

AGENDA ITEM No 4

**TAVISTOCK TOWN COUNCIL
BUDGET & POLICY COMMITTEE
19TH NOVEMBER, 2019
BUDGET PREPARATION AND PRECEPT SETTING 2020/21**

1. PURPOSE OF THE REPORT

To provide the Committee with an opportunity to consider the emerging draft budget for the 2020/21 financial year prepared pursuant to the Committee's previous deliberations as at October 2019, and subsequent consideration by Council. It should be read in conjunction with that report and the phased budget report as at the end of September, 2019 (half-year).

2. CORPORATE POLICY CONSIDERATIONS

The effective management of resources and appropriate forward planning underpin the delivery of the Council's Strategic Plan 2017-21 and support its commitment to value for money, the promotion of best value and continuous organisational improvement.

3. LEGAL AND RISK MANAGEMENT ISSUES

The Council is under an obligation to consider, approve and adopt a budget including, where appropriate, necessary authority for the issue of a Precept upon the relevant authority.

Related legal and risk management issues continue to be broadly as set out to the Committee at its Meeting in October. They include, in particular, the impact of the reductions in income and associated impact on Precept arising from decisions of the Borough Council (WDBC), more specifically:

- a) the withdrawal of the localisation of Council Tax by the Borough Council¹ (resulting in a loss to the Town Council of £26,670 per year),
- b) the revenue implications of the withdrawal by the Borough Council from the provision of public health services – ie public conveniences (resulting in an estimated revenue cost to the Town Council of approx £60,000 per year should it take on the operation of up to two units);
- c) Withdrawal by WDBC of the grounds maintenance contract from public tendering in order to take the service 'in-house' (resulting in a loss of commercial income to the Town Council of £9,000 per year);
- d) Any additional/consequential non-revenue (eg refurbishment, repair) one off or capital costs arising from the Town Council taking over responsibility for public convenience provision.

¹ Notification of withdrawal has been received

The potential impact of a-c above representing a replacement cost of £95,670² or an increase in the Precept equivalent to approximately 15.2%³ over and above any other budget pressures. In the circumstances the core priority for the Council will necessarily be the maintenance of a prudent approach to, and rigour over, the management of scarce resources.

4. RESOURCE ISSUES

The resource issues associated with this report are as set out in the attachments and in previous reports (and in part indicated in the section above). They principally comprise organisational capacity, inflation, pressure on commercial income streams, the demands of the capital programme and future (revenue) funding aligned to the need to rebuild capital reserves and fund the shortfall arising from the withdrawal from various services/tax contributions made by the Borough Council.

5. ENVIRONMENTAL ISSUES

There are no environmental issues directly arising in connection with this report. However, all areas of spend are subject to review and recommendation at the time of resource allocation through the corporate reporting framework.

6. COMMUNICATION ISSUES

The content of this report has been developed in association with the Council's Management Team and Accountant and is derived from the recent deliberations of the Committee and Council.

7. RECOMMENDATIONS

The Budget & Policy Committee consider, amend and recommend that the Council endorse, as appropriate: -

1. The submitted draft Council Budget 2020/21 prepared principally on the basis of increases consistent with meeting the additional costs accruing to the Council from the decisions of the Borough Council (and subject to making a final recommendation in respect of both Budget and Precept at its January meeting) subject to any amendments arising from deliberations at this time and necessary due diligence associated with para 1.3 below;
2. Whether or not to reinstate a 'localism' budget line with a budget of up to £20,000 to provide support to new local Council initiatives;
3. Any surpluses available as at year end, and not otherwise identified, being carried forward into the Rolling Capital Programme;

² In relation to the current year precept of £629,910

³ The tax base for the next financial year remains to be advised

4. The schedules of Fees and Charges for the Council Services to apply in 2020/21;
5. Fixed Asset Register;
6. Such other related matters as the Committee considers appropriate.

1. BACKGROUND

- 1.1 The approach proposed for the budget setting process has been considered by the Committee and endorsed by Council previously. In particular, the Council has taken the view that with regard to finances and, as a minimum on a like for like basis, the Council should adjust the Precept to avoid the adverse impact of reductions (now removal⁴) of the localisation of Council Tax payments.
- 1.2 This report is intended to be read in conjunction with the report to the last Meeting of the Committee, together with the prior phased budget report submitted to the Council indicating in-year direction of travel and cash flow alongside related appendices.
- 1.3 Given the timing, especially in relation to a dynamic capital programme, the budget reports necessarily represent working drafts subject to Member comment. For example current variables include (but are not limited to) replacement of Town Hall Lift⁵, assessment of potential refurbishment obligations to public conveniences,⁶ the outcome of value engineering in connection with Guildhall Car Park Public Realm⁷ and outcome of an application to borrow⁸. As such it is anticipated the final proposed budget will fall to be considered in January (also because at the time of writing the up to date schedule of Earmarked Reserves and Rolling Capital Programme are not available (these will follow)).

2. ISSUES AND OPTIONS

- 2.1 Attached to this report are appendices giving details of the proposed:-
 - a. Rolling Capital Programme and Schedule of Earmarked Reserves (Appendices 1-2 – to follow);
 - b. Budget detail by:
 - i. Combined Account Code for 2018/19, 2019/20 and proposed for 2020/21 (Appendix 3);
 - ii. Cost Centre for 2018/19, 2019/20 and proposed for 2020/21 and Summary by Centre (Appendix 4);

⁴ £26,670

⁵ See elsewhere on the Agenda

⁶ Expected by month end

⁷ Expected by the time of Council

⁸ Approval required from the Secretary of State to borrow £400,000 from the PWLB

iii. Budget Summary, Gross Revenue and Expenditure for 2019/20 and proposed for 2020/21 (Appendix 5).

- c. Fixed Asset Register (Appendix 6).
- d. Council Fees and Charges – current and proposed (Appendix 7);
- e. Other documents to be circulated at your Meeting - will include any correspondence from West Devon Borough Council regarding confirmation of the position regarding Council Tax base.

2.2 The emerging draft budget has been developed pursuant to the last meeting of this body and following meetings with the Council Management Team and your Accountant. Insofar as possible the intention has been to provide informed projections for:-

- a. Current year end out-turn;
- b. Spend (budget) in the next financial year.

2.3 In drawing up the draft budget your Officers have sought to respect the overall framework and resource envelope of previous years, together with the guidance received at the last Meeting subject to the constraints identified in para 1.3 above. In so doing attention is drawn, in particular, to:

Expenditure

i. Capital Programme – Priority Projects

The Committee will be aware that

- o Council has been requested to grant authority to proceed to secure funding (£400,000) by way of loan from the Public Works Loan Board in order to meet the funding gap for capital works in connection with the delivery of the Guildhall Gateway Centre Project;
- o In addition, at the time of writing, the outcome of tenders for the Guildhall Car Park Public Realm Resurfacing are subject to a value engineering exercise. Consequently, there is an unknown factor regarding the extent to which this comes in over the allocated Townscape Heritage Initiative Budget (and thereby incur additional costs to the Council).

ii. Capital Programme – Other Matters

Linking to the above the Council will wish to have regard to the potential for unscheduled and/or unavoidable overspends which could arise - either given the scope of projects being undertaken, or in connection with non-programmed repairs and maintenance. For example, elsewhere on this Agenda is a request from the

General Manager for the reallocation of resources to enable the replacement of the Town Hall Lift. Capital resources are addressed more fully in this report at Appendix 1.

iii. Revenue Funding – WDBC Impacts

As indicated the WDBC contribution arising from the localisation of Council Tax (currently worth 4.23%) will be lost. Also that (with the withdrawal from the provision of public health (public conveniences) services by the Borough Council) the Town Council is expected to take on the delivery of two public toilet units. Whilst there are necessarily both revenue and capital costs associated with such a proposal the appended draft budget only includes provision for revenue costs (ie no provision for refurbishment/repair). Revenue costs necessarily represent an estimate based upon the due diligence previously undertaken and a cost base of in the order of £60,000 has therefore been adopted. The Committee will also note a further loss⁹ arising from a loss of income pursuant to the decision by the Borough Council to withdraw its Grounds Maintenance services from the open market and thereby terminate the contract it has with the Town Council at year end.

iv. Staffing

The budget shown indicates an increase of in the order of 4%. This is higher than was previously envisaged but is intended to reflect both uncertainty around the current national pay negotiations (the staff side are claiming, amongst other things, a 10% increase across the board), and provide scope to address any potential changes arising from the independent review of the operation of the Councils Job Evaluation Scheme¹⁰.

v. Unforeseen Calls on Funding

There remains the likelihood that, in view of the longstanding impact of austerity measures across the Public Sector, the Council may be called to take on additional services/costs. Similarly, that it has extensive landowner obligations by virtue of the size of its estate which may lead to calls on funding. It is important to recognise, as previously reported, that at the moment the Council has neither the reserves nor the capacity to expand its delivery base.

⁹ Please see income section to follow

¹⁰ It should also be noted that the triannual review of the pension fund takes place this financial year. Early indications are an increase in the primary rate offset by a decrease in the secondary rate which (if it is the case) would leave the position broadly cost neutral. However, the outcome of the judgement in the McCloud and Sargeant cases will have an impact, though that is potentially till a year or more out.

- vi. Legal Fees
Last year the budget head was distorted by substantial non-standard legacy work. Whilst some of that has continued 2019/20 looks to be moving back toward a more routine pattern of work and this is broadly projected to continue in the proposed budget. However, the potential that a case, or cases could arise giving cause for non-standard spend should not be overlooked, also that extant issues carry forward. With regard to Economic Support a provision has again been made in the sum of £50,000 to enable support to be given should it be appropriate/necessary.
- vii. In past years the Council has been able to make a scheduled allocation each year to the Rolling Capital Programme by way of maintaining necessary reserves for capital improvement and essential repair works. Once again a most rudimentary provision of £60,000 is made¹¹.
- viii. Additionally, no provision has yet been made for:-
- o the refurbishment of any public conveniences which the Council might assume responsibility for. This will necessarily be subject to separate consideration as regards funding;
 - o the possibility that the Tennis Club might decide to draw down its entitlement in respect of half the cost of refurbishment of a tennis court;
 - o costs associated with neighbourhood planning, climate change or related initiatives. The Committee will recall previously discussing the possibility of re-engaging the localism budget for this purpose, perhaps with a working budget of £20,000pa.
- ix. Guildhall - The future operating costs of the Guildhall/subsidy to THT fall into two categories - firstly the premises running costs which are (in broad terms) those classified in the Service Level Agreement as including certain 'Project Related' and 'Other Costs'. Secondly there is also the other area of commitment¹² - ie those classified as 'necessary operating costs'¹³. Regarding the former the budget reflects what are necessarily best estimates in

¹¹ See budget summary paper

¹² Which should be planned for TTC to meet to some degree in the early years

¹³ ie necessary staff and volunteer costs, overheads relating to the foregoing, THT insurance costs, their professional accountancy and audit costs and any costs incurred by them in securing statutory compliance.

line with the Business Plan pending and completion of the works and actual operational assessment ¹⁴.

A detailed breakdown showing the proposed configuration of Cost Centre 402 is appended (A refers). Please note – NNDR is expected to be largely reclaimable by THT. Notwithstanding that adjustment the allocation still exceeds the £26,110 past year allocation/commitment by the Council. Furthermore, the non-premises (or ‘necessary operating¹⁵’) costs of THT are not included here but reflected (in line with the future support ‘threshold’ of £35,000 identified in the SLA) as a grant to THT¹⁶.

Consideration will therefore need to be given to the extent to which the Council is able to fund above the £61,110¹⁷ total figure previously envisaged on the one hand, balanced against its unlimited liability to supporting THT deliver the approved purposes in years 1-3.

- x. Areas of Saving
Specific savings have been identified in relation to Pannier Market lighting (electricity - £15,000) and a reduction in the Property Maintenance Budget (£5,000). These are secured and will be applied on an ongoing basis¹⁸ in order to fund the PWLB¹⁹ loan needed to fund the planned capital shortfall associated with the Guildhall Gateway Centre Project.

More generally reductions have been sought across a range of budget heads including more particularly advertising, training/ conferences together with the deletion of redundant budgets wherever possible²⁰.

Income

- xi. Market Tolls

¹⁴ However please bear in mind the costs shown are premised on an opening around August ie in part they reflect part year estimates (eg cleaning. Other costs like contract maintenance and gas are likely to be closer to full year apportionments). Also the area occupied by THT will be eligible for charitable (80% mandatory NNDR relief)

¹⁵ By way of information the Business Plan suggests for staff and volunteer costs alone (and based only on a part time permanent position¹⁵) these are likely to be not less than an additional £22,000pa.

¹⁶ See budget summary ‘S137 and other grants’

¹⁷ ie past operating costs £26,110, £35,000 ‘threshold’ and excluding loan repayments

¹⁸ Together with monies previously budgeted for historic loan repayments that are currently coming to end of term

¹⁹ Public Works Loan Board

²⁰ Notwithstanding areas of uplift, for example an estimated 2.1% on rates and also in the Councillor Allowance budget to reflect a full complement of elected Members.

This matter was discussed at the last meeting of the Committee. There is a clear expectation that Market Tolls will rise but currently, appears to be a general consensus that it would be premature to raise them in the current financial year. This reflects acknowledgement of the extent of disruption that has taken place through major programmed works. If the Committee continues to consider that the appropriate approach it may wish to indicate either specifically or more generally the extent to which market tolls are likely to rise in the following (i.e. 2021/22) financial year.

xii. Rents

Landlords continue to operate in a challenging economic climate. The propensity previously identified toward shorter lease terms, reduced rent levels and greater pressure for tenant break clauses is continuing. Additionally, occupation by the Council of a larger area of the Drake Road Offices during works to the Guildhall both drives down income and introduces additional costs eg NNDR. Similarly, the two void residential properties (Market Road and Cemetery Lodge) are proving an in-year drag on income.

xiii. Car Park Fees

Car parking income has been projected to reduce, taking into account both partial use of the site for works/operations and a decreased footprint following those works for the future. The Council may therefore wish to consider whether it is now appropriate to review charges (currently 60pence per hour, 30pence per half hour). It is understood the present rates have been in situ for 10 or more years.

xiv. Other Fees & Charges

A Schedule (Appendix 7) is appended outlined proposed changes to Fees and Charges for Council services in the areas of Town Hall, Butchers Hall and Cemetery. However, in the current economic environment the ability to increase fees and charges is limited.

3. CONCLUSION

3.1 2020/21 represents the most challenging budget round in recent years and marks a very clear entry into a period of 'austerity'. The start point is a known 15% impact arising from decisions of the Borough Council.

3.2 As indicated above known unknowns include:

- i) The accurate cost of supporting early years revenue spend for delivery of the Guildhall Project as THT develop a long term and more sustainable business model;
- ii) The possibility of unscheduled additional costs arising from major capital projects,
- iii) Pressures on income streams previously highlighted;
- iv) Potential for unexpected or unplanned calls on resources²¹.

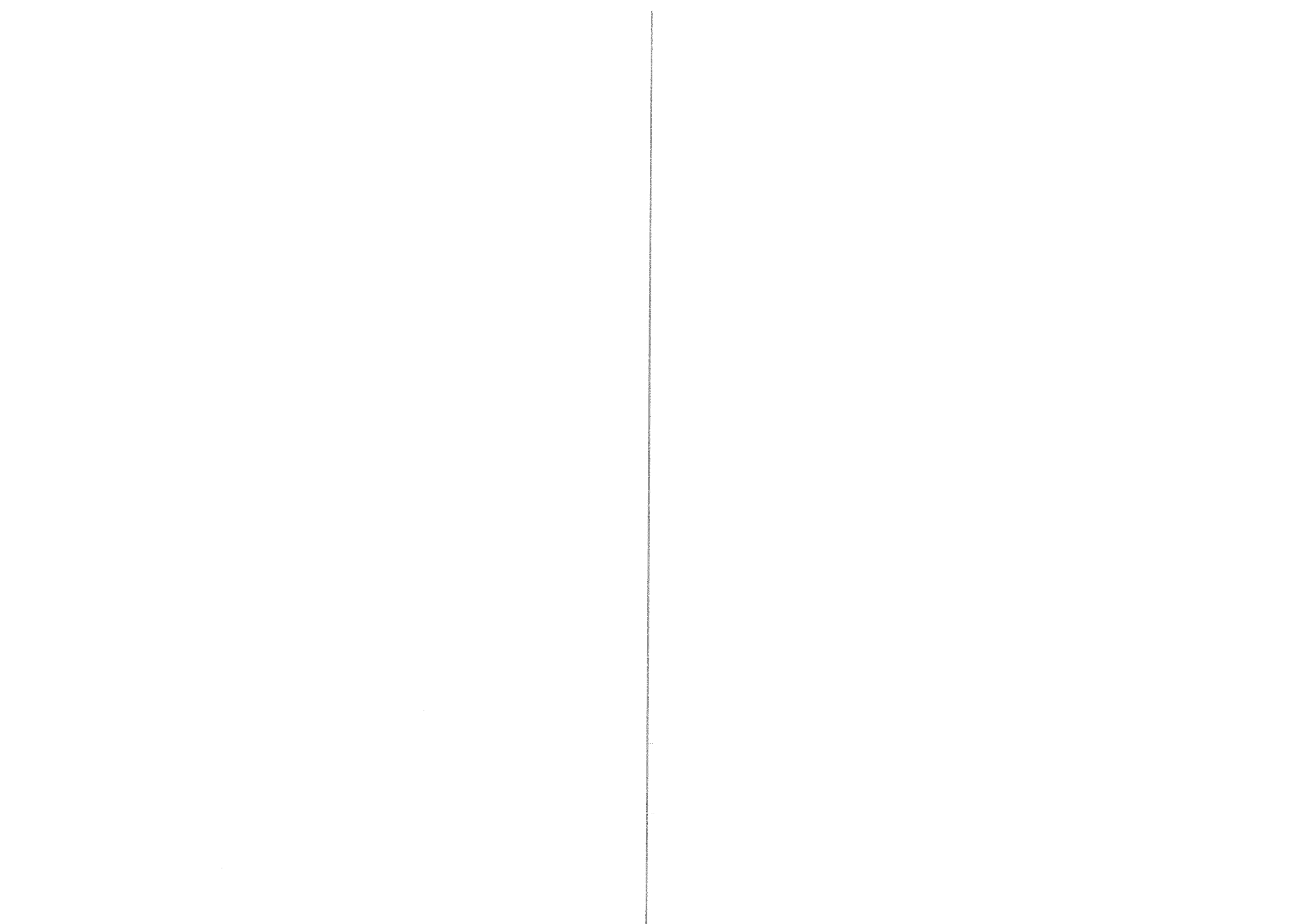
3.3 Additionally, there are the ambitions of the Council in areas such as neighbourhood planning, climate change and elsewhere which are not currently funded.

3.4 The budget as circulated shows an increase of in the order of 15% reflecting the impact of WDBC decisions. However, the impact of issues such as those identified elsewhere in the report suggest any final budget will need significant additional funding over and above that level.

3.5 It therefore falls to this Committee and Council to consider and determine which areas need to be prioritised and to what extent areas of spend such as those indicated above can be funded.

**CARL HEARN
TOWN CLERK
TAVISTOCK TOWN COUNCIL
NOVEMBER, 2019**

²¹ Such as most recently with the Town Hall lift or indeed that WDBC toilets might need capital investment as well as revenue funding.





