

11 JANUARY 2021

BUDGET AND PRECEPT 2021/22

REPORT OF THE TOWN CLERK

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**1.0 Purpose of the Report**

- 1.1 To present the draft budget estimates for 2021/22 for consideration, leading to this Committee making a recommendation to the full council for the approval of the budget and level of precept for the next financial year.
- 1.2 This is an extensive report that, in addition to the detail required for any other year, this year includes information on the financial impact of COVID-19. Key points that members will wish to note are:
- During the budget-setting process, councillors indicated a desire to set a budget for 2021/22 that maintains services and projects, and maintains the level of Band D Council Tax at its 2020/21 level. The proposals in this report meet that aim.
  - For the current financial year 2020/21, the Council faces an estimated deficit of £130,000 as a result of lost income and additional expenditure arising from the pandemic.
  - For the next financial year, a deficit of £97,531 is projected for the same reasons.
  - The total of these deficits is almost equivalent to the total of the Council's current general (unallocated) reserve funding (£236,137).
  - To meet the requirement to maintain an adequate level of reserves and to avoid a Council Tax increase, the Council will need to review planned projects and priorities during 2021/22.
  - The Council will also need to plan to bolster its reserve funding. This is addressed in this report through the Medium Term Financial Plan, which anticipates an unavoidable need to raise the precept significantly in future years.
  - This report assumes that the financial impact of COVID-19 will largely have subsided by April 2022, and that no other major emergencies arise in the interim.
- 1.3 The approach taken to addressing the impact of COVID-19 in setting the budget is as follows:
- Offset the 2020/21 deficit through use of the general reserve.
  - Show a balancing line in the 2021/22 budget as a contribution from reserves.
  - Agree at Council that these two measures may use almost all of our general reserve, acknowledging that this is acceptable given the unprecedented nature of the COVID-19 emergency and that use of other reserves will be considered.
  - Include in the budget proposals a plan to recover the general reserve to its current level over a period of 3 years.
  - Acknowledge the risk of (i) the COVID-19 impact extending beyond 2021/22, and/or (ii) some other emergency, and ask Council to agree a contingency plan to defer or cancel projects currently covered by earmarked reserves, if further funding is required.
  - Reflect the risks and mitigations in our financial/corporate risk assessment.

## **2.0 Background**

2.1 The Town Council is required each year to agree an annual revenue budget – known as annual estimates – showing estimated expenditure for the following financial year and income to meet that expenditure. The Town Council always sets a “balanced budget” i.e. estimated income meets estimated expenditure.

2.2 Local councils, including the Town Council, raise a significant proportion (in Bridport approximately half) of the money to meet expenditure with a precept, which is the amount that the Town Council will ask Dorset Council, as the billing authority, to raise through the Council Tax. This is the “parish” element of the Council Tax, which also includes the Dorset Council, Fire and Police precepts that they require to fund their services.

2.3 This report recommends an annual revenue budget for 2021/22 and also the precept figure to meet the costs of the budget (the Council also has other sources of income – market fees, leases, charges for services etc.). The report is broken down into the following sections:

Section 3.0 Position of the current year 2020/21 revenue budget estimates

Section 4.0 Position on the Town Council’s finances held in reserves and proposed Capital Budget

Section 5.0 Use of Reserves

Section 6.0 Recommended revenue budget estimates for next year (2021/22) with commentary on recommended significant variations from this year

Section 7.0 Recommended fees and charges for 2021/22.

Section 8.0 Comments of the Budget Working Group

Section 9.0 Medium Term Financial Forecasts

Section 10.0 Summary of Budget Considerations

Section 11.0 Options on the level of precept to fund the budget for 2021/22

2.4 This report follows regular monitoring of the approved estimates during the year, meetings of the Budget Working Group and discussions at the Best Value and Scrutiny Sub Committee meeting on 8 December 2020.

## **3.0 Estimated Budget Outcome for the Current Year 2020/21**

3.1 In the previous report on this agenda, members have a copy of the latest estimates for the current year’s budget, 2020/21. These show the financial position at the end of December and give some indication of the impact of COVID-19 on the Council’s finances, and assist in projecting the likely outturn for 2020/21.

