

# Youth Services Budget

### Annual Council Meeting, 22nd May 2018

# Background

The Council established a **£15,000** budget for the funding of Youth Initiatives in January 2018. To date, no projects have been developed to allocate this funding.

Ot its meeting of the 8th May 2018, the Projects and Initiatives Committee recommended that the Town Clerk should look into joint working with the AAP and combining STC and AAP budgets to create a larger budget. This recommendation was supported by the Finance & Governance Committee meeting held on 9th May 2018.

# The Budgets

The AAP's allocation for youth work is **£9,902.** Added to the Town Council's **£15,000** this gives a total budget allocation for the Stanley area of **£24,902.** 

# **County Council policy**

- **1.** The County Council have devised a 17 point, 5 page set of criteria for the allocation of their just under £10k budget. A copy is appended to this report for information as **Appendix 1.**
- 2. Their criteria have an upper limit per bid of £3k and a prohibition on repeat funding. It is clear that their youth budget is not intended to meet core costs of any youth providers in the area.
- **3.** The AAP are not permitted to pass their budget to the Town Council for allocation under our less restrictive policy due to County Council internal procedures.

# **The Proposal**

It is not possible to pool the budget in one place because the County Council is not permitted to and it would be counter-productive for us to commit our budget to the County Council to be allocated under their frankly overly restrictive funding guidelines. Therefore, the proposal that the AAP Community Development Officer and myself are putting forward is as follows:

- 1. The County Council and the Town Council will retain their own separate pots which will be allocated in accordance with each organisation's own funding guidelines; but
- 2. Stanley Town Council and the Stanley AAP will form a joint appraisal panel and will do a joint call out for applications.

- **3.** The appraisal panel will be chaired by Cllr Jeanette Stephenson (in her capacity as a County Councillor and Chair of the AAP thematic group) and will in addition comprise two Stanley AAP forum members and two Town Councillors. This will constitute a de facto majority for the Town Council although Cllr Stephenson is dual hatted.
- **4.** Constitutionally, this panel will need to be designated as a sub-Committee of the Finance Committee for the Town Council expenditure to be lawfully signed off.

# Process

- 1. A joint call out will be issued. STC will design flyers and leaflets to circumvent DCC Comms team restrictions.
- 2. Applications will be open to all youth provision including sports clubs, with a maximum bid of £5k per application.
- **3.** Applications will have to be submitted on the DCC area budget application form and be appraised for completeness by the DCC Community Development Officer before being submitted to the panel.
- 4. The allocation of funding will be done pragmatically, using the less restrictive rules of the Town Council to top up bids over £3k and to award bids which would not qualify under the DCC rules.
- 5. The decisions of the panel would need to be signed off at both the STC Finance Committee and the AAP Board meeting for due process.

# Timeline

- 1. Callout on 16th July 2018 with a six week window for applications.
- **2.** 31st August deadline for applications and supporting documents.
- **3.** 14th September panel will convene.
- **4.** Signoff at next available Committee meeting.

# **Decisions Required**

Council is requested to consider the proposal and **DECIDE** what to do.

# Recommendation

If the Council wishes to take forward the allocation of the youth budget as a partnership activity with the Stanley AAP, It is **RECOMMENDED** that:

- (i) Council **ACCEPTS** the proposal and timeline outlined above;
- (ii) Council **RESIOLVES** to constitute the appraisal panel as a sub-committee of the Finance & Governance Committee; and
- (iii) Council puts forward two members to form the appraisal panel with the AAP representatives.

Alan Shaw Town Clerk Stanley Town Council

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# A Guide to the AAP Youth Fund 2017/18

### 1. What is the AAP Youth Fund?

The Youth fund is an allocation of funds to each of the 14 Area Action Partnerships (AAP) to support community led youth initiatives that meet local needs, impact on County and AAP priorities as they relate to improving outcomes for young people and encourage young people's participation in activities and projects that provide opportunities for them to contribute positively to their local communities. Applications should demonstrate how they involved young people in the decision making in the development of the proposal. Its overall purpose is to support the improvement of social, emotional capabilities of young people, aged 11 upwards.

Decisions on the allocation of the youth fund are made at a local level by each of the 14 AAPs across County Durham. This will ensure that the decision is a local one and that the relevant AAP priorities and any appropriate Task Group action plans can be factored into those decisions.

The Youth Fund will be operational from April 2017 but due to the pre-election purdah period in 2017, decisions on projects aren't likely to take place until late May / June 2017 at the earliest. All decisions on the allocation of the Youth Fund are made at an AAP Board level.

## 2. How much does each AAP receive?

Each AAP receives **£9,902, annually**, to support youth projects and/or community based organisations to deliver opportunities to young people 11-19.

Securing additional match funding, both cash and 'in-kind' is encouraged to help show wider contributions for the project. This can include contributions from the Neighbourhood Budget Scheme, Area Budget Scheme as well as other external sources e.g. National Lottery, charitable trusts and foundations, fundraising carried out by young people e.g. sponsored events etc.

