

CROMER TOWN COUNCIL BUDGET 2013/14

Strategy		
	Expenditure	Income
Administration	8,250	
Insurance	5,000	
North Lodge	52,073	32,388
Membership Fees	945	
Staff	62,942	
Democratic	1,570	
Total	130,780	32,388

Works		
	Expenditure	Income
Cemetery Lodge	1,500	
Allotments	1,192	990
Maintenance	44,586	
Street Lighting	5,400	
Cemetery No.1	21	
Cemetery No.2	30,338	25,875
Total	83,037	26,865

Publicity		
	Expenditure	Income
Marriage	2,620	4,500
Publicity	5,500	
Twinning	500	
Civic Function	1,520	
Events	2,750	
Total	12,890	4,500

Grants		
	Expenditure	Income
Annual	20,189	2,100
Youth & Sport Provision	5,000	
Total	25,189	2,100

Planning		
	Expenditure	Income
Future Highway Projects	3,000	
Public Rights of Way	500	
Total	3,500	

Overall Budget		
	Expenditure	Income
Strategy	130,780	32,388
Works	83,037	26,865
Publicity	12,890	4,500
Grants	25,189	2,100
Planning	3,500	
Total	255,396	65,853

2013/14	£189,543
2012/13	£185,869
	£3,674

2.0%

FINAL VERSION

Strategy Budget 2013/14

Administration				
	Expenditure	Income	Comment	Service Reduction
Photocopier Rent	859		Based on 2011/12 expenditure	A new contract has just been signed.
Photocopier consumables	916			
Stamps	1,000			The cost of stamps has increased considerably.
IT	1,000			Better use of IT equipment could help reduce admin expenditure
Stationery	1,154		Based on 2011/12 expenditure	Greater use of emails has been implimented.
Petty Cash	251			None
Fire Alarm - BT	243			None
Telephone	542			Look at greater use of email and skype
				None
Window Cleaning	300			None
Broadband	200			This in time might have to increase to get better speed
Data Protection	35			None
Audit Fee	1,500			None
Project Facilitator	250			None
Total	8,250			

Strategy Budget 2013/14

Insurance				
	Expenditure	Income	Comment	Service Reduction
Mandatory Cover	825		Based on 2011/12 expenditure. This has not increased from 2010/11	Recently reviewed insurance and limited options available and this is currently the best and cheapest available
Property Damage	3,205			
Official	40			
Slander	40			
Fidelity	450			
Accidental	60			
Legal	30			
IPT	350			
Total Expenditure	5,000			

North Lodge				
	Expenditure	Income	Comment	Service Reduction
Rates	3,790		Based on 0% increase	The rents have increased since last year due to new tenancy agreements.
Gas	4,045		Based on expected increase in energy costs	
Electricity	9,000			
Water	1,855			
Cleaning	2,160			
Utililities		11,038	Percentage of energy expenditure	
PWLB 1 Interest	16,223		Repayment of loan for the purchase of North Lodge	
PWLB1 Capital	15,000			
Pure Content - 1st Floor		14,750	Based on current rent levels	
Harber - Basement Room		2,000		
Link Personnel - Suite 3	0	4,600		
Total	52,073	32,388		

Strategy Budget 2013/14

Membership Fees				
	Expenditure	Income	Comment	Service Reduction
Norfolk ALC	920		Based on 5% increase	Cease membership
Rural Community Council	25			
Total	945			

Staff				
	Expenditure	Income	Comment	Service Reduction
Salaries	50,580		This is based on the recent review by SLCC and Norfolk ALC. Town Clerk and Deputy	
Pension	9,865			
NI	1,897			
Training	600			
Total Expenditure	62,942			

Democratic				
	Expenditure	Income	Comment	Service Reduction
Annual Report	200		This is a form of good practice	None
Annual Town Council Meeting	170		This is a legal obligation	None
Elections	800		This will only be necessary if there is a by-election or referendum	None
Councillor Expenses	200		Based on 2011/12 claims	None
Councillor Training	200		Based on 2011/12 claims	None
Total Expenditure	1,570			

Note a referendum could cost £2,300

Works and General Purposes Budget 2013/14

Cemetery Lodge				
	Expenditure	Income	Comment	Service Reduction
Grass Maintenance	200		This figure has been allowed for grass maintenance to keep the property tidy ready for marketing	
Rate	1,300		A business plan is being considered for the future of the Cemetery Lodge	
Total	1,500			