3.2 The current budget has enabled the Town Council to deliver its services and projects, which include:

- Allotments
- Bridport Cemetery
- Capital Projects
- Climate Emergency Action Plan projects
- Coastal Communities Team projects
- Community Leadership

- Civic and Ceremonial activities
- Community Bus
- Community grants and SLA-supported funding to local organisations
- Events including Town Council events
- Highway verges
- Hire/Lease of Premises and Facilities
- Markets
- Bridport Area Neighbourhood Plan
- Parks and Play Areas
- Partnership Working
- Planning
- Tourist Information Centre
- Town Council Plan projects

### 3.3 COVID-19 has presented some significant challenges in 2020/21:

- Some services and planned activities have been disrupted, e.g. Bridport Market, the Tourist Information Centre and Town Council reception, the community bus service and events. The Council has responded positively to these challenges to find ways of continuing to deliver in different ways.
- Our income streams have suffered significantly, with little Box Office activity, a period of free parking in the two Town Council car parks, a major reduction in the number of market stalls and very little use of Town Council venues for hire.
- The Council has rightly shown community leadership in responding to the impact of the pandemic. For example, we led the creation of a local support network and helpline, put social distancing measures in place in the town centre, helped with the creation of testing and vaccination centres, partnered in a 'shop local' campaign, expanded the market area to make distanced room for stallholders, led on the delivery of two mini music festivals, and provided a safe Christmas market. Our efforts have received much recognition, but they have come at a financial cost.
- Town and Parish councils are among the few sectors in society for whom no dedicated government funding support has been made available. Applications for discretionary grants have in the main proved fruitless and in many cases we are unable to apply, because of our legal status as a local council.

3.4 The Council can be proud of its achievements in the current year, but must take account of the above impacts, which in total are projected to result in a deficit of £130,000 for the year 2020/21.

## 4.0 Reserves/ Capital Budget

4.1 The Town Council's reserves (not part of the annual revenue budget), as reported as part of the Annual Accounts to 31 March 2020, were £707,945, comprising: -

£236,137 General reserves  
 £141,972 Earmarked reserves (see paragraph 5.1)  
 £100,000 Climate Emergency reserve (£2,000 of this sum has been paid this year)  
 £ 47,569 Town Plan project delivery reserve  
 £ 60,000 Commuted sum balance in respect of the Tourist Information Centre  
 £122,267 Capital receipt (which can only be spent on capital work) and £32,144 of this sum has been paid this year

General reserves were reduced in 2018 by investing £200,000 in CCLA. This is deemed a fixed asset, so it does not display on the balance sheet and is not reflected in the figures listed above. The current capital value of this investment does not meet the deposit value.

The general reserve figure does not take account of the estimated current year deficit of £130,000.

- 4.2 In terms of the future use of reserves, it is recommended that the Town Council agree and earmark funding for further projects, in a planned capital budget, the costs of which can be met from reserves and other funding, including Community Infrastructure Levy receipts, Section 106 contributions and grants. This is considered to be a prudent use of reserves, although there will remain a sum in the revenue budget for project delivery.
- 4.3 Attached at Appendix D is the recommended capital programme for 2021/22 and two subsequent years. This includes projects from the Town Council Plan and other asset improvements. This totals £280,000 which would then be taken from reserves over the three-year period.
- 4.4 Members are reminded that including an item or project in the Capital Programme does not mean that it has been approved to be delivered. The Council would just be making provision within its reserves for these schemes. There would be a separate report before any funding is committed.
- 4.5 Members should also note that the financial future remains uncertain due to COVID-19. The capital programme may need to be reviewed – with deferral and/or cancellation of projects to be considered – particularly if the financial impacts of COVID-19 are not largely resolved by March 2022.

## **5.0 2021/2022 - Use of Reserves**

- 5.1 The Town Council has committed to support or contribute to various schemes and agreed that funding be held in reserve. The earmarked reserves of £141,972 as at 31 March 2020 are listed below in descending numerical order.
- Delegated Functions £59,081
  - Play Equipment £22,901
  - Mountfield maintenance £10,750
  - Community Bus £10,750
  - Bus Station £10,000
  - Skate Park £6,000
  - Elections £3,500
  - Plottingham buildings maintenance £3,250
  - Town Hall maintenance £2,500
  - Cemetery general maintenance £2,060
  - Old Dairy Site feasibility £2,000
  - Cemetery machinery £1,830
  - Gull proof litter bins £1,400
  - Cemetery buildings maintenance £1,250
  - Allotments maintenance £1,250

- Collaboration match funding £1,200
- VE Day £1,000
- Grounds equipment £1,000
- War memorial maintenance £250

At the time of publishing the agenda £38,960 has been spent in 2020/21 (including all of the Play Equipment) reducing the level of earmarked reserves to £103,012.