## 3. What can the Youth Fund be used for?

The AAP Youth Fund can be used to fund projects that satisfy the following criteria:

- They contribute to locality and countywide priorities such as those in the County Durham Children and Young People and Families Plan 2016 – 2019 that relate directly to young people aged 11-19 (25 for young people with Special Educational Needs or Disability- SEND)
- They are identified from local priorities within each AAP covering 11-19 (25 for young people with SEND)
- To provide youth activities for young people aged 11-19 (25 for young people with SEND) that meet a clear identified need
- They improve the social, emotional capabilities of young people

They do not undermine Council or partners' policies or service delivery

- They are lawful
- They do not incur ongoing revenue costs without the approval of the relevant service provider

# 4. Which organisations are eligible to receive a grant from the youth fund?

Only not for profit organisations are eligible to receive a grant from the Youth Fund. Such organisations can include:

- Voluntary and Community Sector organisations
- Parish and Town Councils
- Sports Clubs can only apply to this fund if it can be demonstrated that they are delivering wider activities for young people than purely sports participation. The fund cannot be used to purchase additional sporting equipment.

## 5. What the Youth Fund can <u>NOT</u> be spent on?

The Youth Fund CANNOT be used to:

- Fund projects retrospectively. This means that a grant cannot pay for work or activities that have already started or taken place or pay for any goods or services that have been ordered or paid for (including deposits) before the applicant receives an offer letter. This means that you should allow enough time for the application to be processed and approved before the work or project is due to start.
- To fund services that have been withdrawn through the Council's Medium Term Financial Plan (MTFP) process, unless the circumstances are exceptional. In such cases, early dialogue with the respective DCC Head of Service will need to be opened up, to assess the suitability of the suggestion. Applicants should demonstrate how they will ensure sustainability of the project beyond the life of the funding.

The grant can be used for revenue costs however, this should be for a maximum of 12 months under this funding and a successful award in one year from the AAP Youth Fund should not be taken as a guarantee of future funding in subsequent years. You will need to consider how these activities are continued through other fund raising options.

- Fund repeat projects.
- Fund projects that have ongoing costs that extend beyond the year in which the grant is allocated unless agreement to meet these costs has been secured.
- Fund projects that do not start within 12 months of the date of the offer letter.
- Fund projects that will lead to future operating cost difficulties for the recipient organisation.
- Support individuals.
- Support profit-making organisations.
- Fund religious projects that are deemed denominational, although faith-based organisations can be supported where there is wider community benefit.
- Fund political activities.
- Fund the purchase of alcohol
- Fund overseas travel/projects that take place outside of the UK
- Fund mainstream educational activity i.e. activities/services that schools have a statutory responsibility to provide.
- Support projects where the applicant has not managed a previous grant satisfactorily.

- Fund VAT that the recipient organisation can recover.
- Fund loans and interest payments.
- Fund liability arising out of negligence
- Fund payments to employees of the organisation arising from claims of unfair dismissal or redundancy.
- Fund the purchase of used vehicles.

# 2. How are applications made?

- Applications are made on the same Area Budget Form used by the AAPs.
- Where an AAP has a priority Task Group based around issues for young people then this group may be used to consider how the proposed project fits with local priorities.
- If the AAP doesn't have a suitable Task Group for initial discussion this project will go straight to the AAP Board for determination.
- The AAP Board will make the decisions on all Youth Fund project proposals
- All applications will receive a terms and conditions letter, and will be monitored in line with other AAP projects.
- Each of the 14 AAPs can consider if they adopt funding rounds for this budget, whereby the funding is split into 2 or more distinct decisions making periods across the year. Alternatively decisions can be made in one go or on an ad-hoc basis throughout the year as long as the opportunity has been advertised openly across the AAP area.

# 7. Is there a limit on how much an AAP can give a project?

- A maximum grant amount of £3000 per project has been set unless a project can demonstrate exceptional circumstances why applications that exceed this amount should be approved. Every application will need to show that project costs have been carefully calculated and represent value for money given the limited total funding pot available.
- The minimum grant amount is £1,000. This is to ensure schemes have sufficient resources to deliver sound outcomes for young people.
- Funding from the Youth Fund can also be used as 'match funding' towards more expensive projects if additional finance has already been secured from other sources.

# 8. Can AAPs pool their Youth Fund Budgets to support a project?

• Yes, the scheme allows AAPs to work together to develop projects that benefit communities across more than one AAP area.

# 9. Can AAPs support a project in which one of its members has a personal or prejudicial interest?

• A Member of the AAP, which includes board, forum, task and appraisal group members, is regarded as having a personal interest in any business which may affect the well-being (financial or otherwise) of a body of which he/she is an

employee or member. Any question of advancing money to that organisation would normally give rise to a prejudicial interest and they will be required to declare this interest. They will be required to ensure that they play no part in seeking to influence the AAP decision on the matter.

 If an AAP wants to support a project in which one of its members has an interest they should ensure that the member has declared the interest and that the declaration has been appropriately recorded. The declaration should also be recorded on the application form relating to that project.

