to be tested and agreed, could yet affect these figures further. It is very much hoped that the District plan will be finalised before the start of 2018/19 financial year and that the District will have legally demonstrated and had acknowledged their 5 year land supply and the following work will ensure that as fluctuations occur, the fluidity is maintained to stop speculative building now and in the future.

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. The partnership agreement with the County Council concerning roundabouts post 2018 is currently under negotiation with expectation that these may be lost, as WSCC move to a County wide procurement model. The Highways contracts end in June and the work and workforce will be re-evaluated post these changes to determine the work available. The summer casual post in 2018/19 will not be recruited as a direct result of the loss of the contract, although the permanent posts are believed to be fully utilised due to taking on the Mount Noddy cemetery work.

7. With no debts or borrowings, a likely revenue balance at 31st March 2018 of about £440,000 (a figure falling midway within the Council’s general revenue reserves policy), no shortfall in the capital fund, and fixed assets with a value of about £4 million, the Council is in a healthy financial position. However the Council should not be complacent as economic recovery and changes to central government policies could impact adversely on income levels, more so than currently predicted and put greater pressures on the voluntary sector, many of which this Council directly supports. The Council expects to review the position on borrowing as the position of the public buildings outside of the Councils ownership on East Court and East Grinstead as a whole are considered.

#### **4 Contribution to Capital Fund**

The forecasted balance in the Capital Fund Account at 31 March 2018 is £128,000. This is committed, as follows £11,000 for Youth Facilities, £9,400 for St Swithun's church wall, £23,000 for the salt depot, £12,000 Public Toilets, £10,000 CCTV Upgrade, £10,000 East Court Car Park / Driveway, £20,000 East Court Chamber, £30,000 East Court Toilets upgrade and £2,600 General Contingency.

Total Capital project costs in the Budget have increased by £5,000 to £79,000 in the 2018/19 budget; additions to the capital reserve have been funded through identification of projects and reserving funds from the 2017/8 budget. The Council is prudent to invest in its buildings and assets to ensure that the facilities remain available and attractive for public use. There have been plans brought forward to enhance and secure the public facilities at East Court, in addition the new CCTV contract capital costs have been advised and needed supplemental funding of £5000. The growth in use and investment in the East Grinstead Ashplats SANG has resulted in the need to invest on the East Grinstead Town Council land to assist in the understanding of the extent of the SANG and the East Grinstead Memorial Estate property, as separate to the East Grinstead Town Council owned land.

New Capital projects/budget for 2018/19 are analysed below:

£

ECM CCTV	15,000
ECM Terrace Wall	12,000
Cemetery Fund	10,000
IT Server	10,000
Meridian Hall Gates	9,000
MSDC CCTV Capital Costs	5,000
Council Chamber	5,000
ECM Public Toilets	5,000
King Street Public Toilets Fund Contribution	4,000
Provision of new flower beds	4,000
<b>Total Capita Project Budget 2018/19</b>	<b>79,000</b>

#### **ECM CCTV**

The Amenities and Tourism Committee felt that in response to continued ASB on the estate the CCTV on the mansion house would be appropriate. The budget was not available in 2017/18 and therefore provision was needed for 2018/19 to complete this project.

#### **ECM Terrace Wall**

The Terrace Wall has had some emergency work undertaken in 2017/18, however further work to ensure that this old wall remains structurally sound is necessary. Visitors to East Court sit on the walls, jump off the walls and on occasion have been seen to use them as exercise equipment. During the year they can take a fair amount of punishment, as we are in a conservation area the walls must be maintained.

#### **Expansion of Cemetery**

The cemetery fund continues to grow to allow the council to make a decision on purchase of additional space, or alternative options. A re landscaping of Queens Road is being considered alongside a lottery grant bid and there is potential to expand space at Mount Noddy. All of these will be forwarded in 2018 allowing the Council to ensure appropriate provision for future.

#### IT Server

Our IT Company has advised that a server upgrade is required to ensure that we are up to date, secure and working on a reliable system. This is planned upgrade works.

#### Meridian Hall Gates

The Amenities and Tourism committee have approved the replacement of the bricked up entrance to include a gate to form a front entrance/ exit to the piazza. This entrance will be DDA compliant and act as an emergency exit as necessary for the venue.

