



ANDOVER TOWN COUNCIL

Policy & Resources Committee Meeting Agenda

Tuesday 19 January 2021

To the Members of the **Policy & Resources Committee**:

Cllr R Meyer (Chairman), Cllr D Coole (Vice Chairman)

Cllr J Coole, Cllr C Ecclestone, Cllr L Gregori, Cllr R Hughes and Cllr D Treadwell.

(copies to all other Members of the Council)

You are hereby summoned to attend a Policy & Resources Committee meeting to be held **Virtually via Zoom on Tuesday 19 January 2021 at 6.00 pm** when it is proposed to transact the following business: -

A handwritten signature in blue ink, appearing to read 'Wendy R Coulter'.

Wendy R Coulter

Town Clerk

14 January 2021

Please find below the details for the Policy and Resources Committee meeting on 19 January at 6pm:

<https://zoom.us/j/96473394799?pwd=blRiNzRBbGhNTk1jakNzUXROcFFxdz09>

Meeting ID: 964 7339 4799

Passcode: 629462



ANDOVER TOWN COUNCIL

Policy & Resources Committee Meeting Agenda
Tuesday 19 January 2021

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS; In line with Andover Town Council's "Recording at Meetings" Policy, Members and the public are requested to note that this meeting will be recorded by the Council, and may also be subject to the recording by members of the public.

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Item 1: Apologies for Absence

To receive and accept apologies for absence.

Item 2: Declarations of Interest

To receive and note any declarations of interests relevant to the agenda.

Item 3: Minutes of the last meeting

To agree the minutes of the Policy and Resources Committee meeting held on Tuesday 1 December 2020 - attached at **Appendix A**.

Item 4: Actions List

To receive the Actions List from previous meetings:

Minute No	Date	Action	Lead Councillor/Officer	Completed
BS 100/19	14.10.2020	To recommend to full Council for approval at 21 October 2020 meeting or one thereafter, the following: a. To create an Earmarked Reserves heading wording for the Public Realm Cemeteries b. To transfer the 2019/2020 budget underspend to the following Earmarked Reserves headings and any balance to be transferred to the General Reserves: Vigo Park - £27,000 Public Toilets - £8,500 Public Realm - £5,000 Cemeteries - £3,000 St Marys Ward Neighbourhood Plan - £5,000 Other Wards Neighbourhood Plans - £5,000	Town Clerk	In progress
BS 101/19	14.10.2020	That authority be delegated to the relevant Officers/Committees as outlined below: To produce a report each year which will include (RFO): Timetable for the Budget Process The inflationary predictions to be used	Town Clerk/ Committees /Full Council	Report sent to previous P&R Cttee, ongoing process.

		<p>Salary Review Results, to include; Previous years pay rise, additional responsibilities pay increase, Pay Structure (National Joint Council Grading)</p> <p>Maintenance of new and existing Earmarked Reserves (Statutory Earmarked Reserves Highlighted)</p> <p>Expected expenditure for current activities i.e. Christmas Lights, Allotments, Grants.</p> <p>Committee Budgets for next year (Committees) New Items for consideration (Committees) Budget Recommendations from Policy & Resources Committee (Full Council)</p>		
BS 104/19	14.10.2020	5 Year Budget Plan to include inflationary increases and any identified costs	P&R Cttee	Ongoing
BS 105/19	14.10.2020	<p>The Town Clerk instructed to email all Committee Members on 15 October 2020, if they want to form a working group to review the Standing Orders. To instruct the Town Clerk to email the Committee Members by 27 October 2020, a quarterly prioritised list of policies to be reviewed each quarter, with the end of the first quarter being 31 March 2021. The list to also include the lead Committee and lead officer.</p> <p>The statutory policies to be prioritised, then quarterly reviews to be carried out by relevant Committees, submitted back to P&R Committee</p>	Town Clerk	Postponed
BS 108/19	02.09.2020	Update on purchase of sign for office	Town Clerk	Ongoing
BS 091/19	02.09.2020	That a full report including Risk Assessments, Town Council Sign, COVID19 Equipment and Fire Escape would be produced for the Members to consider.	Town Clerk/ Deputy Clerk	Ongoing
BS 115/19	01.12.2020	<p>ACTION LIST</p> <p>Members noted the Action Plan.</p> <p>Councillor D Coole requested the following amendments be made:</p> <p>BS 105/19 – Standing Orders review should be listed as ongoing. The Policy and Procedure review should be postponed.</p> <p>BS 108/19 – The locum Town Clerk was asked to investigate the delay and a suggestion was made to delegate this item to the Members.</p> <p>BS 091/19 – The Risk Assessments needed to be separated out. The Ceiling blind needed to be added back onto the list.</p> <p>BS 103/19 – needed to be added back onto the list.</p>	Town Clerk/ Deputy Clerk	Ongoing – to be included in future Rpt.

		<p>BS 106/19 – An action needed to be added to the list which showed the item of Allotment Portalooos had been transferred back to the Allotment Committee Action list.</p> <p>BS 107/19 – Members training course dates needed to be added back onto the list.</p> <p>Members' visits to other successful Town Councils required a follow-up.</p> <p>BS 111/19 – Confidential Minutes actions.</p>		
BS 118/19	01.12.2020	<p>STANDING ORDERS</p> <p>RESOLVED: That Councillors D Coole, R Hughes and R Meyer would be appointed as members of the Standing Order Review Team.</p> <p>RESOLVED: That the Terms of Reference for the Standing Order Review Team read as "To review existing Standing Orders and consider and make recommendations for revised Standing Orders, along the lines of the model Standing Orders."</p>	Review Team	Ongoing
BS 119/19	01.12.2020	<p>REVIEW OF MEMBERS SERVICES PROVISION</p> <p>RESOLVED: That this Council pays a basic allowance to Members, which members can opt out of voluntarily, a sum of £100 per calendar month, subject to adoption by Council.</p>	P&R Cttee	Ongoing

Item 5: Public Participation

There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer may be given in the meeting and recorded in the minutes or, if necessary, a written reply will follow or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.

Item 6: Finance and Banking Arrangements

To consider a report on the progress of setting up additional bank accounts and the progression of previous Council approved Bank Signatories – report attached at **Appendix B**

To consider and vote on the following recommendations:

1. To recommend to Full Council the removal of the Town Mayor and Deputy Town Mayor as Bank Signatories.
2. To recommend to full Council the appointment of new Members as Bank Signatories.

It should be noted as per the recommendations to full Council of it was recommended that ALL Town Councillors be made Bank Signatories.

Item 7: Earmarked Reserves

To consider and make recommendations to full Council on existing and new Earmarked Reserves – Earmarked Reserves Schedule and Report attached at **Appendix C**.

Item 8: Virement of Forecasted 2020/2021 Budget Underspend

To consider and make recommendations to full Council on the virement of forecasted 2020/2021 budget underspend.

Item 9: Policy and Resources Committee Budget 2021/2022

To consider the Draft P&R Committee Budget for 2021/2022 for inclusion with the Draft Council Budget 2021/2022 to be recommended to Full Council – Draft P&R Budget attached at **Appendix D**.

Item 10: Draft Budget 2021/2022

To consider the Draft Budget for 2021/2022 and make recommendations to Full Council - Draft Budget and explanatory report attached at **Appendix E**.

Item 11: Timetable of Meetings for 2021/2022

To receive and make recommendations to Full Council on the draft 2021/2022 timetable of meetings – Draft timetable attached at **Appendix F**.

Item 12: Members Training

To receive and approve the Member Training Programme.

Item 13: Work Programme

To review and update the current Work Programme attached at **Appendix G**.

Item 14: Date of The Next Meeting

Members are requested to note the date of the next meeting: **Wednesday 17 February 2021 via Zoom, starting at 6.00pm.**

The Chairman will close the meeting.

Appendix A: Minutes of the last meeting

A

Minutes of Policy & Resources Committee

Time and date

6.00pm, Tuesday, 1 December 2020

Place

Virtual On-Line Meeting via Zoom

Details of Attendance:

Cllr R Meyer (Chairman) (P) Cllr D Coole (Vice Chairman) (P) Cllr J Coole (P) Cllr C Ecclestone (P)
Cllr L Gregori (P) Cllr R Hughes (P) Cllr D Treadwell (P)

Officers Present:

Tracy Predeth (Locum Clerk)

Members of the Public:

Members of the Press:

BS 112/19 APOLOGIES FOR ABSENCE

There were no apologies submitted at the meeting.

BS 113/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest made relevant to the Agenda.

