

WARE TOWN COUNCIL

BUDGET FOR THE YEAR ENDED 31 MARCH 2018



Budget for Ware Town Council and the Priory Charity as agreed by Ware Town Council on 20 February 2017

Ware Town Council 2016/17

	Budget	Actual	Forecast	BUDGET
	2016/17	2016/17	2016/17	2017/18
	£			
SUMMARY				
Net Expenditure b/fwd				
Allotments	2,808	1,232	2,117	2,892
Cemetery	2,202	-13,465	-9,304	16,146
Closed Churchyard	2,281	1,427	2,188	3,389
Church Clock	220	224	224	230
Leis. & Amen. Advisory Com.	35,600	31,340	36,761	29,460
Tourism	6,000	5,141	5,141	5,500
Town Twinning	2,000	2,449	2,449	2,000
War Memorial	1,063	940	940	1,045
Ware Festival	9,733	6,460	7,724	8,628
Central Administration	204,778	142,498	194,834	190,695
Priory Charity/WPTLtd	312,142	219,630	344,306	323,352
Additional agreed				846
TOTAL NET EXPENDITURE	578,827	397,875	587,380	584,183

Ware Town Council 2016/17

Ware Town Council	Budget	Actual	Forecast	Budget
	2016/17	2016/17	2016/17	2017/18
	£			
ALLOTMENTS				
Expenditure				
Employees & Pension	2,908	2,607	2,908	2,992
Water Charges	750	244	75	750
General Maintenance	1,500	597	1,500	1,500
Allotments Competition	150	176	176	150
Vermin Treatment	600	562	562	600
Site Supervision	2,000	2,000	2,000	2,000
Insurance	100	96	96	100
Total Expenditure	8,008	6,281	7,317	8,092
ALLOTMENTS				
Income				
Rents	5,200	5,049	5,200	5,200
Total Income	5,200	5,049	5,200	5,200
Net Deficit c/fwd. to Summary	2,808	1,232	2,117	2,892

Ware Town Council 2016/17

Ware Town Council	Budget	Actual	Forecast	Budget
	2016/17	2016/17	2016/17	2017/18
	£			
CEMETERY				
Expenditure				
Employees & Nat. Insce.	47,769	34,421	41,208	67001
Rates	2,017	1,984	2,017	2,050
Water and Sewer	700	494	700	700
Light and Heat	150	81	150	150
Insurances	3,266	926	926	945
Equip. Tools & Materials	1,500	686	800	1,500
Trees & Shrubs etc.	2,000	2,070	3,000	3,500
New Machinery	1,500	881	881	1,500
Machine Maintenance	1,000	680	1,000	1,000
Refuse Collection	2,800	2,757	2,757	2,800
Training	1,000		0	
Contract Gravedigging	7,000	5,595	7,000	7,000
Removal of Clay spoil	250	700	700	250
Tipper Truck (inc tax, ins & fuel)	2,250	1,316	800	2,250
Path Repairs	500	60	60	500
Memorial Repairs		220	220	
Total Expenditure	73,702	52,870	62,219	91,146
Income				
Fees	71,500	66,312	71,500	75,000
Wayleave		23	23	
Total Income	71,500	66,335	71,523	75,000
Net Deficit c/fwd. to Summary	2,202	-13,465	-9,304	16,146