- 5.2 The Good Practice Guidance for local councils, produced by a panel chaired by the Audit Commission, states that there should be an explanation of the make-up of the reserves and that earmarked reserves, which are set aside for specific purposes and for savings for future projects, should be realistic and approved by the Council.
- 5.3 However, given the impact of COVID-19 on income, the council is likely to produce annual accounts that will show a substantial deficit for 2020/21, of up to £130,000.
- 5.4 Meeting the cost of this deficit will be a matter for consideration when the 2020/21 accounts to March 2021, including the reserves, are finalised in June 2021. At this point, the Council may need to review its project commitments, in terms of whether and/or when these can be delivered within the reserves available.
- 5.5 If the projected current and coming year deficits are funded entirely from general reserves, these will be largely used up over the same period and so steps will need to be taken to address this.
- 5.6 Recovering the reserves and budgeting for future delegated functions, offset to a degree by revenue generating assets devolved, will need costing over the coming years, with a plan as to what level of precept increases would be acceptable, to meet the future increase in ongoing annual costs. For example:
- If the Council was to take on six public toilets in Bridport and West Bay, the annual running costs could be up to £120,000 per annum, equivalent to approximately £40 on the Band D Council Tax.
  - If an annual allocation of, say, £30,000 is included in future years' budgets to recover the level of reserves, this would be equivalent to approximately £10 per annum on the Band D Council Tax.
- 5.7 These matters are for detailed discussion in the coming months, although the Medium Term Financial Plan (see 9.0 below) incorporates initial contingency planning.

## **6.0 Recommended Revenue Budget 2021/22**

- 6.1 In terms of the revenue budget, there are a number of factors that need to be considered in setting next year's budget, as set out below:
- A need identified by the Budget Working Group to forego any increase in the Council Tax at Band D, given the impact of COVID-19 on many residents' livelihoods.
  - The ongoing impact of COVID-19 on income, expenditure and reserves as outlined earlier in this report.
  - Continued support for the additional services taken on or supported by the Town Council, including the TIC, Youth and Community Centre, community bus, etc.

- Continued reliance on reserves for TIC running costs.
- Continued funding to protect discretionary services that could be at risk from the establishment of unitary authorities.
- Potential increased responsibility for assets and services.
- Incremental salary increases where appropriate.
- The withdrawal of financial support (previously £6,000 per annum) by Dorset Council for the Bridport Local Area Partnership (BLAP).

6.2 The budget has been drafted to reflect these factors.

6.3 The net result is an overall decrease in budgeted expenditure of £129,929, and a reduction in budgeted income of £227,460 in the estimates for 2021/22 (compared with the current year's budget). Significant changes are highlighted for members as below:

- **Administration**
  - Pay costs increase as a result of an anticipated pay award and incremental awards.
  - Reduced interest income.
  - Withdrawal of Dorset Council funding for BLAP.
- **Mountfield**
  - Reduced income due to lease amendments and reduced hiring.
- **Town Hall**
  - Reduced hiring.
- **Tourist Information Centre**
  - Increased staff costs and reduced income and associated expenditure due to the ongoing effects of the Covid-19 pandemic and its impact on event ticket sales.
- **Amenity Areas and Playing Fields**
  - Reduced staffing costs.
  - Reduced car park income.
- **Market**
  - Reduced toll income.
- **Grants and Donations**
  - A further Service Level Agreement grant for the new Indoor Skatepark.
- **Salt House**
  - Reduced income.
- **Other**
  - Environment Committee budget removed.

The amendments above are included in the revenue budget estimates for 2021/22 (see the attached Appendix A) for members' consideration.

## **7.0 Fees and Charges 2021/22**

7.1 Members are asked to consider fees and charges for Town Council services next year, as set out in Appendix B. The general approach has been to increase charges in line with inflation, with some exceptions. The objective is to ensure some element of cost recovery and also that there are small increases each year, thereby avoiding the need for any large increases in any one year. However, for one year, given that the charges relate to income that is not guaranteed, and given the

challenging financial position of the local economy and of the many residents and community groups that pay for use of our facilities, it is suggested that fees remain unchanged.

## 8.0 **Budget Working Group**

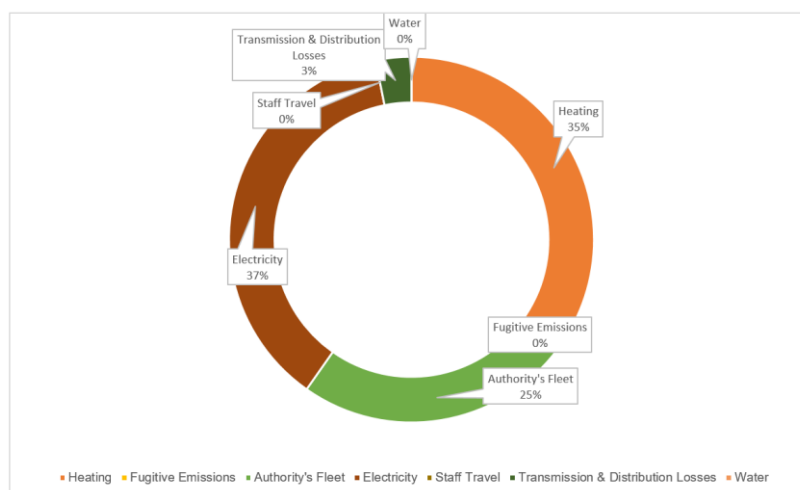
8.1 The Budget Working Group has been meeting to review the Town Council's budget and the comments and suggestions made by the Group have been included with the recommended budget. This includes the options shown in the report.

