

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 27th January 2009 commencing at 7.00 p.m., for the purpose of transacting the following business



HAVERHILL
TOWN COUNCIL

CONSTITUTION: Chair: Town Mayor: Les Ager
Town Councillors: M Byrne, P Hanlon, P McManus, M Marks, G Price and A Sisson

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 14th October 2008.
4. **Matters Arising**
To note actions taken as a result of, and arising from the minutes of the meeting held 18th November 2008.
5. **To Note the Financial Position As At 31st December 2008 (previously circulated)**
6. **To Agree the Council's Draft Budget for Recommendation to Full Council (attached)**
To recommend the Council's Draft Budget for 2009/2010
7. **Closure**

Signed

Town Clerk

20th January 2009

Town Council Budget 2009/2010

As requested by Members this budget has been prepared to reflect a zero increase in the level of Council Tax.

In adopting this budget Members should note the following:-

- a) the budget subsumes inflation and the Arts Centre Grant reduction (a total saving of around 5% across the whole budget)
- b) the budget includes in excess of £5,000 of new growth items
- c) the estimates for income from investments is based on achieving a minimum of 1.75% on investments throughout the year
- d) without reductions in service this zero increase cannot be sustained in 2010/11

As your professional advisor I must report that, at this time, it is unclear whether the grant for the Arts Centre will be continued beyond 2011/12. Whilst the Working Party has met to try to identify a strategy for dealing with this potential shortfall (£208,000) and attempts are being made ahead of Local Government Reorganisation to extend the grant on the same terms (5% reducing year on year) there is at present no outcome of these discussions.

Prudence would suggest that some form of Council Tax increase be agreed for 2009/10 – this would either form the first stage towards a gradual assimilation of the Grant into the Council Tax, or provide a fund from which to make redundancy payments should the Council's future strategy involve reducing the offer at the Arts Centre.

It is recognised that these are difficult times for residents in the Town, but I would remind Members of their need to demonstrate good governance.

For comparative purposes I attach 2009/2010 precept figures for other Suffolk Larger Councils

| | £ | % |
|------------------------|--------|--------|
| Mildenhall | 94.75 | -1.70% |
| Leiston | 102 | 4.65% |
| Haverhill | 75.34 | 0 |
| Bury St Edmunds | 13.95 | -1 |
| Sudbury | 116.44 | 4.9 |

| | Annual Total | Proposed | Proposed | Proposed | Proposed | Proposed | Proposed | Change from |
|-------------------------------|------------------|-----------------|-----------------|------------|-----------------|------------------|------------------|-----------------|
| | 2008/9 | 2009/10 | 2009/10 | 2009/10 | 2009/10 | 2009/10 | Proposed | 2008/9 |
| | Budget | Comm First | F & GP | Personnel | Arts & Leisure | Arts Centre | Grand Total | |
| Income Detail | | | | | | | | |
| Ticket Sales-Cinema | £ 19,500 | | | | | £ 17,500 | £ 17,500 | £ 2,000 |
| Ticket Sales-Theatre | £ 65,850 | | | | | £ 67,500 | £ 67,500 | -£ 1,650 |
| Ticket Sales-Agency | £ - | | | | | | £ - | £ - |
| Ticket Sales-Postage | £ 240 | | | | | £ 240 | £ 240 | £ - |
| Lettings-Main Hall | £ 17,135 | | | | | £ 18,000 | £ 18,000 | -£ 865 |
| Lettings-Studio | £ 6,050 | | | | | £ 6,150 | £ 6,150 | -£ 100 |
| Lettings-Catering | £ - | | | | | | £ - | £ - |
| Rents Received Bevan House | £ 6,500 | | £ 6,500 | | | | £ 6,500 | £ - |
| Grants Received | £ 243,185 | | | | | £ 231,311 | £ 231,311 | £ 11,874 |
| Other Income | £ 500 | | | | | £ 500 | £ 500 | £ - |
| Income - Directory | £ - | | | | | | £ - | £ - |
| Income - Projects | £ - | | | | | | £ - | £ - |
| Income - Hanging Baskets | £ - | £ - | | | | | £ - | £ - |
| Income - Xmas Lights | £ 10,000 | £ 10,000 | | | | | £ 10,000 | £ - |
| Income - Booking Fees | £ 180 | | | | | £ 180 | £ 180 | £ - |
| Income - Sale of Merchandise | £ 250 | | | | | £ 250 | £ 250 | £ - |
| Income - Technical Equipment | £ 200 | | | | | £ 200 | £ 200 | £ - |
| Income - Technical Staff | £ - | | | | | | £ - | £ - |
| Precept Received | £ - | | | | | | £ - | £ - |
| Interest Received | £ 20,000 | | £ 14,000 | | | | £ 14,000 | £ 6,000 |
| Festival-Grant Received | £ 2,500 | | | | £ 2,500 | | £ 2,500 | £ - |
| Festival Income | £ 5,250 | | | | £ 5,900 | | £ 5,900 | -£ 650 |
| Leisure Pensioners Income | £ 1,600 | | | | £ 1,600 | | £ 1,600 | £ - |
| Leisure Pensioners Bus Trip | £ 5,400 | | | | £ 6,000 | | £ 6,000 | -£ 600 |
| Leisure Youth Income | £ 3,000 | | | | £ 1,600 | | £ 1,600 | £ 1,400 |
| Summer Event Income | £ 2,200 | | | | £ 3,500 | | £ 3,500 | -£ 1,300 |
| Autumn Event Income | £ 650 | | | | £ 550 | | £ 550 | £ 100 |
| Winter Event Income | £ 1,600 | | | | £ 500 | | £ 500 | £ 1,100 |
| Children/Kids Income | £ 1,600 | | | | £ 1,650 | | £ 1,650 | -£ 50 |
| Arts Development Income | £ 150 | | | | £ 150 | | £ 150 | £ - |
| Country&Western Festival Inc. | £ 3,200 | | | | £ - | | £ - | £ 3,200 |
| Town Signs | £ - | | | | | | £ - | £ - |
| | £ 416,740 | £ 10,000 | £ 20,500 | £ - | £ 23,950 | £ 341,831 | £ 396,281 | £ 20,459 |

