

FINANCE COMMITTEE

You are hereby summoned to attend the meeting of Haverhill Town Council Finance Committee to be held in The Studio, Town Hall, High Street, Haverhill, on Tuesday 20th November 2007 commencing at 7.00 p.m., for the purpose of transacting the following business



HAVERHILL
TOWN COUNCIL

CONSTITUTION: **Chair:** **T Trebble**
 Town Councillors: **L Ager, M Byrne, A Gower,**
 P Hanlon, G Price, and
 K Richardson,

AGENDA

1. **Apologies for Absence**

Please give any apologies to the office by 5.00 p.m. on the day of the meeting.

2. **Declaration of Interest**

For Members to declare interests in matters on the agenda.

3. **Minutes of Previous Meeting**

To approve the Minutes of Meeting held 25th September 2007.

4. **Current Financial Position**

To note the financial position as at the end of October (attached)

5. **Draft Committee Budget 2008/2009**

To agree the draft Committee budget (attached)

6. **Closure**

Signed

Town Clerk

13th November 2007

HAVERHILL ARTS CENTRE HIGH STREET HAVERHILL SUFFOLK CB9 8AR

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Draft Committee Budget 2008/2009

The major changes to the Committee budget proposed for 2008/2009 are as follows:-

Members Training

It is proposed to reduce this sum to £2,000. Most Members received the New Councillor training, and currently the only identified needs are training for Committee Chairs and New Councillor Training for those Councillors due to be elected.

Members Other Costs

It is proposed to increase this sum to £600 to allow for the production and purchase of Past Mayor's badges.

Electoral Expenses

It is proposed that the balance in this account at the end of 2007/2008 be rolled forward as an earmarked reserve and that in 2008/2009 a further £8,000 (estimated to be the costs of the two current elections) be placed in this budget head.

Clothing/Safety Equipment

It is proposed that this budget be increased to provide for renewal and possible upgrading of the present Arts Centre uniform.

Travel/Subsistence

It is proposed this sum be increased to £2,350 to cover the travel expenses incurred in representing the Town Council at meetings outside Haverhill.

Telephone

It is proposed that following the end of the lease period and transfer of title, the telephone budget be reduced to £4,000.

Insurance

The proposal is to reduce the budget for insurance to £7,000.

Audit Fees

2008/2009 will probably see the Town Council's projected income budget exceed £1 million, which is the threshold for the production of more detailed accounts, and a higher audit charge. Consequently the proposal is to increase the budget to £6,000.

	Actual Last Year 2006/7	Actual Year To Date to 31 Oct 07	Current Annual Bud 2007/8	Proposed Annual Bud 2008/9
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Town Council

102	<u>Democratic Representation</u>				
4300	Members Travel/Subsist.	£327	£146	£300	£350
4301	Members Training	£439	£925	£3,000	£2,000
4302	Members Other Costs	£13	£13	£300	£600
4310	Mayoral Allowance	£775	£850	£850	£1,155
4311	Civic Expenses	£3,213	£239	£3,370	£3,500
4400	Electoral Costs	£0	£0	£11,000	£8,000
	Democratic Representation:-Expenditure	£4,767	£2,173	£18,820	£15,605
	Net Expenditure over Income	£4,767	£2,173	£18,820	£15,605
105	<u>Central Administration</u>				
4000	Salaries	£98,010	£60,459	£106,888	£111,150
4001	Employer National Insurance	£6,912	£4,210	£8,317	£7,780
4002	Employer Pension	£13,798	£8,766	£16,886	£17,910
4006	Training	£2,068	£1,416	£8,990	£9,000
4007	Recruitment	£617	£1,207	£300	£500
4009	Clothing/Safety Equipment	£188	£296	£618	£3,550
4010	Travel & Subsistence	£1,621	£1,303	£1,333	£2,350
4011	Hospitality	£278	£151	£0	£300
4013	Bevan House - maintenance	£2,753	£0	£1,500	£1,500
4014	Bevan House - security	£0	£0	£50	£0
4015	Rent Payable	£888	£548	£1,010	£1,080
4016	Window cleaning	£765	£420	£832	£850
4020	Postage	£1,771	£72	£2,000	£2,200
4021	Stationery	£3,431	£2,027	£4,000	£4,000
4022	Telephone	£4,091	£3,500	£5,700	£4,000
4023	Office - Equipment hire	£1,360	£798	£1,200	£1,500
4025	Office - Equip. maintenance	£669	£5	£300	£800
4027	Subscriptions	£2,599	£2,115	£3,130	£2,930
4028	Books & Journals	£250	£0	£200	£200
4029	Insurance	£7,639	£5,855	£8,625	£7,000
4030	Sundry Expenses	£331	£141	£200	£250
4032	Office - Equipment/Consumables	£341	£31	£250	£100
4056	Legal & Professional	£5,362	£1,717	£2,866	£2,900
4057	Audit Fees	£5,100	£900	£3,625	£6,000
4059	Bank Charges	£15	£0	£250	£250
4080	IT Support Contracts	£1,517	£2,035	£2,000	£2,500
4081	IT Repairs	£5,475	£0	£600	£600
4082	IT Website Maintenance	£1,060	£1,060	£1,200	£1,200
	Central Administration:-Expenditure	£168,909	£99,032	£182,870	£192,400
1060	Other Income	£642	£0	£0	£0
	Central Administration :- Income	642	0	0	0
	Net Expenditure over Income	£168,267	£99,032	£182,870	£192,400

<u>109</u>	<u>Grants to Town Hall Charity</u>				
4505	Grant to Town Hall Charity	£137,449	£65,000	£117,150	£126,650
	Grants to Town Hall Charity:-Expenditure	£137,449	£65,000	£117,150	£126,650
	Net Expenditure over Income	£137,449	£65,000	£117,150	£126,650
<u>115</u>	<u>Other Costs and Income</u>				
4003	Hartseats Rebate	£5,936	£6,292	£6,292	£6,550
	Other Costs and Income:-Expenditure	£5,936	£6,292	£6,292	£6,550
1020	Rents Received Bevan House	£6,083	£4,875	£6,500	£6,500
1050	Grants Received	£13,500	£6,000	£6,000	£0
1060	Other Income	£9	£0	£0	£0
1190	Interest Received	£12,924	£17,448	£13,000	£20,000
	Other Costs and Income :- Income	£32,516	£28,323	£25,500	£26,500
	Net Expenditure over Income	-£26,580	-£22,031	-£19,208	-£19,950
	Town Council :- Expenditure	£317,061	£172,497	£325,132	£341,205
	Income	£33,158	£28,323	£25,500	£26,500
	Net Expenditure over Income	£283,903	£144,174	£299,632	£314,705