# 10. Can an AAP carry any uncommitted Youth Fund over to the next financial year?

 No, all Youth Fund budget should be fully committed by way of a clear spending plan by the 31<sup>st</sup> March each year. Projects can be funded in one financial year but then they can take place at a later date. For example a decision is made in Feb 2018 for a project that takes place in August 2018.

## 11. What if an application is not approved?

- Given the likely demand for this budget it is highly likely that applications will need to be prioritised based on impact against local priorities. This will result in not all bids being able to be taken forward within the budget available for this fund.
- Where possible AAP Teams will work with potential Youth Fund applicants to source additional funding for projects where this fund is not applicable

## 12. Where can application forms be obtained?

Your local AAP Team – <u>http://www.durham.gov.uk/article/1960/About-AAPs</u>

## 13. How long will the process take?

- This will vary depending upon a number of factors including the complexity of the project, the timescales for consideration and approval at local level and the completeness of the application submitted to the Transformation and Partnership Funding Team. It should be approximately 6-8 weeks
- Following approval at a local level through the AAP Board each application is submitted to the Transformation and Partnership Service Funding Team (based in Consett) who will carry out a brief independent appraisal on the project just to check a few key issues to ensure a consistent approach is followed for all bids County wide. Only when all issues are addressed will the application be put forward for final approval by the appropriate authorised officer.
- Following consider by the AAP Board, The Transformation & Partnerships Funding Team will endeavour to process each application as quickly as possible but you should allow 8 weeks between the receipt of the application by the Team and the start date of the project. This will allow for completion of the technical appraisal process, obtaining formal approval, issuing the grant offer letter, receiving signed terms and conditions and making payments.

# 14. Publicity for AAP Youth Fund Projects

- Project leads are encouraged, where appropriate, to obtain publicity for their Youth Fund projects and should celebrate their success.
- AAPs are requested to liaise with the Communications Team for assistance with the preparation of any press releases or publicity.

• Every recipient of AAP Youth Fund Budget funding is required to acknowledge the grants in its annual report and any other appropriate publicity and should also use the appropriate AAP logo. This will be forwarded to you with the grant Terms & Conditions.

# 15. Who keeps a record of the fund?

•The Transformation and Partnerships Funding Team has established a robust system to record how the Youth Fund has been committed in each AAP area.

# 16. How will AAP Youth Fund projects be monitored?

- All projects funded via the AAP Youth Fund will be monitored to ensure that they
  have been delivered in line with the grant offer letter and terms and conditions.
  This process will also provide information on the benefits and outcomes of the
  funding. This will not be an onerous system and it will essentially cover high level
  details such as the amount of people who participated and key outcomes
  achieved.
- Where an organisation fails to comply with a request to provide monitoring information the Council will be unable to consider future applications from that Organisation until all previous applications have been fully 'signed off' or progress reports received.
- We are unable to support projects where the applicant has not managed a previous grant satisfactorily.

# 17. The Grant Award Process – Terms and Conditions

- All successful project recipients will receive a formal Offer of Grant that will include specific grant conditions. This will cover a range of issues such as project spend, publicity and adhering to legal guidance, including for example Disclosure and Barring Service checks where appropriate.
- To protect the spending of public funding, the Council may reduce, suspend or withhold grant payment or require all or some of the grant to be repaid to the Council if the project recipient fails to meet the Terms and Conditions of grant, the recipient is not able to satisfactorily progress the delivery of the project, or the grant is not used for the purpose stated on the application. Full details of these issues are outlined in the Grant Terms and Conditions.
- All successful applicants will receive a copy of the Offer of Grant and Grant Terms and Conditions prior to the project commencing which they are required to review, sign and return to the Funding Team before funding is released.



# **Events Tender Assessment**

### Annual Council Meeting, 22nd May 2018

# Background

The Town Council has advertised a specification for a contract to deliver outdoor events for the period 2018 - 20. The specification has been advertised on our own website and the government contract finder website. The closing date for submissions is 19th May 2018.

# **Decisions Required**

The Committee needs to agree the process which will be followed by the Town Council's officers in the assessment of the tender bids and what the process will be to award the contract. The Town Clerk has put forward a method of assessment below which is fairly standard for dealing with this type of contractual matter for consideration by Committee.

# Proposal

The Town Clerk proposes to deal with the assessment of the tender bids as follows:

### 1. Verification

The Town Clerk has requested that sealed bids be submitted. In the first instance, a small panel of 3 members (2 Labour and 1 Independent) should come in after the closing date to:

- Count and verify the number of bids received and to confirm that the bids are sealed;
- (ii) Be present when the bids are opened;
- (iii) Take note of who the bids have been submitted by.

### 2. Short Listing

The bids should be assessed against the criteria in the specification by a panel of officers to be comprised of the Town Clerk, The Community Development Manager and the Finance Officer. Each member of the panel should score the applications independently and then the individual scores averaged to produce a final score. The records of this scoring process will be retained and available for inspection by bidders or members on request. Using this process, the number of bidders should be reduced to a maximum of three.

### 3. Interview

The final three bidders should be invited to meet the panel for a face to face interview. The interview will be used to assess the suitability and knowledge of the bidder. The bidders who have reached this stage of the process should be invited to price a representative event so that comparisons can be made for the value for money assessment. Site visits with the bidders may be required as part of this assessment.