| | Annual Total | Proposed | Proposed | Proposed | Proposed | Proposed | Proposed Grand Total | Change from 2008/9 |
|--------------------------------|--------------|------------|----------|-----------|----------------|-------------|----------------------|--------------------|
| | 2008/9 | 2009/10 | 2009/10 | 2009/10 | 2009/10 | 2009/10 | 2009/10 | |
| | Budget | Comm First | F & GP | Personnel | Arts & Leisure | Arts Centre | | |
| Expenditure Detail | | | | | | | | |
| Salaries | £ 280,393 | | | £ 128,000 | | £ 167,000 | £ 295,000 | £ 14,607 |
| Employers National Insurance | £ 18,192 | | | £ 8,750 | | £ 10,500 | £ 19,250 | £ 1,058 |
| Employers Pension | £ 39,429 | | | £ 20,000 | | £ 21,250 | £ 41,250 | £ 1,821 |
| Hartseats Rebate | £ 6,500 | | | £ 6,700 | | | £ 6,700 | £ 200 |
| Training | £ 8,640 | | | £ 6,500 | | | £ 6,500 | -£ 2,140 |
| Recruitment | £ 300 | | | £ 300 | | | £ 300 | £ - |
| Clothing/Safety Equipment | £ 3,512 | | | £ 1,500 | | | £ 1,500 | -£ 2,012 |
| Travel & Subsistence | £ 3,333 | | | £ 2,333 | | £ 1,000 | £ 3,333 | £ - |
| Hospitality | £ - | | | | | | £ - | £ - |
| Maintenance Bevan House | £ 1,500 | | £ 500 | | | | £ 500 | -£ 1,000 |
| Security Bevan House | £ - | | £ - | | | | £ - | £ - |
| Rent Payable | £ 1,080 | | £ 1,100 | | | | £ 1,100 | £ 20 |
| Window cleaning | £ 850 | | £ 850 | | | | £ 850 | £ - |
| Postage | £ 13,600 | | £ 2,200 | | | £ 11,400 | £ 13,600 | £ - |
| Stationery | £ 6,000 | | £ 5,250 | | | £ 2,000 | £ 7,250 | £ 1,250 |
| Telephone | £ 7,500 | | £ 3,200 | | | £ 3,500 | £ 6,700 | -£ 800 |
| Office - Equipment hire | £ 1,500 | | £ 1,550 | | | | £ 1,550 | £ 50 |
| Technical - Equip/Consumables | £ 3,500 | | | | | £ 3,675 | £ 3,675 | £ 175 |
| Office - Equipment maintenance | £ 2,800 | | £ 400 | | | £ 2,000 | £ 2,400 | -£ 400 |
| Technical - Equip. maintenance | £ 1,000 | | | | | £ 1,100 | £ 1,100 | £ 100 |
| Subscriptions | £ 2,990 | | £ 2,930 | | | £ 60 | £ 2,990 | £ - |
| Books & Journals | £ 200 | | £ 200 | | | | £ 200 | £ - |
| Insurance | £ 7,000 | | £ 7,500 | | | | £ 7,500 | £ 500 |
| Sundry Expenses | £ 850 | | £ 250 | | | £ 600 | £ 850 | £ - |
| Office - Equip/Consumables | £ 2,100 | | £ 600 | | | £ 2,000 | £ 2,600 | £ 500 |
| Legal & Professional | £ 2,900 | | £ 2,900 | | | | £ 2,900 | £ - |
| Audit Fees | £ 6,000 | | £ 3,700 | | | | £ 3,700 | -£ 2,300 |
| Bank Charges | £ 250 | | £ 250 | | | | £ 250 | £ - |
| Visa Handling Charges | £ 3,000 | | | | | £ 3,000 | £ 3,000 | £ - |
| IT Support Contracts | £ 4,000 | | £ 2,900 | | | £ 1,500 | £ 4,400 | £ 400 |
| IT Repairs | £ 600 | | £ 950 | | | | £ 950 | £ 350 |
| IT Website Maintenance | £ 2,100 | | £ 1,200 | | | £ 900 | £ 2,100 | £ - |
| Printing & Design | £ 13,125 | | | | | £ 13,780 | £ 13,780 | £ 655 |
| Advertising | £ 14,305 | | | | | £ 14,875 | £ 14,875 | £ 570 |
| Marketing development | £ 6,000 | | | | £ 2,000 | £ 2,500 | £ 4,500 | -£ 1,500 |