Tavistock Town Council

(Prepared 10-11-2019)

Budget Summary

Year Ended 31st March 2021

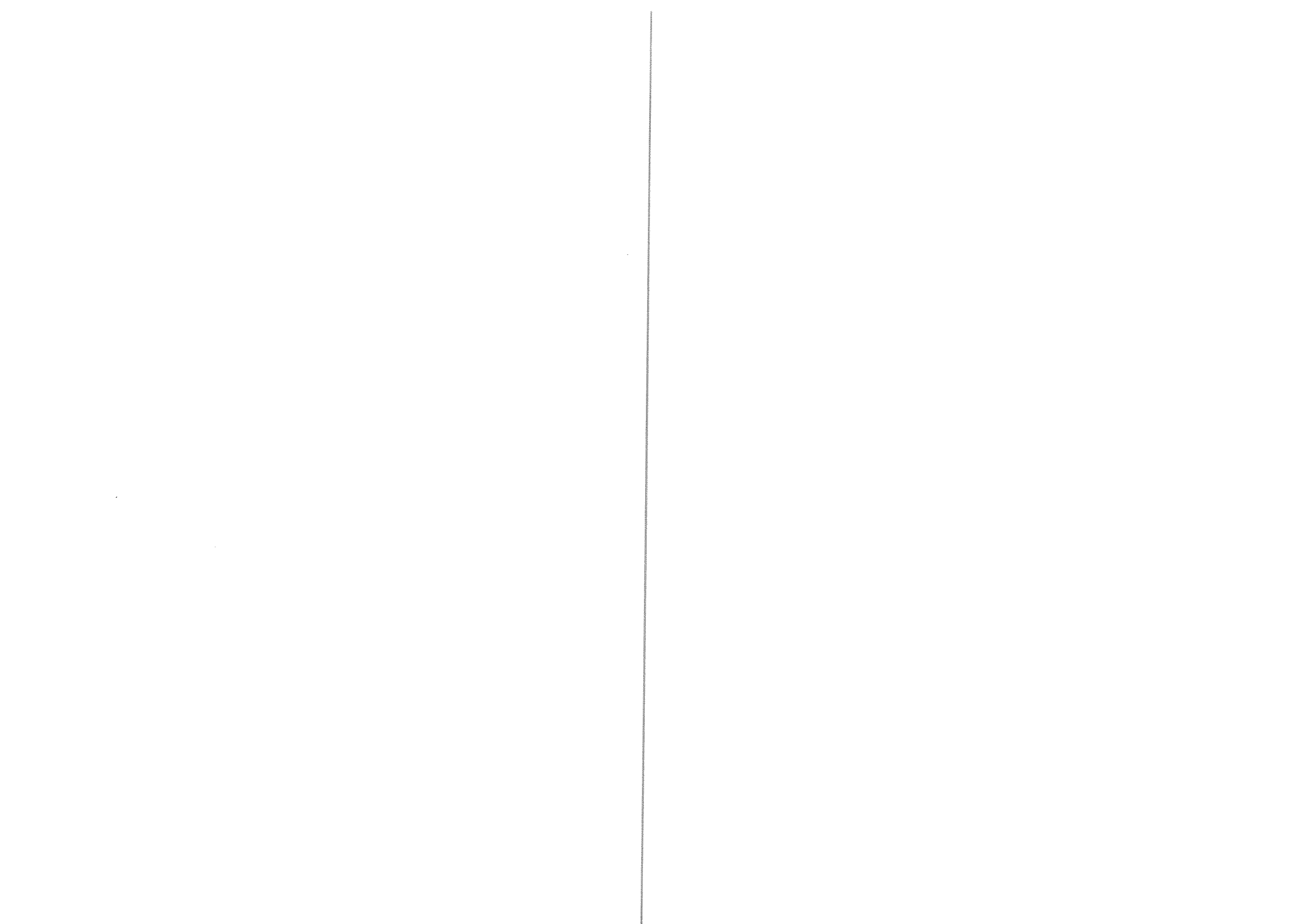
	2019/2020		2020/2021	Budget
	Projected	Budget (revised)	Proposed	Incr/Decr
REVENUE EXPENDITURE				
Finance & General Purposes	520823	531510	530837	-673
Properties Leisure/Recreation	53832	62561	52889	-9672
Car Parks & Toilets	27895	28800	86622	57822
Buildings (excl Loan Charges)	573246	622081	714512	92431
Markets & Shops (excl Loan Charges)	370593	377152	275828	-101324
	<u>1546389</u>	<u>1622104</u>	<u>1660688</u>	<u>38584</u>
INCOME				
Finance & General Purposes	78071	97767	88300	-9467
Properties Leisure/Recreation	65463	54614	53871	-743
Car Parks & Toilets	35150	24550	27150	2600
Buildings (excl Loan Charges)	35973	74350	26600	-47750
Markets & Shops (excl Loan Charges)	903559	906400	915250	8850
	<u>1118216</u>	<u>1157681</u>	<u>1111171</u>	<u>-46510</u>
NET REVENUE EXPENDITURE	<u>428173</u>	<u>464423</u>	<u>549517</u>	<u>85094</u>
CAPITAL EXPENDITURE (NET)				
Capital Projects (Gross)	2876	3700	3000	-700
Less: Loan Proceeds & Grants	0	0	0	0
Less: Funded from Projects Reserve	0	0	0	0
	<u>2876</u>	<u>3700</u>	<u>3000</u>	<u>-700</u>
Rolling Capital Fund	60000	60000	60000	0
Land Acquisition	0	0	0	0
Localism	0	0	0	0
Equipment Replacement	5648	9248	5147	-4101
THI Properties Sinking Fund	27500	27500	27500	0
Guildhall Sinking Fund	12750	12750	12750	0
Loan charges	0	0	0	0
Interest	15618	15730	25855	10125
Capital	31853	31853	41488	9635
	<u>156245</u>	<u>160781</u>	<u>175740</u>	<u>14259</u>
TOTAL NET EXPENDITURE	<u>584418</u>	<u>625204</u>	<u>725257</u>	<u>99353</u>
Financed as follows				
General Reserve at 1st April	447993	350169	520155	
General Reserve at 31st March	520155	381530	520155 **	
Used to Fund Expenditure/Build Reserves	-72162	-31361	0	
Precept Support Grant	26670	26670	0	-26670 -100.00%
Precept Required	629910	629895	725257	95362 15.14%
TOTAL TAXATION FUNDING REQUIRED	<u>656580</u>	<u>656565</u>	<u>725257</u>	<u>68692</u> 10.46%
	<u>584418</u>	<u>625204</u>	<u>725257</u>	<u>68692</u>

ADJUSTED BASIS			
Band D Equivalents	4359.84	4359.84	NYA
Precept per Band D Equivalent (£/annum)	£ 144.48	£166.35	£21.87 15.14%
Precept per Band D Equivalent (p/week)	277.08	319.03	

**Note: Recommended minimum reserve equal to 12 months net expenditure 443791 480153 575372

Earmarked Reserves	31/03/2019	31/03/2020	31/03/2021	
	Actual	(Projected)	(Available)	
Rolling Capital Fund (excl Planned Projects)	518940	64483	124483	NOTE 1
Land Acquisition	50000	50000	50000	
Economic Support/Bad Debts	50000	50000	50000	
Equipment Replacement	71302	76950	82097	
Irrecoverable VAT	20000	20000	20000	
Elections	21000	27000	28500	NOTE 2
Charter Trees	457	457	457	
Extraordinary Maintenance	61117	61117	61117	
THI Common Fund	209787	0	0	NOTE 1
	<u>1002603</u>	<u>350007</u>	<u>416654</u>	
THI Properties Sinking Fund	80000	107500	135000	
Guildhall Sinking Fund	38250	51000	63750	
	<u>1120853</u>	<u>508507</u>	<u>615404</u>	

NOTE 1: Assumes ALL THI & Capital Projects fully spent in 2019/20
 NOTE 2: Last Election costs not yet notified therefore not deducted



Tavistock Town Council

(Prepared 10-11-2019)

**Budget Summary - Detail
Gross Income**

Year Ended 31st March 2019

	2019/2020		2020/2021 Proposed	Budget Incr/Decr
	Projected	Budget (revised)		
Finance & General Purposes				
Administration	9141	12050	4200	-7850
Democratic	2500	2500	2500	0
Town Hall Bar	32080	43617	42000	-1617
Cemetery	30950	36600	36600	0
Corporate Management	3400	3000	3000	0
S137 & Other Grants	0	0	0	0
THI (TTC Costs)	0	0	0	0
	<u>78071</u>	<u>97767</u>	<u>88300</u>	<u>-9467</u>
Properties				
Leisure/Recreation				
Allotments	10	10	10	0
The Meadows	4781	2251	2251	0
Play Equipment	0	0	0	0
Goose Fair	46581	48750	48000	-750
Garden Festival	3000	3000	3000	0
Community Festival of Food	7984	0	0	0
Open Spaces/Monuments	3107	603	610	7
	<u>65463</u>	<u>54614</u>	<u>53871</u>	<u>-743</u>
Car Parks & Toilets				
Car Parks	35150	24550	27150	2600
Public Lighting	0	0	0	0
Public Toilets	0	0	0	0
	<u>35150</u>	<u>24550</u>	<u>27150</u>	<u>2600</u>
Buildings				
Guildhall	0	0	0	0
Town Hall	6763	47150	7200	-39950
Workshop Depot	12810	10800	3000	-7800
General Property Services	0	0	0	0
Court Gate Properties	16400	16400	16400	0
	<u>35973</u>	<u>74350</u>	<u>26600</u>	<u>-47750</u>
Markets & Shops				
Duke Street Shops	206500	206300	206500	200
Pannier Market	473485	487750	473300	-14450
Pannier Market Shops	155850	160850	160850	0
Cattle Market	20600	20500	20600	100
Corn Market	12500	12500	12500	0
Market Road Properties	6600	13500	13500	0
Butchers Hall	28024	5000	28000	23000
	<u>903559</u>	<u>906400</u>	<u>915250</u>	<u>8850</u>
Total Income	<u>1118216</u>	<u>1157681</u>	<u>1111171</u>	<u>-46510</u>

NOTES

A	0	0	NOTE 1
B	64483		
C			
D			
E		1500	NOTE 2
F			NOTE 1

NOTE 1: Capital Projects fully spent in 2019/20
NOTE 2: yet notified therefore not deducted

Tavistock Town Council

(Prepared 10-11-2019)

**Budget Summary - Detail
Gross Revenue Expenditure**

Year Ended 31st March 2019

	2019/2020		2020/2021	Budget
	Projected	Budget (revised)	Proposed	Incr/Decr
Finance & General Purposes				
Administration	172950	176615	165421	-11194
Democratic	81422	88282	80704	-7578
Town Hall Bar	13888	25880	17880	-8000
Cemetery	41835	23903	22249	-1654
Corporate Management	163278	166380	173133	6753
S137 & Other Grants	47450	50450	71450	21000
THI (TTC Loan Costs)	0	0	0	0
	<u>520823</u>	<u>531510</u>	<u>530837</u>	<u>-673</u>
Properties				
Leisure/Recreation				
Allotments	113	0	0	0
The Meadows	4892	7292	3100	-4192
Play Equipment	10790	11047	10800	-247
Goose Fair	31990	38700	35069	-3631
Garden Festival	734	850	750	-100
Open Spaces/Monuments	5313	4672	3170	-1502
	<u>53832</u>	<u>62561</u>	<u>52889</u>	<u>-9672</u>
Car Parks & Toilets				
Car Parks	7395	8300	7520	-780
Public Lighting	15500	14500	15500	1000
Public Toilets	5000	6000	63602	57602
	<u>27895</u>	<u>28800</u>	<u>86622</u>	<u>57822</u>
Buildings (excl Loan Charges)				
Guildhall	19646	25958	41250	15292
Town Hall	102493	150615	168512	17897
Workshop Depot	400328	379143	373000	-6143
General Property Services	50732	65878	131750	65872
Court Gate Properties	47	487	0	-487
	<u>573246</u>	<u>622081</u>	<u>714512</u>	<u>92431</u>
Markets & Shops (excl Loan Charges)				
Duke Street Shops	5275	3700	2600	-1100
Pannier Market	284596	285063	221020	-64043
Pannier Market Shops	6236	2450	1200	-1250
Cattle Market	0	0	0	0
Corn Market	0	0	0	0
Market Road Properties	1860	2024	420	-1604
Butchers Hall	72626	83915	50588	-33327
	<u>370593</u>	<u>377152</u>	<u>275828</u>	<u>-101324</u>
Total Revenue Expenditure	<u>1546389</u>	<u>1622104</u>	<u>1660688</u>	<u>38584</u>

D
E
F

0
0
64483

NOTE 1

1500 NOTE 2

NOTE 1

NOTE 1: Capital Projects fully spent in 2019/20
NOTE 2: Capital Projects not yet notified therefore not deducted

Budget Detail - By Combined Account Code
Note : Preliminary Budget Computation 2020/21

Note: (-) Net Expenditure means Income is greater than Expenditure

	<u>Last Year</u>		<u>Current Year</u>			<u>Projected Actual</u>	<u>Next Year</u>	
	<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Net Virement</u>	<u>Revised Budget</u>		<u>Actual YTD</u>	<u>Budget</u>
Budget Expenditure								
801 DEP'N LAND & BUILDINGS	0	49,069	0	0	0	0	0	0
821 DEP'N VEHICLES & EQUIPMENT	0	24,146	0	0	0	0	0	0
841 DEP'N INFR ASSETS	0	14,294	0	0	0	0	0	0
9335 DEPRECIATION REVERSAL	0	-87,509	0	0	0	0	0	0
9336 DEF GRANTS RELEASED TO CFA	0	10,436	0	0	0	0	0	0
9900 ASSET MGT REVENUE ACCOUNT	0	-87,509	0	0	0	0	0	0
Other Cost/Income	0	-77,073	0	0	0	0	0	0
Budget Expenditure								
4001 SALARIES	733,510	704,322	777,310	0	777,310	364,139	729,208	789,396
4003 Pension Added Years	900	0	900	0	900	890	890	900
4004 WAGES	24,500	32,836	30,000	0	30,000	6,321	12,850	6,000
4005 Temporary/Agency Staff	1,000	20,607	1,000	0	1,000	6,780	6,780	0
4006 PROTECTIVE CLOTHING/UNIFORMS	3,000	2,676	3,000	0	3,000	2,486	3,000	3,000
4007 CONFERENCES/MEETINGS	5,500	1,686	5,500	0	5,500	2,406	4,800	4,500
4008 COURSES/TRAINING	17,700	7,271	17,700	0	17,700	8,472	10,700	12,950
4009 TRAVEL	2,550	1,675	2,550	0	2,550	121	2,150	2,250
4010 MISC STAFF COSTS	250	99	200	0	200	1,100	1,300	200
4011 RATES	105,045	75,969	108,760	0	108,760	91,630	138,044	118,080
4012 WATER RATES	11,275	6,696	9,650	0	9,650	2,871	5,683	7,820
4014 ELECTRICITY	59,200	30,413	55,180	0	55,180	15,272	39,500	41,500
4015 GAS	23,500	21,121	25,320	0	25,320	9,420	28,420	28,820
4016 CLEANING AND RUBBISH	43,700	41,306	51,200	0	51,200	22,517	46,300	56,700
4017 License - PC Software	3,500	3,463	4,050	0	4,050	2,354	3,100	3,350

Continued on Page 2

APPENDIX 6

Budget Detail - By Combined Account Code

Note : Preliminary Budget Computation 2020/21

Note: (-) Net Expenditure means Income is greater than Expenditure

	Last Year		Current Year					Next Year	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Budget	
4020 MISC EXPENSES	20,600	22,332	21,150	0	21,150	11,498	22,032	22,000	
4021 Tel. Calls/Service & Broadband	10,050	9,973	10,600	0	10,600	6,497	12,700	12,000	
4022 POSTAGE	2,750	2,896	3,100	0	3,100	1,848	3,100	3,100	
4023 STATIONERY/PRINTING	6,350	4,566	5,650	0	5,650	2,805	4,780	4,700	
4024 SUBSCRIPTIONS	3,580	3,390	3,630	0	3,630	2,767	3,571	3,655	
4025 INSURANCE	30,575	25,188	26,000	0	26,000	24,252	26,250	27,000	
4027 Photocopier hire and usage	10,000	6,486	7,000	0	7,000	3,323	6,750	7,000	
4028 REGALIA	500	0	500	0	500	0	500	500	
4029 TOWN ADVERTISING	10,200	3,342	5,350	0	5,350	1,663	3,500	4,000	
4030 RECRUITMENT ADVTG	1,750	1,845	1,750	0	1,750	588	1,250	1,500	
4031 OTHER ADVERTISING	19,800	21,288	24,721	0	24,721	9,435	21,514	24,750	
4032 WEBSITE DESIGN/MTCE	750	760	600	0	600	190	600	600	
4033 CIVIC BALL EXPENDITRE	3,500	6,473	3,500	0	3,500	211	3,500	3,500	
4034 PUBLIC RELATIONS	2,500	0	2,500	0	2,500	0	2,500	2,500	
4035 DRAKE RD UPGRADE	70	0	0	0	0	0	0	0	
4036 PROPERTY MAINTENANCE	48,562	35,169	73,935	20,000	93,935	69,879	93,935	68,750	
4037 GROUNDS MAINTENANCE	30,000	15,877	31,716	-10,000	21,716	9,050	21,716	30,000	
4038 CONTRACT MAINTENANCE	22,450	18,308	24,600	0	24,600	12,562	26,443	34,050	
4041 EQUIPMENT HIRE	2,900	1,174	2,900	0	2,900	653	1,800	1,800	
4042 EQUIPMENT MAINTICE	22,350	15,760	21,850	0	21,850	9,139	23,500	21,100	
4043 VEHICLE RUNNING COST	13,500	16,307	15,500	0	15,500	10,757	15,500	16,750	
4044 PERFORMING RIGHTS	1,250	860	1,750	0	1,750	4,642	4,642	3,050	
4045 I T MAINTENANCE/SUPPORT	11,200	11,013	10,800	0	10,800	7,835	13,438	14,050	
4046 EQUIPMENT PURCHASE	11,500	12,655	13,500	0	13,500	10,593	15,000	15,000	
4047 GENIWKs MGRS BUDGET	3,000	3,572	4,000	0	4,000	502	4,000	4,000	
4048 PARK & RIDE EXPEND	11,500	9,826	11,500	0	11,500	1,000	10,000	11,500	

Budget Detail - By Combined Account Code
Note : Preliminary Budget Computation 2020/21

Note: (-) Net Expenditure means Income is greater than Expenditure

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Budget
4050 POOP SCOOP	5,000	5,477	5,500	0	5,500	1,734	2,000	2,000
4051 BANK CHARGES	3,500	3,380	4,000	0	4,000	1,862	4,000	4,000
4053 LOAN INTEREST	17,117	17,061	15,730	0	15,730	6,056	15,618	25,855
4054 LOAN CAPITAL REPAYD	40,333	40,333	31,853	0	31,853	16,674	31,853	41,488
4055 Professional Fees (other)	4,500	2,659	4,500	0	4,500	1,305	4,500	2,500
4056 LEGAL EXPENSES	15,700	61,286	24,700	0	24,700	17,464	25,820	27,500
4057 AUDIT FEES	4,380	4,787	5,430	0	5,430	776	5,230	4,780
4058 Professional Fees - Properties	11,180	14,225	11,180	0	11,180	9,790	12,100	12,000
4059 ACCOUNTANCY FEES	4,000	6,188	5,000	0	5,000	1,034	5,000	5,000
4062 MAYORS ALLCE	2,000	2,000	2,000	0	2,000	1,000	2,000	2,000
4063 Civic/Ceremonial Expenses	5,000	3,459	5,000	0	5,000	3,285	5,000	5,000
4064 TWINNING EXPENSES	250	237	250	0	250	242	250	250
4065 ELECTIONS	6,000	5,139	6,000	0	6,000	6,402	6,402	1,500
4067 COMMUNITY GRANTS	25,000	13,700	25,000	0	25,000	11,950	25,000	25,000
4073 PATHS MAINTENANCE	2,500	1,642	2,500	0	2,500	159	2,547	2,500
4076 TOWN SIGNS	1,200	0	1,200	0	1,200	0	600	600
4089 H R & H & S SUPPORT	2,000	3,776	2,000	0	2,000	0	2,500	2,500
4091 TOWN HALL ENTERTAINERS	600	420	600	0	600	0	600	600
4092 TOILET CLEANING CONT (WDBC)	7,000	6,613	7,000	0	7,000	0	7,000	0
4093 TH MANAGER'S BUDGET	1,500	898	1,500	0	1,500	431	1,500	1,500
4094 MARKET REEVE BUDGET	1,500	1,668	1,500	0	1,500	112	1,500	1,500
4095 MUSEUM GRANT	14,300	11,300	14,300	0	14,300	0	11,300	11,300
4096 CLLRS ALLOWANCE	8,687	5,655	8,687	0	8,687	5,874	11,747	12,000
4097 Cllr IT Allowance	1,000	0	1,000	0	1,000	733	1,000	1,000
4099 THT GRANT	0	2,500	4,000	0	4,000	0	4,000	35,000
4102 ANCIENT MONUMENTS	1,000	587	1,000	0	1,000	0	1,000	1,000

Continued on Page 4

Budget Detail - By Combined Account Code

Note : Preliminary Budget Computation 2020/21

Note: (-) Net Expenditure means Income is greater than Expenditure

	Last Year		Agreed Budget	Net Virement	Current Year			Projected Actual	Next Year	
	Budget	Actual			Revised Budget	Actual YTD	Actual		Budget	Budget
4108 CHRISTMAS LIGHTS	9,000	3,877	6,000	0	6,000	0	6,000	6,000	6,000	
4112 TOWN CLERKS BUDGET	1,500	1,113	1,500	0	1,500	15	1,500	1,500	1,500	
4114 ASST TC BUDGET	1,500	515	1,500	0	1,500	163	1,500	1,500	1,500	
4117 TOWN CLOCK	1,500	0	1,500	0	1,500	1,245	1,500	1,500	1,500	
4119 MDO MGRS BUDGET	0	0	1,500	0	1,500	0	0	0	0	
4120	0	0	0	0	0	0	0	0	58,602	
4134 MAYORS FRAISING DONIN	0	1,075	0	0	0	1,632	0	0	0	
4135 TOWN CRIER EXPENSES	350	35	35	0	35	35	35	35	35	
4136 TOWN HALL EVENTS COSTS	1,500	0	1,500	0	1,500	7,265	0	0	1,500	
4178 Neighbourhood Plan	25,000	0	5,000	0	5,000	0	5,000	0	0	
4201 Bad Debts Written Off	0	606	0	0	0	0	0	0	0	
4501 TTC Conth to THl Projects	94,200	68,815	0	0	0	0	0	0	0	
4800 ROLLING CAPITAL FUND PROVISION	15,000	215,000	60,000	0	60,000	60,000	60,000	60,000	60,000	
4810 CAP Relocation of Works Depot	0	69,537	0	0	0	0	0	0	0	
4811 CAP Council ICT Infrastructure	0	0	6,747	0	6,747	0	6,747	0	0	
4812 CAP Duke St Repointing etc	0	3,680	0	0	0	0	0	0	0	
4821 CAP Rundle Room Refurbishment	0	0	0	0	0	0	0	0	0	
4823 CAP Guildhall Refurbishment	0	0	0	0	0	0	0	0	0	
4825 CAP - THl PROPERTIES SINKING F	27,500	27,500	27,500	0	27,500	27,500	27,500	27,500	27,500	
4826 CAP G'hall Delivery Phase	0	110,412	1,631,666	0	1,631,666	64,800	1,631,666	1,631,666	0	
4827 CAP - Guildhall Sinking Fund	12,750	12,750	12,750	0	12,750	12,750	12,750	12,750	12,750	
4828 CAP -BUTCHERS HALL REFURB	25,188	27,576	0	0	0	0	0	0	0	
4831 CAP- TH ROOF LEAKS	0	0	10,000	0	10,000	0	10,000	10,000	0	
4832 CAP-TENNIS COURT RESURFACING	0	20,400	4,600	0	4,600	3,600	4,600	4,600	0	
4833 CAP-PANNIER MARKET DRAINAGE	0	236	14,764	0	14,764	0	14,764	14,764	0	
4834 CAP - Pannier Market Doors	0	101,131	0	0	0	0	0	0	0	