BS 114/19 MINUTES

Councillor D Coole requested an amendment to the previous Minutes, BS 102/19, be made and the following wording to be added:

“The current underspend was £7,984.00 and so there was insufficient funds in the current underspend to support the motion.”

It was proposed by Councillor R Meyer and seconded by Councillor L Gregori that the amended Minutes of the Budgets & Staffing Committee meeting held on 14 October 2020 be signed by the Chairman as a correct record.

A recorded vote was as follows:

For: Councillors R Meyer, J Coole, D Coole, R Hughes, C Ecclestone and L Gregori.

Unanimous

RESOLVED: That the amended Minutes of the Budgets & Staffing Committee meeting held on 14 October 2020 be signed by the Chairman as a correct record.

BS 115/19 ACTION LIST

Members noted the Action Plan.

Councillor D Coole requested the following amendments be made:

BS 105/19 – Standing Orders review should be listed as ongoing. The Policy and Procedure review should be postponed.

BS 108/19 – The locum Town Clerk was asked to investigate the delay and a suggestion was made to delegate this item to the Members.

BS 091/19 – The Risk Assessments needed to be separated out. The Ceiling blind needed to be added back onto the list.

BS 103/19 – needed to be added back onto the list.

BS 106/19 – An action needed to be added to the list which showed the item of Allotment Portaloos had been transferred back to the Allotment Committee Action list.

BS 107/19 – Members training course dates needed to be added back onto the list. Members' visits to other successful Town Councils required a follow-up.

BS 111/19 – Confidential Minutes actions.

BS 116/19 PUBLIC PARTICIPATION

There were no Members of the Public whom spoke at the meeting.

BS 117/19 DRAFT BUDGET

Members noted the Draft Budget for 2021/2022 and explanatory report.

An observation was made that the proposed budget for Payroll should be set at £229,997.72. This would need to be amended in the Draft Budget. It was suggested that consideration be given to the addition of a link or Minute number, on the Draft Budget in order to enable the understanding of any changes made.

A member commented that the Policy and Resources budget remained largely the same as it was at the previous meeting. The only changes noted were an increase of £500 for the website, water rates had been reduced by £100, rates are reduced by £10 and the New Building Fund has been increased by £4,000.

The Locum Clerk reminded Members that they needed to agree the Budget before agreeing the Precept and that this year in particular had been a difficult year for many Councils. Some Councils that ran services have run at a loss.

Members discussed the new items for consideration. It was commented that similar budget lines for assets, services and responsibilities would be needed for where the Town Council starts to introduce its own services, like cemeteries. This would be discussed further at the next Assets and Communities meeting.

No further additions or recommendations were made to include in the Policy and Resources Draft Budget.

BS 118/19 STANDING ORDERS

Members discussed the appointment of Members to the Standing Orders Review Team.

It was agreed that Councillors D Coole, R Hughes and R Meyer would be appointed as members of the Standing Order Review Team.

A recorded vote was taken as follows:

For: Councillors R Meyer, J Coole, D Coole, R Hughes, C Ecclestone and L Gregori.

Unanimous.

RESOLVED: That Councillors D Coole, R Hughes and R Meyer would be appointed as members of the Standing Order Review Team.

Members discussed the Terms of Reference of the Standing Order Review Team.

Councillor D Coole made the following suggestion:

"To review existing Standing Orders and consider and make recommendations for revised Standing Orders."

Councillor L Gregori requested the following wording be added:

"Along the lines of the model Standing Orders."

It was agreed that the Terms of reference should read:

"To review existing Standing Orders and consider and make recommendations for revised Standing Orders, along the lines of the model Standing Orders."

A recorded vote was taken as follows:

For: Councillors R Meyer, J Coole, D Coole, R Hughes, C Ecclestone and L Gregori.

RESOLVED: That the Terms of Reference for the Standing Order Review Team read as “To review existing Standing Orders and consider and make recommendations for revised Standing Orders, along the lines of the model Standing Orders.”

BS 119/19 REVIEW OF MEMBERS SERVICES PROVISION

Members considered the provision (or non-provision) of Basic and Special Responsibility Allowances for Members.

The Locum Clerk clarified that the allowance would be one set amount and taxable. In addition, if any Councillor travelled outside of the town boundary for Council business, mileage could be claimed. The Locum Clerk advised that a lot of councils are moving to a system called Modern.gov which is a paperless system for agendas, recording of Pecuniary Interests and attendance to meetings and iPads were issued to Members for these purposes.

It was further advised that the usage of council iPads and Councillor email addresses, would enable council business to be kept separate from personal business in the event that any Freedom of Information Requests or Subject Access Requests were received.

Other Members debated the idea of allowances as Town and Parish Councils are as predominately set up with volunteers. A concern was also raised that the idea came from members that were already Borough Councillors in receipt of an allowance. It was also commented that the provision of an allowance for the Members of the Town Council would equate to approximately £34,000 a year extra for the tax payers, which would potentially mean an increase in Council Tax.

A Member commented that an allowance would be justified as an incentive to attract quality candidates as future Members of the Town Council.

Councillor D Coole proposed and Councillor C Ecclestone seconded that this Council pays a basic allowance to Members, which members can opt out of voluntarily, a sum of £100 per calendar month, subject to adoption by Council.

A recorded vote was taken as follows:

For: Councillors R Meyer, J Coole, D Coole and C Ecclestone.

Against: Councillors R Hughes and L Gregori.

RESOLVED: That this Council pays a basic allowance to Members, which members can opt out of voluntarily, a sum of £100 per calendar month, subject to adoption by Council.

BS 120/19 ENGAGEMENT OF TEMPORARY STAFF/EXTERNAL SUPPORT

Members noted the Temporary Staff/External Support Report.

Councillor D Coole requested assurance that the Town Council was fully compliant with legislation regarding the engagement of a HR Consultant. The Locum Clerk confirmed that it was absolutely lawful to appoint a HR Consultant under delegated authority.

Councillor D Coole also suggested that if the Town Council had not yet recruited for the temporary Allotment Officer Maternity cover, a resolution should be made to engage full time Maternity cover. This would be split with 20 hours used on allotment business and the remaining 17.5 hours be used for other projects.

The Locum Clerk clarified that temporary Maternity cover had to be on a like for like basis only and that the Officers have been advised that the position would need to be advertised to ensure a fair process.

BS 121/19 BANKING ARRANGEMENTS

Members noted the Banking Arrangements Report – **attached to Record Minutes.**

BS 122/19 TIMETABLE OF COUNCIL/COMMITTEE DATES 2021/2022

Members noted the draft timetable of Council/Committee Dates up to May 2021.

It was commented that the dates needed reviewing as the Locum Town Clerk was unable to attend meetings held on a Wednesday. It was further suggested that an Assets and Communities meeting needed to be held prior to the Policy and Resources meeting in January 2021, due to the splitting of the previous Assets and Communities Agenda which was too large.

BS 123/19 MEMBERS TRAINING

The Locum Clerk advised that she had discussed this item with the Monitoring Officer at Test Valley Borough Council and was advised of Code of Conduct training for the Members. The Locum Clerk would look into this and the availability of other courses and report back.

BS 124/19 WORK PROGRAMME

This item was not discussed during the meeting.

BS 127/19 DATE OF THE NEXT MEETING

Members noted that the date of the next meeting was **Wednesday 13 January 2020, virtually via Zoom starting at 6.00pm.**

The Chairman closed the meeting at 7.50pm.

Chairman

Date

Appendix B: Bank Signatories Update

B

Produced for: Policy & Resources	Date of Report: Tuesday 12 January 2021	Author: W Coulter – Town Clerk & RFO
Key Issues To note the progress on sourcing additional bank accounts and to recommend to full Council the actions required. To note the status and progress of additional signatories. To note the recommendation that all Town Councillors should be signatories for the Banking Authorisation.		
Bank Accounts At the request of the Councillors and recommendations from the Internal Auditor, Officers are continuing source and open a number of new bank accounts. Officers have received confirmation from the Newbury Building Society that they are able to open a Bank Account for the Town Council. The following actions need to be taken to initiate the account: The Building Society will require an application form to be completed by all signatories plus identification for all signatories and also minutes of a meeting held by the Town Council, stating: <ul style="list-style-type: none">• That the Town Council has agreed to open an account with Newbury Building Society• Who the agreed signatories are; and• The withdrawal instructions. The minutes must be dated and signed by the chairperson/Town Mayor. Officers continue to contact Banks to source additional bank accounts. Officers have transferred half of Operational Reserves into the second bank account held with Unity Trust Bank, thereby reducing the amount held in the current account by £80,000. To note: In the most recent Internal Auditors Report which will be submitted at the next Council meeting, there is a recommendation that the Town Council take up the offer from the CCLA and invest monies to assist with the reduction of monies held in the Current Account.		
Additional Signatories At the Council Meeting of 22 January 2020 the following was resolved: <i>RESOLVED: That the following be approved:</i>		

The current approved Signatories/Authorisers of payments for the Town Council be confirmed as; Councillor Lauren Banville, Councillor David Coole, Councillor Christopher Ecclestone, Councillor Richard Rowles, Councillor Alison Watts.