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| Directory Costs | £ 6,500 | | £ - | £ - | -£ 6,500 |
| Arts & Leisure equipment | £ 2,250 | | £ 2,250 | £ 2,250 | £ - |
| Multiarts - Artistic Programme | £ 6,000 | | £ 6,000 | £ 6,000 | £ - |
| Multiarts - Programme costs | £ 6,000 | | £ 6,000 | £ 6,000 | £ - |
| Cinema/Theatre Licence Costs | £ 500 | | £ 500 | £ 500 | £ - |
| Film Hire | £ 10,500 | | £ 9,000 | £ 9,000 | -£ 1,500 |
| Film Booking Fees | £ 6,750 | | £ 6,750 | £ 6,750 | £ - |
| Film Delivery Charges | £ 1,850 | | £ 1,620 | £ 1,620 | -£ 230 |
| Theatre Artiste Charges | £ 56,000 | | £ 58,800 | £ 58,800 | £ 2,800 |
| Artistes Accommodation | £ 440 | | £ 460 | £ 460 | £ 20 |
| Artistes Hospitality | £ 1,000 | | £ 1,200 | £ 1,200 | £ 200 |
| Catering Cost Recharges | £ - | £ 1,000 | | £ 1,000 | £ 1,000 |
| Technical - hire | £ 4,000 | | £ 4,000 | £ 4,000 | £ - |
| Door Security | £ 1,500 | | £ 1,500 | £ 1,500 | £ - |
| PRS Fees | £ 3,700 | | £ 3,700 | £ 3,700 | £ - |
| Members Travel/Subsist. | £ 350 | £ 350 | | £ 350 | £ - |
| Members Training | £ 2,000 | £ 1,000 | | £ 1,000 | -£ 1,000 |
| Members Other Costs | £ 600 | £ 600 | | £ 600 | £ - |
| Hire of External Meeting Rooms | | £ 300 | | £ 300 | £ 300 |
| Mayoral Allowance | £ 1,155 | £ 1,225 | | £ 1,225 | £ 70 |
| Civic Expenses | £ 3,500 | £ 3,850 | | £ 3,850 | £ 350 |
| Electoral Costs | £ 11,000 | £ 6,500 | | £ 6,500 | -£ 4,500 |
| Environment | £ 13,517 | £ 11,350 | | £ 11,350 | -£ 2,167 |
| Street Furniture | £ 4,500 | £ 1,000 | | £ 1,000 | -£ 3,500 |
| Litter Bin Emptying | £ - | £ 2,600 | | £ 2,600 | £ 2,600 |
| Street Furniture Maintenance | £ 1,000 | £ - | | £ - | -£ 1,000 |
| Bus Shelters | £ 3,500 | £ - | | £ - | -£ 3,500 |
| Christmas Lights | £ 39,500 | £ 39,500 | | £ 39,500 | £ - |
| Grants to Local Organisations | £ 13,000 | £ 13,000 | | £ 13,000 | £ - |
| Grant-Summer Fun Play Scheme | £ 2,750 | £ 5,000 | | £ 5,000 | £ 2,250 |
| Grant-Detached Youth Worker | £ 5,835 | £ 6,150 | | £ 6,150 | £ 315 |
| Grant-Youth Projects | £ 13,800 | £ 12,075 | | £ 12,075 | -£ 1,725 |
| Grant to Town Hall Charity | £ 126,650 | | £ 125,000 | £ 125,000 | -£ 1,650 |
| Grant - Town Twinning | £ 1,000 | £ 1,000 | | £ 1,000 | £ - |
| Grant - 3CT | £ 2,625 | £ 2,750 | | £ 2,750 | £ 125 |
| Grants for AGMS | £ 2,500 | £ 2,500 | | £ 2,500 | £ - |
| Grant to H & D Volunteer Bureau | £ 1,000 | £ 1,000 | | £ 1,000 | £ - |
| Sponsorship of Telephone Kiosk | £ - | £ 500 | | £ 500 | £ 500 |
| Shopmobility | £ - | £ 2,000 | | £ 2,000 | £ 2,000 |
| Suffolk Youth Games | £ - | £ 2,000 | | £ 2,000 | £ 2,000 |
| Opportunity Fund | £ 16,500 | £ 20,000 | | £ 20,000 | £ 3,500 |
| Festival Costs | £ 24,500 | | £ 25,000 | £ 25,000 | £ 500 |

