



3rd February 2021

A MEETING OF THE RESOURCES COMMITTEE

WILL BE HELD ONLINE ON

MONDAY 8TH FEBRUARY 2021 AT 6.00PM

Mr I Morris, P.S.L.C.C., Town Clerk

To Join the online meeting in Zoom please click on this link:

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Meeting ID: 837 0576 1258

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Meeting ID: 837 0576 1258

AGENDA

Members of the Committee and members of the public are reminded that the public part of the meeting may be recorded in both audio and video, and photographs may be taken.

1. Apologies for Absence

Members are cordially invited to inform the Deputy Town Clerk of their apologies as soon as practicable.

2. To receive declarations of interest

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk prior to the meeting if in doubt.

Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

3. Budget 2021/22

Members are invited to give consideration to the latest version of the detailed draft budget for 2021/22. The draft budget is not yet submitted for approval and is being provided to Resources Committee for feedback following the consideration of the outline budget and precept demand by the Committee in January 2021.

(Copy of latest draft budget attached)

4. Medium Term Financial Plan 2021-2025

Members will receive a presentation by the Town Clerk on the development of a four-year Medium Term Financial Plan for the Town Council to cover the years 2021/22 to 2024/25.

(Presentation by the Town Clerk)

Peterlee Town Council
Annual Budget 2021/22

<u>101 Central & Civic HQ Costs</u>		2020/21	2021/22	
		Budget	Budget	variance
4000	Salaries, Wages, Superan, NI	327,813	331,259	3,446
4003	Overtime	1,000	0	-1,000
4006	Building Maint. Contracts	300	300	0
4010	Cleaning Wages	8,176	21,324	13,148
4011	Facilities Staff - Wages	12,591	0	-12,591
4099	Pension Cont - Former Staff	4,500	4,500	0
4100	Training & Development - Staff	15,000	15,000	0
4175	Personnel Services	7,000	7,000	0
4190	Wages Processing DCC	7,000	7,000	0
4200	Electricity	3,151	3,500	349
4201	Gas	2,000	2,000	0
4202	Water	1,021	1,000	-21
4205	Rates	3,750	3,750	0
4209	Trade Refuse Costs	0	0	0
4210	Alarm System & CCTV	1,400	3,500	2,100
4211	Ins XS/Vandalism	250	500	250
4213	Hygiene Services	0	250	250
4220	Window Cleaning	200	250	50
4225	Cleaning Materials	5,000	5,500	500
4230	Furniture	1,500	1,500	0
4240	Miscellaneous Expenditure	1,000	1,500	500
4250	Repairs & Decoration	5,000	2,000	-3,000
4350	Small Plant & Tools	1,000	2,000	1,000
4400	Telephones	2,500	2,600	100
4401	Mobile Phone	2,000	1,500	-500
4405	Postage	1,500	1,500	0
4406	Petty Cash	200	200	0
4410	Office Machine Hire & Mtce	18,000	18,000	0
4412	Stationery & New Office Equip	6,000	6,000	0
4420	Publicity/Council Publications	6,000	8,000	2,000
4425	Insurance	80,000	95,000	15,000
4498	Health & Safety	2,500	2,000	-500
4499	Occupational Health	3,000	3,000	0
4500	Fuel & Oils	9,000	9,000	0
4501	Road Fund Tax	750	800	50
4502	Vehicle Maintenance/Spares	10,000	15,000	5,000
4503	Motor Insurance XS	500	500	0
Central & Civic HQ Costs :- Expenditure		550,602	576,733	26,131
		2020/21	2021/22	
		Budget	Budget	variance
1312	Miscellaneous Income	0	0	0
total income		0	0	0
Net expenditure/(income)		550,602	576,733	26,131

<u>102</u>	<u>Democratic Costs</u>	2020/21 Budget	2021/22 Budget	variance
4101	Training & Dev - Councillors	1,500	1,500	0
4102	Youth Council	2,000	0	-2,000
4103	Dene School Awards	1,000	1,000	0
4125	Mayors Personal Allowance	1,500	1,500	0
4126	Mayors Civic Duties	500	500	0
4127	Participation Allowances	28,000	28,000	0
4470	Civic Regalia	500	500	0
4530	Twinning	0	0	0
	total expenditure	35,000	33,000	-2,000
	Net expenditure/(income)	35,000	33,000	-2,000