### 4. Decision

Following the interview and scoring process, the Town Clerk will present a report to Council which will:

- (i) Explain why bidders who were not shortlisted did not meet the criteria;
- (ii) Give a critical assessment of the short listed providers with an assessment of whether the business has the capability to deliver the contract; an
- (iii) an evaluation of the value for money of each bidder; and
- (iii) A **RECOMMENDATION** in respect of a preferred supplier.

Council will be asked to consider the report and make a decision to either follow the recommendation, or take some other course of action.

# **Report Author**

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# **Environmental Services Budgets**

### Annual Council Meeting, 22nd May 2018

# Background

The Town Council has TUPE'd across the staff from the Groundwork contract and is negotiating the rollout of the warden service with Durham County Council.

When the budget was set in January 2018, the costs of providing the service and the salary costs which would be required after the Council implemented its restructure had to be estimated.

Now that the warden contract has been priced, the effect of the Local Government Pay award id known and the Job Descriptions in the new structure have been evaluated, these costs are known.

The Town Clerk has therefore been able to enter accurate estimates for salary costs into the budget and has created additional cost centres and codes to enable clear accountability for revenue budgets within the new staffing structure.

# Methodology

Salary estimates have been built based on an implementation date of 1st July 2018 for the restructure, which is achievable if the restructure paperwork is signed off by Council on 22nd May after the AGM. Costs have been calculated against the existing pay structure up to the end of June and against the new one thereafter. A vacancy factor has been applied to new posts which will have to be recruited into (and posts which are becoming vacant).

The full details of these estimates will be appended to the report which will be considered by the Finance & Governance Committee tomorrow but have been left out of this report as it will be considered in the public part of the meeting. The salary estimates are as follows:

Cost Centre	Service Area	Salaries Budget Allocation
101	Staffing	£130,946
450	Facilities	£108,979
350	<b>Environmental Services</b>	£86,889
310	Environmental Wardens	£39,027
TOTAL		£365,841
2018/19	Salaries Budget	£389,436

### **1. Revised Salaries Budgets**

### 2. New Cost Centres

A cost centre was created during budget setting for the Warden Service (310). I have established a new cost centre for Facilities Management (which contains only the salaries budget at this time) and for Environmental Services. The staffing costs for the 'centre' have been left in the "Staffing" cost centre (101).

The proposed budgets for Environmental Services will give the services degree of operational flexibility and the an ability to deliver independently without being reliant for either individual member support (through MIF) or Full Council support to deliver any projects. There has also been some additional provision made in the Wardens cost centre to allow them some funds to deliver Civic Pride Initiatives. Provision has also been made for the expansion of the grit bin service which Committee supported in principle subject to additional funds being found in the budget.

The full cost of the Police/ Wardens vehicles has also been entered into the budget in line with the decision of Council to recover the costs over a three year period (forward funded from reserves).

The setting of these budgets has left an additional £19,129 on the old "Environmental Services" line of the "services" cost centre, however the Town Clerk is proposing that this budget should be re-allocated into election costs (to cover the forthcoming by-election); IT (to fund computer equipment for new staff) and professional fees to offset the additional work which has been required in this area recently.

A full copy of the revised budget is attached to this report as **APPENDIX 1.** 

# **Decisions Required**

Council is requested to review the proposal and **DECIDE** what to do.

# Recommendation

### It is **RECOMMENDED** that:

- (i) Members **ACCEPT** this report and **APPROVE** the proposal to create new cost centres;
- (ii) Members **AGREE** the recommendations of the Town Clerk to reallocate the remaining Environmental Services funding.

# **Report Author**

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Stanley Town Council 2018-19

**Budget Detail - By Centre** 

Note: (-) Net Expenditure means Income is greater than Expenditure

Page No 1

### Note : 2018/19 Revised Budget

		Last \	(ear		Current Yea	ır	Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
<u>101</u>	Staffing						
4000	Direct Salaries	154,582	148,617	143,550	143,550	12,604	0
4008	Training	2,000	1,450	2,000	2,000	645	0
4009	Clothing Costs	300	0	300	300	0	0
4010	Payroll SLA	1,500	1,789	1,500	1,500	1,962	0
4012	Recruitment	650	0	1,000	1,000	0	0
4013	HR Advice & Support	250	0	1,000	1,000	0	0
4014	Courses and Seminars	150	0	150	150	0	0
	OverHead Expenditure	159,432	151,856	149,500	149,500	15,211	0
1075	Grants	0	785	0	0	0	0
	Total Income	0	785	0	0	0	0
	101 Net Expenditure	159,432	151,071	149,500	149,500	15,211	0
<u>105</u>	Office Accommodation						
4000	Direct Salaries	0	0	0	0	-6,356	0
4054	Insurance	8,000	2,518	8,000	8,000	0	0
4061	Accommodation Rent	0	3,000	13,738	13,738	0	0
4065	Repairs & Maintenance	250	8	250	250	0	0
	OverHead Expenditure	8,250	5,526	21,988	21,988	-6,356	0
	Total Income	0	0	0	0	0	0
	105 Net Expenditure	8,250	5,526	21,988	21,988	-6,356	0