Budget Detail - By Combined Account Code

Note : Preliminary Budget Computation 2020/21

Note: (-) Net Expenditure means income is greater than Expenditure

	Last Year		Current Year			Next Year		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Budget
4835 CAP - Pannier Market Roof	0	0	35,975	0	35,975	38,699	35,975	0
4836 CAP - PMK Lighting/Heating	0	75,277	0	0	0	0	0	0
4837 CAP - PMK Internal Units	0	62,482	0	0	0	0	0	0
4838 CAP - Meadows Resurfacing	0	0	10,000	0	10,000	0	10,000	0
4839 CAP Play Park Resurfacing	0	47,979	0	0	0	0	0	0
4840 CAP Market Road Resurfacing	0	0	75,000	0	75,000	0	75,000	0
4841 CAP Guildhall/BCP Contingency	0	0	60,000	-20,203	39,797	0	39,797	0
4842 CAP - PM Surround Addit'l	0	0	0	10,203	10,203	0	10,203	0
4898 EXCEPTIONAL MAINTENANCE	0	8,622	0	0	0	0	0	0
4899 DEF'D GRANTS OFFSET DEP'N	0	-10,436	0	0	0	0	0	0
4900 DEPRECIATION CHARGE	0	87,509	0	0	0	0	0	0
4901 ASSETS CAPITALISED	0	16,225	0	0	0	0	0	0
4902 IRRECOVERABLE VAT	22,000	21,831	22,600	0	22,600	14,378	0	0
4903 BID Levy	3,400	2,945	3,700	0	3,700	2,876	2,876	3,000
4985 Trf to THI Comm.Fund Pr Year	0	0	0	0	0	-513,595	0	0
4986 From THI Comm.Fund Prior Year	0	0	0	0	0	303,017	0	0
4988 Trf to THI Common Fund	520,000	513,595	0	0	0	513,595	0	0
4989 Funding from THI Common Fund	-530,132	-302,446	0	0	0	-298,066	0	0
4990 TRANSFER FROM EQPT REPL'T FUND	0	-1,070	0	0	0	0	0	0
4991 TRANSFER TO RESERVES	0	0	0	0	0	6,000	0	0
4992 TRANSFER FROM RESERVES	-94,200	-21,638	0	0	0	-6,402	0	0
4996 TFR TO EQPT REPL FUND	5,587	6,146	9,248	0	9,248	5,648	5,648	5,147
4997 FUNDED FROM ROLLING CAP FUND	0	-549,406	-570,952	0	-570,952	-64,886	-560,952	0
5001 THI Project Manager	141,250	121,741	0	0	0	128,452	0	0
5002 THI Project Support Fees	43,750	8,308	0	0	0	8,308	0	0
5003 THI Professional Fees	25,000	15,091	0	0	0	18,743	0	0

Continued on Page 6

Budget Detail - By Combined Account Code

Note : Preliminary Budget Computation 2020/21

Note: (-) Net Expenditure means Income is greater than Expenditure

	Last Year		Current Year					Next Year	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Budget	
5004 TH1 Other Project Costs	0	3,461	0	0	0	3,461	0	0	
5101 TH1 CM - Heritage Open Days	1,000	256	0	0	0	703	0	0	
5103 TH1 CM - TH1 Information	3,000	629	0	0	0	1,285	0	0	
5104 TH1 CM - TH1 Leaflets	0	600	0	0	0	4,000	0	0	
5106 TH1 CM - Heritage Skills Trng	15,000	9,153	0	0	0	9,553	0	0	
5107 TH1 CM - Craft Exp'ce Open Day	4,000	0	0	0	0	0	0	0	
5110 TH1 CM - Energy Efficiency Sem	3,200	0	0	0	0	0	0	0	
5111 TH1 CM - Story of Tavistock	22,100	1,500	0	0	0	5,350	0	0	
5201 TH1 Proj - Butchers Hall	312,840	314,439	0	0	0	314,439	0	0	
5202 TH1 Proj - Pannier Market	603,267	571,891	0	0	0	573,291	0	0	
5211 TH1 Public Realm - Pannier Mkt	190,000	22,401	0	0	0	183,571	0	0	
5212 TH1 Public Realm - G'h Square	225,000	0	0	0	0	5,680	0	0	
5222 TH1 Private - 3 Market Street	50,808	4,252	0	0	0	40,130	0	0	
5223 TH1 Private - 1 Church Lane	204,262	218,320	0	0	0	218,320	0	0	
5224 TH1 Private - 81 West Street	93,016	0	0	0	0	0	0	0	
5225 TH1 Private - 9 West Street	53,129	35,296	0	0	0	39,809	0	0	
5226 TH1 Private - 10 West Street	69,791	56,431	0	0	0	72,996	0	0	
5229 TH1 Private - Kingdon House	126,692	41,022	0	0	0	46,181	0	0	
5299 TH1 Expenditure Prior Years	-926,043	-926,042	0	0	0	-1,429,305	0	0	
Overhead Expenditure	3,124,269	2,534,812	3,043,985	0	3,043,985	1,250,584	2,967,422	1,819,728	
Budget Expenditure									
3001 COST OF SALES-DRINK	18,000	14,941	16,000	0	16,000	5,950	12,000	16,000	
3002 COST OF SALES-FOOD	375	575	0	0	0	12	12	0	
3011 BAR SUPPLIES	500	847	700	0	700	490	700	700	
3020 Purchase Promotional Material	0	150	0	0	0	300	300	0	

Tavistock Town Council
Budget Detail - By Combined Account Code
Note : Preliminary Budget Computation 2020/21

Note: (-) Net Expenditure means Income is greater than Expenditure

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Budget
Budget Income								
Direct Expenditure	18,875	16,513	16,700	0	16,700	6,752	13,012	16,700
1000 INTERMENTS	25,000	28,015	30,000	0	30,000	10,970	25,000	30,000
1010 RENT RECEIVED	454,561	453,815	468,011	0	468,011	325,005	454,411	466,961
1011 INSURANCE RECHARGED	1,900	2,200	2,150	0	2,150	2,100	2,150	2,150
1015 TICKET SALES	0	678	0	0	0	0	0	0
1020 LETTING INCOME	83,500	67,611	79,000	0	79,000	40,667	51,097	48,000
1021 EQUIPMENT HIRE INC	550	2,185	917	0	917	1,141	2,050	2,050
1022 FORFEITED DEPOSITS	0	768	0	0	0	0	0	0
1023 TH KITCHEN LETTING INCOME	5,000	5,325	6,000	0	6,000	1,748	3,500	4,000
1033 CIVIC BALL INCOME	2,500	4,178	2,500	0	2,500	24	2,500	2,500
1034 MAYOR'S FUNDRAISING	0	1,113	0	0	0	1,675	0	0
1040 MARKET TOLLS	381,000	340,460	390,500	0	390,500	201,811	390,600	390,600
1041 ELECTRICITY RECOVERY	1,000	1,088	1,150	0	1,150	483	641	600
1043 MARKET STORAGE	5,000	4,493	5,000	0	5,000	2,683	5,000	5,000
1044 MARKET LOCK-UPS	33,360	26,175	33,500	0	33,500	22,240	33,500	33,500
1045 MARKET CARRIER BAGS	500	1,003	500	0	500	585	604	500
1050 CAR PARK FEES	38,000	33,962	25,000	0	25,000	22,151	35,800	24,800
1060 GOOSE FAIR INCOME	41,500	45,826	41,500	0	41,500	40,192	41,500	41,500
1061 PARK & RIDE INCOME	7,250	8,125	7,250	0	7,250	5,081	5,081	6,500
1068 Legal Fees Recovered	0	687	0	0	0	1,900	1,900	0
1071 STAFF COSTS RECOVERED	500	1,879	250	0	250	873	1,123	250
1072 Grant Funding -WHS G'hil Proj	0	17,679	877,800	0	877,800	46,794	877,800	0
1073 GRANT FUNDING HLF	0	4,870	0	0	0	0	0	0
1075 PRECEPT SUPPORT GRANT	29,179	29,179	26,670	0	26,670	26,670	26,670	0

Continued on Page 8

Budget Detail - By Combined Account Code

Note : Preliminary Budget Computation 2020/21

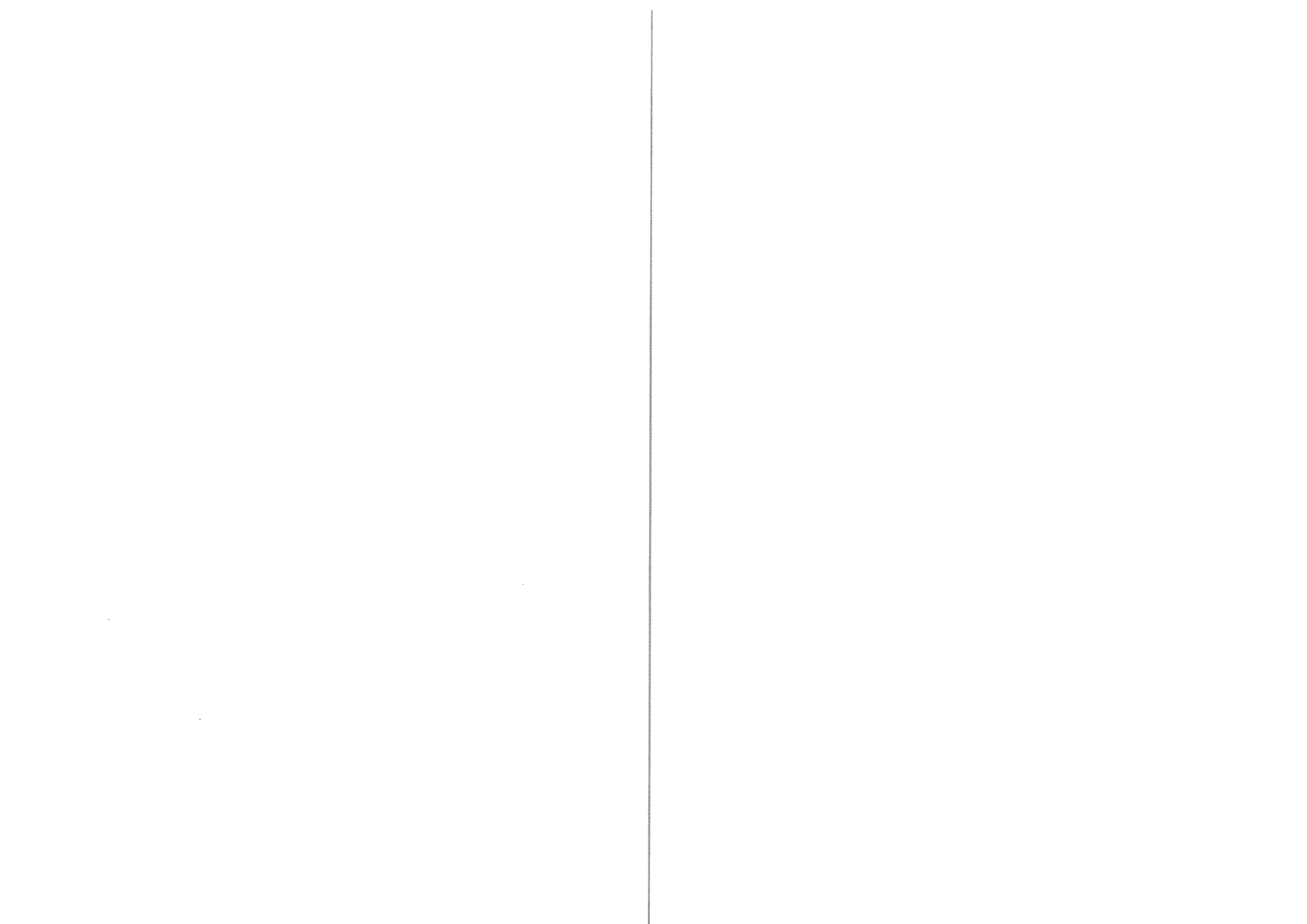
Note: (-) Net Expenditure means Income is greater than Expenditure

	Last Year		Agreed Budget	Net Virement	Current Year			Projected Actual	Next Year Budget
	Budget	Actual			Revised Budget	Actual YTD	Actual		
1076 PRECEPT	590,814	590,814	629,895	0	629,895	629,910	629,910	725,257	
1079 LOAN PROCEEDS	0	0	400,000	0	400,000	0	400,000	0	
1080 MISC INCOME	6,350	20,108	6,953	0	6,953	4,691	6,342	3,760	
1081 Garden Festival Income	3,300	3,053	3,000	0	3,000	1,098	3,000	3,000	
1082 DEPOT SEAT INCOME	1,500	1,958	1,500	0	1,500	-500	1,500	1,500	
1087 Grounds Mtc Contract - WD/BC	9,000	9,000	9,000	0	9,000	0	9,000	0	
1088 Play Park Inspections	0	350	0	0	0	0	0	0	
1089 Partnership Funding	0	0	0	0	0	7,417	7,417	0	
1090 INTEREST RECEIVED	5,000	6,266	3,000	0	3,000	1,984	3,400	3,000	
1100 BAR SALES	30,000	41,639	40,000	0	40,000	15,026	30,020	40,000	
1120 FOOD SALES	750	98	0	0	0	80	80	0	
1130 Bar Extension & Licences	500	1,100	1,000	0	1,000	200	1,000	1,000	
1501 THI Grant Funding - HLF	984,911	605,060	0	0	0	678,465	0	0	
1511 THI Grant Funding - TTC	300,000	300,147	0	0	0	300,147	0	0	
1512 THI Grant Funding - WD/BC	50,000	50,000	0	0	0	50,000	0	0	
1513 THI Grant Funding - DCC	5,000	5,000	0	0	0	5,000	0	0	
1514 THI Grant Funding - GD LEAF	80,000	78,695	0	0	0	78,695	0	0	
1515 THI Grant Funding - S106 WD/BC	85,000	85,000	0	0	0	85,000	0	0	
1521 THI - Owners Funding - TTC	447,137	408,560	0	0	0	447,258	0	0	
1522 THI - Owners Funding - Private	224,925	102,908	0	0	0	125,887	0	0	
1598 THI Reserve Funding Prior Year	0	0	0	0	0	-96,653	0	0	
1599 THI Funding Prior Years	-926,043	-926,042	0	0	0	-1,543,229	0	0	

Tavistock Town Council
Budget Detail - By Combined Account Code
Note : Preliminary Budget Computation 2020/21

Note: (-) Net Expenditure means Income is greater than Expenditure

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Budget
Total Income	3,008,444	2,465,026	3,092,046	0	3,092,046	1,545,268	3,052,596	1,836,428
Total Net Expenditure	134,700	9,226	-31,361	0	-31,361	-287,932	-72,162	0



Budget Summary - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Computation 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
<u>Finance & General Purposes</u>								
<u>101 ADMINISTRATION</u>								
OverHead Expenditure	151,290	174,288	163,771	12,844	176,615	103,151	172,950	165,421
Total Income	13,950	12,861	12,050	0	12,050	8,700	9,141	4,200
Total Income	0	0	0	0	0	0	0	0
101 Net Expenditure	137,340	161,427	151,721	12,844	164,565	94,451	163,809	161,221
<u>102 DEMOCRATIC COSTS</u>								
OverHead Expenditure	104,313	68,954	88,282	0	88,282	42,046	81,422	80,704
Total Income	2,500	5,341	2,500	0	2,500	1,699	2,500	2,500
102 Net Expenditure	101,813	63,613	85,782	0	85,782	40,347	78,922	78,204
<u>104 TOWN HALL BAR</u>								
OverHead Expenditure	5,180	6,470	9,180	0	9,180	384	1,180	1,180
Direct Expenditure	18,875	16,294	16,700	0	16,700	6,448	12,708	16,700
Total Income	33,250	46,415	43,617	0	43,617	15,940	32,080	42,000
104 Net Expenditure	-9,195	-23,651	-17,737	0	-17,737	-9,108	-18,192	-24,120
<u>105 CEMETERY</u>								
OverHead Expenditure	56,630	58,009	23,431	472	23,903	25,608	41,835	22,249

Continued on Page 2

APPENDIX 4

Note : Preliminary Budget Computation 2020/21

	Last Year		Agreed Budget	Current Year			Projected Actual	Next Year Budget
	Budget	Actual		Net Virement	Revised Budget	Actual YTD		
105	Net Expenditure	25,030	22,844					
	Total Income	31,600	35,165	36,600	0	36,600	14,433	30,950
				-13,169	472	-12,697	11,175	10,885
106	CORPORATE MANAGEMENT							
	OverHead Expenditure	161,282	191,488	166,380	0	166,380	89,138	163,278
	Total Income	624,993	626,384	659,565	0	659,565	658,564	659,980
	Net Expenditure	-463,711	-434,896	-493,185	0	-493,185	-569,426	-496,702
107	S137 & OTHER GRANTS							
	OverHead Expenditure	46,450	34,113	50,450	0	50,450	11,950	47,450
	Total Income	0	17,679	0	0	0	0	0
	Net Expenditure	46,450	16,433	50,450	0	50,450	11,950	47,450
108	THI (TTIC COSTS ONLY)							
	OverHead Expenditure	32,116	32,252	31,700	0	31,700	15,697	31,678
	Net Expenditure	32,116	32,252	31,700	0	31,700	15,697	31,678
109	GEN CAPITAL PROJECTS							
	OverHead Expenditure	289,425	291,047	1,400,998	-10,000	1,390,998	160,988	1,386,574
	Total Income	0	0	1,277,800	0	1,277,800	46,794	1,277,800
	Total Income	0	0	0	0	0	0	0
	Net Expenditure	289,425	291,047	123,198	-10,000	113,198	114,194	108,774

Note : Preliminary Budget Computation 2020/21

	Last Year		Current Year				Next Year	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
Finance & General Purposes - Expenditure	865,561	872,914	1,950,892	3,316	1,954,208	455,409	1,939,075	670,384
Income	706,293	743,845	2,032,132	0	2,032,132	746,128	2,012,451	813,557
Net Expenditure	<u>159,268</u>	<u>129,069</u>	<u>-81,240</u>	<u>3,316</u>	<u>-77,924</u>	<u>-290,720</u>	<u>-73,376</u>	<u>-143,173</u>

Continued on Page 4

Budget Summary - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Computation 2020/21

	Last Year		Current Year					Projected Actual	Next Year Budget
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD			
Properties Committee									
<u>201 ALLOTMENTS</u>									
OverHead Expenditure	0	0	0	0	0	113	113	0	
Total Income	10	0	10	0	10	10	10	10	
201 Net Expenditure	-10	0	-10	0	-10	103	103	-10	
<u>203 THE MEADOWS</u>									
OverHead Expenditure	6,878	13,258	5,625	1,667	7,292	4,371	4,892	3,100	
Total Income	2,251	2,251	2,251	0	2,251	4,221	4,781	2,251	
203 Net Expenditure	4,627	11,007	3,374	1,667	5,041	151	111	849	
<u>204 PLAY EQUIPMENT</u>									
OverHead Expenditure	11,147	12,328	11,000	47	11,047	4,344	10,790	10,800	
204 Net Expenditure	11,147	12,328	11,000	47	11,047	4,344	10,790	10,800	
<u>205 GOOSE FAIR</u>									
OverHead Expenditure	42,190	34,308	38,700	0	38,700	16,924	31,990	35,069	
Total Income	48,750	53,951	48,750	0	48,750	45,273	46,581	48,000	
205 Net Expenditure	-6,560	-19,643	-10,050	0	-10,050	-28,350	-14,591	-12,931	

Note : Preliminary Budget Computation 2020/21

	<u>Last Year</u>		<u>Current Year</u>			<u>Projected Actual</u>	<u>Next Year Budget</u>
	<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Net Virement</u>	<u>Revised Budget</u>		
<u>206</u> <u>Garden Festival</u>							
OverHead Expenditure	1,450	486	850	0	850	549	734
Total Income	3,300	3,053	3,000	0	3,000	1,098	3,000
206 Net Expenditure	-1,850	-2,567	-2,150	0	-2,150	-549	-2,266
<u>207</u> <u>Community Festival of Food & C</u>							
OverHead Expenditure	0	0	0	0	0	7,265	0
Total Income	0	0	0	0	0	7,984	7,984
207 Net Expenditure	0	0	0	0	0	-719	-7,984
<u>208</u> <u>OPEN SPACES/MONUMENTS</u>							
OverHead Expenditure	5,685	3,450	3,775	897	4,672	3,488	5,313
Total Income	600	603	603	0	603	2,969	3,107
208 Net Expenditure	5,085	2,846	3,172	897	4,069	518	2,206
<u>301</u> <u>CAR PARKS</u>							
OverHead Expenditure	10,834	10,655	8,300	0	8,300	6,587	7,395
Total Income	35,450	33,632	24,550	0	24,550	21,916	35,150
301 Net Expenditure	-24,616	-22,977	-16,250	0	-16,250	-15,329	-27,755

Continued on Page 6

Budget Summary - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Computation 2020/21

	Last Year		Agreed Budget	Net Viement	Current Year			Projected Actual	Next Year Budget
	Budget	Actual			Revised Budget	Actual YTD	Actual		
<u>302 PUBLIC LIGHTING</u>									
OverHead Expenditure	17,834	15,111	14,500	0	14,500	3,388	15,500	15,500	
302 Net Expenditure	17,834	15,111	14,500	0	14,500	3,388	15,500	15,500	
<u>303 PUBLIC TOILETS</u>									
OverHead Expenditure	6,000	6,293	6,000	0	6,000	2,265	5,000	63,602	
303 Net Expenditure	6,000	6,293	6,000	0	6,000	2,265	5,000	63,602	
<u>402 GUILDHALL</u>									
OverHead Expenditure	35,254	18,427	25,200	758	25,958	12,152	19,646	63,655	
Total Income	0	4,870	0	0	0	0	0	0	
402 Net Expenditure	35,254	13,557	25,200	758	25,958	12,152	19,646	63,655	
<u>403 TOWN HALL</u>									
OverHead Expenditure	136,048	146,755	143,610	7,005	150,615	62,081	102,489	168,512	
Direct Expenditure	0	4	0	0	0	4	4	0	
Total Income	49,900	41,426	47,150	0	47,150	16,811	6,763	7,200	
Total Income	0	0	0	0	0	0	0	0	
403 Net Expenditure	86,148	105,332	96,460	7,005	103,465	45,275	95,730	161,312	

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Computation 2020/21

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
404	<u>WORKSHOP DEPOT</u>							
	OverHead Expenditure	335,011	351,460	4,093	379,143	187,573	400,328	373,000
	Total Income	10,800	25,627	0	10,800	1,176	12,810	3,000
	404 Net Expenditure	324,211	325,833	4,093	368,343	186,397	387,518	370,000
405	<u>GENERAL PROPERTY SERVICES</u>							
	OverHead Expenditure	30,341	666	-70,372	65,878	0	50,732	131,750
	405 Net Expenditure	30,341	666	-70,372	65,878	0	50,732	131,750
406	<u>COURT GATE PROPS</u>							
	OverHead Expenditure	5,328	5,967	7	2,436	1,764	1,996	359
	Total Income	16,400	16,400	0	16,400	75	16,400	16,400
	406 Net Expenditure	-11,072	-10,433	7	-13,964	1,689	-14,404	-16,041
501	<u>DUKE STREET SHOPS</u>							
	OverHead Expenditure	7,514	10,205	0	3,700	3,575	5,275	2,600
	Total Income	200,800	204,805	0	206,300	147,840	206,500	206,500
	501 Net Expenditure	-193,286	-194,601	0	-202,600	-144,264	-201,225	-203,900
502	<u>PANNIER MARKET</u>							
	OverHead Expenditure	292,550	247,410	42,613	285,063	180,959	284,296	221,020