#### CCTV Capital costs

This is the balance of capital necessary to allow the new MSDC/Police contract. East Grinstead has the largest number of cameras in the district, however we also wished to relocate two, this cost is significant and an additional amount to the original 5k is necessary to meet the cost. This has been agreed through the Committee process.

#### Council Chamber

To allow the works to be finished to replace the furniture which was agreed in 2017 but not finalised. The aim being to create a more flexible and adaptable room which can be hired out on a more frequent basis raising additional income for the council.

#### East Court Public Toilets

The outside toilet block needs attention, last refurbished in the 1980's these are out of step with current disability needs and generally in need of an overhaul. With the MSDC SANG established at East Court encouraging more people to use the playing fields and woods and with the success of the East Court Live events the toilets are now in need of refurbishment. The amount is to top up the provision made in the budget last year following receipt of estimates. S106 funding is being sought which may reduce the need on council funds.

#### Kings St Public Toilets

The budget seeks to put away a small amount each year to provide a capital fund for when the time comes that the building (built in 2011) requires works. A modest amount is allocated (£4k) to build the fund to replace the interior fixtures or external structures when the time comes.

#### New Flower Beds

As part of the work to show the difference between the open everyday use of the East Court Sang and the more sedate setting of the EGTC terraces adjoining the mansion and to protect the terrace wall ongoing, the intention is to create two new flower beds on the lower terrace to transform it more in to a garden and place of serenity (rather than a level games playing field).

## **5 Grants**

The Town Council Budget includes grants to various organisations including Chequer Mead, Age UK, East Grinstead in Bloom, Town Twinning, CAB, ACT, EG Shopping promotions, EG Museum. 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 to objectives of the organisation. The Community Grants and Youth Sport Grants are awarded based on the criteria and via application. Other Grants are given for specific matters such as CVS room hire, Armed Forces Day hire of Meridian Hall.

## **6 Precept 2018/2019**

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 2018 and 50% by 1st October 2018.

The Leader of the Council has advised that Members will be seeking a 4.8% Parish Council Tax increase for 2018/2019. The tax base for 2018/2019 for East Grinstead civil parish has been calculated by Mid Sussex District Council as 11,314.9 (compared with 11,171.5 in 2017/2018), which is a taxbase increase of 1.28%.

The budget can be achieved with a precept of £909,300. On this basis the annual band D taxpayer's element of their Parish Council Tax, would be £80.36; a 4.8% increase totalling £3.68 extra to the annual amount paid in 2017/2018. The increase would equate to 7.0 pence, per week, for a band D home. The total weekly charge will rise from £1.47 to £1.54 for a band D home.

## **7 REVENUE BUDGET 2017/2018 - SUMMARY/RECONCILIATION SCHEDULE**

	£
Actual Balance in Hand 1.4.17	440,000
+ Probable Income 2017/2018 (incl precept)	1,153,000
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	1,593,000
Less probable Payments 2017/2018	1,153,000
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Probable Balance at 31.3.2018	440,000
	=====
Estimated Payments 2018/2019	1,206,100
Less Estimated Income 2018/2019	293,800
Estimated Net Expenditure 2018/2019	909,300
Less/plus any allocation from/to Reserves	0
<b>RECOMMENDED ACTUAL PRECEPT 2017/2018</b>	<b>909,300</b>
<b>Expressed as an annual Band D charge:</b>	<b>80.36</b>

## **8. CONCLUDING COMMENTS**

It is hoped these papers are understandable in taking the reader through the financial steps of the budget setting. The papers are prepared for the January budget setting meetings and the Precept set at the 5<sup>th</sup> February 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 2018 and will between them formulate the complete Annual Report for East Grinstead Town Council.