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|--------------------------------|------------------|------------------|-----------------|------------------|------------------|------------------|
| Leisure Pensioners Costs | £ 12,450 | | | £ 13,250 | £ 13,250 | £ 800 |
| Leisure Youth Costs | £ 6,500 | | | £ 4,000 | £ 4,000 | -£ 2,500 |
| Summer Event Costs | £ 24,450 | | | £ 26,000 | £ 26,000 | £ 1,550 |
| Autumn Event Costs | £ 7,200 | | | £ 8,000 | £ 8,000 | £ 800 |
| Winter Event Costs | £ 12,000 | | | £ 14,500 | £ 14,500 | £ 2,500 |
| Children/Kids Costs | £ 3,200 | | | £ 3,350 | £ 3,350 | £ 150 |
| Arts Development Costs | £ 3,000 | | | £ 3,150 | £ 3,150 | £ 150 |
| Leisure Development | £ 750 | | | £ 750 | £ 750 | £ - |
| Country&Western Festival Costs | £ 6,300 | | | £ - | £ - | -£ 6,300 |
| Country Music | £ - | | | £ 2,000 | £ 2,000 | £ 2,000 |
| Vintage Vehicle Rally | £ - | | | £ 2,120 | £ 2,120 | £ 2,120 |
| Summer Food Market | £ - | | | £ 600 | £ 600 | £ 600 |
| | £ 938,671 | £ 122,425 | £ 53,255 | £ 174,083 | £ 106,970 | £ 487,170 |
| | | | | | | £ 943,903 |
| | | | | | | £ 5,232 |