Continued on Page 8

Note : Preliminary Budget Computation 2020/21

Note: (-) Net Expenditure means Income is greater than Expenditure

	Last Year		Agreed Budget	Net Virement	Current Year		Actual YTD	Projected Actual	Next Year Budget
	Budget	Actual			Revised Budget	Actual YTD			
503 PANNIER MARKET SHOPS									
OverHead Expenditure	23,449	23,955	14,234	2,150	16,384	10,827	20,080	14,629	
Total Income	150,600	156,656	160,850	0	160,850	120,997	155,850	160,850	
503 Net Expenditure	-127,151	-132,701	-146,616	2,150	-144,466	-110,170	-135,770	-146,221	
504 CATTLE MARKET									
Total Income	20,000	20,575	20,500	0	20,500	15,446	20,600	20,600	
504 Net Expenditure	-20,000	-20,575	-20,500	0	-20,500	-15,446	-20,600	-20,600	
505 CORN MARKET									
Total Income	12,500	12,500	12,500	0	12,500	9,375	12,500	12,500	
505 Net Expenditure	-12,500	-12,500	-12,500	0	-12,500	-9,375	-12,500	-12,500	
506 MARKET ROAD PROPERTIES									
OverHead Expenditure	5,699	5,667	1,720	304	2,024	2,326	1,860	420	
Total Income	13,500	12,925	13,500	0	13,500	4,400	6,600	13,500	
506 Net Expenditure	-7,801	-7,258	-11,780	304	-11,476	-2,074	-4,740	-13,080	

Note : Preliminary Budget Computation 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
507 BUTCHERS HALL								
OverHead Expenditure	53,440	61,891	76,400	7,515	83,915	41,153	72,626	50,588
Direct Expenditure	0	65	0	0	0	0	0	0
Total Income	11,000	11,212	5,000	0	5,000	14,313	28,024	28,000
Net Expenditure	42,440	50,744	71,400	7,515	78,915	26,839	44,602	22,588
Properties Committee - Expenditure	1,026,653	968,512	1,109,793	-3,316	1,106,477	552,010	1,041,359	1,166,044
Income	1,051,221	1,011,854	1,059,914	0	1,059,914	688,569	1,040,145	1,022,871
Net Expenditure	-24,568	-43,342	49,879	-3,316	46,563	-116,560	1,214	143,173

Continued on Page 10

Note : Preliminary Budget Computation 2020/21

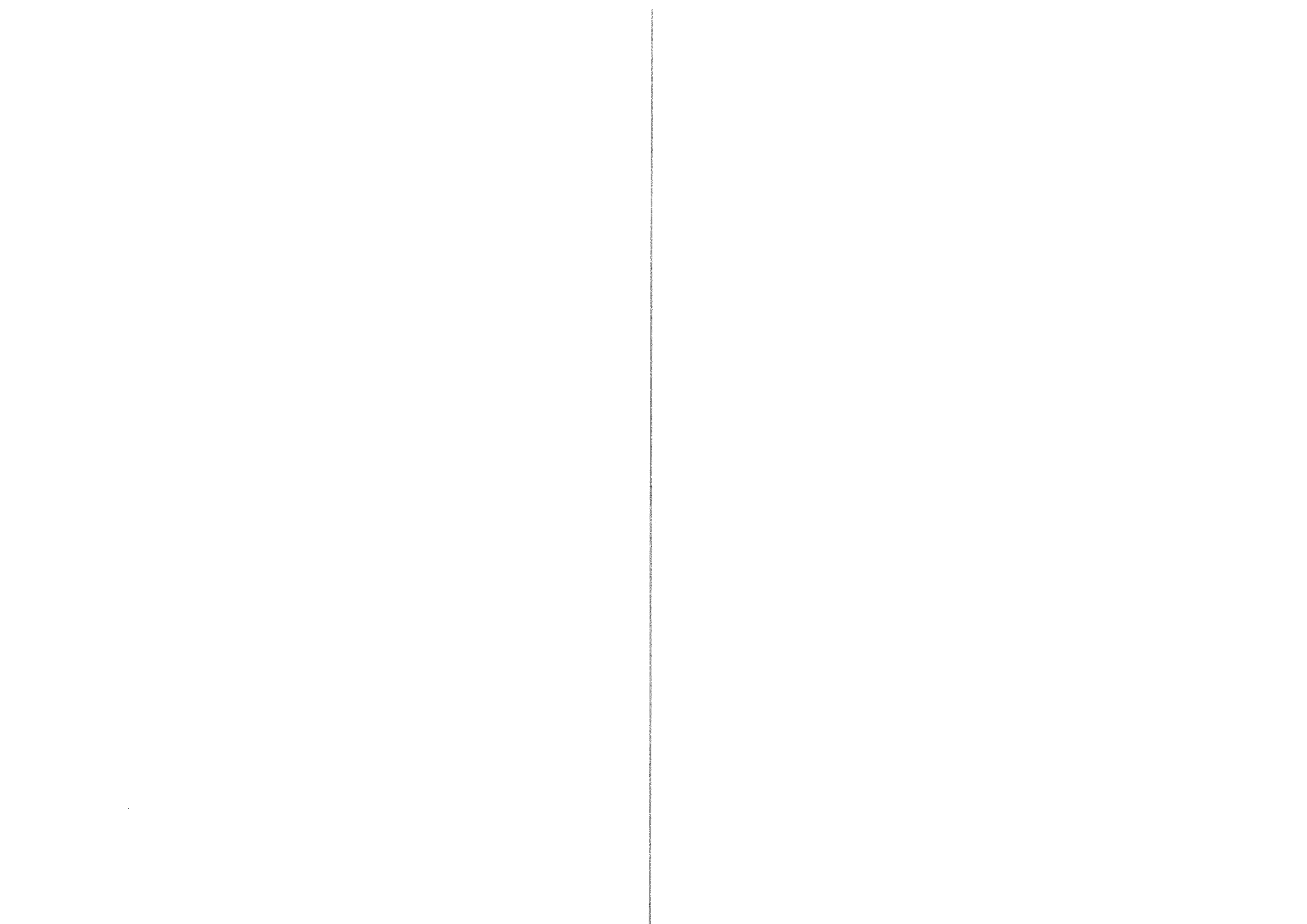
	Last Year		Agreed Budget	Net Virement	Current Year		Actual YTD	Projected Actual	Next Year Budget
	Budget	Actual			Revised Budget	Actual YTD			
Townscape Heritage Initiative									
901 THI Project Management									
OverHead Expenditure	36,125	-5,822	0	0	0	0	10,829	0	0
Total Income	36,125	-5,822	0	0	0	0	3,560	0	0
901 Net Expenditure	0	0	0	0	0	0	7,269	0	0
902 THI Complementary Measures									
OverHead Expenditure	29,969	4,456	0	0	0	0	8,752	0	0
Total Income	29,969	4,456	0	0	0	0	331	0	0
902 Net Expenditure	0	0	0	0	0	0	8,421	0	0
903 THI Projects									
OverHead Expenditure	1,184,836	711,265	0	0	0	0	230,336	0	0
Total Income	1,184,836	710,693	0	0	0	0	126,679	0	0
903 Net Expenditure	0	571	0	0	0	0	103,657	0	0
Townscape Heritage Initiative - Expenditure									
Expenditure	1,250,930	709,898	0	0	0	0	249,918	0	0
Income	1,250,930	709,327	0	0	0	0	130,570	0	0
Net Expenditure	0	571	0	0	0	0	119,348	0	0

Budget Summary - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Computation 2020/21

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
Total Budget Expenditure	3,143,144	2,551,325	3,060,685	0	3,060,685	1,257,336	2,980,434	1,836,428
Income	3,008,444	2,465,026	3,092,046	0	3,092,046	1,545,268	3,052,596	1,836,428
Net Expenditure	134,700	86,299	-31,361	0	-31,361	-287,932	-72,162	0



Note : Preliminary Budget Computation 2020/21

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
Finance & General Purposes								
101 ADMINISTRATION								
4001 SALARIES	77,339	81,110	98,300	0	98,300	43,067	86,200	101,121
4005 Temporary/Agency Staff	1,000	20,607	1,000	0	1,000	6,780	6,780	0
4006 PROTECTIVE CLOTHING/UNIFORMS	0	3	0	0	0	0	0	0
4007 CONFERENCES/MEETINGS	2,500	921	2,500	0	2,500	1,356	2,500	2,500
4008 COURSES/TRAINING	5,500	1,823	5,500	0	5,500	295	1,000	2,000
4009 TRAVEL	1,000	1,050	1,000	0	1,000	-121	1,000	1,000
4010 MISC STAFF COSTS	50	88	0	0	0	1,100	1,100	0
4011 RATES	6,900	6,667	6,900	0	6,900	9,009	9,009	9,200
4012 WATER RATES	500	558	500	0	500	174	500	500
4014 ELECTRICITY	5,000	2,556	2,500	0	2,500	1,411	3,000	3,000
4015 GAS	2,000	2,067	2,500	0	2,500	626	2,500	2,500
4016 CLEANING AND RUBBISH	1,200	1,292	1,200	0	1,200	558	1,200	1,200
4017 License - PC Software	3,000	2,624	3,500	0	3,500	2,354	2,750	3,000
4020 MISC EXPENSES	500	482	500	0	500	164	500	500
4021 Tel. Calls/Service & Broadband	3,000	2,731	3,000	0	3,000	1,314	3,000	3,000
4022 POSTAGE	2,750	2,896	3,100	0	3,100	1,848	3,100	3,100
4023 STATIONERY/PRINTING	4,200	3,821	4,200	0	4,200	2,225	4,200	4,200
4024 SUBSCRIPTIONS	1,200	920	1,000	0	1,000	585	1,000	1,000

Continued on Page 2

Note : Preliminary Budget Computation 2020/21

Note: (-) Net Expenditure means Income is greater than Expenditure

	Last Year		Agreed Budget	Current Year			Projected Actual	Next Year Budget
	Budget	Actual		Net Virement	Revised Budget	Actual YTD		
4027 Photocopier hire and usage	10,000	6,486	7,000	0	7,000	3,323	6,750	7,000
4029 TOWN ADVERTISING	200	1,307	350	0	350	0	0	0
4030 RECRUITMENT ADVTG	1,250	1,845	1,250	0	1,250	588	1,250	0
4031 OTHER ADVERTISING	501	501	71	0	71	135	135	100
4032 WEBSITE DESIGN/MTCE	750	735	600	0	600	175	585	600
4036 PROPERTY MAINTENANCE	3,250	3,250	0	12,844	12,844	12,844	12,844	0
4038 CONTRACT MAINTENANCE	2,500	1,697	2,500	0	2,500	1,430	2,000	2,000
4041 EQUIPMENT HIRE	900	809	900	0	900	575	800	800
4042 EQUIPMENT MAINTICE	600	0	600	0	600	2,588	3,000	600
4045 IT MAINTENANCE/SUPPORT	11,200	11,013	10,800	0	10,800	7,798	13,400	14,000
4046 EQUIPMENT PURCHASE	1,000	866	1,000	0	1,000	439	1,000	1,000
4058 Professional Fees - Properties	0	1,816	0	0	0	348	347	0
4114 ASST TC BUDGET	1,500	515	1,500	0	1,500	163	1,500	1,500
4900 DEPRECIATION CHARGE	0	11,234	0	0	0	0	0	0
Overhead Expenditure	151,290	174,288	163,771	12,844	176,615	103,151	172,950	165,421
1010 RENT RECEIVED	10,100	8,838	8,050	0	8,050	4,142	4,500	4,000
1041 ELECTRICITY RECOVERY	350	506	500	0	500	241	241	200
1068 Legal Fees Recovered	0	125	0	0	0	1,900	1,900	0
1080 MISC INCOME	3,500	3,387	3,500	0	3,500	2,416	2,500	0
1090 INTEREST RECEIVED	0	5	0	0	0	0	0	0
Total Income	13,950	12,861	12,050	0	12,050	8,700	9,141	4,200

Note : Preliminary Budget Computation 2020/21

	Last Year		Current Year			Projected Actual	Next Year Budget
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		
Total Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
101 Net Expenditure	137,340	161,427	151,721	12,844	164,565	94,451	161,221
102 DEMOCRATIC COSTS							
4001 SALARIES	44,798	35,426	49,260	0	49,260	20,667	51,069
4007 CONFERENCES/MEETINGS	2,000	25	2,000	0	2,000	0	500
4008 COURSES/TRAINING	2,500	277	2,500	0	2,500	1,732	2,000
4009 TRAVEL	900	371	900	0	900	242	600
4017 License - PC Software	200	0	200	0	200	0	0
4020 MISC EXPENSES	500	305	500	0	500	260	500
4021 Tel. Calls/Service & Broadband	200	163	200	0	200	97	200
4023 STATIONERY/PRINTING	750	0	750	0	750	0	0
4024 SUBSCRIPTIONS	0	300	0	0	0	0	0
4028 REGALIA	500	0	500	0	500	0	500
4029 TOWN ADVERTISING	0	101	0	0	0	0	0
4031 OTHER ADVERTISING	178	178	0	0	0	0	0
4033 CIVIC BALL EXPENDTRE	3,500	6,473	3,500	0	3,500	211	3,500
4045 I T MAINTENANCE/SUPPORT	0	0	0	0	0	38	50
4062 MAYORS ALLCE	2,000	2,000	2,000	0	2,000	1,000	2,000
4063 Civic/Ceremonial Expenses	5,000	3,459	5,000	0	5,000	3,285	5,000

Continued on Page 4

Note: (-) Net Expenditure means Income is greater than Expenditure

	Last Year		Agreed Budget	Net Virement	Current Year		Actual YTD	Projected Actual	Next Year Budget
	Budget	Actual			Revised Budget	Actual			
4064 TWINNING EXPENSES	250	237	250	0	250	242	250	250	
4065 ELECTIONS	6,000	5,139	6,000	0	6,000	6,402	6,402	1,500	
4096 CLFRS ALLOWANCE	8,687	5,655	8,687	0	8,687	5,874	11,747	12,000	
4097 CLFR IT Allowance	1,000	0	1,000	0	1,000	733	1,000	1,000	
4134 MAYORS FRAISING DONIN	0	1,075	0	0	0	1,632	0	0	
4135 TOWN CRIER EXPENSES	360	35	35	0	35	35	35	35	
4178 Neighbourhood Plan	25,000	0	5,000	0	5,000	0	5,000	0	
4900 DEPRECIATION CHARGE	0	1,735	0	0	0	0	0	0	
4991 TRANSFER TO RESERVES	0	0	0	0	0	6,000	0	0	
4992 TRANSFER FROM RESERVES	0	6,000	0	0	0	-6,402	0	0	
Overhead Expenditure	104,313	68,954	88,282	0	88,282	42,046	81,422	80,704	
1033 CIVIC BALL INCOME	2,500	4,178	2,500	0	2,500	24	2,500	2,500	
1034 MAYORS FUNDRAISING	0	1,113	0	0	0	1,675	0	0	
1080 MISC INCOME	0	50	0	0	0	0	0	0	
Total Income	2,500	5,341	2,500	0	2,500	1,699	2,500	2,500	
102 Net Expenditure	101,813	63,613	85,782	0	85,782	40,347	78,922	78,204	
104 TOWN HALL BAR									
4004 WAGES	3,500	4,558	7,500	0	7,500	0	0	0	
4020 MISC EXPENSES	0	11	0	0	0	0	0	0	

Note : Preliminary Budget Computation 2020/21

	Last Year		Current Year			Projected Actual	Next Year Budget
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		
4046 EQUIPMENT PURCHASE	1,000	461	1,000	0	1,000	500	500
4056 LEGAL EXPENSES	0	23	0	0	0	0	0
4057 AUDIT FEES	680	680	680	0	680	680	680
4900 DEPRECIATION CHARGE	0	737	0	0	0	0	0
OverHead Expenditure	5,180	6,470	9,180	0	9,180	1,180	1,180
3001 COST OF SALES-DRINK	18,000	14,941	16,000	0	16,000	12,000	16,000
3002 COST OF SALES-FOOD	375	506	0	0	0	8	0
3011 BAR SUPPLIES	500	847	700	0	700	700	700
Direct Expenditure	18,875	16,294	16,700	0	16,700	12,708	16,700
1021 EQUIPMENT HIRE INC	0	117	117	0	117	0	0
1080 MISC INCOME	2,000	3,500	2,500	0	2,500	1,000	1,000
1100 BAR SALES	30,000	41,600	40,000	0	40,000	30,000	40,000
1120 FOOD SALES	750	98	0	0	0	80	0
1130 Bar Extension & Licences	500	1,100	1,000	0	1,000	1,000	1,000
Total Income	33,250	46,415	43,617	0	43,617	32,080	42,000
104 Net Expenditure	-9,195	-23,651	-17,737	0	-17,737	-18,192	-24,120
105 CEMETERY							
4001 SALARIES	40,701	22,697	8,350	0	8,350	12,639	8,659

Continued on Page 6

Note : Preliminary Budget Computation 2020/21

	Last Year		Current Year				Next Year	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4003 Pension Added Years	900	0	900	0	900	890	890	900
4008 COURSES/TRAINING	1,000	187	1,000	0	1,000	0	500	500
4011 RATES	5,800	6,156	6,350	0	6,350	6,864	6,864	7,010
4012 WATER RATES	500	651	750	0	750	319	700	700
4014 ELECTRICITY	3,000	1,449	2,500	0	2,500	1,291	3,000	3,000
4016 CLEANING AND RUBBISH	0	22	0	0	0	0	0	0
4020 MISC EXPENSES	250	798	250	0	250	148	250	250
4021 Tel. Calls/Service & Broadband	550	465	550	0	550	254	550	550
4023 STATIONERY/PRINTING	200	0	200	0	200	210	210	0
4024 SUBSCRIPTIONS	180	180	180	0	180	115	115	180
4036 PROPERTY MAINTENANCE	361	361	185	72	267	1,678	1,678	0
4037 GROUNDS MAINTENANCE	2,187	2,187	1,716	400	2,116	1,200	1,200	0
4046 EQUIPMENT PURCHASE	1,000	339	500	0	500	0	500	500
4898 EXCEPTIONAL MAINTENANCE	0	8,622	0	0	0	0	0	0
4900 DEPRECIATION CHARGE	0	13,895	0	0	0	0	0	0
OverHead Expenditure	56,630	58,009	23,431	472	23,903	25,608	41,835	22,246
1000 INTERMENTS	25,000	28,015	30,000	0	30,000	10,970	25,000	30,000
1010 RENT RECEIVED	6,600	7,150	6,600	0	6,600	3,463	5,950	6,600
Total Income	31,600	35,165	36,600	0	36,600	14,433	30,950	36,600
105 Net Expenditure	25,030	22,844	-13,169	472	-12,697	11,175	10,885	-14,351

Note : Preliminary Budget Computation 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
106 CORPORATE MANAGEMENT								
4001 SALARIES	85,727	84,607	86,950	0	86,950	42,415	84,930	90,033
4008 COURSES/TRAINING	1,200	-1,444	1,200	0	1,200	418	700	700
4017 License - PC Software	0	504	0	0	0	0	0	0
4020 MISC EXPENSES	0	111	0	0	0	48	48	0
4024 SUBSCRIPTIONS	1,900	1,672	1,800	0	1,800	1,709	1,800	1,800
4025 INSURANCE	30,575	25,188	26,000	0	26,000	24,252	26,250	27,000
4034 PUBLIC RELATIONS	2,500	0	2,500	0	2,500	0	2,500	2,500
4047 GENIWKs MGRS BUDGET	0	0	1,000	0	1,000	0	1,000	1,000
4051 BANK CHARGES	3,500	3,380	4,000	0	4,000	1,862	4,000	4,000
4055 Professional Fees (other)	2,500	2,368	2,500	0	2,500	1,305	4,500	2,500
4056 LEGAL EXPENSES	15,000	60,628	24,000	0	24,000	15,644	24,000	27,500
4057 AUDIT FEES	3,700	4,107	4,750	0	4,750	436	4,550	4,100
4058 Professional Fees - Properties	7,180	360	3,180	0	3,180	0	0	3,000
4059 ACCOUNTANCY FEES	4,000	6,188	5,000	0	5,000	1,034	5,000	5,000
4089 H R & H & S SUPPORT	2,000	3,776	2,000	0	2,000	0	2,500	2,500
4112 TOWN CLERK'S BUDGET	1,500	1,113	1,500	0	1,500	15	1,500	1,500
4990 TRANSFER FROM EQPT REPL'T FUND	0	-1,070	0	0	0	0	0	0
OverHead Expenditure	161,282	191,488	166,380	0	166,380	89,138	163,278	173,133

Continued on Page 8

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Computation 2020/21

	Last Year		Agreed Budget	Current Year			Projected Actual	Next Year Budget
	Budget	Actual		Net Virement	Revised Budget	Actual YTD		
1075 PRECEPT SUPPORT GRANT	29,179	29,179	26,670	0	26,670	26,670	26,670	0
1076 PRECEPT	590,814	590,814	629,895	0	629,895	629,910	629,910	725,257
1080 MISC INCOME	0	130	0	0	0	0	0	0
1090 INTEREST RECEIVED	5,000	6,261	3,000	0	3,000	1,984	3,400	3,000
Total Income	624,993	626,384	659,565	0	659,565	658,564	659,980	728,257
106 Net Expenditure	-463,711	-434,896	-493,185	0	-493,185	-569,426	-496,702	-555,124
107 S137 & OTHER GRANTS								
4031 OTHER ADVERTISING	150	0	150	0	150	0	150	150
4067 COMMUNITY GRANTS	25,000	13,700	25,000	0	25,000	11,950	25,000	25,000
4092 TOILET CLEANING CONT (WDBC)	7,000	6,613	7,000	0	7,000	0	7,000	0
4095 MUSEUM GRANT	14,300	11,300	14,300	0	14,300	0	11,300	11,300
4099 THT GRANT	0	2,500	4,000	0	4,000	0	4,000	35,000
OverHead Expenditure	46,450	34,113	50,450	0	50,450	11,950	47,450	71,450
1072 Grant Funding -WHS G'hll Proj	0	17,679	0	0	0	0	0	0
Total Income	0	17,679	0	0	0	0	0	0
107 Net Expenditure	46,450	16,433	50,450	0	50,450	11,950	47,450	71,450