To reduce the number of signatories/authorisers for changes to the Banking Arrangements from 6 to 2.

To add 2 named Officers as contingency signatories/authorisers in case of emergency.

To confirm that the 2 named Officers are the signatories/authorisers for any changes to the banking arrangements which have been approved by Council.

The organisation of the above caused significant delays because the Town Council's bank required all existing signatories at that time, to sign the submission form to enable these changes to go through. However, it came to light that 6 of these existing signatories were from previous administrations and had left the Council. The bank would not accept that officers could not obtain these signatures to go onto the form. However, they would accept copies of Minutes that depict signatory updates, hence why they all need to go through Council each time for approval.

The Process:

The process is completed online with the Councillor present. Online Forms are completed online with personal details. The forms are then printed, signed by the Councillor and scanned with 2 forms of Identification onto the Town Council's system. The forms are then sent to the current authorised signatories, to sign, then returned to the Town Council. The completed Forms are then sent to Unity Trust via a link that they have to provide. This part of the process can take several weeks to complete as it is usual for the Bank to request additional information such as further copies of minutes. Each time it takes the bank several days to respond to a submission.

Once all the required information has been submitted it takes the bank approximately 10 working days to complete the signatory set up.

Once this has been done, the signatory has to contact the Bank to arrange for passwords and pin numbers to be activated to allow them to access the Town Council's Bank Account Authorisation Page.

Officers worked with Cllrs Coole, Ecclestone and Watts to initiate the process of signing them onto the banking system as signatories.

Councillor Watts' application and submission had just been completed when she resigned from the Town Council.

Officers have a signed submission form and 2 forms of ID for Cllr D Coole. However, Cllr Coole decided he did not want to proceed. If he wishes to proceed the submission form will require competing again as the signatories have changed.

Officers do not have any forms of Identification from Cllr C Ecclestone and his submission form will need to be completed again.

Agreement and Submission Forms

If Councillors D Coole and Ecclestone are still agreeable to being signatories Officers will again require Identification for them and to complete the submission forms. The Submission Forms will then be sent to the current signatories and the process can go ahead with the Bank.

The forms of Identification can be a driving licence and passport.

Signatories for the Town Council

In October 2019 the Internal Auditor recommended that all Town Councillors be mandated onto the Town Council's Bank Accounting system.

Members were requested to do so however only Councillors Banville, Coole, Ecclestone and Rowles put their names forward. The other Councillors that volunteered at the time have since resigned from the Town Council.

If there are any other Members that are agreeable to being signatories, the Officers will initiate the Process to get them registered.

Financial Implications

Once additional bank accounts can be confirmed there may be additional banking fees. Once there are determined they will be reported back to the Committee and Council.

The Town Council is at risk by holding substantive sums of money in one Bank Account – the measures being taken above are attempting to alleviate this situation.

Legal and Policy Implications

The Legal and Policy implications are contained within the report.

Recommendations:

- **To note the progress on sourcing additional bank accounts and to recommend to full Council that the Newbury Building Society be approved to hold Town Council Monies**
- **To note the status and progress of additional signatories, to confirm that Councillors D Coole and C Ecclestone still wish to be signatories**
- **To note the recommendation that all Town Councillors should be signatories for the Banking Authorisation.**

12 January 2021

Note: The person to contact about this report is the Town Clerk & RFO, Andover Town Council, First Floor Offices, 68B High Street, Andover, Hants. SP10 1NG.

Tel: 01264 335592

Distribution: To all Councillors

Appendix C: Earmarked Reserves

C

Produced for:
Policy & Resources Committee

Date of Report:
Tuesday 5 January 2021

Summary of Key Issues

To consider any proposed movement to Earmarked Reserves for recommendation to full Council.

Purpose

To provide information on how the Earmarked Reserves for the Town Council are formed and what levels of Reserves are required.

What are Earmarked Reserves?

The following is an extract from the Town Council's Financial Reserves Policy which explains what the different types of Reserves are:

3.1. Reserves can be categorised as 'general' (held to cushion the impact of uneven cash flows or unexpected events) or 'earmarked' (held for a specific purpose).

3.2. Earmarked or 'specific' Reserves can be held for several reasons. As the name suggests these represent amounts which are 'earmarked' for specific items of expenditure to meet known or predicted liabilities or projects. Specific Reserves can be used to "smooth" the effects of certain expenditure commitments over a period of time thereby reducing the impact of significant expenditure in any one year. 'Earmarked' Reserves are typically held for three main reasons:

1. Renewals

Used to plan and finance an effective programme of equipment replacement, planned property repair and maintenance or grounds maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.

2. Carry Forward of Under-spend

Some expenditure budgeted for projects in a given financial year cannot be spent in that year. Reserves are used as a mechanism to carry forward these resources.

3. Insurance Reserve

To enable the Council to meet the excesses not covered by insurance.

Why are Earmarked Reserves Established and how are they managed?

The following is again taken from the Town Council's Financial Reserves Policy and explains why Earmarked Reserves are established and how they should be managed:

5.1 Earmarked Reserves will be established on a 'needs' basis in line with anticipated requirements.

5.2 Any decision to set up or extinguish redundant Reserves must be reviewed by the Policy and Resources Committee and recommended to full Council for formal approval. The Council will be required to identify the following when making recommendations for each reserve:

1. The reason/purpose of the Reserve
2. How and when the Reserve can be used
3. Any procedures for the Reserve's management and control
4. A process and timescales for review of the Reserve to ensure continuing relevance and adequacy

5.3 Expenditure from Reserves can only be authorised by full Council.

5.4. Reserves should not be held to fund ongoing expenditure.

5.5. All Earmarked Reserves are recorded on a central register held by the Responsible Financial Officer. The register should list the purpose for which the earmarked reserve is held.

Earmarked Reserves – Levels of Reserves required

Statutory Earmarked Reserves

Statutorily the Town Council must have sufficient Earmarked Reserves set aside to cover the cost of Elections and By-elections.

The Town Council is due to have By-elections, 2 for St Marys Ward, 1 for Downlands and 1 for Millway in May 2021. The estimated cost for each is approximately £8,500.

Therefore the cost of By-Elections during 2021 will be in the region of: £34,000.

During 2020, the Town Council paid the costs for the Election from 2019 and a number of By-Elections following resignations of Councillors. The total for the Elections and By-Elections during 2020 was £61,111.31. This amount has been taken from the Earmarked Reserves set aside for Elections.

A rebate of £2,341.20 was returned to the Council following a recalculation and the underspend from the Elections Budget from 2019/2020 has been transferred back into Earmarked Reserves leaving a balance of £66,941.42.

Operating Costs

The Town Council's Financial Reserves Policy states that it must ensure it has 6 months operating costs in its General Reserves. This was reviewed and amended by full Council. It was Resolved that the General Reserves would be reduced to 3 months operating costs.

Currently in 2020/2021 the Town Council's Operational Budget is £379,666. Therefore 3 months operating costs is £94,916.50

Amount in Town Council's Current Account

The combined total of the Earmarked Reserves and the Operational Reserves means that currently at any one time the Town Council should have around £560,000 in its account.

Currently in the combined Council Bank Accounts there is £544,462.33.

Requests for Earmarked Reserves

It should be noted that other Standing Committees have made requests for additions to the Earmarked Reserves and have also requested items to be removed.

Officers have reviewed the Minutes of Committees since July 2020 to identify all the requests and changes. The requests and changes have been included in the Earmarked Reserves Management file which is attached at **Annex 1**.

Recommendations

It is recommended that the Policy and Resources Committee approves the movements/amendments to Earmarked Reserves and recommends them for approval to full Council.