Ware Town Council 2016/17

Ware Town Council	Budget 2016/17	Actual 2016/17	Forecast 2016/17	Budget 2017/18
CLOSED CHURCHYARD	£			
Expenditure				
Wages	381	246	288	509
Insurance	700	661	700	680
Repairs & Maintenance	1,200	520	1,200	2,200
	2,281	1,427	2,188	3,389
Net Deficit c/fwd. to Summary	2,281	1,427	2,188	3,389
CHURCH CLOCK				
Expenditure				
Maintenance	220	224	224	230
Net Deficit c/fwd. to Summary	220	224	224	230
TOURISM, LEISURE & AMENITIES COMMITTEE				
Expenditure				
Street Furniture	0			
Band Concerts/Entertainment	3,500	3,542	3,542	3,500
General Grants	2,500	2,199	2,500	2,500
Ware Museum Grant	5,000	5,000	5,000	5,000
Christmas Lights	8,300	9,293	9,293	8,300
Christmas Lights replacement fund	0	0	0	
Rock in the Priory	9,400	9,471	9,471	9,500
Tudor Square Project * funded from external sources and New Homes Bonus		4,029		
Tudor Square maintenance - may need to make a separate cost centre				1,000
Town Centre Development	7,150	0	7,150	
Insurance *	1,050	1,047	1,047	1,060
Play area fund	2,000		2,000	2,000
Food Festival	1,700	1,472	1,472	1,700
Noticeboards		72	72	
Green Flag		60	60	
Total Expenditure	40,600	36,186	41,607	34,560
Income				
Christmas Lights	300	130	130	300
Rock in the Priory	4,400	4,416	4,416	4,500
Tudor Square	0			
Food Festival	300	300	300	300
Total Income	5,000	4,846	4,846	5,100
Net Deficit c/fwd. to Summary	35,600	31,340	36,761	29,460
TOURISM COMMITTEE				
Expenditure				
General Expenditure	1,000	141	141	500
Dickensian evening	1,600	1,600	1,600	1,600
Ware in Bloom	1,300	1,300	1,300	1,300
Tourist Information Point	2,100	2,100	2,100	2,100
DVD History of Ware	0			
Total Expenditure	6,000	5,141	5,141	5,500
Net Deficit c/fwd. to Summary	6,000	5,141	5,141	5,500

* Covers Maltmaker statue, town centre plaques & Christmas lights

Ware Town Council 2016/17

Ware Town Council	Budget	Actual	Forecast	Budget
	2016/17	2016/17	2016/17	2017/18
	£			
TOWN TWINNING				
Expenditure				
General Expenditure	2,000	2,449	2,449	2,000
Income	0	0	0	
Net Deficit c/fwd. to Summary	2,000	2,449	2,449	2,000
WAR MEMORIAL				
Expenditure				
Repairs, Maintenance	100	13	13	100
Share of Insurance	963	927	927	945
Total Expenditure	1,063	940	940	1,045
Income	0	0	0	0
Net Deficit c/fwd. to Summary	1,063	940	940	1,045
WARE FESTIVAL				
Expenditure				
Activities and Events (Net) *	5,000	3,852	3,852	5,000
Employees & Nat. Insce.	8,033	7,389	8,033	8,728
Admin Expenses	1,500	951	951	1,000
Donations to helping groups		480	480	
Donation to festival charities		1,630	1,630	
Beer Festival	3,000	3,340	3,340	
Total Expenditure	17,533	17,642	18,286	14,728
Stalls	2,000	1,805	1,185	2,000
Programmes	200	0	0	
Events	100	79	79	100
Gate	2,500	2,597	2,597	2,500
Collections for charity		714	714	
Donation to charity		333	333	
Donation to costs		1,500	1,500	1500
Beer Festival	3,000	4,154	4,154	
Total Income	7,800	11,182	10,562	6,100
Net Deficit c/fwd. to Summary	9,733	6,460	7,724	8,628

Ware Town Council 2016/17

Ware Town Council	Budget	Actual	Forecast	Budget
CENTRAL ADMINISTRATION	2016/17	2016/17	2016/17	2017/18
Expenditure	£			
Staff Costs	108,412	83,596	95,118	94,355
Insurances	10,891	14,284	14,824	14,100
Subscriptions & Publications	3,000	2,725	3,000	3,000
Chairman's Allowance	3,400	1,271	3,400	3,400
Audit Fee	3,000	1,600	3,000	3,000
Printing & Stationery	2,000	977	1,500	1,500
Machine Maintenance & Rental	8,500	7,110	8,500	8,500
Refuse Collection	920	919	920	920
Postage	2,000	2,367	2,600	2,000
Publications	100	0	0	100
Conf. & Meeting Exp. & Training	3,000	3,006	3,006	3,000
Rent & S. Charge The Priory	25,000		25,000	25,500
Repair & Maint. Furn. & Equip.	100	0	0	100
Sundries	1,000	664	1,000	1,000
Telephone Charges	6,800	6,459	6,800	6,800
New Office Equipment/Furniture	2,000	698	1,000	1,000
Civic Regalia	1,673	335	1,673	500
Staff Advert.	1,000	1,000	1,000	1,000
Election Expenses	3,200		3,200	3,200
Civic Expenses	100	35	100	100
Licences	295	-20	295	295
Professional Fees	4,840	5,977	4,840	4,840
Bank Charges	655	748	655	655
Website	500	459	500	500
CCTV	10,600	7,950	10,600	10,600
New Homes Bonus projects	118,728	118,728	118,728	90,251
Youth Town Council	1,062		1,062	
Mayor's Reception for Volunteers	1,000		1,000	1,000
Archiving & Shredding		532	532	
Neighbourhood Plan * to be funded by New Homes Bonus carried forward				
Total Expenditure	323,776	261,416	313,853	281,216
Income				
Investment Interest	220	133	220	220
Refund of bank charges		21	21	
Photocopying etc.	50	36	50	50
New Homes Bonus	118,728	118,728	118,728	90,251
Total Income	118,998	118,918	119,019	90,521
Net Deficit c/fwd. to Summary	204,778	142,498	194,834	190,695