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**Budget Detail - By Centre** 

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		Last Y	ear		Current Year	_	Next Year	
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget	
<u>110</u>	Administration							
4054	Insurance	4,000	3,956	4,000	4,000	0	0	
4065	Repairs & Maintenance	0	0	0	0	0	0	
4077	Licences	0	475	0	0	0	0	
4100	Telephones	300	300	300	300	0	0	
4101	Mobile Phones	500	451	500	500	-33	0	
4102	Stationery	750	688	750	750	0	0	
4103	Publications	100	0	100	100	29	0	
4104	Postage	900	235	700	700	0	0	
4105	Photocopying	600	781	600	600	0	0	
4106	Subscriptions	4,400	4,129	4,400	4,400	0	0	
4110	Audit External	2,100	2,000	2,100	2,100	-2,000	0	
4111	Audit Internal	1,200	1,400	1,500	1,500	-360	0	
4112	Professional Fees	2,000	13,610	10,000	10,000	4,243	0	
4114	Refreshments	200	90	200	200	0	0	
4120	IT - Antivirus	100	16	80	80	0	0	
4121	IT - Website Support	100	75	100	100	0	0	
4122	IT - Email Maintenance	2,200	2,986	2,200	2,200	0	0	
4123	IT - Support & Maintenance	4,000	1,108	4,000	4,000	0	0	
4124	IT - Equipment	2,000	1,843	2,000	2,000	0	0	

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### Stanley Town Council 2018-19

**Budget Detail - By Centre** 

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Page No 3

			Last \	<u>/ear</u>		Current Yea	<u>r</u>	Next Year
			Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
4125	IT - Software		500	1,622	800	800	17	0
4999	Bank Charges		1,250	1,661	2,000	2,000	151	0
	Over	Head Expenditure	27,200	37,427	36,330	36,330	2,047	0
1050	Interest		0	1,056	0	0	0	0
		Total Income	0	1,056	0	0	0	0
	110	Net Expenditure	27,200	36,371	36,330	36,330	2,047	0
<u>111</u>	Precept							
1176	Precept		674,837	674,837	706,256	706,256	353,128	0
1177	LCTRS Grant		112,039	112,039	117,132	117,132	58,566	0
		Total Income	786,876	786,876	823,388	823,388	411,694	0
	111	Net Expenditure	-786,876	-786,876	-823,388	-823,388	-411,694	0
<u>115</u>	Publicity							
4075	Advertising		6,500	3,308	5,000	5,000	0	0
4200	Stanley Life		15,000	0	10,000	10,000	0	0
4201	Annual Report		300	0	300	300	0	0
	Over	Head Expenditure	21,800	3,308	15,300	15,300	0	0
	115	Net Expenditure	21,800	3,308	15,300	15,300	0	0

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Stanley Town Council 2018-19

**Budget Detail - By Centre** 

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		Last Y	/ear		Current Year		Next Yea	ar
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget	
<u>200</u>	<u>Democracy</u>							
4020	DBS Checks	500	0	500	500	0	0	
4066	Tools & Equipment	0	1,109	0	0	0	0	
4102	Stationery	0	100	100	100	0	0	
4114	Refreshments	0	247	100	100	-5	0	
4800	Member Training	2,000	1,469	2,000	2,000	0	0	
4801	Annual Parish Meeting	150	0	150	150	0	0	
4802	Other Meetings	250	1,915	1,000	1,000	0	0	
4803	Chairmans Fund	5,000	2,108	2,000	2,000	10	0	
4804	Freedom of the Town Award	250	0	0	0	0	0	
4808	Election Costs	32,000	32,149	0	0	0	0	
	OverHead Expenditure	40,150	39,097	5,850	5,850	5	0	
4805	Chairmans Awards	0	0	3,000	3,000	1,406	0	
	Direct Expenditure	0	0	3,000	3,000	1,406	0	
	Total Income	0	0	0	0	0	0	
	200 Net Expenditure	40,150	39,097	8,850	8,850	1,410	0	

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Stanley Town Council 2018-19

**Budget Detail - By Centre** 

Note: (-) Net Expenditure means Income is greater than Expenditure

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### Note : 2018/19 Revised Budget

		Last Y	/ear		Current Year	Next Year
		Budget	Actual	Agreed Budget	Revised Budget Actual YTD	Next Year Budget
<u>300</u>	Services					
4300	Environmental Services	67,500	64,300	19,129	19,129 494	0
4301	Tractors	0	50	0	0 0	0
4305	Front Street Regeneration	0	0	4,661	4,661 0	0
4310	Crime Prevention Initiatives	7,000	0	0	0 0	0
4312	Police Cars - Contribution	7,000	7,000	10,500	10,500 0	0
4313	Mini Police	4,400	0	0	0 0	0
4321	Detached Youth Project	30,000	30,000	30,000	30,000 0	0
4322	Road Safety Initiatives	3,000	301	0	0 0	0
4323	Defibrillators	2,000	0	0	0 0	0
4324	Money Advice Service	30,000	30,000	50,000	50,000 0	0
	OverHead Expenditure	150,900	131,651	114,290	114,290 494	0
	Total Income	0	0	0	0 0	0
	300 Net Expenditure	150,900	131,651	114,290	114,290 494	0
<u>305</u>	PACT House					
4049	Rent	8,000	8,000	8,000	8,000 4,000	0
4054	Insurance	200	322	200	200 0	0
4112	Professional Fees	0	1,175	0	0 0	0
	OverHead Expenditure	8,200	9,497	8,200	8,200 4,000	0