Note: The person to contact about this report is the Town Clerk and RFO, Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: townclerk@andover-tc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

APPENDIX C - EARMARKED RESERVES SCHEDULE

C

ANDOVER TOWN COUNCIL - EARMARKED RESERVES SCHEDULE

Minute No	Title of Earmarked Reserve	Purpose	Management & Control						Balance (£)
			Amount set aside (£)	Date set aside	Date of expenditure	TN	Amount	Supplier	
C0132/10	Cost of Elections	To ensure funds available to cover cost of elections	£101,879.50	31.03.2019					
	Cost of Elections	Uncontested Parish Elections 2019	£101,879.50	31.03.2019	28.05.2019	158	£57.60	Test Valley Borough Council	£0.00
	Cost of Elections	To ensure funds available to cover cost of elections	£20,000.00	31.03.2020					£0.00
	Cost of Elections	Dowlands Ward By-Election			06.03.2020	578	£6,860.57	Test Valley Borough Council	£0.00
	Cost of Elections	Harroway Ward By-Election Part 1			20.03.2020	660	£6,860.57	Test Valley Borough Council	£0.00
	Cost of Elections	Harroway Ward By-Election Part 2			31.03.2020	652	£10,088.44	Test Valley Borough Council	£0.00
	Cost of Elections 2023							Bawden	£60,000.00
	Cost of By-Elections								£38,012.32
C /19	Community Notice Boards	Remove from Earmarked Reserves	£2,500.00	31.03.2013	31.03.2020				£0.00
C 029/17 & C 105/17	Office Accommodation	One off costs to update and renovate new office accommodation at 68B - additional costs approved to be taken from Operational Reserves as per Minute No		29.03.2018	May-18		-£7,682.45		£0.00
AC 088/18	Christmas Lights - power column for Christmas Tree	One off cost for a power column purchase and installation following change in legislation (HCC)	£5,000.00	25.01.2018	23.08.2019		£5,982.00	Test Valley Borough Council	-£982.00
	Christmas Lights - power columns for extension to lighting scheme	One off cost to purchase and install power columns to enable lighting trees in the Town for Christmas	£7,000.00	31.03.2019					£7,000.00
AC 022/18	Christmas Lights - Structural survey	To carry out a structural survey (legislation)	£2,500.00	25.01.2018	Aug-18		£1,260.00		£1,240.00
	Christmas Lights - Replacement/upgrade of eye-bolts	To provide replacement/upgrade of eye-bolts (legislation)	£5,000.00	25.01.2018					£5,000.00
	Christmas Lights - Installation of additional commando sockets on additional columns	To install additional commando sockets on new columns to extend the scheme	£3,500.00	25.01.2018					£3,500.00

APPENDIX C - EARMARKED RESERVES SCHEDULE

C

	Property Purchases Fund	Funds set aside for a new building purchase/build	£152,000.00	31.03.2019					£152,000.00
	Allotments - Removal of non-essential Hedges	One off cost to remove non-essential hedges and trees around boundaries of allotment sites	£7,000.00	25.01.2018					£7,000.00
	Allotments - Replacement Fencing and gates on all sites	To replace and upgrade all fencing and gates on all 7 allotment sites to improve security	£70,000.00	25.01.2018					
AC 16/19		Replacement of entry gates at Vigo Road Allotments			16.09.2019	312	£1,744.98	Bawden	£68,255.02
	Allotments - Upgrade access roads/tracks	To upgrade all tracks/access roads on allotment sites	£4,800.00	25.01.2018					£4,800.00
	Allotments - Upgrade piping/water supplies	To upgrade piping/water supplies on all allotment sites	£7,000.00	25.01.2018					£7,000.00
	Allotments - Installation of toilets on all 7 sites	To install permamnt toilets on all allotment sites	£7,000.00	25.01.2018					£7,000.00
	Allotments - Upgrade of car parking facilities on all sites	To upgrade car parking facilities on all allotment sites	£4,000.00	25.01.2018					£4,000.00
	Allotments - Installation of security systems	To install security systems on allotment sites to minimise theft and ensure safety of allotment holders	£200.00	25.01.2018					£200.00
	Grants Project	One-off Grants Project for Andover Community	£10,000.00	25.01.2018					
EC 067/19	Grants Project	One-off Grants Project for Andover Community					£10,000.00	Transfer to Operational Reserves	£0.00
	Events - A-Fest	Monies set aside to Fund A-Fest in 2020	£2,000.00	31.03.2019					
EC 067/19	Events - A-Fest	Monies set aside to Fund A-Fest in 2020					£2,000.00	Transfer to Operational Reserves	£0.00
	Youth Council	Future Youth Events	£1,800.00	31.03.2019					
	Youth Council	Future Youth Events					£1,800.00	Transfer to Operational Reserves	£0.00
	Defibrillator	For future provision of Defibrillators	£5,000.00	31.03.2019	30.04.2019		£3,927.99	AEDdonate	£1,072.01
	Bus Shelters	Running costs for Bus Shelters if transferred to the Town Council	£10,000.00	25.01.2018					£10,000.00
C 211/19	Vigo Park	Provision of facilities in Vigo Park							£0.00
BS 100/19	Vigo Park	Provision of facilities in Vigo Park	£27,000.00	14.10.2020					£27,000.00
C 211/19	Public Conveniences	Provision of PC's in the Town Centre							£0.00

APPENDIX C - EARMARKED RESERVES SCHEDULE

C

BS 100/19	Public Conveniences	Provision of PC's in the Town Centre	£8,500.00	14.10.2020					£8,500.00
C 211/19	Contribution to Tourism	To assist with the provision of Tourism in Andover							£0.00
BS 100/19	Cemeteries		£3,000.00	14.10.2020					£3,000.00
BS 100/19	Public Realm		£5,000.00	14.10.2020					£5,000.00
BS 100/19	St Mary's Ward Neighbourhood Plan		£5,000.00	14.10.2020					£5,000.00
BS 100/19	Other Wards Neighbourhood Plan		£5,000.00	14.10.2020					£5,000.00

£428,597.35

APPENDIX D - POLICY AND RESOURCES DRAFT BUDGET 2021/2022

D

Draft 3 - Policy & Resources Budget 2021/2022

		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
Policy & Resources							
4000 Corporate Management							
	400 IT Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4000/1	Accounts Support	£122.00	£1,020.00	£1,123.50	-£103.50	-£103.50	£1,530.00
4000/2	Bank Charges	£845.04	£400.00	£478.71	-£78.71	-£78.71	£600.00
4000/3	Legal & Professional Fees	£4,960.00	£6,000.00	£14,954.94	-£8,945.94	-£8,945.94	£7,000.00
4000/4	Audit Fees	£2,116.66	£2,200.00	£1,095.83	£1,104.17	£1,104.17	£2,400.00
4000/5	IT Support & Equipment	£1,662.44	£2,500.00	£570.58	£1,929.42	£1,929.42	£2,500.00
		£9,706.14	£12,120.00	£18,223.56	-£6,094.56	-£6,094.56	£14,030.00
4100 Democratic Representation							
	4100/2 Members Training & Courses	£908.91	£1,500.00	£30.00	£1,470.00	£0.00	£1,500.00
4100/3	Members Travel	£0.00	£100.00	£0.00	£100.00	£100.00	£100.00
4100/4	Public Building Hire	£1,070.25	£1,000.00	£72.00	£928.00	£928.00	£1,500.00
	4100 TOTAL	£1,979.16	£2,600.00	£102.00	£2,498.00	£1,028.00	£3,100.00
4180 Other Services to the Public							
4180/1	Election Costs	£13,769.14	£25,000.00	£39,647.93	-£14,647.93	-£14,647.93	£25,000.00
	4180 TOTAL	£13,769.14	£25,000.00	£39,647.93	-£14,647.93	-£14,647.93	£25,000.00
4200 Administration Rechargeable Payroll							
4200/1	Payroll	£144,531.27	£210,886.00	£114,412.44	£96,473.56	£58,886.00	£229,998.00
4200/3	Staff Training	£360.00	£1,500.00	£445.00	£1,055.00	£1,055.00	£2,500.00
4200/4	Staff Travel	£74.48	£200.00	£737.58	-£537.58	-£537.58	£500.00
	4200 TOTAL	£144,965.75	£212,586.00	£115,595.02	£96,990.98	£59,403.42	£232,998.00