## 9.0 **Medium Term Financial Planning**

9.1 Alongside next year's budget, forecasts are also included in Appendix C for the main budget heads for the following 3 years. These seek to forecast future income and expenditure, based on what is known about future spending commitments. There is a lot of uncertainty regarding future years' budgets, particularly bearing in mind the impact of COVID-19, and the potential costs of additional services that could be taken on by the Town Council. One key assumption is that income will recover to its pre-COVID levels by the beginning of the financial year 2022/23. Provision has been made in medium term planning for the recovery of reserves and the cost of significant devolution of services, offset only in part by income to be derived from asset transfers. Bridging the deficit arising from any such change presents a challenge in the coming years.

## 10.0 **Carbon Budget**

10.1 Alongside the financial budget, the Council now produces a 'carbon budget'. The following summary uses information for the last full financial year – 2019/20 – to assess its overall emissions. These figures will act as a baseline for future years' comparisons:



10.2 Town Council operations in 2019/20 resulted in emissions of 53 tonnes CO<sub>2</sub>e.

10.3 37% of emissions come from electricity, 35% from heating and 25% from vehicles.

10.4 The 53 tonnes CO<sub>2</sub>e will be used as the Council's baseline figure and the calculation exercise repeated annually to sit alongside and inform financial budget setting.

- 10.5 Bridport Town Council has committed to becoming a net zero carbon organisation by 2030 – The approval of a 30kWp solar installation at Plottingham will go a long way to reducing carbon from electricity and a gradual shift to an electric vehicle fleet will reduce carbon emissions from vehicles.
- 10.6 Energy conservation measures at Mountfield, Grove and Town Hall will need to be considered to tackle the 35% carbon emissions from heating.

## **11.0 Issues and Considerations**

11.1 In summary, the budget presented to members seeks to:

- present a balanced budget.
- cater for the impact of COVID-19 on services, expenditure and income.
- maintain and develop existing services provided by the Council.
- maintain appropriate levels of reserves insofar as this is possible during an emergency, and continue to earmark reserves to support project delivery, including a capital programme.
- make provision for salary increases, including an estimated national pay award.
- make provision to continue to deliver Town Council Plan projects.
- provide continuing support for town events.
- maintain grant funding for community projects and support of key organisations through service level agreements – Arts Centre, Museum, Leisure Centre, CAB, Youth & Community Centre, West Bay Discovery Centre and the Indoor Skate Park.
- through the delegated services budget, seek to make ongoing revenue provision to meet some of the costs of discretionary services that are likely not to be delivered by Dorset council and that the Town Council may need to manage e.g. public toilets.

11.2 The tax base (the estimated number of households in Bridport that are eligible to pay Council Tax) for 2021/22 is confirmed as 3,000.3, reduced marginally from the 2020/21 figure of 3,007.9.

## **12.0 Precept Options**

- 12.1 Taking account of the changes highlighted above, the major source of income for the Town Council remains the precept. The Council is able to agree the level of precept that it wishes to set, to cover costs and service delivery for the coming year.
- 12.2 The current precept is on page one of the draft budget (Appendix A) and, if the precept was unchanged, the deficit to be funded from these estimates is £95,721. To maintain an unchanged council tax charge however, an amendment will need to be made to cover the reduction in the tax base. This requires a reduction in the precept to be received of £1,810.
- 12.3 It is open to members to decide the precept. Four options are put forward after discussion with members at the Budget Working Group. However, members are not limited to these and others can be considered. Four indicative options are:



Option 1: introduce £97,531 from general reserves. This would result in a balanced budget, an unchanged Band D council tax and a reduced precept of **£716,531**.

Option 2: introduce a reduced £95,721 from general reserves so that there is no change in the precept from 2020/21. This would result in an increase of 0.25% to £239.42 for Band D council tax and an unchanged precept of **£718,341**.

Option 3: Reduce the contribution from general reserves by a further £10,000. This would result in an increase of 1.65% to £242.76 for Band D council tax and an increased precept of **£728,341**.

Option 4: Fund the entire budget deficit and the effect of the tax base reduction through an increase in the precept of £95,721. This would result in an increase of 13.61% to £271.33 for Band D council tax and an increased precept of £814,062.