| | 2009/2010 Figures | | 2008/2009 Figures | | Year on Year Increase | | 2007/2008 Figures | | 2006/2007 Figures | | 2005/2006 Figures | | | | |
|---|-------------------|------------------|-------------------|------------------|-----------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|---|-------|-----------|
| Projected Expenditure | £ | 943,903 | £ | 938,671 | £ | 5,232 | £ | 866,013 | £ | 834,691 | £ | 695,693 | | | |
| Projected Income | £ | 396,281 | £ | 416,740 | -£ | 20,459 | £ | 444,850 | £ | 493,870 | £ | 442,592 | | | |
| Net Requirement | | £ 547,622 | | £ 521,931 | | £ 25,691 | | £ 421,163 | | £ 340,821 | | £ 253,101 | | | |
| Less | | | | | | | | | | | | | | | |
| Directory Monies Returned to Balances at end of Year | | | -£ | 6,500 | £ | 6,500 | | -£ 5,000 | | -£ 4,500 | | | | | |
| Multiarts Monies Returned to Balances at end of Year | | | | | £ | - | | | | -£ 10,000 | | | | | |
| Less Elections Monies Returned to Balances at End of Year | | | -£ | 1,800 | £ | 1,800 | | -£ 11,000 | | | | | | | |
| Net Deduction | | | | -£ 8,300 | | £ 8,300 | | -£ 16,000 | | -£ 14,500 | | £ - | | | |
| Add on | | | | | | | | | | | | | | | |
| Contribution to Balances | £ | 12,500 | £ | 25,000 | -£ | 12,500 | £ | 33,000 | £ | 33,000 | £ | 13,900 | | | |
| Loan repayment | | | £ | - | £ | - | £ | 15,000 | £ | 15,000 | | | | | |
| Repairs & Renewals | £ | 40,000 | £ | 40,000 | £ | - | £ | 45,000 | £ | 40,000 | | | | | |
| Staffing Long-Term Absence Fund | £ | 800 | £ | 700 | £ | 100 | £ | 7,994 | £ | 27,647 | | | | | |
| Net Addition | | £ 53,300 | | £ 65,700 | | -£ 12,400 | | £ 100,994 | | £ 115,647 | | £ 13,900 | | | |
| Gross Precept Requirement | | £ 600,922 | | £ 579,331 | | £ 21,591 | | £ 506,157 | | £ 441,968 | | £ 267,001 | | | |
| Approximate Band D | £ | 75.34 | 7976 props | £ | 75.34 | per annum | £ | 65.82 | per annum | £ | 57.47 | per annum | £ | 35.09 | per annum |
| Band B | £ | 58.60 | | £ | 58.59 | per annum | £ | 51.19 | per annum | £ | 44.70 | per annum | £ | 27.29 | per annum |

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|-----------------------------|-------|------|-------|------|-------|------|--|--|--|--|--|--|
| Grant reduction | | | | | | | | | | | | |
| Arts Centre | 11874 | £ | 12815 | £ | 30000 | £ | | | | | | |
| SEBC parish grant reduction | 0 | 1.49 | 21000 | 1.67 | 7692 | 3.90 | | | | | | |
| | | | | 2.73 | | 1.00 | | | | | | |

| Reserves | 2007/2008 Out-turn Figures | | 2008/2009 Budget Figures | | Likely 2008/2009 Out-turn Figures | | 2009/2010 Figures | |
|-----------------------------|-------------------------------|------------------|-----------------------------|------------------|--------------------------------------|---|----------------------|--|
| Earmarked | | | | | | | | |
| Christmas Lights | £ | 3,300 | £ | 3,300 | £ | 5,500 | £ | 3,300 |
| Multiarts | £ | 6,440 | £ | 6,440 | £ | - | £ | - |
| Directory | £ | 16,000 | £ | 9,500 | £ | - Transfer to General Reserves | £ | - |
| Elections | £ | 12,800 | £ | 11,000 | £ | 11,000 Transfer £11,000 to General Reserves | £ | 11,000 |
| Arts & Leisure Marketing | £ | 3,000 | £ | 3,000 | £ | - | £ | - |
| Arts Centre Website | £ | 1,000 | £ | 1,000 | £ | - | £ | - |
| Town Signs | £ | 4,500 | £ | 4,500 | £ | 4,500 | £ | 4,500 |
| Youth Projects - Comm First | £ | 4,770 | £ | 4,770 | £ | 6,000 | £ | 4,770 |
| Leisure for Youth | £ | 2,000 | £ | 2,000 | £ | - | £ | - |
| Leisure Development | £ | 2,000 | £ | 2,000 | £ | - | £ | - |
| Multimedia Projects | £ | 8,000 | £ | 8,000 | £ | - | £ | - |
| Town Centre Development | £ | 20,000 | £ | 20,000 | £ | 36,500 | £ | 36,500 |
| Long-term Maintenance | £ | 71,300 | £ | 111,300 | £ | 131,300 | £ | 149,300 Transfer from Reserves £22,000 |
| Staffing Reserve | £ | 21,015 | £ | 21,715 | £ | 21,715 | £ | 22,515 |
| Cemetery Fencing | £ | 8,500 | £ | 8,500 | £ | 8,500 | £ | 8,500 |
| Play Area Project | £ | 10,000 | £ | 10,000 | £ | 10,000 | £ | 10,000 |
| | | £ 194,625 | | £ 227,025 | | £ 235,015 | | £ 250,385 |
| General | £ | 177,672 | £ | 202,672 | £ | 229,672 | £ | 242,172 |
| | | £ 177,672 | | £ 202,672 | | £ 229,672 | | £ 242,172 |
| Total | | £ 372,297 | | £ 429,697 | | £ 464,687 | | £ 492,557 |