APPENDIX D - POLICY AND RESOURCES DRAFT BUDGET 2021/2022

D

		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
4210 Administration Rechargeable							
4210/2	Office Sundries	£74.52	£250.00	£0.00	£250.00	£250.00	£250.00
4210/11	Subscriptions/Memberships	£2,835.00	£3,000.00	£3,085.00	-£85.00	-£85.00	£3,100.00
4210/12	Insurance	£0.00	£4,000.00	£0.00	£4,000.00	£0.00	£4,000.00
4210/14	Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4210/18	Publications	£99.95	£200.00	£0.00	£200.00	£0.00	£200.00
4210 TOTAL		£3,009.47	£7,450.00	£3,085.00	£4,365.00	£165.00	£7,550.00
TOTAL POLICY & RESOURCES		£173,429.66	£259,756.00	£176,653.51	£83,111.49	£39,853.93	£282,678.00

Appendix E: Draft Budget 2021/2022

E

Produced for: Policy & Resources Committee	Date of Report: Tuesday 5 January 2021
Summary of Key Issues To consider the Town Council Budget for 2021/2022 and to note it has been considered by the standing committees. To note that the Policy and Resources Committee must consider the Budget for 2021/ to recommend to and for approval by Full Council.	
Purpose To provide information to the Policy & Resources Committee to assist Members in considering the budget for the 2021/2022 financial year. The full Council will be required to set a legal budget and precept at its meeting on Tuesday 26 January 2021.	
The Current Budget & Precept 2020/2021 The Town Council raised the Precept figure for Band D Tax households in January 2020 to £21.10 per Band D Tax Household. In April 2019 the Town Council's parished area increased following a Community Governance Review. This meant that the number of Band D Tax households increased providing the Town Council with an increase in the Precept received.	
Draft Budget 2021/2022 and Expected Expenditure by 31.03.2021 Attached at Annex 1 is the current Draft Budget for 2021/2022, included in which is the expected Expenditure up to 31 March 2021. It is extremely difficult to predict the Expenditure up to the end of the financial year (31 March) and 'best guess' is used. It is noted that a Virement of Potential underspend is included on the agenda. It is not usual practice to consider this at this stage. It is usually considered at the end of the year once the final figures have been calculated. Members should note that there are a number of new items that have been included by the standing committees, increasing the Budget proposal for 2021/2022 by over £117,000 . At the current time, it is expected that there will be an underspend from the 2020/2021 Budget, perhaps as much as £74,000. Members have also asked Officers to prepare a report on the feasibility of Officers working from home and to close the Offices in the Town Centre. Thereby saving in the region of £37,750. Officers would have to be compensated for internet, telephone and IT Equipment costs. A full report will be presented at a later committee.	

The combined savings from the 2020/2021 Budget and the potential savings from not having Town Council Offices would help to cover the deficit for the proposed Budget for 2021/2022. Please see below for clarification of the deficit.

New Items for Consideration

Committees have considered their budgets for 2021/2022 and new items that have been discussed and included in the Draft Budget but as some of them are not yet the responsibility of the Town Council or have not been transferred as services, no proposed costs have been allocated to them.

The costs that are known have allocations. The additions are in the Assets & Communities Budget and the Planning Budget.

Any transferred assets or services from another Local Government Authority should be transferred with some monetary support as the tax revenue for that service will have already been collected for that financial year.

As the Committees have considered their Budgets, the Draft Budget for 2021/2022 is now complete as attached at **Annex 1**.

Draft Budget 2021/2022 and Proposed Precept 2021/2022

It is calculated that the Draft Budget 2021/2022 with the recommendations and requests from standing committees will be **£497,510.00**.

The Tax Base for 2021/2022 has been received which is 16,568 Band D Properties.

Therefore, if the Precept remains at the same level as 2020/2021 at £21.10 the Precept will be **£349,584.80** leaving a deficit of **£117,750.00**.

If Members are minded to increase the Precept to cover the entire proposed Budget for 2021/2022 the Precept will need to increase to **£30.02** per Band D Tax Household.

The country is currently experiencing an unprecedented situation with the Coronavirus and the infections of Covid-19. Many people in the town are struggling to cope with the loss of income and jobs. The Town Council has taken steps to ensure that there are monies set aside in the Budget for 2021/2022 to assist local organisations. However, as the Town Council has healthy reserves and potential underspends from the current budget and potential savings by giving up the Offices in the Town Centre, it is suggested that the Precept remain the same for 2021/2022 and no additional burden be placed upon the Andover Tax Payer.

Recommendations

It is recommended that the Policy and Resources Committee make any appropriate amendments to the Draft Budget for 2021/2022 and recommend the Budget to the Full Council for approval.

It is recommended that the Policy and Resources Committee recommend to full Council the Precept Level at £21.10 for 2021/2022.

Note: The person to contact about this report is the Town Clerk and RFO, Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

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Distribution: To all Councillors

DRAFT 4 FINANCIAL BUDGET 2021/2022

INCOME

		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
Assets & Communities							
	3025 Town Development						
3025/1	Income from Events	£322.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/2	Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/3	Sponsorship	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/4	Proms in the park	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/5	A-Fest	£30.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/6	Shilling Fair	£3,450.00	£0.00	£0.00	£0.00	£0.00	£0.00
	3025 TOTAL	£3,802.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL EVENTS & PROJECTS		£3,802.00	£0.00	£0.00	£0.00	£0.00	£0.00

		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
Policy & Resources							
	36 Business Rates Refund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	99 Heating & Lighting	£259.60	£0.00	£0.00	£0.00	£0.00	£0.00
	3000 Precept	£319,378.35	£0.00	£344,204.00	£344,204.00	£344,204.00	£0.00
	3001 TVBC Tax Band Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	3002 Election Expenses Refund	£0.00	£0.00	£2,341.20	£2,341.20	£2,341.20	£0.00
	3010 Bank Interest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	3020 Insurance Premium Refund	£0.00	£0.00	£79.04	£79.04	£79.04	£0.00
	3020 Grants Received	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	3021 Cil Monies	£73,907.48	£0.00	£13,346.06	£13,346.06	£13,346.06	£0.00
	3115 VAT Write Off	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	3116 IT Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	3339 Mayors Events	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

3998 Funds Held for Youth Council	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3999 Funds Held for N P	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4000 Defibrillator	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4210 Waste Removal	£0.00	£0.00	£26.00	£26.00	£26.00	£0.00
4211 Photocopying	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4212 Payroll	£779.76	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL Policy & Resources	£394,325.19	£0.00	£359,996.30	£359,996.30	£359,996.30	£0.00

	2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
Allotments						
3050 Allotment Rents						
3050/1 Admirals Way	£911.42	£800.00	£1,288.95	£488.95	£488.95	£800.00
3050/2 Barlows Lane	£4,958.58	£5,500.00	£4,418.63	-£1,081.37	£4,418.63	£5,000.00
3050/3 Churchill Way	£2,219.15	£2,000.00	£2,197.98	£197.98	£2,197.99	£2,200.00
3050/4 Mylen Road	£1,195.95	£1,300.00	£1,246.06	-£53.94	£1,246.06	£1,200.00
3050/5 Old Winton Road	£3,975.25	£3,600.00	£3,812.37	£212.37	£3,812.37	£3,700.00
3050/6 The Drove	£5,214.09	£7,000.00	£5,438.84	-£1,561.16	£5,438.84	£5,000.00
3050/7 Vigo Road	£5,017.54	£4,500.00	£4,816.00	£316.00	£4,816.00	£5,000.00
3050/8 Picket Piece	£0.00	£960.00	£0.00	-£960.00	-£960.00	£960.00
3050/9 Picket Twenty	n/a	n/a	n/a	n/a	n/a	£960.00
3050 TOTAL	£23,491.98	£25,660.00	£23,218.83	-£2,441.17	£21,458.84	£24,820.00
3051 Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3052 Deposit Credit Interest	£20.78	£0.00	£10.40	£10.40	£10.40	£0.00
3053 Deposit Direct Payment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL ALLOTMENTS	£23,512.76	£25,660.00	£23,229.23	-£2,430.77	£21,469.24	£24,820.00
TOTAL INCOME	£421,639.95	£25,660.00	£383,225.53	£357,565.53	£381,465.54	£24,820.00