Note : Preliminary Budget Computation 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
108	THI (TTC COSTS ONLY)							
4053	LOAN INTEREST	12,116	12,252	0	11,700	5,697	11,678	11,150
4054	LOAN CAPITAL REPaid	20,000	20,000	0	20,000	10,000	20,000	20,000
4501	TTC Cont'n to THI Projects	94,200	68,815	0	0	0	0	0
4992	TRANSFER FROM RESERVES	-94,200	-11,413	0	0	0	0	0
4997	FUNDED FROM ROLLING CAP FUND	0	-57,403	0	0	0	0	0
	OverHead Expenditure	32,116	32,252	0	31,700	15,697	31,678	31,150
108	Net Expenditure	32,116	32,252	0	31,700	15,697	31,678	31,150
109	GEN CAPITAL PROJECTS							
4800	ROLLING CAPITAL FUND PROVISION	215,000	215,000	0	60,000	60,000	60,000	60,000
4810	CAP Relocation of Works Depot	0	69,537	0	0	0	0	0
4811	CAP Council ICT Infrastructure	0	0	6,747	6,747	0	6,747	0
4812	CAP Duke St Repointing etc	0	3,680	0	0	0	0	0
4821	CAP Rundle Room Refurbishment	0	0	0	0	0	0	0
4823	CAP Guildhall Refurbishment	0	0	0	0	0	0	0
4825	CAP - THI PROPERTIES SINKING F	27,500	27,500	0	27,500	27,500	27,500	27,500
4826	CAP G'hall Delivery Phase	0	110,412	0	1,631,666	64,800	1,631,666	0
4827	CAP - Guildhall Sinking Fund	12,750	12,750	0	12,750	12,750	12,750	12,750
4828	CAP -BUTCHERS HALL REFURB	25,188	27,576	0	0	0	0	0

Continued on Page 10

Note : Preliminary Budget Computation 2020/21

Note: (-) Net Expenditure means Income is greater than Expenditure

	Last Year		Agreed Budget	Current Year			Projected Actual	Next Year Budget
	Budget	Actual		Net Virement	Revised Budget	Actual YTD		
4831 CAP- TH ROOF LEAKS	0	0	10,000	0	10,000	0	10,000	0
4832 CAP-TENNIS COURT RESURFACING	0	20,400	4,600	0	4,600	3,600	4,600	0
4833 CAP-PANNIER MARKET DRAINAGE	0	236	14,764	0	14,764	0	14,764	0
4834 CAP - Pannier Market Doors	0	101,131	0	0	0	0	0	0
4835 CAP - Pannier Market Roof	0	0	35,975	0	35,975	38,699	35,975	0
4836 CAP - PMK Lighting/Heating	0	75,277	0	0	0	0	0	0
4837 CAP - PMK Internal Units	0	62,482	0	0	0	0	0	0
4838 CAP - Meadows Resurfacing	0	0	10,000	0	10,000	0	10,000	0
4839 CAP Play Park Resurfacing	0	47,979	0	0	0	0	0	0
4840 CAP Market Road Resurfacing	0	0	75,000	0	75,000	0	75,000	0
4841 CAP Guildhall/BCP Contingency	0	0	60,000	-20,203	39,797	0	39,797	0
4842 CAP - PM Surround Additi	0	0	0	10,203	10,203	0	10,203	0
4901 ASSETS CAPITALISED	0	16,225	0	0	0	0	0	0
4903 BID Levy	3,400	2,945	3,700	0	3,700	2,876	2,876	3,000
4992 TRANSFER FROM RESERVES	0	-16,225	0	0	0	0	0	0
4996 TFR TO EQPT REPL FUND	5,587	6,146	9,248	0	9,248	5,648	5,648	5,147
4997 FUNDED FROM ROLLING CAP FUND	0	-492,004	-560,952	0	-560,952	-54,886	-560,952	0
OverHead Expenditure	289,425	291,047	1,400,998	-10,000	1,390,998	160,988	1,386,574	108,397
1072 Grant Funding -WHS Ghil Proj	0	0	877,800	0	877,800	46,794	877,800	0
1079 LOAN PROCEEDS	0	0	400,000	0	400,000	0	400,000	0
Total Income	0	0	1,277,800	0	1,277,800	46,794	1,277,800	0

Note : Preliminary Budget Computation 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4912	0	0	0	0	0	0	0	0
Total Income	0	0	0	0	0	0	0	0
109 Net Expenditure	289,425	291,047	123,198	-10,000	113,198	114,194	108,774	108,397
Finance & General Purposes - Expenditure	865,561	872,914	1,950,892	3,316	1,954,208	455,409	1,939,075	670,384
Income	706,293	743,845	2,032,132	0	2,032,132	746,128	2,012,451	813,557
Net Expenditure	159,268	129,069	-81,240	3,316	-77,924	-290,720	-73,376	-143,173

Continued on Page 12

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Computation 2020/21

	Last Year		Agreed Budget	Net Virement	Current Year		Actual YTD	Projected Actual	Next Year Budget
	Budget	Actual			Revised Budget	Actual			
Properties Committee									
201 ALLOTMENTS									
4058 Professional Fees - Properties	0	0	0	0	0	0	113	113	0
OverHead Expenditure	0	0	0	0	0	0	113	113	0
1010 RENT RECEIVED	10	0	10	0	10	10	10	10	10
Total Income	10	0	10	0	10	10	10	10	10
201 Net Expenditure	-10	0	-10	0	-10	103	103	103	-10
203 THE MEADOWS									
4012 WATER RATES	150	82	125	0	125	35	100	100	100
4036 PROPERTY MAINTENANCE	41	42	0	0	0	0	0	0	0
4037 GROUNDS MAINTENANCE	1,687	1,687	0	1,667	1,667	1,667	1,667	1,667	0
4038 CONTRACT MAINTENANCE	0	144	0	0	0	840	1,000	1,000	1,000
4050 POOP SCOOP	5,000	5,477	5,500	0	5,500	1,704	2,000	2,000	2,000
4058 Professional Fees - Properties	0	0	0	0	0	125	125	125	0
4900 DEPRECIATION CHARGE	0	5,825	0	0	0	0	0	0	0
OverHead Expenditure	6,878	13,258	5,625	1,667	7,292	4,371	4,892	4,892	3,100
1010 RENT RECEIVED	2,251	2,251	2,251	0	2,251	1,691	2,251	2,251	2,251

Note : Preliminary Budget Computation 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1020 LETTING INCOME	0	0	0	0	0	2,530	2,530	0
Total Income	2,251	2,251	2,251	0	2,251	4,221	4,781	2,251
203 Net Expenditure	4,627	11,007	3,374	1,667	5,041	151	111	849
204 PLAY EQUIPMENT								
4037 GROUNDS MAINTENANCE	147	147	0	47	47	47	47	0
4038 CONTRACT MAINTENANCE	1,000	725	1,000	0	1,000	743	743	800
4042 EQUIPMENT MAINTCE	10,000	8,659	10,000	0	10,000	3,554	10,000	10,000
4046 EQUIPMENT PURCHASE	0	770	0	0	0	0	0	0
4899 DEF'D GRANTS OFFSET DEP'N	0	-8,000	0	0	0	0	0	0
4900 DEPRECIATION CHARGE	0	10,028	0	0	0	0	0	0
OverHead Expenditure	11,147	12,328	11,000	47	11,047	4,344	10,790	10,800
204 Net Expenditure	11,147	12,328	11,000	47	11,047	4,344	10,790	10,800
205 GOOSE FAIR								
4001 SALARIES	9,790	3,481	6,700	0	6,700	1,745	3,490	5,069
4004 WAGES	0	288	0	0	0	0	0	0
4020 MISC EXPENSES	17,500	17,866	17,500	0	17,500	9,738	18,500	18,500
4048 PARK & RIDE EXPEND	11,500	9,826	11,500	0	11,500	1,000	10,000	11,500
4902 IRRECOVERABLE VAT	3,400	2,847	3,000	0	3,000	4,440	0	0
OverHead Expenditure	42,190	34,308	38,700	0	38,700	16,924	31,990	35,069

Continued on Page 14

Note : Preliminary Budget Computation 2020/21

	Last Year		Current Year				Next Year	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1060 GOOSE FAIR INCOME	41,500	45,826	41,500	0	41,500	40,192	41,500	41,500
1061 PARK & RIDE INCOME	7,250	8,125	7,250	0	7,250	5,081	5,081	6,500
Total Income	48,750	53,951	48,750	0	48,750	45,273	46,581	48,000
205 Net Expenditure	-6,560	-19,643	-10,050	0	-10,050	-28,350	-14,591	-12,931
206 Garden Festival								
4020 MISC EXPENSES	600	203	350	0	350	234	234	250
4031 OTHER ADVERTISING	650	283	500	0	500	271	500	500
4902 IRRECOVERABLE VAT	200	0	0	0	0	45	0	0
OverHead Expenditure	1,450	486	850	0	850	549	734	750
1081 Garden Festival Income	3,300	3,053	3,000	0	3,000	1,098	3,000	3,000
Total Income	3,300	3,053	3,000	0	3,000	1,098	3,000	3,000
206 Net Expenditure	-1,850	-2,567	-2,150	0	-2,150	-549	-2,266	-2,250
207 Community Festival of Food & C								
4136 TOWN HALL EVENTS COSTS	0	0	0	0	0	7,265	0	0
OverHead Expenditure	0	0	0	0	0	7,265	0	0
1020 LETTING INCOME	0	0	0	0	0	567	567	0

Note : Preliminary Budget Computation 2020/21

	Last Year		Current Year			Next Year		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1089 Partnership Funding	0	0	0	0	0	7,417	7,417	0
Total Income	0	0	0	0	0	7,984	7,984	0
207 Net Expenditure	0	0	0	0	0	-719	-7,984	0
208 OPEN SPACES/MONUMENTS								
4012 WATER RATES	75	64	75	0	75	66	66	70
4037 GROUNDS MAINTENANCE	1,910	1,910	0	897	897	897	897	0
4050 POOP SCOOP	0	0	0	0	0	30	0	0
4058 Professional Fees - Properties	0	525	0	0	0	1,250	1,250	0
4073 PATHS MAINTENANCE	0	364	0	0	0	0	0	0
4076 TOWN SIGNS	1,200	0	1,200	0	1,200	0	600	600
4102 ANCIENT MONUMENTS	1,000	587	1,000	0	1,000	0	1,000	1,000
4117 TOWN CLOCK	1,500	0	1,500	0	1,500	1,245	1,500	1,500
OverHead Expenditure	5,685	3,450	3,775	897	4,672	3,488	5,313	3,170
1010 RENT RECEIVED	550	550	550	0	550	2,913	3,050	550
1080 MISC INCOME	50	53	53	0	53	57	57	60
Total Income	600	603	603	0	603	2,969	3,107	610
208 Net Expenditure	5,085	2,846	3,172	897	4,069	518	2,206	2,560

Continued on Page 16

Note : Preliminary Budget Computation 2020/21

	Last Year		Agreed Budget	Current Year			Projected Actual	Next Year Budget
	Budget	Actual		Net Virement	Revised Budget	Actual YTD		
301 CAR PARKS								
4011 RATES	6,675	5,280	5,450	0	5,450	5,401	5,401	5,520
4012 WATER RATES	1,000	970	1,000	0	1,000	1,017	1,017	1,050
4021 Tel. Calls/Service & Broadband	200	179	200	0	200	92	200	200
4036 PROPERTY MAINTENANCE	29	29	0	0	0	0	0	0
4037 GROUNDS MAINTENANCE	680	680	0	0	0	30	30	0
4038 CONTRACT MAINTENANCE	1,500	626	900	0	900	0	700	750
4042 EQUIPMENT MAINTNCE	750	0	750	0	750	0	0	0
4058 Professional Fees - Properties	0	625	0	0	0	0	0	0
4073 PATHS MAINTENANCE	0	173	0	0	0	47	47	0
4900 DEPRECIATION CHARGE	0	2,094	0	0	0	0	0	0
OverHead Expenditure	10,834	10,655	8,300	0	8,300	6,587	7,395	7,520
1010 RENT RECEIVED	150	150	150	0	150	150	150	3,150
1050 CAR PARK FEES	35,000	33,082	24,000	0	24,000	21,766	35,000	24,000
1080 MISC INCOME	300	400	400	0	400	0	0	0
Total Income	35,450	33,632	24,550	0	24,550	21,916	35,150	27,150
301 Net Expenditure	-24,616	-22,977	-16,250	0	-16,250	-15,329	-27,755	-19,630

Note : Preliminary Budget Computation 2020/21

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u> Budget		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
302 PUBLIC LIGHTING								
4014 ELECTRICITY	5,000	5,624	5,000	0	5,000	2,904	6,000	6,000
4036 PROPERTY MAINTENANCE	334	334	0	0	0	0	0	0
4038 CONTRACT MAINTENANCE	2,000	1,982	2,000	0	2,000	484	2,000	2,000
4042 EQUIPMENT MAINT'CE	1,500	0	1,500	0	1,500	0	1,500	1,500
4108 CHRISTMAS LIGHTS	9,000	3,877	6,000	0	6,000	0	6,000	6,000
4900 DEPRECIATION CHARGE	0	3,294	0	0	0	0	0	0
OverHead Expenditure	17,834	15,111	14,500	0	14,500	3,388	15,500	15,500
302 Net Expenditure	17,834	15,111	14,500	0	14,500	3,388	15,500	15,500
303 PUBLIC TOILETS								
4016 CLEANING AND RUBBISH	6,000	3,818	6,000	0	6,000	2,265	5,000	5,000
4120	0	0	0	0	0	0	0	58,602
4900 DEPRECIATION CHARGE	0	2,475	0	0	0	0	0	0
OverHead Expenditure	6,000	6,293	6,000	0	6,000	2,265	5,000	63,602
303 Net Expenditure	6,000	6,293	6,000	0	6,000	2,265	5,000	63,602
402 GUILDHALL								
4011 RATES	7,400	7,320	7,550	0	7,550	7,488	7,488	7,650

Continued on Page 18

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Computation 2020/21

	Last Year		Current Year				Next Year	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4012 WATER RATES	5,000	171	2,500	0	2,500	182	500	2,500
4014 ELECTRICITY	3,500	1,740	3,500	0	3,500	630	2,000	4,000
4015 GAS	10,000	2,689	7,000	0	7,000	2,186	7,000	10,000
4016 CLEANING AND RUBBISH	1,000	22	1,000	0	1,000	0	100	7,500
4020 MISC EXPENSES	150	281	150	0	150	158	300	300
4021 Tel. Calls/Service & Broadband	1,000	1,007	500	0	500	751	1,500	1,800
4036 PROPERTY MAINTENANCE	204	204	0	758	758	758	758	0
4038 CONTRACT MAINTENANCE	5,000	588	1,000	0	1,000	0	0	7,500
4053 LOAN INTEREST	0	0	0	0	0	0	0	11,201
4054 LOAN CAPITAL REPAYD	0	0	0	0	0	0	0	11,204
4055 Professional Fees (other)	2,000	0	2,000	0	2,000	0	0	0
4900 DEPRECIATION CHARGE	0	4,406	0	0	0	0	0	0
OverHead Expenditure	35,254	18,427	25,200	758	25,958	12,152	19,646	63,655
1073 GRANT FUNDING HLF	0	4,870	0	0	0	0	0	0
Total Income	0	4,870	0	0	0	0	0	0
402 Net Expenditure	35,254	13,557	25,200	758	25,958	12,152	19,646	63,655
403 TOWN HALL								
4001 SALARIES	71,726	69,542	99,450	0	99,450	24,395	48,790	125,862
4004 WAGES	2,500	5,712	4,000	0	4,000	1,914	4,000	4,000

Note : Preliminary Budget Computation 2020/21

	Last Year		Current Year			Projected Actual	Next Year Budget
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		
4006 PROTECTIVE CLOTHING/UNIFORMS	0	399	0	0	0	260	0
4008 COURSES/TRAINING	500	330	500	0	500	135	500
4011 RATES	9,250	9,960	10,260	0	10,260	10,188	10,400
4012 WATER RATES	1,900	3,023	2,500	0	2,500	539	1,250
4014 ELECTRICITY	4,200	5,378	5,500	0	5,500	2,117	5,500
4015 GAS	5,000	3,583	4,500	0	4,500	770	4,000
4016 CLEANING AND RUBBISH	3,500	2,733	3,000	0	3,000	1,734	3,000
4020 MISC EXPENSES	200	429	200	0	200	140	300
4021 Tel. Calls/Service & Broadband	1,000	1,103	1,100	0	1,100	643	1,100
4031 OTHER ADVERTISING	9,294	9,295	0	2,435	2,435	2,576	0
4032 WEBSITE DESIGN/MTCE	0	25	0	0	0	0	0
4036 PROPERTY MAINTENANCE	6,681	6,681	0	4,569	4,569	6,834	0
4038 CONTRACT MAINTENANCE	1,750	3,618	2,500	0	2,500	2,014	4,000
4042 EQUIPMENT MAINT'CE	2,000	2,211	1,500	0	1,500	185	1,500
4044 PERFORMING RIGHTS	800	0	800	0	800	3,621	2,000
4046 EQUIPMENT PURCHASE	1,500	2,587	1,500	0	1,500	643	1,500
4053 LOAN INTEREST	446	166	0	0	0	0	0
4054 LOAN CAPITAL REPAID	7,000	7,000	0	0	0	0	0
4056 LEGAL EXPENSES	700	445	700	0	700	1,750	0
4058 Professional Fees - Properties	0	0	0	0	0	120	0
4091 TOWN HALL ENTERTAINERS	600	420	600	0	600	0	600

Continued on Page 20

Note : Preliminary Budget Computation 2020/21

	Last Year		Agreed Budget	Current Year			Projected Actual	Next Year Budget
	Budget	Actual		Net Virement	Revised Budget	Actual YTD		
4093 TH MANAGERS BUDGET	1,500	898	1,500	0	1,500	431	1,500	1,500
4136 TOWN HALL EVENTS COSTS	1,500	0	1,500	0	1,500	0	0	1,500
4201 Bad Debts Written Off	0	606	0	0	0	0	0	0
4900 DEPRECIATION CHARGE	0	9,044	0	0	0	0	0	0
4902 IRRECOVERABLE VAT	2,500	1,568	2,000	0	2,000	1,069	0	0
Overhead Expenditure	136,048	146,755	143,610	7,005	150,615	62,081	102,489	168,512
3002 COST OF SALES-FOOD	0	4	0	0	0	4	4	0
Direct Expenditure	0	4	0	0	0	4	4	0
1015 TICKET SALES	0	678	0	0	0	0	0	0
1020 LETTING INCOME	44,000	33,188	40,000	0	40,000	13,295	0	0
1021 EQUIPMENT HIRE INC	250	548	500	0	500	275	550	550
1022 FORFEITED DEPOSITS	0	708	0	0	0	0	0	0
1023 TH KITCHEN LETTING INCOME	5,000	5,325	6,000	0	6,000	1,748	3,500	4,000
1041 ELECTRICITY RECOVERY	150	150	150	0	150	150	150	150
1071 STAFF COSTS RECOVERED	0	0	0	0	0	63	63	0
1080 MISC INCOME	500	830	500	0	500	1,280	2,500	2,500
Total Income	49,900	41,426	47,150	0	47,150	16,811	6,763	7,200
4023 STATIONERY/PRINTING	0	0	0	0	0	0	0	0
Total Income	0	0	0	0	0	0	0	0
403 Net Expenditure	86,148	105,332	96,460	7,005	103,465	45,275	95,730	161,312

Note : Preliminary Budget Computation 2020/21

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year Budget</u>		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget Actual YTD		Projected Actual	
404 WORKSHOP DEPOT								
4001 SALARIES	240,268	256,877	274,450	0	274,450	134,602	269,204	269,200
4006 PROTECTIVE CLOTHING/UNIFORMS	3,000	2,140	3,000	0	3,000	2,094	2,608	3,000
4007 CONFERENCES/MEETINGS	1,000	740	1,000	0	1,000	0	500	750
4008 COURSES/TRAINING	6,500	5,998	6,500	0	6,500	5,892	6,000	6,500
4009 TRAVEL	400	87	400	0	400	0	400	400
4010 MISC STAFF COSTS	100	12	100	0	100	0	100	100
4011 RATES	11,800	-809	22,250	0	22,250	0	46,314	24,350
4012 WATER RATES	300	524	1,000	0	1,000	115	600	600
4014 ELECTRICITY	4,000	1,903	3,500	0	3,500	945	3,000	3,000
4015 GAS	0	5,005	4,500	0	4,500	2,165	4,500	1,500
4016 CLEANING AND RUBBISH	12,000	10,527	12,000	0	12,000	6,283	11,000	12,000
4017 License - PC Software	300	335	350	0	350	0	350	350
4020 MISC EXPENSES	400	986	700	0	700	358	700	700
4021 Tel. Calls/Service & Broadband	3,000	2,772	3,500	0	3,500	2,452	4,500	3,500
4024 SUBSCRIPTIONS	300	0	300	0	300	0	300	300
4030 RECRUITMENT ADVTG	500	0	500	0	500	0	0	1,500
4036 PROPERTY MAINTENANCE	9,377	9,376	0	1,813	1,813	1,933	1,933	0
4037 GROUNDS MAINTENANCE	4,766	4,765	0	2,281	2,281	4,319	4,319	0
4038 CONTRACT MAINTENANCE	3,000	2,118	3,000	0	3,000	2,953	5,000	5,000