- 12.4 The current Band D Town Council Charge is £238.82. The three options listed result in the following increases in Council Tax for a Band 'D' Council Tax Payer:

	<u>Annual</u>	<u>Weekly</u>	<u>Band 'D'</u>
<b>Option 1</b>	<b>£ 0.00</b>	<b>£0.00</b>	<b>0.00%</b>
<b>Option 2</b>	<b>£ 0.60</b>	<b>£0.01</b>	<b>0.25%</b>
<b>Option 3</b>	<b>£ 3.94</b>	<b>£0.08</b>	<b>1.65%</b>
<b>Option 4</b>	<b>£32.51</b>	<b>£0.63</b>	<b>13.61%</b>

- 12.5 Members are reminded that the Town Council's element is only one part of the overall Council Tax bill, which includes elements from other precepting authorities.
- 12.6 60% of properties in the Bridport parish are in Council Tax bands A, B or C, and so would pay proportionately less than the Band D figure that is generally used for comparison with other councils. Residents in single occupation and on low incomes remain eligible for reductions in Council Tax.

### **13.0 Recommendation**

The Committee is asked to recommend Council to:

- (a) approve the draft estimates for 2021/22, as attached in Appendix A.
- (b) approve the proposed fees and charges as set out in Appendix B.
- (c) approve the Medium Term Financial Plan as a guide for future years as in Appendix C, noting that each year's budget will be subject to separate approval.
- (d) agree the draft capital programme and proposed use of reserves for 2021/22 and future years, as set out in section 4 of the report and at Appendix D.
- (e) set a precept for 2021/22, taking into account the options set out in section 11 of this report.

5 January 2021

Will Austin  
Town Clerk

FINANCIAL ESTIMATES SUMMARY							
		2020/2021			2021/2022		
		Expenditure	Income		Expenditure	Income	
	2020/2021	346,090	21,000	Administration	347,945	7,500	2021/2022
Precept	£718,341		718,341	Precept		716,531	£718,341 Precept 2020/21
Tax Base	3,007.9						-£1,810 Reduce for unchanged council tax
Band 'D'	£238.82	12,125	250	Office Expenses	12,365	50	£716,531 Precept 2021/22
		43,899	53,000	Mountfield	44,116	44,600	3,000.3 Tax Base
		27,050	38,000	The Grove	27,245	38,000	£238.82 Band 'D'
		15,000	15,000	W.I. Hall	15,000	15,000	£0.00 Monetary increase
		27,220	22,000	Town Hall	27,785	18,950	0.00% Percentage increase
		405,000	340,000	Tourist Information Centre	281,625	190,000	
		6,690		Civic	6,830		
		25,560	26,000	Cemetery	25,795	26,000	
		293,432	49,853	Amenity Areas and Playing Fields	281,517	39,103	
		13,355	92,390	Market	13,620	56,390	
		18,509		Miscellaneous	18,684		
		50,875	8,000	Grants and Donations	56,080	8,000	
		4,496	7,500	Salt House and Fisherman's Green	4,230	3,750	
		127,120	25,087	Other Council Services	123,655	25,087	
		<b>1,416,421</b>	<b>1,416,421</b>		<b>1,286,492</b>	<b>1,188,961</b>	
				0 Draft deficit		-97,531	
				0 Contribution from general reserve		97,531	
			<b>0</b>	<b>Balanced budget</b>		<b>0</b>	

Represented by:

2020/2021		2021/2022	
Expenditure	Income	Expenditure	Income
<b>Administration</b>			
315,750		Salaries	317,000
5,100		Training	5,200
2,545		Subscriptions	2,595
235		Books and Publications	240
17,000		Insurance	17,340
2,040		Communications	2,080
2,550		Bank charges	2,600
870		Miscellaneous	890
<b>Income</b>			
	6,000	Salary Contributions	0
	15,000	Interest and Dividends	7,500
<u>346,090</u>	<u>21,000</u>	<b>Total</b>	<u>347,945</u> <u>7,500</u>
<b>Office Expenses</b>			
1,125		Stationery	1,150
1,020		Postages	1,040
655		Advertising	670
1,335		Telephone	1,360
2,890		Equipment Maintenance	2,945
5,100		Office Equipment, Software	5,200
<b>Income</b>			
	250	Miscellaneous	50
<u>12,125</u>	<u>250</u>	<b>Total</b>	<u>12,365</u> <u>50</u>
<b>Mountfield</b>			
12,229		Rates	11,826
1,000		Water	1,020
3,905		Electricity	3,980
2,910		Gas	2,960
4,570		Repairs and Maintenance	4,660
15,760		Planned Maintenance	16,075
1,530		Legal and Agents Fees	1,560
		Cleaning	
420		Materials	430
1,575		Hygiene	1,605
	53,000	Income	44,600
<u>43,899</u>	<u>53,000</u>	<b>Total</b>	<u>44,116</u> <u>44,600</u>