EXPENDITURE						Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021		
Assets & Communities							
4700 Events & Projects							
4700/2	Christmas Lights	£22,070.18	£20,000.00	£22,462.26	-£2,462.26	-£2,462.26	£25,000.00
4700/3	A-Fest	£1,167.26	£500.00	£2,400.00	-£1,900.00	-£1,900.00	£1,000.00
4700/4	Shilling Fair	£5,404.96	£3,000.00	£1,338.83	£1,661.17	£1,661.17	£1,000.00
4700/5	Youth Clubs	£0.00	£12,000.00	£0.00	£12,000.00	£12,000.00	£12,000.00
4700/6	Miscellaneous Events (Covid)	£0.00	£0.00	£3,000.00	-£3,000.00	-£3,000.00	£0.00
4700/7	Armed Forces Day (was Events)	£1,243.95	£1,000.00	£0.00	£1,000.00	£1,000.00	£1,000.00
4700/8	Andover Cycling Festival	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00	£1,000.00
4700/9	Andover Challenges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/10	WW1 Event (215)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4700/11	Festival of Motoring	£0.00	£2,000.00	£0.00	£2,000.00	£2,000.00	£1,000.00
4700/12	Defibrillator Provision	£3,927.99	£4,000.00	£0.00	£4,000.00	£4,000.00	£0.00
4700/13	Community Engagement	£802.00	£500.00	£0.00	£500.00	£500.00	£600.00
4700/14	Andover Carnival	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00	£1,000.00
4700/15	Andover Gardening Competition	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
4700/16	Pancake Day	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
4700/17	Tourism	£0.00	£5,000.00	£0.00	£5,000.00	£5,000.00	£6,000.00
4700/18	Water Butt Scheme	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
4700/19	Andover Proms	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
4700/20	Food Fair	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
4700/21	Gardening Fair	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
	Street Furniture	n/a	n/a	n/a	n/a	£0.00	£5,000.00
	Playgrounds	n/a	n/a	n/a	n/a	£0.00	£0.00
	Urban Parks & Open Spaces	n/a	n/a	n/a	n/a	£0.00	£0.00
	Cemeteries	n/a	n/a	n/a	n/a	£0.00	£0.00
	Public Halls	n/a	n/a	n/a	n/a	£0.00	£0.00
	Outdoor Sports Facilities	n/a	n/a	n/a	n/a	£0.00	£0.00
	Dog & Litter Bins	n/a	n/a	n/a	n/a	£0.00	£0.00
4700 TOTAL		£34,616.34	£53,000.00	£29,201.09	£23,798.91	£23,798.91	£57,600.00

		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
4190	Grants						
4190/1	Grants	£7,750.00	£5,000.00	£3,697.22	£1,302.78	£0.00	£15,000.00
4190/1/1	Emergency Funding	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00
4190/3	Grants Section 137	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4190	TOTAL	£7,750.00	£5,000.00	£3,697.22	£1,302.78	£0.00	£20,000.00
4000/6	Website & Community Development						
4000/6/1	Website	£1,078.02	£2,000.00	£246.25	£1,753.75	£0.00	£3,000.00
4000/6/2	Website Hosting	£431.48	£500.00	£389.55	£110.45	£0.00	£550.00
4000/6/3	Newsletter	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4000	TOTAL	£1,509.50	£2,500.00	£635.80	£1,864.20	£0.00	£3,550.00
4100/1	Town Mayor	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4100/1/1	Town Mayor Badge & Regalia	£0.00	£50.00	£0.00	£50.00	£50.00	£0.00
4100/1/2	Remembrance Day Wreath	£0.00	£0.00	£36.00	£0.00	-£36.00	£50.00
4100/1/3	Town Mayor Charities	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4100/1	Total	£0.00	£50.00	£36.00	£50.00	£14.00	£50.00
4100/6	Venue Hire/Facilities	£91.98	£100.00	£0.00	£150.00	£150.00	£100.00
4100/7	Room Hire Fund	£670.31	£200.00	£0.00	£200.00	£200.00	£0.00
		£762.29	£300.00	£0.00	£350.00	£350.00	£100.00
4204	New Building Fund	£0.00	£6,000.00	£0.00	£6,000.00	£6,000.00	£10,000.00
4205	Bus Shelters	£0.00	£0.00	£0.00	£0.00	£0.00	£2,500.00
		£0.00	£6,000.00	£0.00	£6,000.00	£6,000.00	£12,500.00

		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
Assets							
4210/3	Rent - Office	£14,017.00	£12,000.00	£9,230.85	£2,769.15	£0.00	£12,000.00
4210/4	Rates - Office	£0.00	£8,000.00	£3,458.10	£4,541.90	£0.00	£8,000.00
4210/5	Water Rates - Office	£0.00	£300.00	£0.00	£300.00	£0.00	£300.00
4210/6	Heating & Lighting - Office	£5,889.55	£3,500.00	£722.08	£2,777.92	£2,500.00	£6,000.00
4210/7	Telephone & Broadband	£1,704.11	£2,500.00	£2,490.90	£9.10	£0.00	£2,500.00
4210/8	Photocopying	£4,312.30	£4,000.00	£2,508.40	£1,491.60	£0.00	£4,500.00
4210/9	Stationery	£940.46	£1,200.00	£478.43	£721.57	£0.00	£1,200.00
4210/10	Postage	£1,888.93	£1,700.00	£706.03	£993.97	£0.00	£2,000.00
4210/15	Office & Equipment Maintenance	£3,601.98	£3,000.00	£3,860.46	-£860.46	-£860.46	£3,500.00
4210/16	New Equipment & Furniture	£350.71	£1,000.00	£131.40	£868.60	£0.00	£1,000.00
4210/17	Waste Removal	£536.43	£700.00	£79.95	£620.05	£620.05	£700.00
		£33,241.47	£37,900.00	£23,666.60	£14,233.40	£2,259.59	£41,700.00
TOTAL Assets & Communities		£77,879.60	£104,750.00	£57,236.11	£47,599.29	£32,422.50	£135,500.00
		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
Policy & Resources							
4000 Corporate Management							
400 IT Equipment		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4000/1	Accounts Support	£122.00	£1,020.00	£1,123.50	-£103.50	-£103.50	£1,530.00
4000/2	Bank Charges	£845.04	£400.00	£478.71	-£78.71	-£78.71	£600.00
4000/3	Legal & Professional Fees	£4,960.00	£6,000.00	£14,954.94	-£8,945.94	-£8,945.94	£7,000.00
4000/4	Audit Fees	£2,116.66	£2,200.00	£1,095.83	£1,104.17	£1,104.17	£2,400.00
4000/5	IT Support & Equipment	£1,662.44	£2,500.00	£570.58	£1,929.42	£1,929.42	£2,500.00
		£9,706.14	£12,120.00	£18,223.56	-£6,094.56	-£6,094.56	£14,030.00

		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
4100	<u>Democratic Representation</u>						
4100/2	Members Training & Courses	£908.91	£1,500.00	£30.00	£1,470.00	£0.00	£1,500.00
4100/3	Members Travel	£0.00	£100.00	£0.00	£100.00	£100.00	£100.00
4100/4	Public Building Hire	£1,070.25	£1,000.00	£72.00	£928.00	£928.00	£1,500.00
4100	TOTAL	£1,979.16	£2,600.00	£102.00	£2,498.00	£1,028.00	£3,100.00
4180	<u>Other Services to the Public</u>						
4180/1	Election Costs	£13,769.14	£25,000.00	£39,647.93	-£14,647.93	-£14,647.93	£25,000.00
4180	TOTAL	£13,769.14	£25,000.00	£39,647.93	-£14,647.93	-£14,647.93	£25,000.00
4200	<u>Administration Rechargeable Payroll</u>						
4200/1	Payroll	£144,531.27	£210,886.00	£114,412.44	£96,473.56	£58,886.00	£229,998.00
4200/3	Staff Training	£360.00	£1,500.00	£445.00	£1,055.00	£1,055.00	£2,500.00
4200/4	Staff Travel	£74.48	£200.00	£737.58	-£537.58	-£537.58	£500.00
4200	TOTAL	£144,965.75	£212,586.00	£115,595.02	£96,990.98	£59,403.42	£232,998.00
4210	<u>Administration Rechargeable</u>						
4210/2	Office Sundries	£74.52	£250.00	£0.00	£250.00	£250.00	£250.00
4210/11	Subscriptions/Memberships	£2,835.00	£3,000.00	£3,085.00	-£85.00	-£85.00	£3,100.00
4210/12	Insurance	£0.00	£4,000.00	£0.00	£4,000.00	£0.00	£4,000.00
4210/14	Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4210/18	Publications	£99.95	£200.00	£0.00	£200.00	£0.00	£200.00
4210	TOTAL	£3,009.47	£7,450.00	£3,085.00	£4,365.00	£165.00	£7,550.00
TOTAL POLICY & RESOURCES		£173,429.66	£259,756.00	£176,653.51	£83,111.49	£39,853.93	£282,678.00