Continued on Page 22

Note : Preliminary Budget Computation 2020/21

	Last Year		Current Year					Next Year	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
4041 EQUIPMENT HIRE	2,000	365	2,000	0	2,000	78	1,000	1,000	
4042 EQUIPMENT MAINTCE	7,000	4,891	7,000	0	7,000	2,812	7,000	7,000	
4043 VEHICLE RUNNING COST	13,500	16,307	15,500	0	15,500	10,757	15,500	16,750	
4046 EQUIPMENT PURCHASE	6,000	5,835	8,000	0	8,000	9,201	10,000	10,000	
4047 GENIVKWS MGRS BUDGET	3,000	3,572	3,000	0	3,000	502	3,000	3,000	
4058 Professional Fees - Properties	0	1,711	0	0	0	0	0	0	
4073 PATHS MAINTENANCE	2,500	1,105	2,500	0	2,500	112	2,500	2,500	
4900 DEPRECIATION CHARGE	0	14,318	0	0	0	0	0	0	
OverHead Expenditure	335,011	351,460	375,050	4,093	379,143	187,573	400,328	373,000	
1021 EQUIPMENT HIRE INC	300	1,520	300	0	300	866	1,500	1,500	
1071 STAFF COSTS RECOVERED	0	1,648	0	0	0	810	810	0	
1080 MISC INCOME	0	11,150	0	0	0	0	0	0	
1082 DEPOT SEAT INCOME	1,500	1,958	1,500	0	1,500	-500	1,500	1,500	
1087 Grounds Mtc Contract - W/DBC	9,000	9,000	9,000	0	9,000	0	9,000	0	
1088 Play Park Inspections	0	350	0	0	0	0	0	0	
Total Income	10,800	25,627	10,800	0	10,800	1,176	12,810	3,000	
404 Net Expenditure	324,211	325,833	364,250	4,093	368,343	186,397	387,518	370,000	
405 GENERAL PROPERTY SERVICES									
4031 OTHER ADVERTISING	-2,003	0	24,000	-8,403	15,597	0	11,700	24,000	

Note : Preliminary Budget Computation 2020/21

	<u>Last Year</u>		Agreed Budget	Net Virement	<u>Current Year</u>		Projected Actual	Next Year Budget
	Budget	Actual			Revised Budget	Actual YTD		
4035 DRAKE RD UPGRADE	70	0	0	0	0	0	0	0
4036 PROPERTY MAINTENANCE	13,401	8	73,750	-45,787	27,963	24,056	68,750	68,750
4037 GROUNDS MAINTENANCE	14,373	250	30,000	-16,182	13,818	12,666	30,000	30,000
4038 CONTRACT MAINTENANCE	500	408	500	0	500	0	0	0
4058 Professional Fees - Properties	4,000	0	8,000	0	8,000	2,310	9,000	9,000
OverHead Expenditure	30,341	666	136,250	-70,372	65,878	50,732	131,750	131,750
405 Net Expenditure	30,341	666	136,250	-70,372	65,878	50,732	131,750	131,750
406 COURT GATE PROPS								
4014 ELECTRICITY	1,600	48	480	0	480	0	0	0
4036 PROPERTY MAINTENANCE	0	0	0	7	7	7	0	0
4053 LOAN INTEREST	395	384	96	0	96	96	75	75
4054 LOAN CAPITAL REPAID	3,333	3,333	1,853	0	1,853	1,674	284	284
4058 Professional Fees - Properties	0	0	0	0	0	40	0	0
4899 DEF'D GRANTS OFFSET DEP'N	0	-2,036	0	0	0	0	0	0
4900 DEPRECIATION CHARGE	0	4,239	0	0	0	0	0	0
OverHead Expenditure	5,328	5,967	2,429	7	2,436	1,764	359	359
1010 RENT RECEIVED	16,400	16,400	16,400	0	16,400	75	16,400	16,400
Total Income	16,400	16,400	16,400	0	16,400	75	16,400	16,400
406 Net Expenditure	-11,072	-10,433	-13,971	7	-13,964	1,689	-14,404	-16,041

Continued on Page 24

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Computation 2020/21

	Last Year		Agreed Budget	Net Virement	Current Year		Actual YTD	Projected Actual	Next Year Budget
	Budget	Actual			Revised Budget	Actual			
501 DUKE STREET SHOPS									
4011 RATES	100	0	100	0	100	0	100	100	
4012 WATER RATES	750	82	300	0	300	35	100	100	
4014 ELECTRICITY	600	175	600	0	600	128	400	400	
4015 GAS	500	0	500	0	500	0	500	500	
4036 PROPERTY MAINTENANCE	3,364	3,364	0	0	0	0	0	0	
4038 CONTRACT MAINTENANCE	2,200	1,476	2,200	0	2,200	738	1,500	1,500	
4055 Professional Fees (other)	0	291	0	0	0	0	0	0	
4058 Professional Fees - Properties	0	4,816	0	0	0	2,675	2,675	0	
OverHead Expenditure	7,514	10,205	3,700	0	3,700	3,575	5,275	2,600	
1010 RENT RECEIVED	199,500	202,806	205,000	0	205,000	146,390	205,000	205,000	
1011 INSURANCE RECHARGED	1,300	1,350	1,300	0	1,300	1,250	1,300	1,300	
1068 Legal Fees Recovered	0	450	0	0	0	0	0	0	
1080 MISC INCOME	0	200	0	0	0	200	200	200	
Total Income	200,800	204,805	206,300	0	206,300	147,840	206,500	206,500	
501 Net Expenditure	-193,286	-194,601	-202,600	0	-202,600	-144,264	-201,225	-203,900	
502 PANNIER MARKET									
4001 SALARIES	130,673	112,292	97,750	0	97,750	60,358	120,716	104,295	

Note : Preliminary Budget Computation 2020/21

	Last Year		Current Year				Projected Actual	Next Year Budget
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD		
4004 WAGES	18,500	22,278	18,500	0	18,500	4,407	8,850	2,000
4006 PROTECTIVE CLOTHING/UNIFORMS	0	134	0	0	0	93	93	0
4007 CONFERENCES/MEETINGS	0	0	0	0	0	1,050	1,050	750
4008 COURSES/TRAINING	500	100	500	0	500	0	0	750
4009 TRAVEL	250	167	250	0	250	0	250	250
4010 MISC STAFF COSTS	100	0	100	0	100	0	100	100
4011 RATES	45,800	29,580	43,950	0	43,950	46,788	46,788	47,800
4012 WATER RATES	500	311	500	0	500	208	500	500
4014 ELECTRICITY	25,000	7,503	25,000	0	25,000	4,605	10,000	10,000
4015 GAS	6,000	7,621	6,000	0	6,000	3,673	10,000	10,000
4016 CLEANING AND RUBBISH	20,000	22,319	25,000	0	25,000	11,548	25,000	27,000
4020 MISC EXPENSES	500	681	500	0	500	194	500	500
4021 Tel. Calls/Service & Broadband	1,100	1,104	1,100	0	1,100	631	1,200	1,200
4023 STATIONERY/PRINTING	1,200	746	500	0	500	370	370	500
4024 SUBSCRIPTIONS	0	318	350	0	350	358	356	375
4029 TOWN ADVERTISING	10,000	1,935	5,000	0	5,000	1,663	3,500	4,000
4031 OTHER ADVERTISING	6,109	6,109	0	3,042	3,042	3,262	3,262	0
4032 WEBSITE DESIGN/MTCE	0	0	0	0	0	15	15	0
4036 PROPERTY MAINTENANCE	5,028	5,028	0	38,741	38,741	38,755	38,755	0
4037 GROUNDS MAINTENANCE	340	340	0	830	830	830	830	0
4038 CONTRACT MAINTENANCE	2,500	4,334	7,500	0	7,500	2,137	7,500	7,500

Continued on Page 26

Note : Preliminary Budget Computation 2020/21

Note: (-) Net Expenditure means Income is greater than Expenditure

	Last Year		Agreed Budget	Net Virement	Current Year			Projected Actual	Next Year Budget
	Budget	Actual			Revised Budget	Actual YTD	Actual		
4042 EQUIPMENT MAINTNCE	500	0	500	0	500	0	500	500	
4044 PERFORMING RIGHTS	450	449	450	0	450	477	477	500	
4046 EQUIPMENT PURCHASE	1,000	1,529	1,000	0	1,000	266	1,000	1,000	
4058 Professional Fees - Properties	0	675	0	0	0	1,184	1,184	0	
4094 MARKET REEVE BUDGET	1,500	1,668	1,500	0	1,500	112	1,500	1,500	
4899 DEFID GRANTS OFFSET DEPN	0	-400	0	0	0	0	0	0	
4900 DEPRECIATION CHARGE	0	4,185	0	0	0	0	0	0	
4902 IRRECOVERABLE VAT	15,000	16,403	16,500	0	16,500	7,977	0	0	
4997 FUNDED FROM ROLLING CAP FUND	0	0	-10,000	0	-10,000	-10,000	0	0	
OverHead Expenditure	292,550	247,410	242,450	42,613	285,063	180,959	284,296	221,020	
3020 Purchase Promotional Material	0	150	0	0	0	300	300	0	
Direct Expenditure	0	150	0	0	0	300	300	0	
1010 RENT RECEIVED	23,000	14,716	23,000	0	23,000	17,250	23,000	23,000	
1020 LETTING INCOME	28,500	23,477	34,000	0	34,000	9,987	20,000	20,000	
1040 MARKET TOLLS	381,000	339,885	390,000	0	390,000	201,366	390,000	390,000	
1041 ELECTRICITY RECOVERY	500	268	500	0	500	91	250	250	
1043 MARKET STORAGE	5,000	4,493	5,000	0	5,000	2,683	5,000	5,000	
1044 MARKET LOCK-UPS	33,360	26,175	33,500	0	33,500	22,240	33,500	33,500	
1045 MARKET CARRIER BAGS	500	983	500	0	500	581	600	500	

Note : Preliminary Budget Computation 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Projected Actual</u>	<u>Next Year Budget</u>
	<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
1050 CAR PARK FEES	3,000	881	1,000	0	1,000	385	800	
1071 STAFF COSTS RECOVERED	500	231	250	0	250	0	250	
1080 MISC INCOME	0	258	0	0	0	85	0	
Total Income	475,360	411,367	487,750	0	487,750	254,667	473,485	
502 Net Expenditure	-182,810	-163,807	-245,300	42,613	-202,687	-73,408	-252,280	
503 PANNIER MARKET SHOPS								
4011 RATES	7,220	4,800	0	0	0	0	0	
4012 WATER RATES	200	119	0	0	0	120	200	
4014 ELECTRICITY	1,000	455	300	0	300	356	1,000	
4036 PROPERTY MAINTENANCE	869	869	0	2,150	2,150	2,150	0	
4053 LOAN INTEREST	4,160	4,259	3,934	0	3,934	316	3,844	
4054 LOAN CAPITAL REPAYD	10,000	10,000	10,000	0	10,000	5,000	10,000	
4058 Professional Fees - Properties	0	3,454	0	0	0	2,886	0	
OverHead Expenditure	23,449	23,955	14,234	2,150	16,384	10,827	14,629	
1010 RENT RECEIVED	150,000	155,529	160,000	0	160,000	120,147	160,000	
1011 INSURANCE RECHARGED	600	850	850	0	850	850	850	
1041 ELECTRICITY RECOVERY	0	165	0	0	0	0	0	
1068 Legal Fees Recovered	0	112	0	0	0	0	0	
Total Income	150,600	156,656	160,850	0	160,850	120,997	160,850	
503 Net Expenditure	-127,151	-132,701	-146,616	2,150	-144,466	-110,170	-146,221	

Continued on Page 28

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Computation 2020/21

	Last Year		Agreed Budget	Net Virement	Current Year			Projected Actual	Next Year Budget
	Budget	Actual			Revised Budget	Actual YTD	Next Year Budget		
504 CATTLE MARKET									
1010 RENT RECEIVED	20,000	20,000	20,000	0	20,000	15,000	20,000	20,000	
1040 MARKET TOLLS	0	575	500	0	500	446	600	600	
Total Income	20,000	20,575	20,500	0	20,500	15,446	20,600	20,600	
504 CORN MARKET									
1010 RENT RECEIVED	12,500	12,500	12,500	0	12,500	9,375	12,500	12,500	
Total Income	12,500	12,500	12,500	0	12,500	9,375	12,500	12,500	
505									
505 Net Expenditure	-12,500	-12,500	-12,500	0	-12,500	-9,375	-12,500	-12,500	
506 MARKET ROAD PROPERTIES									
4014 ELECTRICITY	300	0	300	0	300	40	100	100	
4015 GAS	0	156	320	0	320	0	320	320	
4036 PROPERTY MAINTENANCE	914	914	0	304	304	390	390	0	
4037 GROUNDS MAINTENANCE	3,585	3,585	0	0	0	0	0	0	
4058 Professional Fees - Properties	0	0	0	0	0	1,050	1,050	0	
4902 IRRECOVERABLE VAT	900	1,012	1,100	0	1,100	846	0	0	
OverHead Expenditure	5,699	5,667	1,720	304	2,024	2,326	1,860	420	

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Computation 2020/21

	Last Year		Current Year			Projected Actual	Next Year Budget	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget			Actual YTD
1010 RENT RECEIVED	13,500	12,925	13,500	0	13,500	4,400	6,600	13,500
Total Income	13,500	12,925	13,500	0	13,500	4,400	6,600	13,500
506 Net Expenditure	-7,801	-7,258	-11,780	304	-11,476	-2,074	-4,740	-13,080
507 BUTCHERS HALL								
4001 SALARIES	32,488	38,290	56,100	0	56,100	24,250	48,500	34,088
4006 PROTECTIVE CLOTHING/UNIFORMS	0	0	0	0	0	39	39	0
4011 RATES	4,100	7,016	5,950	0	5,950	5,892	5,892	6,050
4012 WATER RATES	400	141	400	0	400	62	150	250
4014 ELECTRICITY	6,000	3,583	6,000	0	6,000	844	5,500	5,500
4016 CLEANING AND RUBBISH	0	574	3,000	0	3,000	128	1,000	1,000
4020 MISC EXPENSES	0	180	500	0	500	57	200	200
4021 Tel. Calls/Service & Broadband	0	450	450	0	450	263	450	450
4031 OTHER ADVERTISING	4,920	4,921	0	2,925	2,925	3,191	3,191	0
4036 PROPERTY MAINTENANCE	4,707	4,708	0	4,530	4,530	4,530	4,530	0
4037 GROUNDS MAINTENANCE	325	325	0	60	60	60	60	0
4038 CONTRACT MAINTENANCE	500	593	1,500	0	1,500	1,223	2,000	2,000
4044 PERFORMING RIGHTS	0	411	500	0	500	544	544	550
4046 EQUIPMENT PURCHASE	0	268	500	0	500	0	500	500
4056 LEGAL EXPENSES	0	190	0	0	0	70	70	0

Continued on Page 30

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

	Last Year		Current Year				Next Year	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4058 Professional Fees - Properties	0	243	0	0	0	0	0	0
4119 MDO MGRS BUDGET	0	0	1,500	0	1,500	0	0	0
OverHead Expenditure	53,440	61,891	76,400	7,515	83,915	41,153	72,626	50,588
3002 COST OF SALES-FOOD	0	65	0	0	0	0	0	0
Direct Expenditure	0	65	0	0	0	0	0	0
1020 LETTING INCOME	11,000	10,946	5,000	0	5,000	14,290	28,000	28,000
1022 FORFEITED DEPOSITS	0	60	0	0	0	0	0	0
1045 MARKET CARRIER BAGS	0	20	0	0	0	4	4	0
1080 MISC INCOME	0	148	0	0	0	0	0	0
1100 BAR SALES	0	39	0	0	0	20	20	0
Total Income	11,000	11,212	5,000	0	5,000	14,313	28,024	28,000
507 Net Expenditure	42,440	50,744	71,400	7,515	78,915	26,839	44,602	22,588
Properties Committee - Expenditure	1,026,653	968,512	1,109,793	-3,316	1,106,477	552,010	1,041,359	1,166,044
Income	1,051,221	1,011,854	1,059,914	0	1,059,914	668,569	1,040,145	1,022,871
Net Expenditure	-24,568	-43,342	49,879	-3,316	46,563	-116,560	1,214	143,173

Note : Preliminary Budget Computation 2020/21

	<u>Last Year</u>		Agreed Budget	Net Virement	<u>Current Year</u>		Projected Actual	<u>Next Year</u> Next Year Budget
	Budget	Actual			Revised Budget	Actual YTD		
<u>Townscape Heritage Initiative</u>								
<u>901 THI Project Management</u>								
4055	Professional Fees (other)	0	0	0	0	0	0	0
4986	From THI Comm.Fund Prior Year	0	0	0	0	51,947	0	0
4989	Funding from THI Common Fund	-71,400	-51,947	0	0	-51,482	0	0
5001	THI Project Manager	141,250	121,741	0	0	128,452	0	0
5002	THI Project Support Fees	43,750	8,308	0	0	8,308	0	0
5003	THI Professional Fees	25,000	15,091	0	0	18,743	0	0
5004	THI Other Project Costs	0	3,461	0	0	3,461	0	0
5299	THI Expenditure Prior Years	-102,475	-102,475	0	0	-148,600	0	0
	OverHead Expenditure	36,125	-5,822	0	0	10,829	0	0
1501	THI Grant Funding - HLF	138,600	96,653	0	0	100,213	0	0
1598	THI Reserve Funding Prior Year	0	0	0	0	-96,653	0	0
1599	THI Funding Prior Years	-102,475	-102,475	0	0	0	0	0
	Total Income	36,125	-5,822	0	0	3,560	0	0
	901 Net Expenditure	0	0	0	0	7,269	0	0
<u>902 THI Complementary Measures</u>								
4986	From THI Comm.Fund Prior Year	0	0	0	0	5,774	0	0

Continued on Page 32

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Computation 2020/21

	Last Year		Agreed Budget	Current Year			Projected Actual	Next Year Budget
	Budget	Actual		Net Virement	Revised Budget	Actual YTD		
4989	Funding from THI Common Fund	-16,422	-5,774	0	0	0	0	0
5101	THI CM - Heritage Open Days	1,000	256	0	0	703	0	0
5103	THI CM - THI Information	3,000	629	0	0	1,285	0	0
5104	THI CM - THI Leaflets	0	600	0	0	4,000	0	0
5106	THI CM - Heritage Skills Trng	15,000	9,153	0	0	9,553	0	0
5107	THI CM - Craft Expc oe Open Day	4,000	0	0	0	0	0	0
5110	THI CM - Energy Efficiency Sem	3,200	0	0	0	0	0	0
5111	THI CM - Story of Tavistock	22,100	1,500	0	0	5,350	0	0
5299	THI Expenditure Prior Years	-1,909	-1,908	0	0	-12,138	0	0
	OverHead Expenditure	29,969	4,456	0	0	8,752	0	0
1501	THI Grant Funding - HLF	31,878	6,217	0	0	6,548	0	0
1511	THI Grant Funding - TTC	0	147	0	0	147	0	0
1599	THI Funding Prior Years	-1,909	-1,909	0	0	-6,364	0	0
	Total Income	29,969	4,456	0	0	331	0	0
	902 Net Expenditure	0	0	0	0	8,421	0	0
903	THI Projects							
4985	Tr to THI Comm.Fund Pr Year	0	0	0	0	-513,595	0	0
4986	From THI Comm.Fund Prior Year	0	0	0	0	245,296	0	0
4988	Tr to THI Common Fund	520,000	513,595	0	0	513,595	0	0

Note : Preliminary Budget Computation 2020/21

	Last Year		Current Year			Projected Actual	Next Year Budget
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		
4989	Funding from THI Common Fund	-442,310	-244,725	0	0	0	0
5201	THI Proj - Butchers Hall	312,840	314,439	0	0	0	0
5202	THI Proj - Pannier Market	603,267	571,891	0	0	0	0
5211	THI Public Realm - Pannier Mkt	190,000	22,401	0	0	0	0
5212	THI Public Realm - G'h Square	225,000	0	0	0	0	0
5222	THI Private - 3 Market Street	50,808	4,252	0	0	0	0
5223	THI Private - 1 Church Lane	204,262	218,320	0	0	0	0
5224	THI Private - 81 West Street	93,016	0	0	0	0	0
5225	THI Private - 9 West Street	53,129	35,296	0	0	0	0
5226	THI Private - 10 West Street	69,791	56,431	0	0	0	0
5229	THI Private - Kingdon House	126,692	41,022	0	0	0	0
5299	THI Expenditure Prior Years	-821,659	-821,659	0	0	0	0
	OverHead Expenditure	1,184,836	711,265	0	0	0	0
1501	THI Grant Funding - HLF	814,433	502,190	0	0	0	0
1511	THI Grant Funding - TTC	300,000	300,000	0	0	0	0
1512	THI Grant Funding - WDBC	50,000	50,000	0	0	0	0
1513	THI Grant Funding - DCC	5,000	5,000	0	0	0	0
1514	THI Grant Funding - GD LEAF	80,000	78,695	0	0	0	0
1515	THI Grant Funding - S106 WDBC	85,000	85,000	0	0	0	0
1521	THI - Owners Funding - TTC	447,137	408,560	0	0	0	0

Continued on Page 34

Note : Preliminary Budget Computation 2020/21

	Last Year		Agreed Budget	Current Year			Projected Actual	Next Year Budget
	Budget	Actual		Net Virement	Revised Budget	Actual YTD		
1522 THI - Owners Funding - Private	224,925	102,908	0	0	125,887	0	0	
1599 THI Funding Prior Years	-821,659	-821,659	0	0	-1,536,865	0	0	
Total Income	1,184,836	710,693	0	0	126,679	0	0	
903 Net Expenditure	0	571	0	0	103,657	0	0	
Townscape Heritage Initiative - Expenditure	1,250,930	709,898	0	0	249,918	0	0	
Income	1,250,930	709,327	0	0	130,570	0	0	
Net Expenditure	0	571	0	0	119,348	0	0	
Total Budget Expenditure	3,143,144	2,551,325	3,060,685	0	1,257,336	2,980,434	1,836,428	
Income	3,008,444	2,465,026	3,092,046	0	1,545,268	3,052,596	1,836,428	
Net Expenditure	134,700	86,299	-31,361	0	-287,932	-72,162	0	