Town Clerk's Report Ends

## EAST GRINSTEAD TOWN COUNCIL Budget 2018/19 ( including 2017/18 budget and 2016/17 outturn for comparison purposes)

	Actual 2016/17	Budget 2017/18	Budget 2018/19
Budget Requirement	799,043	856,580	909,300
Reserves	0	0	0
Precept	799,043	856,580	909,300
Band D =	73.17	76.68	80.36
% Increase	3.4	4.8	4.8

### SUMMARY

	Actual 2016/17	Budget 2017/18	Budget 2018/19
Democratic Representation	85,947	89,171	91,235
Corporate Management	62,688	64,048	73,587
East Court Estate	198,689	205,447	226,071
Community Support	60,908	67,740	67,913
Planning	49,427	57,406	50,085
Economic Development & Tourism	35,568	40,482	43,312
Cemetery Services	29,171	28,393	39,965
Civic Pride	177,899	169,893	178,132
Charities	85,000	60,000	60,000
Capital Fund	10,000	74,000	79,000
<b>TOTAL</b>	<b>795,297</b>	<b>856,580</b>	<b>909,300</b>

#### Democratic Representation

Salaries and Wages	26,268	26,532	27,400
Emps. NI & Superann.	8,619	8,796	8,900
Members Training	500	1,000	1,000
Mayors Allowance	1,800	1,845	1,890
Civic and Ceremonial	1,743	1,500	1,600
Subs to Local Authority Assns.	3,390	3,600	4,000
Member Expenses	20,169	21,300	21,900
Election Costs	6,500	6,500	6,500
Support Service Allocation-In	16,958	18,098	18,045

#### **Total Domestic Representations Exps**

<b>85,947</b>	<b>89,171</b>	<b>91,235</b>
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#### Corporate Management

Salaries and Wages	35,896	36,552	37,240
Emps. NI & Superann.	11,587	11,892	12,160
Legal Expenses	0	600	1,000
HR & DP Consultancy	3,096	3,120	8,040
Internal Audit Fee	440	900	900
Financial Audit Fee	2,400	2,200	2,200
Treasury and Bank Charges	2,124	2,200	2,520
Support Service Allocation-In	17,524	18,704	18,647

#### **Total Corporate Management Exps**

<b>73,067</b>	<b>76,168</b>	<b>82,707</b>
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Bank/Investment Income	10,150	12,000	9,000
Miscellaneous Income	229	120	120

#### **Total Income**

<b>10,379</b>	<b>12,120</b>	<b>9,120</b>
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#### **Net Expenditure**

<b>62,688</b>	<b>64,048</b>	<b>73,587</b>
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#### East Court Estate

Salaries and Wages	140,533	149,196	154,830
Emps. NI & Superann.	40,976	45,072	46,320
Staff Training	1,025	1,200	1,600
Uniform Business Rate	25,023	26,000	20,000
Gas	9,517	7,600	7,900
Electricity	12,752	10,000	10,400
Water and Sewerage	3,925	5,400	5,400
Cleaning Materials	3,525	3,600	3,600
Waste Collection	3,730	4,200	4,500

## SUMMARY

	Actual 2016/17	Budget 2017/18	Budget 2018/19
Telephone	1,564	2,160	2,160
Equipment Purchases	3,377	4,800	5,000
Equipment Repairs & Maint.	0	200	700
Building Service Contracts	9,841	9,000	9,600
Buildings Repairs & Maint.	57,751	50,000	55,556
Protective Clothing	605	500	600
Grounds Maintenance	9,847	9,600	10,000
East Court Play Area	1,000	2,000	16,400
Legal Expenses	633	1,050	1,000
Promotions & Advertisements	3,474	2,500	2,500
Miscellaneous	1,208	1,200	1,200
Support Service Allocation-In	50,845	54,269	54,105
<b>Total East Court Estate Exps</b>	<b>381,151</b>	<b>389,547</b>	<b>413,371</b>
East Court Income	67,030	65,800	67,000
Meridian Hall Income	67,786	72,000	73,200
Old Court House Income	47,646	46,300	47,100
<b>Total Income</b>	<b>182,462</b>	<b>184,100</b>	<b>187,300</b>
<b>Net Expenditure</b>	<b>198,689</b>	<b>205,447</b>	<b>226,071</b>
<b><u>Community Support</u></b>			
Salaries and Wages	7,505	7,584	7,740
Emps. NI & Superann.	2,462	2,508	2,550
Christmas Lights Grant	15,500	15,500	15,500
EG Twinning Grant	1,400	1,400	1,400
High Street Traders Events	0	250	250
CAB Grant	3,700	3,500	3,500
Age UK	350	350	350
EG Christmas Promotions	600	600	600
HMSVA	3,200	3,200	3,200
Community Grants-Other	3,210	4,000	4,000
Defibrillators Batteries Fund	0	500	500
Youth Sports Grants	2,550	3,000	3,000
EG Youth Council	200	1,250	1,250
Youth Services Advisor	1,000	2,000	2,000
Town Events / WW1 Commemorative	124	1,800	1,800
Campaign Initiatives	820	820	820
Summer programme	7,000	7,000	7,000
ATC Grant	0	200	200
EG Museum Grant	3,200	3,500	3,500
Armed Forces Day	380	550	550
Support Service Allocation-In	7,707	8,228	8,203
<b>Total Community Support Exps</b>	<b>60,908</b>	<b>67,740</b>	<b>67,913</b>
<b><u>Planning</u></b>			
Salaries and Wages	13,193	13,476	13,710
Emps. NI & Superann.	4,290	4,416	4,530
Planning Consultancy	6,450	6,000	6,000
Planning Members Mileage Allowance	0	0	0
Neighbourhood Plan	20,000	27,651	20,000
Support Service Allocation-In	5,494	5,863	5,845
<b>Total Planning Exps</b>	<b>49,427</b>	<b>57,406</b>	<b>50,085</b>
<b><u>Economic Development &amp; Tourism</u></b>			
Salaries and Wages	27,517	28,872	31,488
Emps. NI & Superann.	7,704	8,124	9,012
Telephone / Subscriptions	600	400	800
Economic Development Init.	300	1,800	1,800
Tourism Initiatives	3,400	3,000	3,000
Business Support Grant	500	800	600
Business Support Initiatives	250	600	400
Support Service Allocation-In	10,160	10,846	10,812
<b>Total Economic Dev &amp; Tourism Exps</b>	<b>50,431</b>	<b>54,442</b>	<b>57,912</b>
Tourism Sales	1,908	960	1,000