Ware Priory Charity 2016/17

	Budget	Actual	Forecast	Budget
	2016/17	2016/17	2016/17	2017/18
	£			
PRIORY CHARITY ACCOUNT SUMMARY				
Net Deficit (Credit) b/fwd				
Priory Building	32,282	95,893	60,779	46,180
Priory Grounds & Toilets	97,336	80,213	93,363	102,313
Priory Lido	43,015	-7,697	27,361	30,166
Fletcher's Lea	127,179	42,897	150,736	133,925
Priory Charity Audit Fee	10,000	7,020	10,000	10,000
Bank charges	2,330	1,566	2,330	1,030
Interest received		-4	-4	-4
Priory Charity Net	0	-259	-259	-259
Total Expenditure	312,142	219,630	344,306	323,352
Subsidy required from WTC	312,142	219,630	344,306	323,352

Total Priory Building 2016/17

CONSOLIDATION OF WARE PRIORY TRADING LTD AND PRIORY CHARITY TO SHOW TOTAL INCOME AND EXPENDITURE FOR PRIORY BUILDING				
	Budget	Actual	Forecast	Budget
	2016/17	2016/17	2016/17	2017/18
PRIORY BUILDING	£			
Expenditure				
Staff Costs	97,326	84,751	95,373	95,504
Front of House	12,000	8,000	12,000	12,000
Rates	6,140	8,085	6,040	6,160
Water & Sewer	895	1,169	1,250	895
Electricity	11,550	14,015	11,550	11,550
Insurance	5,272	10,660	10,660	10,800
Gas	10,303	6,750	9,000	10,303
Promotions/Marketing	24,560	26,223	24,935	27,300
Contract Cleaning	12,858	12,410	12,858	13,000
Repair, maintenance & renewals	32,744	12,463	28,000	33,670
Security	36,977	25,738	27,000	32,000
Professional Fees	2,000	295	1,000	2,000
Post & Stationery	100	773	800	0
Equipment hire	0	4,920	6,000	0
Licences	1,300	1,618	1,618	295
100 Club Winnings	150	200	225	150
Total Expenditure	254,175	218,069	248,309	255,627
PRIORY BUILDING	Budget	Actual	Forecast	Budget
Income	2016/17	2016/17	2016/17	2017/18
	£			
Rent & Serv. Charge Ware T.C.	25,000	0	25,000	25,500
Conference Income	26,300	28,170	29,000	26,000
Function income	52,000	31,523	35,000	60,000
Community bookings income	10,000	8,253	9,000	10,000
Catering Commission	40,058	13,528	30,100	35,500
Civil Marriages	15,000	5,755	8,000	0
Electricity Tenants	3,000	3,055	3,055	3,000
Water Tenants	100	0	100	100
Gas Tenants	1,000	1,039	1,039	1,000
Bowsher Service Charge	4,500	5,625	5,625	4,500
Bowsher Office Rent	9,750	9,964	9,964	9,750
Oriel Suite Rent	5,083	3,812	5,083	5,083
Greyfriars Rent	6,850	0	1,713	6,850
Greyfriars Service Charge	0	0	750	1,500
Lord Wake Rent	11,000	11,121	8,370	5,000
Contribution to Marketing	12,000	0	12,000	12,000
Contribution to Equipment	0	0	3,400	3,400
100 Club Income	252	332	332	264
Total Income	221,893	122,176	187,531	209,447
Net Credit c/fwd to Summary	32,282	95,893	60,779	46,180