Tavistock Town Council

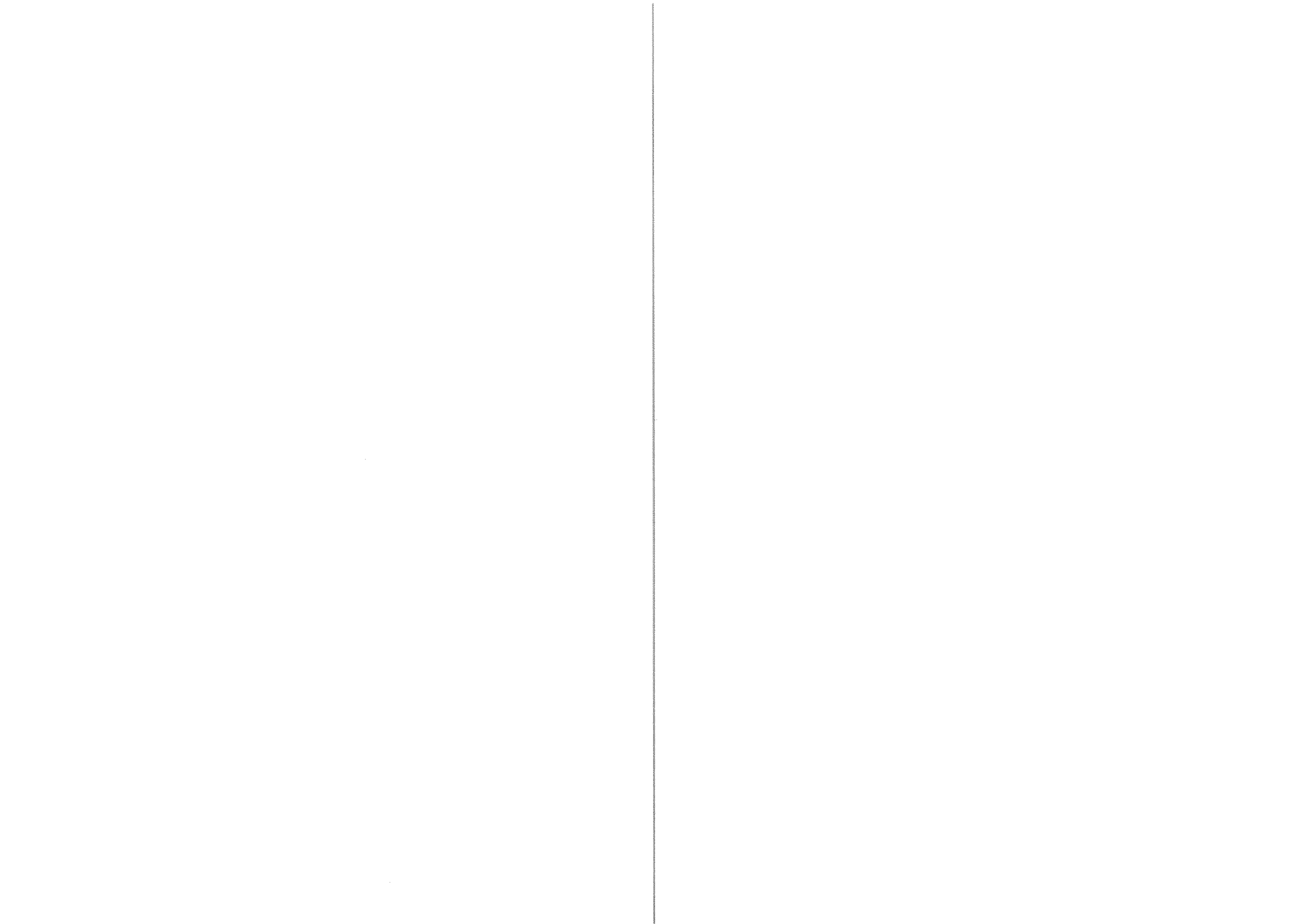
(Prepared 10-11-2019)

Budget Summary

Year Ended 31st March 2021

	2019/2020		2020/2021 Proposed	Budget Incr/Decr
	Projected	Budget (revised)		
REVENUE EXPENDITURE				
Finance & General Purposes	520823	531510	530837	-673
Properties Leisure/Recreation	53832	62561	52889	-9672
Car Parks & Toilets	27895	28800	86622	57822
Buildings (excl Loan Charges)	573246	622081	714512	92431
Markets & Shops (excl Loan Charges)	370593	377152	275828	-101324
	<u>1546389</u>	<u>1622104</u>	<u>1660688</u>	<u>38584</u>
INCOME				
Finance & General Purposes	78071	97767	88300	-9467
Properties Leisure/Recreation	65463	54614	53871	-743
Car Parks & Toilets	35150	24550	27150	2600
Buildings (excl Loan Charges)	35973	74350	26600	-47750
Markets & Shops (excl Loan Charges)	903559	906400	915250	8850
	<u>1118216</u>	<u>1157681</u>	<u>1111171</u>	<u>-46510</u>
NET REVENUE EXPENDITURE	<u>428173</u>	<u>464423</u>	<u>549517</u>	<u>85094</u>
CAPITAL EXPENDITURE (NET)				
Capital Projects (Gross)	2876	3700	3000	-700
Less: Loan Proceeds & Grants	0	0	0	0
Less: Funded from Projects Reserve	0	0	0	0
	<u>2876</u>	<u>3700</u>	<u>3000</u>	<u>-700</u>
Rolling Capital Fund	60000	60000	60000	0
Land Acquisition	0	0	0	0
Localism	0	0	0	0
Equipment Replacement	5648	9248	5147	-4101
THI Properties Sinking Fund	27500	27500	27500	0
Guildhall Sinking Fund	12750	12750	12750	0
Loan charges	0	0	0	0
Interest	15618	15730	25855	10125
Capital	31853	31853	41488	9635
	<u>156245</u>	<u>160781</u>	<u>175740</u>	<u>14259</u>
TOTAL NET EXPENDITURE	<u>584418</u>	<u>625204</u>	<u>725257</u>	<u>99353</u>
Financed as follows				
General Reserve at 1st April	447993	350169	520155	
General Reserve at 31st March	520155	381530	520155 **	
Used to Fund Expenditure/Build Reserves	-72162	-31361	0	
Precept Support Grant	26670	26670	0	-26670 -100.00%
Precept Required	629910	629895	725257	95362 15.14%
TOTAL TAXATION FUNDING REQUIRED	<u>656580</u>	<u>656565</u>	<u>725257</u>	<u>68692</u> 10.46%
	<u>584418</u>	<u>625204</u>	<u>725257</u>	<u>68692</u>
ADJUSTED BASIS				
Band D Equivalents		4359.84	4359.84	N Y A
Precept per Band D Equivalent (£/annum)		£ 144.48	£166.35	£21.87 15.14%
Precept per Band D Equivalent (p/week)		277.08	319.03	

**Note: Recommended minimum reserve equal to 12 months net expenditure 443791 480153 575372



Tavistock Town Council**(Prepared 10-11-2019)****Budget Summary - Detail
Gross Revenue Expenditure****Year Ended 31st March 2019**

	2019/2020		2020/2021 Proposed	<i>Budget Incr/Decr</i>
	Projected	<i>Budget (revised)</i>		
Finance & General Purposes				
Administration	172950	176615	165421	-11194
Democratic	81422	88282	80704	-7578
Town Hall Bar	13888	25880	17880	-8000
Cemetery	41835	23903	22249	-1654
Corporate Management	163278	166380	173133	6753
S137 & Other Grants	47450	50450	71450	21000
THI (TTC Loan Costs)	0	0	0	0
	<u>520823</u>	<u>531510</u>	<u>530837</u>	<u>-673</u>
Properties				
<u>Leisure/Recreation</u>				
Allotments	113	0	0	0
The Meadows	4892	7292	3100	-4192
Play Equipment	10790	11047	10800	-247
Goose Fair	31990	38700	35069	-3631
Garden Festival	734	850	750	-100
Open Spaces/Monuments	5313	4672	3170	-1502
	<u>53832</u>	<u>62561</u>	<u>52889</u>	<u>-9672</u>
<u>Car Parks & Toilets</u>				
Car Parks	7395	8300	7520	-780
Public Lighting	15500	14500	15500	1000
Public Toilets	5000	6000	63602	57602
	<u>27895</u>	<u>28800</u>	<u>86622</u>	<u>57822</u>
<u>Buildings (excl Loan Charges)</u>				
Guildhall	19646	25958	41250	15292
Town Hall	102493	150615	168512	17897
Workshop Depot	400328	379143	373000	-6143
General Property Services	50732	65878	131750	65872
Court Gate Properties	47	487	0	-487
	<u>573246</u>	<u>622081</u>	<u>714512</u>	<u>92431</u>
<u>Markets & Shops (excl Loan Charges)</u>				
Duke Street Shops	5275	3700	2600	-1100
Pannier Market	284596	285063	221020	-64043
Pannier Market Shops	6236	2450	1200	-1250
Cattle Market	0	0	0	0
Corn Market	0	0	0	0
Market Road Properties	1860	2024	420	-1604
Butchers Hall	72626	83915	50588	-33327
	<u>370593</u>	<u>377152</u>	<u>275828</u>	<u>-101324</u>
Total Revenue Expenditure	<u>1546389</u>	<u>1622104</u>	<u>1660688</u>	<u>38584</u>

Prepared by:
DCK Accounting Solutions LtdPrepared for:
Tavistock Town Council14:57
15/11/2019

Tavistock Town Council

(Prepared 10-11-2019)

Budget Summary - Detail

Year Ended 31st March 2019

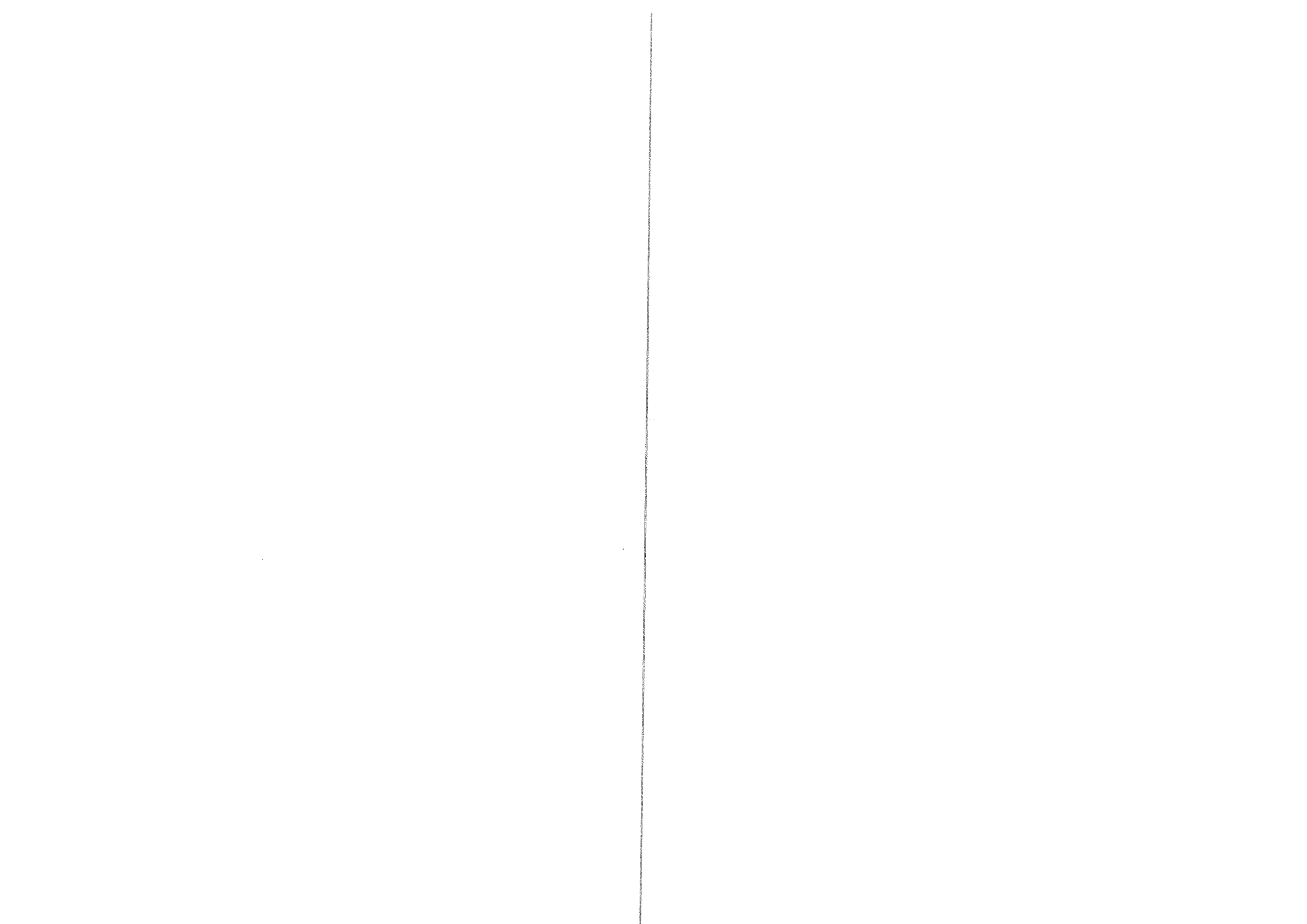
Gross Income

	2019/2020		2020/2021 Proposed	Budget Incr/Decr
	Projected	Budget (revised)		
Finance & General Purposes				
Administration	9141	12050	4200	-7850
Democratic	2500	2500	2500	0
Town Hall Bar	32080	43617	42000	-1617
Cemetery	30950	36600	36600	0
Corporate Management	3400	3000	3000	0
S137 & Other Grants	0	0	0	0
THI (TTC Costs)	0	0	0	0
	<u>78071</u>	<u>97767</u>	<u>88300</u>	<u>-9467</u>
Properties				
Leisure/Recreation				
Allotments	10	10	10	0
The Meadows	4781	2251	2251	0
Play Equipment	0	0	0	0
Goose Fair	46581	48750	48000	-750
Garden Festival	3000	3000	3000	0
Community Festival of Food	7984	0	0	0
Open Spaces/Monuments	3107	603	610	7
	<u>65463</u>	<u>54614</u>	<u>53871</u>	<u>-743</u>
Car Parks & Toilets				
Car Parks	35150	24550	27150	2600
Public Lighting	0	0	0	0
Public Toilets	0	0	0	0
	<u>35150</u>	<u>24550</u>	<u>27150</u>	<u>2600</u>
Buildings				
Guildhall	0	0	0	0
Town Hall	6763	47150	7200	-39950
Workshop Depot	12810	10800	3000	-7800
General Property Services	0	0	0	0
Court Gate Properties	16400	16400	16400	0
	<u>35973</u>	<u>74350</u>	<u>26600</u>	<u>-47750</u>
Markets & Shops				
Duke Street Shops	206500	206300	206500	200
Pannier Market	473485	487750	473300	-14450
Pannier Market Shops	155850	160850	160850	0
Cattle Market	20600	20500	20600	100
Corn Market	12500	12500	12500	0
Market Road Properties	6600	13500	13500	0
Butchers Hall	28024	5000	28000	23000
	<u>903559</u>	<u>906400</u>	<u>915250</u>	<u>8850</u>
Total Income	<u>1118216</u>	<u>1157681</u>	<u>1111171</u>	<u>-46510</u>

Note : Preliminary Budget Computation 2019/20

	Last Year		Current Year			Projected Actual	Next Year Budget
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget Actual YTD		
402 GUILDHALL							
4011 RATES	7,400	7,320	7,550	0	7,550	7,488	7,650
4012 WATER RATES	5,000	171	2,500	0	2,500	500	2,500
4014 ELECTRICITY	3,500	1,740	3,500	0	3,500	2,000	4,000
4015 GAS	10,000	2,689	7,000	0	7,000	7,000	10,000
4016 CLEANING AND RUBBISH	1,000	22	1,000	0	1,000	100	7,500
4020 MISC EXPENSES	150	281	150	0	150	220	300
4021 Tel. Calls/Service & Broadband	1,000	1,007	500	0	500	751	1,800
4036 PROPERTY MAINTENANCE	204	204	0	758	758	758	0
4038 CONTRACT MAINTENANCE	5,000	588	1,000	0	1,000	0	7,500
4053 LOAN INTEREST	0	0	0	0	0	0	11,201
4054 LOAN CAPITAL REPAYD	0	0	0	0	0	0	11,204
4055 Professional Fees (other)	2,000	0	2,000	0	2,000	0	0
4900 DEPRECIATION CHARGE	0	4,406	0	0	0	0	0
	OverHead Expenditure	35,254	25,200	758	25,958	12,144	63,655
1073 GRANT FUNDING HLF	0	4,870	0	0	0	0	0
	Total Income	0	0	0	0	0	0
	Net Expenditure	35,254	25,200	758	25,958	12,144	63,655
402	Total Budget Expenditure	35,254	25,200	758	25,958	12,144	63,655
	Income	0	0	0	0	0	0
	Net Expenditure	35,254	25,200	758	25,958	12,144	63,655

(A)



Dep'n Rate	Cost or Valuation					Depreciation					Book Value			
	01/04/2019	Additions	Impairment	Revaluation	Disposals	30/03/2020	01/04/2019	Provided	Impairment	Revaluation		On Disp	30/03/2020	01/04/2019
0.00	890,524.00	0.00	0.00	0.00	0	890,524.00	762,570.00	16,858.00	0.00	0.00	0	779,428.00	127,954.00	111,096.00
							69,427.00	5,648.00				75,075.00	19,903.00	14,255.00

Cost Centre	Capital Charges			Rate
	Total	Dep'n	Not Int	
	0	0	0	



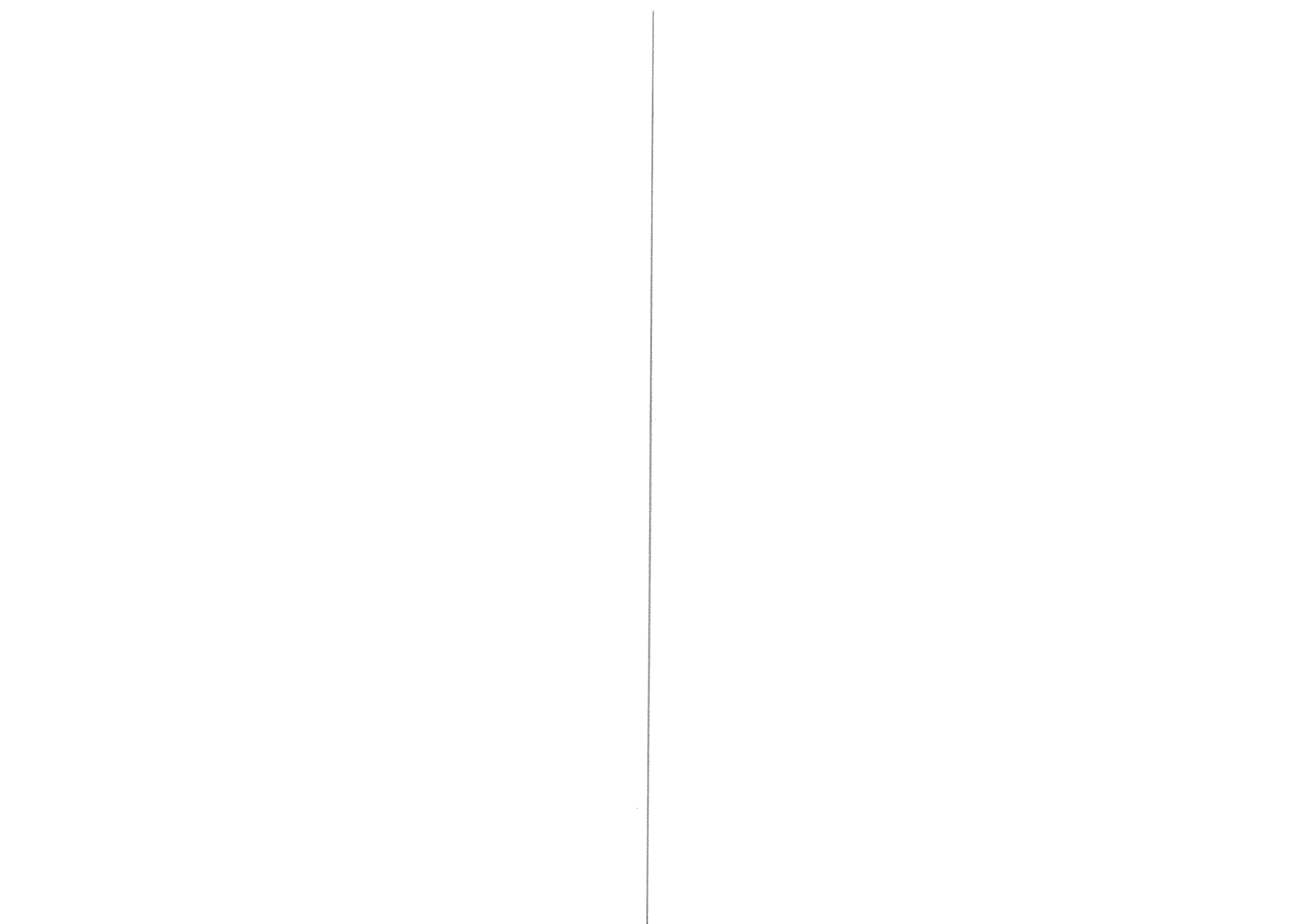


Tavistock Pannier Market

Tavistock Town Council - Working for the local community

Tavistock Pannier Market Fees & Charges 2020/2021

Hire Charge	Current Fee	New Fee	comments
Table Rent	£9 per table per day.	Under Review	To be reviewed by Market Reeve & General Manager for endorsement by Council.
Lock Up Unit	£360 per calendar Month.	To be Reviewed	Ensure costs are in keeping with Market Toll increase.
Parking Space daily hire charge	£200 per calendar Month.	No Change Day Rate £20 per day.	Day rate changed to be in line with Bedford Square charges.
Bedford Square Hire.	£400 per day	No Change	Variations on fixed amount like half rental space or Sunday trading.
Half Square Hire.	£200	No Change	
Bedford Square Marquee Hire	£20	No Change	Reviewed and increased from £18 to £20 in April 2019.
Market Hall Hire	£300 per day	No Change	Increased in April 2019 from £250 to £300
Market Storage	£5 - £30	No Change	Storage units currently at capacity.
Bio-Degradable Carrier Bags.	£3 Per 100	No Change	No Change dependent on cost price for next order.
Hessian Bags.	£3.50 each	No Change	
Rear of Market Parking.	£3.50 per day	No change	No parking around perimeter, two spaces outside howell's available





Tavistock Town Hall

Tavistock Town Council - Working for the local community



Town Hall Charges

1st April 2020- 31st March 2021

For more information please contact the Town Hall & Events Manager on 01822 617232
or email: townhall@tavistock.gov.uk

MAIN HALL

(Prices include: exclusive hire of the Main Hall, tables, chairs, glasses, bar and bar staff, room set up and pack down)