		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
Allotments							
4500 Allotment Service							
4500/1	Allotment Maintenance						
4500/1/1 Admirals Way							
4500/1/1/1	Services	£898.64	£1,000.00	£609.00	£391.00	£0.00	£1,100.00
4500/1/1/2	Grounds Maintenance	£943.00	£1,500.00	£617.73	£882.27	£0.00	£1,600.00
4500/1/1/3	Water Charges	£275.47	£300.00	£700.38	-£400.38	-£400.38	£400.00
4500/1/1/4	Repairs & Renewals	£16.71	£150.00	£275.14	-£125.14	-£125.14	£150.00
4500/1/1/5	Equipment	£107.52	£150.00	£57.38	£92.62	£92.62	£150.00
4500/1/1/6	Sundries	£39.49	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/1/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/1/8	Pest Control	£619.04	£690.00	£457.12	£232.88	£0.00	£700.00
4500/1/1	TOTAL	£2,899.87	£3,840.00	£2,716.75	£1,123.25	-£382.90	£4,150.00
4500/1/2 Barlows Lane							
4500/1/2/1	Services	£920.92	£1,000.00	£609.00	£391.00	£0.00	£1,100.00
4500/1/2/2	Grounds Maintenance	£1,743.67	£2,500.00	£1,086.48	£1,413.52	£0.00	£2,500.00
4500/1/2/3	Water Charges	£1,354.01	£700.00	£1,400.27	-£700.27	-£700.27	£1,500.00
4500/1/2/4	Repairs & Renewals	£614.79	£150.00	£235.14	-£85.14	-£85.14	£150.00
4500/1/2/5	Equipment	£107.52	£150.00	£227.38	-£77.38	-£77.38	£150.00
4500/1/2/6	Sundries	£39.49	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/2/7	Returned Deposits	£50.00	£0.00	£28.61	-£28.61	-£28.61	£0.00
4500/1/2/8	Pest Control	£619.04	£690.00	£457.12	£232.88	£0.00	£700.00
4500/1/2	TOTAL	£5,449.44	£5,240.00	£4,044.00	£1,196.00	-£841.40	£6,150.00
4500/1/3 Churchill Way							
4500/1/3/1	Services	£920.92	£1,000.00	£609.00	£391.00	£0.00	£1,100.00
4500/1/3/2	Grounds Maintenance	£1,572.67	£2,500.00	£1,336.48	£1,163.52	£0.00	£2,500.00
4500/1/3/3	Water Charges	£508.91	£500.00	£328.32	£171.68	£0.00	£500.00
4500/1/3/4	Repairs & Renewals	£268.71	£150.00	£149.64	£0.36	£0.36	£150.00
4500/1/3/5	Equipment	£107.52	£150.00	£57.38	£92.62	£92.62	£150.00
4500/1/3/6	Sundries	£39.49	£50.00	£0.00	£50.00	£50.00	£50.00

4500/1/3/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/3/8	Pest Control	£619.02	£690.00	£457.14	£232.86	£0.00	£700.00
03/01/4500	TOTAL	£4,037.24	£5,040.00	£2,937.96	£2,102.04	£142.98	£5,150.00
04/01/4500	Mylen Road						
4500/1/4/1	Services	£920.92	£1,000.00	£609.00	£391.00	£0.00	£1,100.00
4500/1/4/2	Grounds Maintenance	£1,576.00	£2,650.00	£866.48	£1,783.52	£0.00	£2,600.00
4500/1/4/3	Water Charges	£270.76	£800.00	£502.30	£297.70	£0.00	£600.00
4500/1/4/4	Repairs & Renewals	£64.21	£150.00	£330.64	-£180.64	-£180.64	£150.00
4500/1/4/5	Equipment	£107.52	£150.00	£57.38	£92.62	£92.62	£150.00
4500/1/4/6	Sundries	£64.69	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/4/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/4/8	Pest Control	£619.02	£690.00	£457.12	£232.88	£0.00	£700.00
4500/1/4	TOTAL	£3,623.12	£5,490.00	£2,822.92	£2,667.08	-£38.02	£5,350.00
4500/1/5	Old Winton Road						
4500/1/5/1	Services	£920.92	£1,000.00	£609.00	£391.00	£0.00	£1,100.00
4500/1/5/2	Grounds Maintenance	£1,741.00	£2,500.00	£1,141.48	£1,358.52	£0.00	£2,500.00
4500/1/5/3	Water Charges	£568.57	£1,000.00	£703.06	£296.94	£0.00	£800.00
4500/1/5/4	Repairs & Renewals	£186.71	£150.00	£102.64	£47.36	£47.36	£150.00
4500/1/5/5	Equipment	£107.52	£150.00	£227.40	-£77.40	-£77.40	£150.00
4500/1/5/6	Sundries	£39.49	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/5/7	Returned Deposits	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/5/8	Pest Control	£619.04	£690.00	£457.12	£232.88	£0.00	£700.00
4500/1/5	TOTAL	£4,233.25	£5,540.00	£3,240.70	£2,299.30	£19.96	£5,450.00
4500/1/6	The Drove						
4500/1/6/1	Services	£850.96	£1,000.00	£641.41	£358.59	£0.00	£1,100.00
4500/1/6/2	Grounds Maintenance	£1,382.80	£2,700.00	£1,981.48	£718.52	£0.00	£2,500.00
4500/1/6/3	Water Charges	£0.00	£2,500.00	£510.95	£1,989.05	£0.00	£1,500.00
4500/1/6/4	Repairs & Renewals	£271.71	£150.00	£17.64	£132.36	£132.26	£150.00
4500/1/6/5	Equipment	£107.52	£150.00	£142.38	£7.62	£7.62	£150.00
4500/1/6/6	Sundries	£39.49	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/6/7	Returned Deposits	£150.00	£0.00	£50.00	-£50.00	-£50.00	£0.00
4500/1/6/8	Pest Control	£676.22	£690.00	£457.14	£232.86	£0.00	£700.00
4500/1/6	TOTAL	£3,478.70	£7,240.00	£3,801.00	£3,439.00	£139.88	£6,150.00

		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
4500/1/7	Vigo Road						
4500/1/7/1	Services	£990.88	£1,000.00	£609.00	£391.00	£0.00	£1,100.00
4500/1/7/2	Grounds Maintenance	£1,588.00	£2,500.00	£1,216.50	£1,283.50	£0.00	£2,500.00
4500/1/7/3	Water Charges	£698.09	£1,200.00	£770.11	£429.89	£0.00	£1,000.00
4500/1/7/4	Repairs & Renewals	£226.74	£150.00	£27.66	£122.34	£122.34	£150.00
4500/1/7/5	Equipment	£1,742.70	£150.00	£142.38	£7.62	£7.62	£150.00
4500/1/7/6	Sundries	£39.50	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/7/7	Returned Deposits	£0.00	£0.00	£100.00	-£100.00	-£100.00	£0.00
4500/1/7/8	Pest Control	£561.97	£690.00	£457.24	£232.76	£0.00	£700.00
4500/1/7	TOTAL	£5,847.88	£5,740.00	£3,322.89	£2,417.11	£79.96	£5,650.00
4500/1/8	Picket Piece						
4500/1/8/1	Services	£0.00	£1,000.00	£0.00	£1,000.00	£0.00	£1,000.00
4500/1/8/2	Grounds Maintenance	£0.00	£500.00	£0.00	£500.00	£0.00	£500.00
4500/1/8/3	Water Charges	£0.00	£500.00	£0.00	£500.00	£0.00	£500.00
4500/1/8/4	Repairs & Renewals	£0.00	£150.00	£0.00	£150.00	£0.00	£150.00
4500/1/8/5	Equipment	£0.00	£150.00	£0.00	£150.00	£0.00	£150.00
4500/1/8/6	Sundries	£0.00	£50.00	£0.00	£50.00	£0.00	£50.00
4500/1/8/7	Pest Control	£0.00	£690.00	£0.00	£690.00	£0.00	£700.00
		£0.00	£3,040.00	£0.00	£3,040.00	£0.00	£3,050.00
4500/1/9	Picket Twenty						
4500/1/9/1	Services	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00	£1,000.00
4500/1/9/2	Grounds Maintenance	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
4500/1/9/3	Water Charges	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
4500/1/9/4	Repairs & Renewals	£0.00	£150.00	£0.00	£150.00	£150.00	£150.00
4500/1/9/5	Equipment	£0.00	£150.00	£0.00	£150.00	£150.00	£150.00
4500/1/9/6	Sundries	£0.00	£50.00	£0.00	£50.00	£50.00	£50.00
4500/1/9/7	Pest Control	£0.00	£690.00	£0.00	£690.00	£690.00	£700.00
		£0.00	£3,040.00	£0.00	£3,040.00	£3,040.00	£3,050.00
	Provision for Additional Site	£0.00	£0.00	£0.00	£0.00	£0.00	£50,000.00