<u>103</u>	<u>Corporate Management</u>	2020/21 Budget	2021/22 Budget	variance
4426	Subs to L.A. Bodies	4,400	4,500	100
4430	Elections	0	15,000	15,000
4450	Audit Fees	10,000	10,500	500
4455	Banking Pick Up Service	1,500	1,000	-500
4458	Card Machine/Bank Fees	7,000	5,000	-2,000
				0
	Corporate Management :- Expenditure	22,900	36,000	13,100
				0
	Net expenditure/(income)	22,900	36,000	13,100
				0
				0

<u>105</u>	<u>Other Costs and income</u>	2020/21 Budget	2021/22 Budget	variance
4460	General Fund	500	700	200
				0
	Other Costs and income :- Expenditure	500	700	200
1045	Precept Received	1296004	1294911	-1093
1046	Precept Support Grant	264276	258646	-5630
1312	Miscellaneous Income	0	0	0
				0
	Other Costs and income :- income	1560280	1553557	-6723
				0
	Net expenditure/(income)	-1559780	-1552857	6923
				0

<u>201</u>	<u>S/Hall Banqueting Suite</u>	2020/21 Budget	2021/22 Budget	variance
4000	Salaries, Wages, Superan, NI	102,541	72,818	-29,723
4003	Overtime	1,500	0	-1,500
4005	Bar Gas	250	0	-250
4006	Building Maint. Contracts	1,200	1,200	0
4010	Cleaning Wages	11,095	4,265	-6,830
4030	Bar Wages - Casuals	35,000	0	-35,000
4070	Wages - Shotton Hall Grounds	27,573	27,784	211
4174	Clothing & Uniforms	3,000	0	-3,000
4200	Electricity	12,000	10,000	-2,000
4201	Gas	7,500	5,000	-2,500
4202	Water	2,000	2,000	0
4205	Rates	10,500	12,000	1,500
4208	Licences	2,500	1,500	-1,000
4209	Trade Refuse Costs	1,500	1,500	0
4210	Alarm System & CCTV	2,500	4,500	2,000
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	1,000	1,000	0
4214	Stocktaking Fees	1,000	0	-1,000
4215	Refreshments	1,500	250	-1,250
4220	Window Cleaning	600	650	50
4230	Furniture	5,000	0	-5,000
4240	Miscellaneous Expenditure	1,000	1,000	0
4250	Repairs & Decoration	10,000	5,000	-5,000
4420	Publicity/Council Publications	4,000	500	-3,500
4421	Shotton Hall Events	5,000	0	-5,000
4570	Bar Purchases	45,000	0	-45,000
4572	Catering Expenditure	75,000	0	-75,000
				0
	S/Hall Banqueting Suite :- Expenditure	370,009	151,216	-218,793
	Income			0
1301	Day Delegate Charges	0	0	0
1302	Concessionary Use	10,000	0	-10,000
1312	Miscellaneous Income	0	0	0
1315	Bar Income	145,000	0	-145,000
1319	Hire Income	45,000	0	-45,000
1320	Refreshment Income	3,500	0	-3,500
1321	Hire of Equipment	2,000	0	-2,000
1322	Shotton Hall Events	45,000	0	-45,000
1323	Hire Chair Covers, Swags etc.	1,000	0	-1,000
1324	Hire Discos, Lights etc.	250	0	-250
1325	Hire Sweetie Cart	0	0	0
1327	Hire Bouncy Castle	0	0	0
1328	5K Wedding Package	0	0	0
1330	Catering Income	120,000	0	-120,000
				0
	S/Hall Banqueting Suite :- Income	371,750	0	-371,750
				0
	Net expenditure/(income)	-1,741	151,216	152,957
				0