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Stanley Town Council 2018-19

**Budget Detail - By Centre** 

Note: (-) Net Expenditure means Income is greater than Expenditure

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		Last \	Year		Current Year	Next Year
		Budget	Actual	Agreed Budget	Revised Budget Actual YTD	Next Year Budget
	Total Income	0	0	0	00	0
	305 Net Expenditure	8,200	9,497	8,200	8,200 4,000	0
<u>307</u>	AP Community Room					
4050	Rates	500	332	400	400 54	0
4051	Water Rates	300	0	300	300 0	0
4052	Electricty	300	353	300	300 34	0
4053	Gas	564	579	550	550 -50	0
4054	Insurance	350	0	350	350 0	0
4065	Repairs & Maintenance	500	159	500	500 0	0
4112	Professional Fees	500	0	500	500 0	0
	OverHead Expenditure	3,014	1,424	2,900	2,900 38	0
1060	Rent Income	2,000	0	1,500	1,500 0	0
	Total Income	2,000	0	1,500	1,500 0	0
	307 Net Expenditure	1,014	1,424	1,400	1,400 38	0
<u>310</u>	Warden Service					
4000	Direct Salaries	0	0	39,027	39,027 0	0
4005	Casual Staff	0	0	3,000	3,000 0	0

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### Stanley Town Council 2018-19

**Budget Detail - By Centre** 

Note: (-) Net Expenditure means Income is greater than Expenditure

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		Last Y	'ear_		Current Year	_	Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
4008	Training	0	0	2,000	2,000	0	0
4009	Clothing Costs	0	0	3,000	3,000	0	0
4066	Tools & Equipment	0	0	2,200	2,200	0	0
4101	Mobile Phones	0	0	2,000	2,000	0	0
4102	Stationery	0	0	500	500	0	0
4112	Professional Fees	0	0	2,500	2,500	0	0
	OverHead Expenditure	0	0	54,227	54,227	0	0
	310 Net Expenditure	0	0	54,227	54,227	0	0
<u>320</u>	Events						
4400	Music Festival	5,000	0	0	0	0	0
4401	Firework Festival	15,000	10,000	10,000	10,000	0	0
4402	Christmas Festival	10,000	9,952	0	0	0	0
4405	Blooming Good Fun	1,500	1,519	0	0	0	0
4407	Play in the Park	15,000	14,689	0	0	0	0
4410	Remembrance Services	400	510	500	500	0	0
4411	WW1 Commemoration	5,000	0	0	0	0	0
4412	Armed Forces Day	4,000	4,443	0	0	0	0
4413	Moria-Con	5,000	3,598	0	0	0	0
4418	Older People's Entertainment	1,000	850	0	0	0	0

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### Stanley Town Council 2018-19

**Budget Detail - By Centre** 

Note: (-) Net Expenditure means Income is greater than Expenditure

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### Note : 2018/19 Revised Budget

		Last Y	'ear		Current Year	Next Year
		Budget	Actual	Agreed Budget	Revised Budget Actual YTD	Next Year Budget
4419	Other Events	0	-676	0	0 0	0
4420	Blue Plaque Scheme	1,200	448	1,200	1,200 0	0
4421	Events (External)	0	0	40,000	40,000 0	0
4423	Heritage Projects	5,825	3,386	5,000	5,000 0	0
4424	West Stanley Memorial	400	308	400	400 0	0
4439	Christmas Decorations	23,000	22,779	18,000	18,000 0	0
	OverHead Expenditure	92,325	71,806	75,100	75,100 0	0
	320 Net Expenditure	92,325	71,806	75,100	75,100 0	0
<u>350</u>	Environmental Services					
4000	Direct Salaries	0	0	91,889	91,889 0	0
4009	Clothing Costs	0	0	2,000	2,000 0	0
4058	Trade Waste	0	0	2,700	2,700 0	0
4065	Repairs & Maintenance	0	0	2,000	2,000 0	0
4066	Tools & Equipment	0	0	5,000	5,000 0	0
4133	Environmental Campaigns	0	0	5,000	5,000 0	0
	OverHead Expenditure	0	0	108,589	108,589 0	0
4131	Vehicle Fuel	0	0	6,000	6,000 0	0
4132	Winter Maintenance	0	0	2,200	2,200 0	0
	Direct Expenditure	0	0	8,200	8,200 0	0
	350 Net Expenditure	0	0	116,789	116,789 0	0

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**Budget Detail - By Centre** 