2020/2021			2021/2022	
Expenditure	Income		Expenditure	Income
		<b>The Grove</b>		
15,000		Lease	15,000	
2,100		Rates and Water	2,100	
		Electricity and		
5,350		Gas	5,455	
1,100		Insurance	1,120	
3,500		Maintenance	3,570	
	38,000	Income		38,000
<u>27,050</u>	<u>38,000</u>	<b>Total</b>	<u>27,245</u>	<u>38,000</u>
		<b>W.I. Hall</b>		
15,000		All running costs	15,000	
0		Rates and Water	0	
		Electricity and		
0		Gas	0	
0		Maintenance	0	
	15,000	Income		15,000
<u>15,000</u>	<u>15,000</u>	<b>Total</b>	<u>15,000</u>	<u>15,000</u>
		<b>Town Hall</b>		
10,965		Rates and Water	11,205	
		Electricity and		
5,000		Gas	5,100	
		Cleaning		
330		Materials	335	
10,925		Maintenance	11,145	
	22,000	Income		18,950
<u>27,220</u>	<u>22,000</u>	<b>Total</b>	<u>27,785</u>	<u>18,950</u>
		<b>Tourist Information Centre</b>		
137,500		Salaries	146,000	
243,250		Tickets and Services	121,625	
15,000		Stock	7,500	
2,500		Maintenance	2,500	
5,500		Telephone and Card charges	2,750	
1,250		Miscellaneous	1,250	
	277,500	Income		138,750
	22,500	Tickets and Services		11,250
	40,000	Stock		40,000
		Contribution from Reserves		
<u>405,000</u>	<u>340,000</u>		<u>281,625</u>	<u>190,000</u>



2020/2021		2021/2022	
Expenditure	Income	Expenditure	Income
<b>Amenity Areas and Playing Fields</b>			
3,987		Rates	6,687
515		Water	525
450		Electricity	460
755		Telephone	770
193,500		Salaries	177,000
1,575		Tools and Stores	1,605
5,250		Buildings Maintenance	5,355
31,620		Grounds Maintenance	32,250
		Grounds Equipment	
17,850		Maintenance	18,205
5,795		Grounds Equipment	5,910
1,000		Lengthsman Parish Costs	1,000
3,060		Skatepark Maintenance	3,120
6,960		Millennium Green	7,100
1,070		Legal and Agents Fees	1,090
5,385		Bridport FC Car Park share	5,490
3,060		Car Park Management	3,120
11,600		Play Equipment	11,830
<b>Income</b>			
	3,250	Solar panels	3,250
	20,500	Car Parks	10,250
	12,853	Verge Cutting	12,353
	10,000	Lengthsman	10,000
	3,250	Other	3,250
<b>293,432</b>	<b>49,853</b>	<b>Total</b>	<b>281,517 39,103</b>
<b>Market</b>			
5,250		Advertising	5,355
505		Stationery	515
7,600		Sweeping	7,750
<b>Income</b>			
	390	Frontages	390
		Sitting out	
	2,000	licences	2,000
	90,000	Tolls	54,000
<b>13,355</b>	<b>92,390</b>	<b>Total</b>	<b>13,620 56,390</b>

2020/2021		2021/2022	
Expenditure	Income	Expenditure	Income
		<b>Miscellaneous</b>	
2,000		2,000	
1,325		1,500	
14,184		14,184	
1,000		1,000	
<u>18,509</u>		<u>18,684</u>	
		<b>Grants and Donations</b>	
		<b>Service Level Agreement</b>	
32,500		37,500	
10,375		10,580	
8,000		8,000	
	8,000		8,000
<u>50,875</u>	<u>8,000</u>	<u>56,080</u>	<u>8,000</u>
		<b>Salt House and Fisherman's Green</b>	
1,496		1,170	
3,000		3,060	
	7,500		3,750
<u>4,496</u>	<u>7,500</u>	<u>4,230</u>	<u>3,750</u>
		<b>Other Council Services</b>	
3,570		3,640	
310		315	
2,575		2,625	
575		590	
22,695		23,150	
15,000		15,300	
5,795		0	
2,500		2,550	
20,400		15,810	
0		5,000	
10,200		10,405	
38,500		39,270	
5,000		5,000	
		<b>Income</b>	
	5,750		5,750
	2,500		2,500
	16,837		16,837
<u>127,120</u>	<u>25,087</u>	<u>123,655</u>	<u>25,087</u>