## SUMMARY

	Actual 2016/17	Budget 2017/18	Budget 2018/19
MSDC Initiative Grants - Tourism	12,955	13,000	13,600
<b>Total Income</b>	<b>14,863</b>	<b>13,960</b>	<b>14,600</b>
<b>Net Expenditure</b>	<b>35,568</b>	<b>40,482</b>	<b>43,312</b>
<b>Cemetery Services</b>			
Salaries and Wages	32,504	33,252	37,560
Emps. NI & Superann.	9,680	9,936	11,470
Electricity	293	480	480
Water and Sewerage	214	120	180
Cleaning Materials	0	100	100
Waste Collection	1,085	1,600	1,200
Telephone	180	180	180
Equipment Purchases	1,369	1,800	1,800
Equipment Repairs & Maint.	2,167	1,800	1,800
Buildings Repairs & Maint.	1,735	1,930	6,930
Protective Clothing	80	100	100
Grounds Maintenance	2,459	1,800	4,000
Planting-Roundabouts/Baskets	35	600	600
Vehicle Tax/Insurance/Maint.	0	120	120
Fuel-Mowers/Tractors/Digger	1,147	1,200	1,320
Miscellaneous	1,112	1,200	1,200
Support Service Allocation-In	15,719	16,775	16,725
<b>Total Cemetery Services Exps</b>	<b>69,779</b>	<b>72,993</b>	<b>85,765</b>
Mount Noddy Lodge Rent	3,480	3,600	4,800
Cemetery Fees & Charges	37,128	41,000	41,000
Sale of Plaques	0	0	0
<b>Total Income</b>	<b>40,608</b>	<b>44,600</b>	<b>45,800</b>
<b>Net Expenditure</b>	<b>29,171</b>	<b>28,393</b>	<b>39,965</b>
<b>Civic Pride</b>			
Salaries and Wages	83,269	72,408	69,060
Emps. NI & Superann.	25,060	21,564	20,420
Staff Training	2,457	2,600	2,600
Telephone	883	900	900
Equipment Purchases	384	1,000	1,000
Equipment Repairs & Maint.	485	1,000	1,000
Protective Clothing	474	600	600
Planting-Roundabouts/Baskets	2,736	3,000	8,500
Vehicle Tax/Insurance/Maint.	7,357	7,000	7,600
EG in Bloom	1,500	1,500	1,500
Town Clocks	1,035	1,000	1,000
War Memorials	0	250	250
Public Seats	408	900	900
Litter & Dog Bins	1,013	1,500	1,500
Salt/Grit Bins	350	500	500
Bus Shelters	100	200	200
Notice Boards	400	500	500
Turners Hill Rec Ground	300	400	400
Street Lighting	10,560	10,800	10,800
CCTV Maintenance	5,266	9,240	5,000
Graffiti Removal	1,000	1,000	1,000
Public Works	19,027	15,000	15,000
Street Scene Planting	14,757	17,000	13,000
Public Toilets	14,578	14,000	14,000
Miscellaneous	239	360	360
Support Service Allocation-In	24,943	26,621	26,542
<b>Total Civic Pride Exps</b>	<b>218,581</b>	<b>210,843</b>	<b>204,132</b>
Allotment Rents	765	800	800
Market income	701	1,200	1,200
Traders Hanging Baskets	2,952	2,900	3,000
Roundabout Sponsorship	4,043	3,900	4,000
Flowerbed sponsorship	1,273	1,200	1,200
MSDC Initiative Grants / Civic Pride	11,190	11,190	11,800