Allotments				
	Expenditure	Income	Comment	Service Reduction
Water Rates	92		This figure is the same as 2012/13	The Town Council has a duty to provide allotments. The demand is greater than allotments currently available. Also the allotments only have a limited life span as they will eventually be used by the Cemetery. The Town Council should be looking at increasing the number of allotments and not reducing them.
Water Butts/Tanks	500			
Rates	600			
Rent		990	Rent increase of £10 per plot per annum for three further years.	
Total	1,192	990		

Street Lighting				
	Expenditure	Income	Comment	Service Reduction
Electricity	4,000			
Church Floodlights	1,400			
Total	5,400			

Works and General Purposes Budget 2013/14

Cemetery No.1				
	Expenditure	Income	Comment	Service Reduction
Rates	21		Based on 0% rate increase.	None
Total	21			

Cemetery No.2				
	Expenditure	Income	Comment	Service Reduction
Chapel Elec / Water	1,700		The expenditure has increased in line with projected energy costs. Some of the water is used by allotment holders.	A Member has volunteered to check the heating has been turned off following use of the Chapel for funerals and functions.
Rates	3,000			None
Burials	6,300	25,875	The Town Council will look at an increase in the costs of burials. The expenditure covers the cost of a grave digger and is based on 35 burials per annum.	The income will be dependant on the number of burials which is out of the control of the town council.
Grass Maintenance	8,000		This figures covers the grass maintenance of both Cemetery No.1 and 2	
PWLB 2 Interest	3,058		Repayment of outstanding loan for repairs to the chapel	Provision has been made in order that future repairs can be made.
PWLB 2 Capital	3,280			
Admin Software	5,000		This figure will be rolled over each year until the Town Council are in a position to carry out the Mapping of all their assets.	
Total	30,338	25,875		

Works and General Purposes Budget 2013/14

Maintenance				
	Expenditure	Income	Comment	Service Reduction
North Lodge Park & Toilets	5,000		This is expenditure based on the decision by the Town Council to take over the running of the toilets in North Lodge Park and also work with NNDC to improve North Lodge Park.	The closure of the toilets in the park would be a great loss. Also following the referendum on the future of North Lodge park the Town Council has a commitment to see the park improved.
North Lodge	9,000		Now all the building work has been completed on North Lodge a maintenance program needs to be in place.	Not having a properly funded maintenance program in place will result in costly repairs in the long term as it is not a new building and it is very exposed to the sea.
Cemetery (1 & 2)	2,000		This figure will cover the annual tree inspection, any possible tree work and any future maintenance on the boundary walls.	Not maintaining the boundary walls and trees properly could present a health and safety risk. Due to no proper maintenance over recent years means there is urgent work that already needs undertaking.
Cemetery Lodge			A business plan is being considered for the future of the Cemetery Lodge	A business plan is being considered for the future of the Cemetery Lodge
Cemetery Chapel	2,000		Following the recent repairs to the building a maintenance program now needs to be put in place.	Recently the Town Council had to take out a loan to pay for repairs to the chapel as it had not properly budgeted for maintenance in the past. This position should not be repeated again.

Works and General Purposes Budget 2013/14

Maintenance				
	Expenditure	Income	Comment	Service Reduction
Head Stones	600		This maintenance is based on a 5 yearly cycle of testing all the headstones in Cemetery 1 & 2.	If the Town Council does not check the headstones on a regular basis it would invalidate our insurance.
War Memorial	500		This maintenance figure has been based on recent past history.	The War Memorial is to recognise Cromer residents who have fought for this country. It would reflect badly on the Town Council if this fell into disrepair
Church Flood Lights	500		This maintenance figure has been based on recent past history.	The Town Council could decide not to floodlight the church or ask the church to pay. Neither of these would be popular options.
Maintenance of Statue	100		This is a small maintenance figure to cover maintenance to the statue, this has been based on recent past history.	There is very little alternative.
Allotments	5,000		This figure is based on raising £50,000 over ten years to go towards purchasing land for an alternative allotment site.	If no provision is made for allotments, when the land at the cemetery is required it will be a costly burden to purchase or lease land.
Street Lighting	14,000		This cost is based on recent past history, plus cost for fitting timer switches to the lights so there is greater control when they go on and off. This will in the long term be a cost saving.	The alternative is to hand over the lighting to Norfolk County Council, however to do this will cost thousands and thousands of pounds.
Bus Shelters	1,500		This maintenance figure has been based on recent past history.	The Town Council has been looking at increasing the number of bus shelters not reducing them.