<b>Bridport Town Council</b>	<b>01/04/20</b>		<b>01/04/21</b>				
<b>Fees for Services</b>	<b>31/03/21</b>		<b>31/03/22</b>	<b>Notes</b>			
	£		£				
<b>Allotments</b>							
Whole	26.00		26.00	Double fees apply to residents outside the parish. Half charges for partial year invoiced April to June. No charge July to September			
Half	13.00		13.00				
Water - whole	10.00		10.00				
Water - half	5.00		5.00				
<b>Cemetery</b>							
Exclusive right	260.00		260.00	Double cemetery fees apply to residents who live outside the parish.			
Exclusive right - ashes	104.00		104.00				
Interment	175.00		175.00				
Interment - ashes	71.00		71.00				
Grave Digging	171.00		171.00				
Grave Digging - ashes	15.00		15.00				
Kerb/Border stone	180.00		180.00				
Memorials	104.00		104.00				
Additional Inscription	34.00		34.00				
Plaques	20.50		20.50				
Fixed Vases	50.00		50.00				
Use of the Chapel	86.00		86.00				
Weekend charge	0.00		25.00				
<b>Woodland</b>							
Interment	435.00		435.00				
Interment - ashes	175.00		175.00				
Grave Digging	171.00		171.00				
Grave Digging - ashes	15.00		15.00				
<b>Football pitches - seniors</b>	24.00		24.00				
Pitch use by Junior football teams is free of charge							
<b>Mountfield - room hire</b>							
Morning, afternoon or evening	30.00		30.00	Mountfield and Salt House charges apply to local voluntary and not for profit groups & the Town Clerk has discretion to apply charges for other bookings in accordance with scale of charges agreed for the Town Hall i.e rates for non commercial, other public bodies etc.			
All day	60.00		60.00				
<b>Salt House, West Bay, inc. Fisherman's Green if required</b>							
Morning, afternoon or evening	30.00		30.00				
All day	60.00		60.00				



<b>Bridport Town Council</b>	<b>01/04/20</b>		<b>01/04/21</b>				
<b>Fees for Services</b>	<b>31/03/21</b>		<b>31/03/22</b>				
<b>Town Hall</b>							
Craft Fairs	12.00		12.00				
<b>Town Hall</b>							
<b>Main Hall</b>							
Community (Bridport community/charitable/voluntary groups)							Town Hall, Mountfield and Salt House charges include lighting, heating, VAT etc. for non commercial bookings. It is recommended that the existing policy of having the option to waive hire charges for some charitable or not for profit bookings be continued for specified reasons and this power be exercised by the Town Clerk in consultation with the Leader/Town Mayor. It is also recommended that the Town Clerk be given delegated powers to agree higher fees where commercially opportune.
Morning, afternoon or evening (per session)	30.00		30.00				
Use of Kitchen	5.00		5.00				
Non-Community/National and Regional Charities/ Other Public bodies							
Morning, afternoon or evening (per session)	49.00		49.00				
Use of Kitchen	10.00		10.00				
Commercial							
Morning, Afternoon or Evening (per session)	120.00		120.00				
Use of Kitchen	20.00		20.00				
<b>Town Hall</b>							
<b>Committee Room</b>							
Community (Bridport community/charitable/voluntary groups)							
Morning, afternoon or evening (per session)	19.50		19.50				
Use of Kitchen	5.00		5.00				
Non-Community/National and Regional Charities/ Other Public							
Morning, afternoon or evening (per session)	39.00		39.00				
Use of Kitchen	10.00		10.00				
Commercial							
Morning, Afternoon or Evening (per session)	76.00		76.00				
Use of Kitchen	20.00		20.00				
<b>Exhibition Space (per two week period)</b>							
Community exhibitions	Free		Free				
Commercial Bookings	200.00		200.00				
Art Groups / Artist's etc.	100.00		100.00				
25% of any applicable sales (if greater than fee)							
All commercial bookings and artist bookings are subject to the addition of standard rated VAT.							
The Town Council reserves the right to refuse an application if the application is deemed inappropriate							
<b>Lengthsman</b>							
Other parishes work, hourly rate, excluding VAT	20.00		20.00				