Note: (-) Net Expenditure means Income is greater than Expenditure

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		Last \	<u>rear</u>		Current Year	_	Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
<u>400</u>	<u>Grants</u>						
4500	Members Initiative Fund	70,000	68,753	70,000	70,000	3,639	0
4502	Other Grants	55,153	42,046	0	0	0	0
4504	Youth Providers	0	0	15,000	15,000	0	0
	OverHead Expenditure	125,153	110,800	85,000	85,000	3,639	0
	Total Income	0	0	0	0	0	0
	400 Net Expenditure	125,153	110,800	85,000	85,000	3,639	0
<u>450</u>	Facilities Management						
4000	Direct Salaries	0	0	108,979	108,979	0	0
	<b>OverHead Expenditure</b>	0	0	108,979	108,979	0	0
	450 Net Expenditure	0	0	108,979	108,979	0	0
<u>500</u>	Civic Hall						
4000	Direct Salaries	154,582	116,540	0	0	6,500	0
4005	Casual Staff	20,000	49,262	20,000	20,000	3,769	0
4008	Training	2,500	332	2,500	2,500	0	0
4009	Clothing Costs	1,100	879	1,200	1,200	0	0
4011	Travel & Subsistence	400	19	400	400	0	0

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### Stanley Town Council 2018-19

**Budget Detail - By Centre** 

Note: (-) Net Expenditure means Income is greater than Expenditure

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### Note : 2018/19 Revised Budget

		Last Y	'ear_		Current Yea	<u>r</u>	Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
4012	Recruitment	650	0	650	650	0	0
4050	Rates	8,000	8,015	8,100	8,100	822	0
4051	Water Rates	3,500	1,549	3,000	3,000	-300	0
4052	Electricty	10,000	14,286	13,000	13,000	1,893	0
4053	Gas	3,500	1,895	2,000	2,000	-387	0
4055	Cleaning	2,400	4,175	3,500	3,500	231	0
4056	Alarm Maintenance	1,500	1,980	2,000	2,000	1,274	0
4057	Window Cleaning	250	150	250	250	0	0
4058	Trade Waste	2,000	1,150	1,500	1,500	1,186	0
4059	Laundry	1,700	667	1,200	1,200	0	0
4065	Repairs & Maintenance	2,500	6,771	2,500	2,500	-155	0
4066	Tools & Equipment	6,000	6,220	3,000	3,000	0	0
4067	Furniture & Fittings	1,500	374	1,000	1,000	0	0
4068	Structure	800	0	800	800	0	0
4069	Pest Control	250	267	300	300	272	0
4070	Crockery,Cutlery etc	1,000	0	500	500	0	0
4071	Health & Safety - Fire	250	282	250	250	0	0
4072	Health & Safety First Aid	200	64	200	200	0	0
4073	Health and Safety	2,580	1,402	2,600	2,600	0	0
4075	Advertising	5,000	8,681	0	0	415	0
4076	Marketing & Promotion	2,500	8,028	15,000	15,000	497	0

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### Stanley Town Council 2018-19

**Budget Detail - By Centre** 

Note: (-) Net Expenditure means Income is greater than Expenditure

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		Last Y	ear_		Current Yea	<u>r</u>	<u>Next Year</u>
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
4077	Licences	2,000	3,045	2,000	2,000	2,184	0
4079	Security	500	179	500	500	0	0
4100	Telephones	3,200	3,103	3,200	3,200	25	0
4101	Mobile Phones	0	0	1,000	1,000	0	0
4102	Stationery	2,000	753	1,500	1,500	556	0
4104	Postage	800	2,175	1,500	1,500	0	0
4105	Photocopying	1,200	919	1,200	1,200	-23	0
4114	Refreshments	0	6	0	0	0	0
4115	Hospitality	0	9	0	0	0	0
4120	IT - Antivirus	100	180	180	180	0	0
4121	IT - Website Support	200	0	200	200	0	0
4123	IT - Support & Maintenance	3,000	2,559	3,000	3,000	-25	0
4125	IT - Software	200	548	500	500	0	0
4425	Technical Support	2,500	4,255	2,500	2,500	510	0
4650	Events - Civic Hall	15,000	43,996	0	0	1,724	0
4651	Events - Externally Organised	0	4	0	0	0	0
4652	Civic Hall Performers	11,200	12,714	10,000	10,000	10,393	0
4653	Summer Stage School	5,500	0	0	0	0	0
4654	Purchases for weddings/parties	0	1,865	0	0	38	0
4700	Ticket Sales Paid Over	0	71,709	0	0	2,258	0
4750	Resale Items	0	662	500	500	0	0

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### Stanley Town Council 2018-19