Works and General Purposes Budget 2013/14

Maintenance				
	Expenditure	Income	Comment	Service Reduction
Flag Pole	500		The flag pole at North Lodge has recently been repaired. The Town Council is also responsible for the flag pole in the Churchyard.	The alternative it to take down the flag pole in the Churchyard or pass the responsibility to the Church.
Benches	1,600		This maintenance figure is based on £50 per bench per year. The Town Council has a commitment to maintain these benches as they have already been paid for by the people who donated a bench.	The current agreement the Town Council has for benches does not adequately cover the cost of bench maintenance. Also after 10 years the full costs falls on the Town Council. A new agreement needs to be drawn up, with the cost
Grit Bins	100		There is already in place a program of providing new grit bins, once this program is complete there will need to be a program of replacing old and broken ones.	During the winter months there is a demand for grit bins, for safety reasons these need to be provided.
Church Clock	500		This maintenance figure has been based on recent past history.	The Church could be asked to pay for the maintenance of its clock.
Litter Bins	1,350		This figure includes litter picking for the bus station.	Norfolk County Council spent all their funding on securing the land for the bus station and Cromer Town Council agreed to help with providing litter bins etc.
Floodlights North Lodge	336		This figure is to maintain the flood lights at North Lodge.	
Total	44,586			

Publicity Budget 2013/14

Marriage				
	Expenditure	Income	Comment	Service Reduction
Licence	500		Could not hold weddings without a licence	Weddings can generate income for the Town Council and North Lodge could also be used at week ends. However recently the number of weddings have been declining so better advertising and marketing of the venue needs to be done.
Cleaning	720			
Publicity	500		Based on recent expenditure	
Staff	900		Staff overtime for attending at wedding	
Total Income		4,500	It is recommended that Promotions Committee look at increasing the weddings to £250 and £300 respectively.	
Total Expenditure	2,620	4,500		

Publicity				
	Expenditure	Income	Comment	Service Reduction
Website	500		A new website has been designed and will be managed by a webmaster.	This is a service improvement, if more information is put on the website it could help reduce the number of phone calls the office has to deal with. Also the Town Council has a public duty to keep local residents informed
Publicity	5,000	0	This has not increased.	
Total Expenditure	5,500	0		

Publicity Budget 2013/14

Civic Function				
	Expenditure	Income	Comment	Service Reduction
Town Crier	350		This is the same as 2012/13	None
Mayor Allowance	100			None
Jewels	20		This is the same as 2012/13	
Civic Events	1,000	1,000		None
Wreaths	50		This has increased due to a request for an extra wreath.	None
Total Expenditure	1,520	1,000		

Events				
	Expenditure	Income	Comment	Service Reduction
Party in the Park	750		This figure is towards holding an event annually in North Lodge Park. The surplus from the Queen's Jubilee event will be added to this figure.	
Christmas Activities	2,000		A new working group has been formed	
Total Expenditure	2,750	0		

Publicity Budget 2013/14

Twinning

	Expenditure	Income	Comment	Service Reduction
Twinning	500		This figure will increase in the third year to £1,500 when Cromer will be hosting.	
Total	500			

Planning Budget 2013/14

Planning				
	Expenditure	Income	Comment	Service Reduction
Future Highway Project	3,000		This money will be earmarked each year towards and future highway projects	
Public Rights of Way	500		A new working group has been formed	
Total Expenditure	3,500	0		

Grants

Annual Grants	Grants	Income	Comment	Service Reduction
Fireworks	5,754	2,100	A new policy is being written for adoption concerning grants for the future.	
Cromer in Bloom	2,000			
Christmas Lights	2,600			
Music Festival	250			
Arts Festival	275			
COAST	2,000		Dialogue needs to take place with Sheringham Town Council in order that the two partners work together to give an equal amount.	
Crab & Lobster Festival	2,000		Dialogue needs to take place with Sheringham Town Council in order that the two partners work together to give an equal amount.	
Mayor Prize	60			
CAB	1,500			
Bittern Line Railway	750			
Youth and Sport Provision	5,000		This will be earmarked in the annual accounts in order to provide future provision.	
Occasional Grants	3,000			
Total Grants				
Total Grant Expenditure	25,189	2,100		

Reserves Budget 2013/14

Reserves		
General	33,471	
Allotments	5,000	This will increase each year by 5,000
Youth and Sport	5,000	This will increase each year by 5,000
Chapel	27,000	Contribution to repair of chapel in Cemetery No1. This is a building at risk and is in need of urgent repair. Additional Grant money is required.
Henry Blogg Boat	10,000	Contribution to the display of the boat, this should attract additional grant money.
Total	80,471	