<b>Bridport Town Council</b>	<b>01/04/20</b>		<b>01/04/21</b>				
<b>Fees for Services</b>	<b>31/03/21</b>		<b>31/03/22</b>				
<b>Market Tolls - per 30cm and Frontages</b>							
Registered Trader - Summer							
Casual Trader - Summer							
Registered Trader - Winter							
Casual Trader - Winter							
Sitting Out Licence Fees							
<b>Meplash Show</b>							
Costs to organisations of a stand in the Bridport Marquee	50.00		50.00				
<b>Other Charges</b>							
<b>Charges for requests under Freedom of Information Model Public Scheme</b>			No Change				
Photocopying @ 5p per sheet (black & white)							
Postage@actual cost second class							
Statutory fee - in accordance with the relevant legislation.							
<b>Community Web site</b>							
Business: Page £50 a year, Link to own web site £25 a year,							
Clubs and Organisations: page £10 a year, link to own web site free							
Market Traders: page £10 a year, link to own web site £5 a year.							
<b>Asker Meadows Events (for up to a week)</b>							
Commercial	1,300.00 plus VAT		1,300.00 plus VAT				
Community	525.00		525.00				
<b>Street Banners</b>							
Putting up street banners on town centre lamp posts	30.00 plus VAT		30.00 plus VAT				
<b>Football Club car Park</b>	£2.00 all day		£2.00 all day				
<b>(Mon-Sat 8am-6pm)</b>	50p 2 hours		50p 2 hours				
	£1.00 4 hours		£1.00 4 hours				
<b>Plottingham Car Park</b>	£2.00 all day		£2.00 all day				
<b>(Mon-Sat 8am-6pm)</b>	50p 2 hours		50p 2 hours				
	£1.00 4 hours		£1.00 4 hours				
	Season tickets £300 pa/£160 for six months		Season tickets £300 per year / £160 for six months				
<b>The Grove Car Park - season tickets only</b>	£400 pa / £220 six months / £130 three months		£400 pa / £220 six months / £130 three months				

Medium Term Financial Plan									
	2020/2021 (est)		2021/2022		2022/2023		2023/2024		
	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	
Administration	323,000	17,000	347,945	7,500	351,424	15,000	354,939	15,150	
Precept		718,341		716,531		781,867		819,647	
Office Expenses	12,125	0	12,365	50	12,489	50	12,614	50	
Mountfield	43,899	43,000	44,116	44,600	44,557	53,000	45,003	53,530	
The Grove	27,050	38,000	27,245	38,000	27,517	38,000	27,793	38,000	
W.I. Hall	15,000	15,000	15,000	15,000	15,150	15,150	15,302	15,302	
Town Hall	27,220	15,000	27,785	18,950	28,063	22,000	28,343	22,220	
Tourist Information Centre	205,000	87,000	281,625	190,000	409,050	340,000	413,141	343,400	
Civic	6,690	0	6,830		6,830	0	6,898	0	
Cemetery	25,560	26,000	25,795	26,000	26,053	26,000	26,313	26,260	
Amenity Areas and Playing Fields	293,432	42,700	281,517	39,103	284,332	49,853	287,175	50,352	
Market	13,355	42,200	13,620	56,390	13,756	92,390	13,894	93,314	
Miscellaneous	18,509	0	18,684		18,871	0	19,060	0	
Grants and Donations	50,875	8,000	56,080	8,000	56,641	8,000	57,207	8,000	
Salt House and Fisherman's Green	4,496	1,300	4,230	3,750	4,272	7,500	4,315	7,575	
Other Council Services	127,120	9,800	123,655	25,087	124,892	25,087	126,140	25,338	
Asset Transfer Implications					120,000	100,000	120,000	100,000	
Contribution from Reserves		129,990		97,531		0		0	
Contribution to Reserves					30,000		60,000		
	1,193,331	1,193,331	1,286,492	1,286,492	1,573,897	1,573,897	1,618,137	1,618,137	
Surplus/(deficit)		0		0		0		0	

## Capital Programme 2021/22 to 2023/24

Schemes	Estimated Cost			Total	Grants	Funding		Reserves
	2021/22	2022/23	2023/24			S106/CiL		
Town Hall Improvements	10,000	10,000	10,000	30,000	0	0	30,000	
Service/asset transfers	20,000	40,000	0	60,000	30,000	0	30,000	
Play Area Improvements	20,000	10,000	10,000	40,000	20,000	10,000	10,000	
IT - replacement programme	0	5,000	5,000	10,000	0	0	10,000	
Vehicle Replacement Programme	10,000	10,000	10,000	30,000	0	0	30,000	
Skate Park Improvements	30,000	220,000	0	250,000	220,000	10,000	20,000	
New Car Parking Places	10,000	10,000	10,000	30,000	0	0	30,000	
Recreational Facilities	50,000	10,000	0	60,000	30,000	10,000	20,000	
Town Centre Improvements	20,000	10,000	10,000	40,000	10,000	5,000	25,000	
Neighbourhood Plan Projects	5,000	5,000	5,000	15,000	0	0	15,000	
Green Spaces Interpretation	5,000	5,000	0	10,000	0	0	10,000	
Collaborative Funding Project	10,000	10,000	0	20,000	0	0	20,000	
South Street Heritage Lighting	30,000	0	0	30,000	0	0	30,000	
<b>Totals</b>	<b>220,000</b>	<b>345,000</b>	<b>60,000</b>	<b>625,000</b>	<b>310,000</b>	<b>35,000</b>	<b>280,000</b>	