Ware Priory Charity 2016/17

Priory Charity				
PRIORY GROUNDS & BUILDINGS	Budget	Actual	Forecast	Budget
	2016/17	2016/17	2016/17	2017/18
Expenditure	£			
Staff Costs	68,244	55,001	63,636	71,563
Rates - public toilets	303	298	356	365
Rates - workshop			404	410
Water & Sewer	450	585	700	700
Electricity	570	447	570	570
Insurances (includes skatepark)	3,719	3,662	3,662	3,735
Equip. Tools & Materials	1,900	879	1,000	1,400
Repair & Maint. Public Conv.	1,000	156	500	1,000
Repair & Maint. Other	1,000	1,610	1,275	1,000
Repair & Maint. Playground Equip.	2,000	353	500	1,500
Repair & Maint Skatepark		2,500	2,500	
Grounds Improvements- planting	1,000	1,479	1,479	1,000
Trees, Plants & Fertilizer	4,500	2,090	4,500	6,500
Vermin Treatment	800	727	727	620
Refuse Collection	1,750	1,838	1,838	1,850
Path Repairs	700	0	700	700
Machine Maintenance	1,000	1,294	1,294	1,000
New Machinery, seats & furniture	1,000	735	735	1,000
Lights/Signs	500	0	0	500
New external signage		0	0	
Performance area		7,022	7,022	
Cleaning public toilets	7,800	7,150	7,800	7,800
Total Expenditure	98,236	87,823	101,198	103,213
PRIORY GROUNDS & BUILDINGS	Budget	Actual	Forecast	Budget
	2016/17	2016/17	2016/17	2017/18
Income	£			
NHB Allocation for Performance Area		6935	6935	
Rent of Lodge (Museum)	900	675	900	900
Total Income	900	7,610	7,835	900
Net Deficit c/fwd. to Summary	97,336	80,213	93,363	102,313

Ware Priory Charity 2016/17

	Budget	Actual	Forecast	Budget
	2016/17	2016/17	2016/17	2017/18
Priory Charity	£			
PRIORY LIDO				
Expenditure				
Staff Costs	54,465	63,023	64,000	66,246
Rates	1,668	3662	3662	1670
Water & Sewer	5,700	6,566	6,566	5,700
Electricity	5,800	6,740	7,600	7,600
Insurances	1,532	1,587	1,587	1,610
Equip. Tools & Materials	500	2,426	2,426	1,000
Gas	8,000	8,515	8,515	8,000
Fire	400	459	459	450
Water Treatment	2,000	3,537	3,537	3,600
Structural Repair & Maint.	1,000	1,050	1,227	1,000
Plant Repair & Maint. *	5,000	1,959	3,000	3,000
Clothing & Laundry	150		0	150
Office Expenses, Ads. & Promotions	550	976	976	1,000
Pool Paint				1,200
Telephone Charges	850	1,127	1,127	850
Kiosk Maintenance	150		0	
Training	300	690	690	700
Sundry - incl contracted services and items for resale	400	717	717	570
Intruder alarm		345	345	100
Professional fees			0	
Refurbishment		389,233	521,291	
Total Expenditure	88,465	492,610	627,725	104,446
	Budget	Actual	Forecast	Budget
PRIORY LIDO	2016/17	2016/17	2016/17	2017/18
Income	£			
Public Admissions	32,500	57,502	57,502	57,500
Pool Hire	6,000	5,653	5,653	5,500
Lessons	250	780	780	780
Early Swims	1,800	2,528	2,528	2,500
Lunchtime swims	2,100	3,833	3,833	3,800
Evening swims	850	403	403	500
Sale of Misc. Items	750	2,508	2,508	2,500
Kiosk	900	900	900	950
Hairdryer	50			
Car Park Income		1,900	1,900	
Grant GSK		394,799	494,799	
Grant New Homes Bonus		29,308	29,308	
Electricity Kiosk	250	194	250	250
Total Income	45,450	500,307	600,363	74,280
Net Deficit c/fwd. to Summary	43,015	-7,697	27,361	30,166

Precept Calculation 2017/18		
		£
Expenditure requirement 2017/18	584,183.05	
Net tax base 2017/18	7,307.52	
Precept per Band D household	79.94	
Precept for 2016/17	568,115.00	
Net tax base (2016/17 figure)	7,177.59	
Precept per Band D household	79.15	
Total Increase	16,068.05	2.83%
Average increase per household	0.79	1.00%