<u>221</u> <u>The Pavilion</u>		2020/21	2021/22	
		Budget	Budget	variance
4000	Salaries, Wages, Superan, NI	181,888	180,587	-1,301
4003	Overtime	1,000	0	-1,000
4005	Bar Gas	600	600	0
4006	Building Maint. Contracts	2,000	2,000	0
4009	Bistro Expenditure	25,000	20,000	-5,000
4010	Cleaning Wages	27,446	8,530	-18,916
4030	Casual staff	34,000	32,000	-2,000
4174	Clothing & Uniforms	600	1,000	400
4200	Electricity	18,840	19,000	160
4201	Gas	5,000	5,000	0
4202	Water	5,500	5,600	100
4205	Rates	14,744	13,000	-1,744
4208	Licences	6,200	6,400	200
4209	Trade Refuse Costs	1,300	1,000	-300
4210	Alarm System & CCTV	3,000	6,500	3,500
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	525	500	-25
4214	Stocktaking Fees	1,500	1,500	0
4215	Refreshments	0	150	150
4217	Lift Maintenance Costs	3,500	3,500	0
4220	Window Cleaning	1,000	1,000	0
4230	Furniture	3,500	2,000	-1,500
4240	Miscellaneous Expenditure	3,000	3,000	0
4250	Repairs & Decoration	3,500	3,000	-500
4400	Telephones	2,500	2,500	0
4410	Office Machine Hire & Mtce	3,000	2,000	-1,000
4412	Stationery & New Office Equip	1,750	2,000	250
4420	Publicity/Council Publications	1,500	1,500	0
4570	Bar Purchases	36,000	26,000	-10,000
4581	Pool Table Costs	100	200	100
4584	Sattelite TV Costs	3,800	4,000	200
4585	Loan Repayment	50,450	50,452	2
	The Pavilion: Expenditure	442,993	404,769	-38,224
				0
1312	Miscellaneous Income	2,000	2,000	0
1314	Bistro Sales	60,000	50,000	-10,000
1315	Bar Income	85,000	52,000	-33,000
1319	Hire Income	66,000	50,000	-16,000
1320	Refreshment Income	400	500	100
1321	Hire of Equipment	50	250	200
1341	Pool Table Income	400	400	0
	Concessionary Use	0	10,000	10,000
	The Pavilion: Income	213,850	165,150	-58,700
	Net expenditure/(income)	229,143	239,619	20,476

<u>240</u>	<u>Sport & Leisure</u>	2020/21 Budget	2021/22 Budget	variance
4050	Wages-Eden Lane B/Green	4,731	6,674	1,943
4051	Wages - Eden Lane Rugby	4,731	3,337	-1,394
4055	Wages - Lowhills Rd F/Fields	0	0	0
4056	Wages-Helford Rd Cricket Fld	14,194	13,348	-846
4057	Wages-Helford Rd F/Fields	18,926	16,685	-2,241
4059	Cricket Roller Hire	1,800	3,000	1,200
4061	Wages-Helford Road MUGA	4,731	3,337	-1,394
4075	Wages-General Open Spaces	104,766	100,112	-4,654
4300	Equipment & Supplies	0	7,000	7,000
				0
	Sports & Leisure: Expenditure	153,879	153,493	-386
				0
1501	Eden Lane Bowling Green	550	550	0
1502	Eden Lane Football Fields	800	1,500	700
1506	Lowhills Road Football Field	1,800	4,000	2,200
1507	Helford Road Cricket Facility	1,000	1,000	0
1508	Helford Road Football Field	1,100	2,500	1,400
1509	Helford Road MUGA	25,000	25,000	0
	Sports & Leisure: Income	30,250	34,550	4,300
	Net expenditure/(income)	123,629	118,943	-4,686

<u>241</u>	<u>Hill Rigg House</u>	2020/21 Budget	2021/22 Budget	variance
4010	Cleaning Wages	1,168	853	-315
4200	Electricity	5,359	8,600	3,241
4202	Water	2,425	3,100	675
4205	Rates	1,021	1,100	79
4209	Trade Refuse Costs	0	700	700
4210	Alarm System & CCTV	1,000	4,100	3,100
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	100	100	0
4220	Window Cleaning	100	100	0
4240	Miscellaneous Expenditure	500	500	0
4250	Repairs & Decoration	3,000	3,000	0
4400	Telephones	200	200	0
				0
	Hill Rigg House: Expenditure	15,123	22,603	7,480
				0
1307	Water Refunds - Surestart	800	1,000	200
1308	Electricity Refund - Surestart	3,300	3,000	-300
1319	Hire Income	6,100	6,200	100
	Hill Rigg House: Income	10,200	10,200	0
	Net expenditure/(income)	4,923	12,403	7,480

<u>242</u>	<u>Lowhills Road Bowling Club</u>	2020/21 Budget	2021/22 Budget	variance
4010	Cleaning Wages	0	0	0
4200	Electricity	297	0	-297
4240	MiscellaneousExpenditure	0	500	500
	Lowhills Road Bowling Club :- Expenditure	297	500	203
	Hire Income	0	1	1
	Net expenditure/(income)	297	499	202

<u>261</u>	<u>Eden Lane Community Fac</u>	2020/21 Budget	2021/22 Budget	variance
4201	Gas	0	0	0
4202	Water	0	0	0
4213	Hygiene Services	0	0	0
4250	Repairs & Decoration	1,000	0	-1,000
	Eden Lane Community Fac :- Expenditure	1,000	0	-1,000
				0
1210	Communication Mast Rental	6,000	6,000	0
1310	Gas Refunds - Rugby	0	0	0
1319	Hire Income	1	1	0
	Eden Lane Community Fac :- Income	6,001	6,001	0
	Net expenditure/(income)	-5,001	-6,001	-1,000