**SUMMARY**

	Actual 2016/17	Budget 2017/18	Budget 2018/19
WSSC Grant - Graffiti/ Other	19,758	19,760	4,000
<b>Total Income</b>	<b>40,682</b>	<b>40,950</b>	<b>26,000</b>
<b>Net Expenditure</b>	<b>177,899</b>	<b>169,893</b>	<b>178,132</b>
<b>Charities</b>			
Chequer Mead Grant	85,000	74,000	74,000
<b>Total Chequer Mead Exps</b>	<b>85,000</b>	<b>74,000</b>	<b>74,000</b>
Accountancy Services provided	0	14,000	14,000
<b>Total Income</b>	<b>0</b>	<b>14,000</b>	<b>14,000</b>
<b>Net Expenditure</b>	<b>85,000</b>	<b>60,000</b>	<b>60,000</b>
<b>Central Admin &amp; Support</b>			
Salaries and Wages	71,870	75,240	74,124
Emps. NI & Superann.	21,585	22,644	22,080
Staff Training	2,753	6,000	6,000
Travelling	2,088	2,400	2,400
Telephone	3,063	3,600	3,600
Insurance	12,272	13,200	13,200
Printing and Stationery	6,098	6,000	6,000
Books and Journals	242	200	200
Postage	1,053	900	900
Subscriptions	679	720	720
Equipment Purchases	2,127	1,600	1,600
Equipment Repairs & Maint.	557	1,200	1,200
MSDC Concessionary Fares	0	0	0
Legal Expenses	825	1,000	1,000
Civic News	4,922	7,500	7,500
Promotions & Advertisements	450	1,200	1,200
Press & Public Relations	1,350	1,800	1,800
Webmaster / Site Costs	1,638	1,800	1,800
IT Hardware/Software	12,427	10,000	11,200
Miscellaneous	3,351	2,400	2,400
Support Service Allocation-In	-149,350	-159,404	-158,924
<b>Total Central Admin &amp; Support Exps</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Fund</b>			
Capital Project One - Cemetery Fund	0	10,000	10,000
Capital Project Two - ECM CCTV	0	0	15,000
Capital Project Three - Server / Workstn	0	0	10,000
Capital Project Four - Public WC Fund	10,000	0	4,000
Capital Project Five - MSDC CCTV	0	0	5,000
ECM Terrace Wall	0	0	12,000
ECM & Public Toilets	0	34,000	5,000
New Flower Beds	0	0	4,000
MH Gates x 2	0	0	9,000
Council Chamber	0	0	5,000
MH Glass Roof Replacement	0	30,000	0
<b>Total Capital Projects Exps</b>	<b>10,000</b>	<b>74,000</b>	<b>79,000</b>
<b>TOTAL EXPENDITURE</b>	<b>1,084,291</b>	<b>1,166,310</b>	<b>1,206,120</b>
<b>TOTAL INCOME</b>	<b>288,994</b>	<b>309,730</b>	<b>296,820</b>
<b>NET EXPENDITURE</b>	<b>795,297</b>	<b>856,580</b>	<b>909,300</b>
<b>PROPOSED PRECEPT TO BALANCE</b>	<b>799,043</b>	<b>856,580</b>	<b>909,300</b>
<b>BALANCE OF FUNDING</b>	<b>3,746</b>	<b>0</b>	<b>0</b>