**Budget Detail - By Centre** 

Note: (-) Net Expenditure means Income is greater than Expenditure

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		Last Y	'ear	Current Year				Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD		Next Year Budget
4751	Technical supp-rechargeable	0	715	1,000	1,000	0		0
4752	Purchases weddings etc- rech	0	3,031	0	0	0		0
4998	Transaction Fees	1,100	3,286	2,000	2,000	237		0
	OverHead Expenditure	283,162	388,699	116,230	116,230	33,893		0
1000	Ticket Sales Retained	30,000	27,904	25,000	25,000	1,130		0
1002	Ticket sales ret'd- Ext shows	0	5,166	0	0	5		0
1005	Ticket Sales Non Retained	0	71,709	0	0	2,258		0
1010	Hall Hire	70,000	61,111	70,000	70,000	548		0
1012	Civic Players etc-Fees, Subs,	16,700	5,722	0	0	6,626		0
1013	DCC Recharges	1,760	1,760	1,760	1,760	0		0
1026	Table packages etc	0	1,074	500	500	77		0
1028	Resale Items	0	833	500	500	0		0
1029	Recharged buffet, disco etc	0	2,550	2,500	2,500	458		0
1031	PRS income	0	40	150	150	0		0
1032	Recharged technical	0	717	1,000	1,000	0		0
1061	Rent Income - Town Council	0	3,000	0	0	0		0
1081	Donations	0	3,666	0	0	0		0
1091	Art Work Sales	150	4	15	15	0		0
	Total Income	118,610	185,255	101,425	101,425	11,102		0
	500 Net Expenditure	164,552	203,444	14,805	14,805	22,790		0

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### Stanley Town Council 2018-19

**Budget Detail - By Centre** 

Note: (-) Net Expenditure means Income is greater than Expenditure

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### Note : 2018/19 Revised Budget

		Last Year			Next Year	
		Budget	Actual	Agreed Budget	Revised Budget Actual YTD	Next Year Budget
<u>505</u>	Coffee Shop					
4000	Direct Salaries	34,525	37,258	0	0 2,156	0
4008	Training	100	0	0	0 0	0
4009	Clothing Costs	200	98	0	0 0	0
4055	Cleaning	100	0	0	0 0	0
4065	Repairs & Maintenance	250	149	0	0 0	0
4066	Tools & Equipment	500	113	0	0 0	0
4070	Crockery,Cutlery etc	0	50	0	0 0	0
4075	Advertising	600	0	0	0 0	0
4550	Coffee Shop-Drinks (Hot)	1,700	0	0	0 0	0
4555	Coffee Shop-Drinks (Cold)	1,800	0	0	0 0	0
4560	Coffee Shop-Food	10,000	13,646	0	0 1,351	0
4602	Bar - Stocktaking Costs	100	585	0	0 50	0
4625	Coffee Shop supplies	700	372	0	0 0	0
	OverHead Expenditure	50,575	52,270	0	0 3,557	0
1200	Hot Drinks	1,500	214	0	0 0	0
1205	Cold Drinks	100	0	0	0 0	0
1210	Food	1,500	0	0	0 0	0
1220	Coffee Shop	30,000	36,320	0	0 1,758	0
	Total Income	33,100	36,534	0	0 1,758	0
	505 Net Expenditure	17,475	15,736	0	0 1,800	0

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**Budget Detail - By Centre** 

Note: (-) Net Expenditure means Income is greater than Expenditure

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		Last Year		Current Year				Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD		Next Year Budget
<u>510</u>	Civic Hall Bar							
4009	Clothing Costs	150	110	200	200	0		0
4066	Tools & Equipment	450	80	250	250	0		0
4070	Crockery,Cutlery etc	500	0	500	500	0		0
4102	Stationery	100	0	0	0	0		0
4600	Bar Stock	18,500	28,360	27,000	27,000	5,852		0
4601	Bar Supplies - Sundry Items	3,500	288	400	400	0		0
4602	Bar - Stocktaking Costs	650	943	900	900	75		0
4603	Bar - gas	800	288	400	400	93		0
	OverHead Expenditure	24,650	30,068	29,650	29,650	6,020		0
1020	Bar Takings	48,000	63,905	65,000	65,000	977		0
	Total Income	48,000	63,905	65,000	65,000	977		0
	510 Net Expenditure	-23,350	-33,837	-35,350	-35,350	5,043		0
<u>520</u>	Loan Charges							
4996	PWLB Loan - Principal	20,000	20,000	40,000	40,000	0		0
4997	PWLB Loan - Interest	3,990	3,534	7,980	7,980	0		0
	OverHead Expenditure	23,990	23,534	47,980	47,980	0		0
	520 Net Expenditure	23,990	23,534	47,980	47,980	0		0

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**Budget Detail - By Centre** 

Note: (-) Net Expenditure means Income is greater than Expenditure

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		Last Year		Current Year			Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
<u>800</u>	Loan Costs						
4156	Civic Hall - Structure	0	30,977	0	0	0	0
4160	Civic Hall - Equipment	0	7,082	0	0	0	0
4162	St Josephs House	0	0	0	0	190,000	0
	OverHead Expenditure	0	38,059	0	0	190,000	0
1100	Loan	0	0	0	0	190,000	0
	Total Income	0	0	0	0	190,000	0
	800 Net Expenditure	0	38,059	0	0	0	0
	Total Budget Expenditure	1,018,801	1,095,021	991,313	991,313	253,952	0
	Income	988,586	1,074,411	991,313	991,313	615,531	0
	Net Expenditure	30,215	20,610	0	0	-361,579	0