<u>262</u>	<u>Eden Lane Depot</u>	2020/21 Budget	2021/22 Budget	variance
4010	Cleaning Wages	5,840	4,265	-1,575
4200	Electricity	4,727	7,500	2,773
4202	Water	729	500	-229
4205	Rates	4,595	4,500	-95
4210	Alarm System & CCTV	1,575	4,500	2,925
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	0	70	70
4230	Furniture	250	250	0
4240	MiscellaneousExpenditure	500	500	0
4250	Repairs & Decoration	2,000	2,000	0
4400	Telephones	750	750	0
4410	Office Machine Hire & Mtce	500	500	0
4412	Stationery & New Office Equip	2,000	1,500	-500
	Eden Lane Depot: Expenditure	23,716	27,085	3,369
	Net expenditure/(income)	23,716	27,085	3,369

<u>263</u>	<u>Eden Lane Bowling Club</u>	2020/21 Budget	2021/22 Budget	variance
4010	Cleaning Wages	584	426	-158
4240	MiscellaneousExpenditure	0	500	500
4250	Repairs & Decoration	1,000	1,000	0
	Eden Lane Bowling Club :- Expenditure	1,584	1,926	342
1501	Eden Lane Bowling Green	0	500	500
	Net expenditure/(income)	1,584	1,426	-158

<u>280</u>	<u>Woodhouse Park</u>	2020/21 Budget	2021/22 Budget	variance
4010	Cleaning Wages	4,088	2,985	-1,103
4078	Wages-Woodhouse Park	38,190	36,708	-1,482
4200	Electricity	2,000	2,500	500
4202	Water	350	350	0
4206	Rent	1,500	1,500	0
4210	Alarm System & CCTV	3,800	5,000	1,200
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	0	70	70
4240	MiscellaneousExpenditure	500	500	0
4250	Repairs & Decoration	2,000	2,000	0
4400	Telephones	500	700	200
	Woodhouse Park: Expenditure	53,178	52,563	-615
	Net expenditure/(income)	53,178	52,563	-615

<u>290</u>	<u>Sports & Wellbeing</u>	2020/21 Budget	2021/22 Budget	variance
4062	Wages - Sport Development	70,615	73,046	2,431
4065	Marketing	1,000	1,000	0
4067	Activities/Events	23,000	20,000	-3,000
4068	Equipment	500	500	0
4073	Licences, Membership Ins	400	400	0
4174	Clothing & Uniforms	200	200	0
4215	Refreshments	50	50	0
4412	Stationery & New Office Equip	150	150	0
	Sports Development: Expenditure	95,915	95,346	-569
1510	Activities Ex Classes & Events	40,000	40,000	0
1511	Funding Grant	9,500	10,000	500
1513	Taste Buddies Funding	0	1,600	1,600
	Sports Buddies funding	0	8,000	
	Sports Development: Income	49,500	59,600	2,100
	Net expenditure/(income)	46,415	35,746	-2,669

<u>301</u>	<u>Parks General</u>	2020/21 Budget	2021/22 Budget	variance
4000	Salaries, Wages, Superan, NI	43,799	46,386	2,587
4003	Overtime	6,000	4,000	-2,000
4071	Wages-Dene Parks	52,383	50,056	-2,327
4074	Wages-Misc. None Site Duties	4,731	3,337	-1,394
4076	Wages-Play Areas	28,726	26,696	-2,030
4084	Yoden Quarry Landscape Works	0	0	0
4174	Clothing & Uniforms	3,000	3,250	250
4202	Water	213	200	-13
4211	Ins XS/Vandalism	500	250	-250
4240	MiscellaneousExpenditure	250	250	0
4300	Equipment & Supplies	6,200	5,000	-1,200
4305	Manures,Fertilizers & Seeds	11,000	11,000	0
4310	Bedding Plants,Shrubs & Bed Ma	20,000	16,000	-4,000
4360	Play Equipment-Repairs	2,000	2,000	0
4370	Tree Maint, Surveys & Services	5,000	5,000	0
4371	Public Seats & Bins	2,500	1,500	-1,000
4373	Hire of Skips	7,000	7,000	0
4375	Vehicle Leasing	15,000	15,000	0
	Parks General: Expenditure	208,302	196,925	-11,377
1312	Miscellaneous Income	0	0	0
	Net expenditure/(income)	208,302	196,925	-11,377