4500/1	TOTAL ALLOTMENTS	£29,569.50	£41,170.00	£22,886.22	£18,283.78	£2,160.46	£94,150.00
		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021	Projected balance by 31.03.2021	PROPOSED BUDGET 2021/2022
Planning/Highways							
4300	Planning/Highways	N/A	£0.00	£0.00	£0.00	£0.00	£0.00
4300/1	Provision of Speed Signs	N/A	£0.00	£0.00	£0.00	£0.00	£0.00
4300/2	Design Statement/NP	N/A	£0.00	£0.00	£0.00	£0.00	£0.00
4300/3	St Mary's Neighbourhood Plan	N/A	£0.00	£0.00	£0.00	£0.00	£5,000.00
4300/4	Street Trees	N/A	£0.00	£0.00	£0.00	£0.00	£5,000.00
4300/5	Traffic Calming	N/A	£0.00	£0.00	£0.00	£0.00	£5,000.00
4300/6	SID's Admin & Management	N/A	£0.00	£0.00	£0.00	£0.00	£10,000.00
4300	Total	£0.00	£0.00	£0.00	£0.00	£0.00	£25,000.00
		2019/2020 Net	Budget 2020/2021	Actual Net @ 31.12.2020	Balance 2020/2021		PROPOSED BUDGET 2021/2022
Total Income		£421,639.95	£25,660.00	£383,225.53	£357,565.53		£24,820.00
Total Expenditure		£280,878.76	£405,676.00	£256,775.84	£148,994.56		£522,330.00
TOTAL NET BALANCE		£140,761.19	-£380,016.00	£126,449.69	£208,570.97		-£497,510.00

Appendix F: Draft Timetable of Meetings 2021/2022

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DRAFT MEETING DATES MAY 2021 – MAY 2022

Day	Date	Time	Meeting	Venue
MAY				
Monday	3 May 2021		BANK HOLIDAY	
Monday	10 May 2021	6.00pm	Planning Committee	Zoom
Wednesday	12 May 2021	6.00pm	Council (ANNUAL MAYOR MAKING)	Zoom
Wednesday	26 May 2021	6.00pm	Allotments Committee	
Monday	31 May 2021		BANK HOLIDAY	
JUNE				
Tuesday	1 June 2021	6.00pm	Planning Committee	Zoom
Wednesday	2 June 2021	6.00pm	Assets and Communities Committee	Zoom
Wednesday	9 June 2021	6.00pm	Policy and Resources Committee	Zoom
Monday	21 June 2021	6.00pm	Planning (Planning and Highways) Committee	Zoom
Wednesday	23 June 2021	6.00pm	Council (Annual Return)	Zoom
Wednesday	30 June 2021	6.00pm	Allotments Committee	Zoom
JULY				
Monday	12 July 2021	6.00pm	Planning (Planning and Highways) Committee	Zoom
Wednesday	14 July 2021	6.00pm	Assets and Communities Committee	Zoom
Wednesday	28 July 2021	6.00pm	Policy & Resources Committee	Zoom
AUGUST				
Monday	2 August 2021	6.00pm	Planning Committee	Zoom
Monday	23 August 2021	6pm	Planning Committee	Zoom
Monday	30 August 2021		BANK HOLIDAY	
SEPTEMBER				
Monday	13 September 2021	6.00pm	Planning Committee	Zoom
Wednesday	September 2021	6.00pm	Council	Zoom
Wednesday	22 September 2021	6.00pm	Assets and Communities Committee	Zoom
Wednesday	29 September 2020	6.00pm	Allotments	Zoom
OCTOBER				
Monday	4 October 2021	6.00pm	Planning Committee	Zoom
Wednesday	6 October 2021	6.00pm	Policy & Resources Committee	Zoom
Wednesday	20 October 2021	6.00pm	Council	Zoom
Monday	25 October 2021	6.00pm	Planning Committee	Zoom
Wednesday	27 October 2021	6.00pm	Assets & Communities	Zoom
NOVEMBER				
Wednesday	3 November 2021	6.00pm	Allotments Committee	Zoom
Wednesday	10 November 2021	6.00pm	Policy and Resources Committee	Zoom
Monday	15 November 2021	6.00pm	Planning Committee	Zoom
Wednesday	24 November 2021	6.00pm	Council	Zoom
DECEMBER				
Wednesday	1 December 2021	6.00pm	Allotments Committee	Zoom
Monday	6 December 2021	6.00pm	Planning Committee	Zoom
Wednesday	8 December 2021	6.00pm	Assets and Communities Committee	Zoom
Wednesday	15 December 2021	6.00pm	Policy & Resources Committee	Zoom

Monday	27 December 2021		BANK HOLIDAY	
Tuesday	28 December 2021		BANK HOLIDAY	
JANUARY				
Monday	3 January 2022		BANK HOLIDAY	
Monday		6.00pm	Planning (Planning and Highways) Committee	Zoom
Wednesday	12 January 2022	6.00pm	Policy and Resources Committee	Zoom
Wednesday	26 January 2022	6.00pm	Council (Precept)	Zoom
FEBRUARY				
Monday		6.00pm	Planning Committee	Zoom
Wednesday	2 February 2022	6.00pm	Allotments Committee	Zoom
Wednesday	9 February 2022	6.00pm	Assets & Communities Committee	Zoom
Wednesday	16 February 2022	6.00pm	Policy and Resources Committee	Zoom
Monday		6.00pm	Planning Committee	Zoom
MARCH				
Monday		6.00pm	Planning (Planning and Highways) Committee	Zoom
Wednesday	16 March 2022	7.00pm	Town Electors Meeting	Zoom
Wednesday	23 March 2022	6.00pm	Council	Zoom
APRIL				
Tuesday		6.00pm	Planning (Planning and Highways) Committee	Zoom
Wednesday	6 April 2022	6.00pm	Allotments Committee	Zoom
Wednesday	13 April 2022	6.00pm	Assets and Communities Committee	Zoom
Friday	15 April 2022		BANK HOLIDAY	
Monday	18 April 2022		BANK HOLIDAY	
Monday		6.00pm	Planning (Planning and Highways) Committee	Zoom
Wednesday	27 April 2022	6.00pm	Policy and Resources Committee	Zoom
MAY				
Monday	2 May 2022		BANK HOLIDAY	
Wednesday	11 May 2022	6.00pm	Annual Council (Mayor Making)	Zoom
Monday		6.00pm	Planning (Planning and Highways) Committee	ZOOM CALL

Appendix G: Work Programme

G

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
17 February 2021	Internal Audit Arrangements Timetable for Internal Audit 2 YE 31 March 2021	STAT	To note Internal Audit arrangements for YE 31 March 2021	
17 February 2021	Review of Business Plan		To ensure the Town Council is up to date with the Business Plan	
17 February 2021	Annual Report	STAT	To approve the contents of the Annual Report for 2020/2021	
17 February 2021	Review Council's resources (Staffing Levels)	P&R	To review the Council's resources to ensure services are maintained	
17 February 2021	Review of Business Plan		To ensure the Town Council is up to date with the Business Plan	
17 February 2021	Corporate Risk Assessment	STAT	To review the Corporate Risk Assessment and make necessary recommendations to full Council	
17 February 2021	Investment Strategy	P&R	To consider an Investment Strategy in line with the Financial Regulations	
17 February 2021	Review Town Council Policies			
28 April 2021	Review of Financial Regulations	STAT	To review Financial Regulations to ensure compliance with latest Governance	
June 2021	Virement of Budgets		To consider any Virements from underspend of Budget 2020/2021	Recommend to full Council
June 2021	Accounts for the Year Ended 31 March 2021	STAT	To approve the Accounts for the Year Ended 31 March 2021	
June 2021	To receive the Internal Auditors Report	STAT	To approve the Action Plan arising from the Internal Auditors Report	Recommend to full Council
June 2021	AGAR Preparation	P&R	To review the Internal Audit Report and consider Accounts for the AGAR	Recommend to full Council
September 2021	Review Council's resources	P&R	To review the Council's resources to ensure services are maintained	

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
September 2021	Review financial plan for 2022/2023		To consider the Financial Plan for 2022/2023 to ensure Budgets cover services required – in preparation for Annual Budget 2022/2023	