<u>325</u>	<u>Cemetery & Burials</u>	2020/21 Budget	2021/22 Budget	variance
4000	Salaries, Wages, Superan, NI	57,116	53,393	-3,723
4200	Electricity	827	700	-127
4240	MiscellaneousExpenditure	1,000	1,000	0
4300	Equipment & Supplies	2,000	1,000	-1,000
	Cemeter & Burials: Expenditure	60,943	56,093	-4,850
1702	Burials and Charges	22,000	23,000	1,000
	Net expenditure/(income)	38,943	33,093	-5,850

<u>350</u>	<u>Allotments</u>	2020/21 Budget	2021/22 Budget	variance
4000	Salaries, Wages, Superan, NI	4,731	6,674	1,943
4200	Electricity	0	250	250
4202	Water	1,531	1,000	-531
4211	Ins XS/Vandalism	250	250	0
4240	MiscellaneousExpenditure	9,000	9,000	0
4250	Repairs & Decoration	0	300	300
4300	Equipment & Supplies	1,000	2,000	1,000
	Allotments: Expenditure	16,512	19,474	2,962
1754	Allotment Rents & Water	3,500	3,500	0
	Net expenditure/(income)	13,012	15,974	2,962

<u>410</u>	<u>Town Activities</u>	2020/21 Budget	2021/22 Budget	variance
4427	Donations	11,000	11,000	0
4434	Concessionary Use	10,000	10,000	0
4435	Road Safety Initiative	25,000	0	-25,000
4436	Friends of the Parks Project	1,000	1,000	0
4437	Shielding Support Scheme	0	0	0
4461	Castle Eden Dene Centre	5,000	5,000	0
4462	CAB Case Worker Project	20,000	20,000	0
4464	Youth Provision	10,000	22,000	12,000
4720	Gritting Service & Bins	2,000	0	-2,000
4725	Dog Fouling Maint. & Bins	2,250	0	-2,250
4726	Remembrance Parade/Armed	6,000	6,000	0
	Town Activities: Expenditure	92,250	75,000	-17,250
	Net expenditure/(income)	92,250	75,000	-17,250

<u>430</u>	<u>Town Events</u>	2020/21 Budget	2021/22 Budget	variance
4730	Peterlee Show	76,000	70,000	-6,000
4733	Garden Competition	1,500	1,500	0
4740	Fireworks Display	10,000	10,000	0
4742	Xmas Tree Lighting Event	7,500	5,000	-2,500
4751	Senior Citizens	1,800	1,800	0
4756	Summer Events	6,000	6,000	0
4757	Childrens Pantomine	3,500	3,500	0
4759	Soapbox Derby	7,500	7,500	0
	Town Events: Expenditure	113,800	105,300	-8,500
1851	Peterlee Show	15,000	10,000	-5,000
1854	Soap Box Derby	0	2,500	2,500
	Town Events: Income	15,000	12,500	-2,500
	Net expenditure/(income)	98,800	92,800	-6,000

<u>901</u>	<u>Capital Projects</u>	2020/21 Budget	2021/22 Budget	variance
4912	New Vehicles	0	40,000	40,000
4913	Capitalised Maint - S/Hall	0	0	0
4914	Pavilion - emergency lighting	10,000	0	-10,000
4920	Consultants Fees	10,000	10,000	0
4925	Emergency Works	0	5,000	5,000
4930	Eden Lane Works	20,000	0	-20,000
4940	Helford Road MUGA Sinking Fund	60,000	6,000	-54,000
4942	Thorntree Gill LG Shelter	70,000	0	-70,000
4943	Dene Parks	0	25,000	25,000
4955	Play Equipment	45,000	105,000	60,000
	Capital Projects: Expenditure	215,000	191,000	-24,000
1980	Disposal of Assets	0	10,000	10,000
	s106 funding	0	105,000	105,000
	AAP NB funding	0	23,000	23,000
	Capital Projects: Income	0	138,000	138,000
	Net expenditure/(income)	215,000	53,000	-162,000
		2020/21 Budget	2021/22 Budget	variance
	Total Expenditure	2,473,003	2,199,727	-273,276
	Total Income	2,282,331	2,006,559	-275,772
	Net Expenditure/(income)	190,672	193,168	2,496
	Of which:			
	Revenue	-24,328	140,168	164,496
	Capital	215,000	53,000	-162,000
	Income less precept	986,327	711,648	-274,679