64ft x 42ft - Maximum Capacity: 190 Dining, 400 Standing, 200 Theatre Style

Event Type	Additional information	Price (£)
Wedding Ceremony and Reception <small>(Bookings for Civil Ceremonies must be made direct with Devon County Council Registration Service)</small>	Access time: 10am - Midnight (Bar closes at 11pm)	£540
Dinner Dances/Gala Dinners	Access Time: 12pm - Midnight (Bar closes at 11pm)	£360
Evening Parties	Access Time: 6pm - Midnight (Bar closes at 11pm)	£270
Exhibitions/Sales/Conferences/ Performances	Mon to Sat-Half Day (6 hours) £132 Full Day (10 hours) £240 Three Consecutive Day £576 Five Consecutive Day £960	
Civil Ceremonies & Civil Partnerships Only <small>(Bookings for Civil Ceremonies must be made direct with Devon County Council Registration Service)</small>	Up to 3 hours	£250.00

RUNDLE ROOM

(Prices include: exclusive hire of the Rundle Room, tables, chairs, room set up and pack down)

37ft x 16ft - Maximum Capacity: 60 Standing, 40-45 Theatre Style

Event Type	Additional information	Price (£)
Civil Ceremonies & Civil Partnerships <small>(Bookings for Civil Ceremonies must be made direct with Devon County Council Registration Service)</small>	Up to 3 hours	£90
Exhibitions/Sales/Conferences/ Performances	Mon to Sat—Half Day (6 hours) £60 Full Day (10 hours) £90	
Evening Parties	Access Time: 6pm - Midnight (Bar closes at 11pm)	£120

TOWN HALL KITCHEN

(An excellent facility for any caterer of your choice)

Event Type	Additional information	Price (£)
Wedding Receptions, Dinner Dances & Gala Dinners	Full exclusive use of the kitchen, cutlery, crockery & Swansoft Banquet Roll (a linen alternative)	£3.50 per day guest
Conference, Sales Fayres, performances etc.	Basic use of kitchen for light refreshments	£48
Day & Evening Functions (with catering)	Full exclusive use of the kitchen, cutlery & crockery (excluding Banquet Roll)	£90 (up to 100 guests)



Tavistock Town Hall

Tavistock Town Council - Working for the local community



OPTIONAL EXTRA HIRE CHARGES

All room hire charges include Wi-fi, tables, chairs, heating, lighting & basic set up of rooms as requested on the booking forms and full clean up as agreed with prior arrangement with the hirer (kitchen facilities and cleanliness is down to the caterer/hirer & must be left as found)

Event Type	Additional information	Price (£)
Access to Tea & Coffee Making Facilities (Cups, Saucers, Mugs, Dishwashers, Spoons & Hot Water Flasks)	For the provision of your own beverages - hirers must ensure facilities are left clean	£12
Tea, Coffee & Biscuits	Town Hall staff to prepare, provide and serve from station	£1.20 per delegate
Tea & Coffee	Town Hall staff to prepare, provide and serve from station	£1.00 per delegate
Event/Bar Licence Extension	From midnight - 1am (Bar closes at 12am)	£120.00
Stage Extension/Cat Walk	Comes in 4x4 blocks Full or half height of original stage	£90 per set up & break down
PA System	Microphones, AMP, Loop, CD/MP3 player	£18
Basic lighting Rig and Spots		£18
DMX Moving Heads Light System x4		£30
Technical Support/Lighting Operator		£18 per hour
Portable Bar	Including additional Staff	£90
Event Promotion: Banners (12' x 2.6')	Weekly	£36
Event Promotion: Posters (5ft x 3ft)	Weekly	£24
Swansoft Banquet Roll (a linen alternative)	Round Tables - 5ft diameter Rectangular tables - 6ft x 2.6ft	£6 per table £3 per table

DEPOSITS, CANCELLATIONS and DISCOUNTS

Deposits	A 50% deposit is required at the time of booking (unless otherwise agreed by management such as in cases of multiple bookings. However, the 'next' booking will always be subject to payment in accordance with council policy) with the balance due 28 days prior to the event.
Cancellation Charges	Cancellation charges will be applied as detailed in the Town Hall Terms and Conditions
Charity Discounts	25% discount for registered charity groups (subject to the agreement of Management)
Community Class Rate	For a community class (as agreed by management) with no more than 35 attendees, a £20 per hour rate will be applied based on a maximum 3 hour hire.
Other Charges	For any hour or part hour before/after the sessions, an additional charge of £36 per hour will be charged. Corkage charges to be applied to all events where hirers bring in their own alcohol, subject to the agreement of Management. Authority is delegated to the Town Hall & Events Manager to agree rates for multiple venue bookings, TTC corkage and drinks packages etc.
Penalty Cleaning Charges	Hirers must leave the Town Hall in a reasonable condition, any additional cleaning after an event will be charged at £42 per hour. Should damage/loss occur during the hire of the Town Hall, the hirer shall pay the venue the amount requested to make good or remedy any such loss or damage.



Correspondence Address
Town Council Offices, Drake Road,
Tavistock, Devon, PL19 0AU
Venue Postcode: PL19 0AL

Tel: 01822 813941 | 01822 616134
Mob: 07714 222346
becky.hadfield@tavistock.gov.uk
www.tavistock.gov.uk

BUTCHERS HALL CHARGES

1st April 2020 – 31st March 2021

<u>Event Type</u>	<u>Price</u>
Prices include: Use of the tables, chairs, venue Wi-Fi, PA system, allocated heating, free unloading & loading parking arrangements, and use of the recycling area. Additional staffing charges may apply for Sundays and Bank Holidays.	
One Day Hire (7.30am - 17.00, then hourly rate applies)	£360
Three Day Consecutive Hire (7.30am - 17.00, then hourly rate applies)	£864
Five Day Hire (7.30am - 17.00, then hourly rate applies) – rate is based on five day consecutive & or non consecutive hire within a 12 month period	£1,440
Pop Up Day Hire (entrance area only, up to & including the kitchenette, 7.30am - 17.00, then hourly rate applies)	£90
Pop Up Three Day Consecutive Hire (entrance area only, up to & including the kitchenette, 7.30am - 17.00, then hourly rate applies)	£216
Pop Up Five Consecutive Hire (entrance area only, up to & including the kitchenette, 7.30am - 17.00, then hourly rate applies)	£360
Additional Hourly rate for day hire	£36 (per hour)
Two to Five Hour Hire	£36 (per hour)
Half Venue One Day Hire (7.30am - 17.00, then hourly rate applies)	£216
Wedding Receptions & Evening Functions *in light of the premises licence having not yet been extended and the challenges surrounding the hire of Butchers' Hall for evening functions it is proposed that authority be delegated to the Town Hall and Events Manager to agree charges (for those services not already listed above) on a case by case basis.	AVAILABLE UNDER BESPOKE PACKAGE TAILORED TO YOUR REQUIREMENTS
Broadly consistent with the Town Hall pricing structure.	



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<u>In House Themed Markets & Events</u>	<u>Price</u>
<i>Prices include Wi-Fi, allocated heating, free unloading & loading parking arrangements and use of the recycling area. All hire charges are daily. Full payment is required at the time of booking.</i>	
Table Hire (6ft x 2.5ft)	£15
Pitch (2m x 3m)	£30
Pitch (3mx3m)	£36
Butcher's Hall Outside Perimeter Trading (2mx3m) * this brings our outside trading rate down (previously £30) to fall in line with the Pannier Market rates*	£20
<u>Optional Extra Hire Charges</u>	
Access to Tea & Coffee Making Facilities (<i>cups, saucers, mugs, spoons, dishwasher & hot water Flasks</i>)	£12
Tea, Coffee & Biscuits (<i>TTC staff to provide, prepare & serve from station</i>)	£1.20 per person
Tea & Coffee (<i>TTC staff to provide, prepare & serve from station</i>)	£1.00 per person
Event Promotion Banner Space (12' x 2.6')	£36 per week
Event Promotion Poster Space (5ft x 3ft)	£24 per week
Staging / Cat Walk (4X4 Blocks)	Available under negotiation
Technical Support	
Portable Bar	



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Deposits, Cancellations and Discounts	
Event Deposits	A 50% deposit is required at the time of booking (unless otherwise agreed by management such as in cases of multiple bookings. However, the 'next' booking will always be subject to payment in accordance with council policy) with the balance due 28 days prior to the event.
Cancellation Charges	Cancellation charges will be applied as detailed in the Butchers' Hall Terms and Conditions
Other Charges	For any hour or part hour before/after the sessions, an additional charge of £36 per hour will be charged. Corkage charges to be applied to all events where hirers bring in their own alcohol (subject to the agreement of Management). Authority is delegated to the Town Hall & Events Manager to agree rates for multiple venue bookings, TTC corkage and drinks packages etc.
Charity Discount	25% discount for registered charity groups is available (subject to the agreement of Management).
Community Class Rate	For a community class with no more than 35 attendees, as agreed by management a £20 per hour rate will be applied based on a maximum 3 hour hire.
Penalty Cleaning Charges	Hirers must leave Butchers' Hall in a reasonable condition, any additional cleaning after an event will be charged at £42 per hour. Should damage/loss occur during the hire of the Butchers' Hall, the hirer shall pay the venue the amount requested to make good or remedy any such loss or damage.

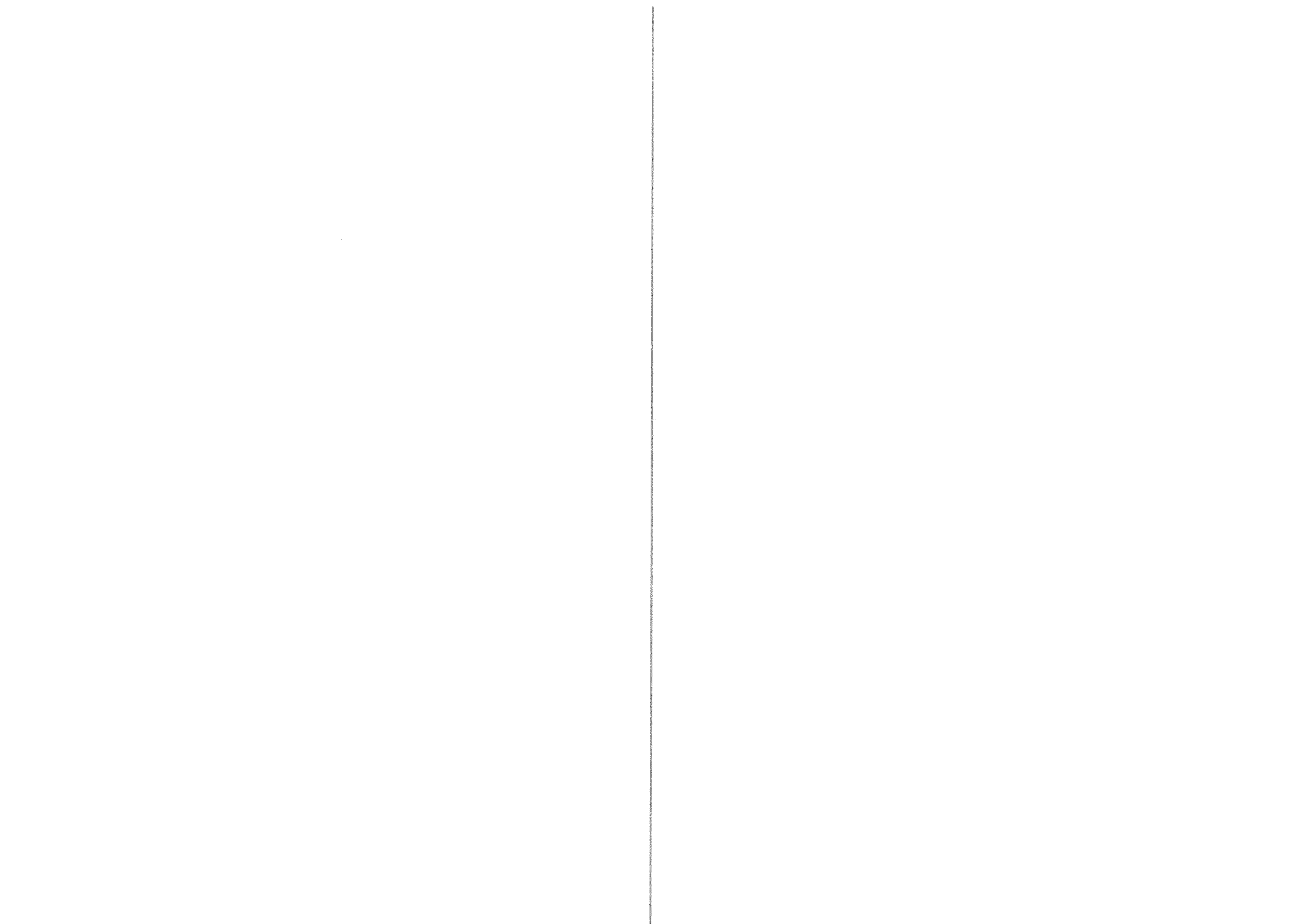
For more information please contact the Town Hall & Events Manager on 01822 616134 or email: butchershall@tavistock.gov.uk

Butchers' Hall can be hired between the hours of 07.30 to 22.30 Monday to Saturday, with opening hours to the public set between 09.00 to 21.30. Please note events held on a Sunday or Bank Holiday may be subject to a change in operating and opening times as well as additional staff costs.

Please note all charges include VAT



Gateway to Cornwall and West Devon mining World Heritage site



Works Department

Note - parishioner rates are set at 40% non parishioner rates (with the exception of commemorative benches)

Cemetery

	2019/2020	2020/2021	Notes
Interments			
Coffin - parishioner	£ 177.00	£ 185.85	
Coffin - non parishioner	£ 443.21	£ 465.37	
Cremated remains in burial plot - parishioner	£ 156.00	£ 163.80	
Cremated remains in burial plot - non parishioner	£ 389.00	£ 408.45	
Cremated remains in Garden of Rest - parishioner	£ 156.00	£ 163.80	
Cremated remains in Garden of Rest - non parishioner	£ 389.00	£ 408.45	
Burial plots			
Standard plot (up to two burials) - parishioner	£ 479.00	£ 502.95	
Standard plot (up to two burials) - non parishioner	£ 1,198.42	£ 1,258.34	
Child's plot - parishioner	£ 184.12	£ 193.32	
Child's plot - non parishioner	£ 460.85	£ 483.89	
Garden of Rest plot - parishioner	£ 219.40	£ 230.37	
Garden of Rest plot - non parishioner	£ 547.94	£ 575.34	
Grant of Right Commonwealth War Graves Commission or Ministry of Defence			
Walled Graves			
Standard Plot - parishioner	£ 479.00	£ 502.95	
Standard Plot -non parishioner	£ 1,198.42	£ 1,258.34	
Child's plot - parishioner	£ 324.14	£ 340.34	
Child's plot - non parishioner	£ 811.00	£ 851.55	
Monuments, Gravestones, Tablets and Monumental Inscriptions			
Ledger			
Parishioner	£ 156.00	£ 163.80	
Non parishioner	£ 389.00	£ 408.45	
Headstone or Scroll Book			
Parishioner	£ 156.00	£ 163.80	

		£ 389.00	£ 408.45	
		£ 156.00	£ 163.80	
		£ 389.00	£ 408.45	
		£ 48.51	£ 50.94	
		£ 122.00	£ 128.10	
		£ 95.92	£ 100.71	
		£ 240.35	£ 252.36	
		£ 99.00	£ 103.95	
		£ 246.96	£ 259.31	
		£ 56.00	£ 58.80	
		£ 138.92	£ 145.86	
		£ 70.00	£ 73.50	
		£ 25.00	£ 26.25	Remove
		£ 61.74	£ 64.83	Remove
		£ 29.77	£ 31.26	Remove
		£ 74.97	£ 78.72	Remove
		£ 550.00	£ 850.00	
			£ 75.00	
			£ 200.00	Excl. cost of replacement

Non parishioner

Kerbstones or
Border Stones

Parishioner
Non parishioner

Monuments

Parishioner
Non parishioner

Tablets

Parishioner
Non parishioner

Boulders

Parishioner
Non parishioner
Inscription - parishioner
Inscription - non parishioner

Miscellaneous

Use of Chapel - parishioner/non parishioner
Search fees

Transfer of body after faculty obtained (par/non parish)

Entry of Transfer Deed - parishioner

Entry of Transfer Deed - non parishioner

Issue of grant of Exclusive Right of Burial - parishioner

Issue of grant of Exclusive Right of Burial - non parish

Commemorative Seats - parishioner/non parishioner

Commemorative plaque on an existing bench

Memorial Tree

Book of Remembrance	2 line entry - parishioner	£ 39.00	£ 40.95
	2 line entry - non parishioner	£ 98.12	£ 103.03
	Additional lines - parishioner	£ 19.85	£ 20.84
	Additional lines - non parishioner	£ 49.00	£ 51.45
Floral Emblems	5 line memorial entry - parishioner	£ 156.00	£ 163.80
	5 line memorial entry - non parishioner	£ 389.00	£ 408.45
	8 line memorial entry - parishioner	£ 205.07	£ 215.32
	8 line memorial entry - non parishioner	£ 512.00	£ 537.60
Badge/ Crest or Shield	5 line memorial entry - parishioner	£ 156.00	£ 163.80
	5 line memorial entry - non parishioner	£ 389.00	£ 408.45
	8 line memorial entry - parishioner	£ 205.07	£ 215.32
	8 line memorial entry - non parishioner	£ 512.00	£ 537.60
Illuminated Capital	5 line memorial entry - parishioner	£ 168.68	£ 177.12
	5 line memorial entry - non parishioner	£ 422.26	£ 443.37
	8 line memorial entry - parishioner	£ 222.00	£ 233.10
	8 line memorial entry - non parishioner	£ 555.00	£ 582.75
Full Coat of Arms	8 line memorial entry - parishioner	£ 241.00	£ 253.05
	8 line memorial entry - non parishioner	£ 601.97	£ 632.06
Hire charges NEG = negotiable	The Meadows - commercial rate per day		£ 175.00
	Staffing of events (i.e. Dickensian Evening) - min. charge is £15/hr		£ 15.00 per hour
	Play Park		£ 25.00 per hour
	Inspections (for other Parish Councils) - min. charge £15/hr		
	5.5. tonne MEWP inc operator HALF DAY		£ 100.00



Tavistock Town Council – *working for the local community*

TAVISTOCK TOWN COUNCIL

TOWN HALL Terms and Conditions 2020-2021

1. All bookings made by persons in respect of rooms at Tavistock Town Hall are accepted by Tavistock Town Council upon the following Terms and Conditions, which shall form the contract between the Council and the Hirer.

Definitions

2. In these terms and conditions:
 - i) "TTC" means Tavistock Town Council.
 - ii) "Room" refers to the main hall and rundle rooms within Tavistock Town Hall.
 - iii) "Events office" means the office located within Tavistock Town Hall.
 - iv) "Management" means the management team of TTC (Town Hall & Events Manager, Market Reeve DPS, General Manager)
 - v) "Client" means the person in contact with the management team.
 - vi) "Hirer" means any person, persons or representatives of the organisation named in a room booking invoiced by TTC.

Use of rooms

3. Use of any rooms is by permission of TTC who reserve the right to refuse any booking or admission at their discretion.

Room bookings

4. The charges shall be in accordance with the tariff of charges fixed by the TTC from time to time and / or management discretion.
5. A room booking can be provisionally reserved with the events office. A provisional reservation will be held for 10 working days but will be released unless confirmation in writing (email/fax/post) is received by the events office.
6. Following confirmation of the reservation by the client, TTC will issue an initial deposit request payable within 30 days by the hirer. The percentage of deposit to be confirmed with the management at point of first contact.
7. Payment of the initial deposit request and written acceptance of these terms and conditions of hire constitute confirmation of the booking. If the deposit is not paid in time, the room may be resold upon notice to the client.
8. The hirer shall remit to TTC the remainder of the pre-payment up to the value of 100% of the anticipated final price of the room, kitchen hire and any anticipated extras (event extension etc.) will be due one calendar month prior to the event date subject to other terms and conditions.
9. The hirer further agrees to pay TTC any such other charges as arise in accordance with these terms and conditions.
10. All bookings are based on the current schedule of charges and may be subject to change. Please note TTC fees and charges are reviewed annually and depending on when the booking falls within the civic year, those reviewed charges (whether an increase or decrease) will be applied. In exceptional circumstances TTC will consider a reimbursement of the booking deposit.

Cancellation by TTC

11. TTC reserves the right to cancel the booking forthwith and without any liability on its part in the event of the hirer failing to perform any of the obligations contained within these terms and conditions.
12. If for any reason beyond its control, but not limited to strike, labour dispute, accident, act of war, act of God, fire, flood or other emergency condition, TTC is unable to perform its obligations in connection with any booking, such non - performance is excused and TTC may terminate this contract without further liability of any nature, upon re-imburement of any sums paid by the Hirer. In no event, shall TTC be liable for consequential damages.
13. TTC reserves the right to cancel the booking forthwith and without any liability on its part subject to giving reasonable notice to the hirer

Cancellation by the hirer

14. The hirer may cancel a room hire booking by giving notice in writing. In the event that the hirer cancels a room hire booking, TTC reserves the right to impose cancellation charges (calculated as an estimate of TTC losses particularly in the event that it is unable to obtain an alternative booking) as follows.....
 - i) Cancellation outside of 4 calendar months of the event = full loss of deposit.
 - ii) Cancellation within 4 calendar months of the event = loss of deposit plus remainder of room hire fee and 50% of the estimated total kitchen and beverage revenue.
 - iii) In each above case if suitable alternative booking can be made then a full refund will apply.
15. The hirer is in breach of this contract if:
 - i) He/she fails to pay to TTC any sum of money payable to TTC on the due date.
 - ii) The function is presented or conducted by the hirer other than in accordance with the event content notified to TTC at the time of the booking and approved by the management.

Caterers

16. The hirer who sources their own caterer will be subject to:
 - i) The chosen caterer passing TTC's food safety and hygiene audits.
 - ii) The caterer and hirer agreeing to TTC's external catering terms and conditions which shall then be deemed to be incorporated into these terms and conditions.

Hours of use

17. The charges quoted relate to the following hours of hire.
 - i) Receptions, dinner dances = 12-hour period (12pm to midnight as standard/bar closes at 11pm).
 - ii) Exhibition, sales, performances & conferences full day = 10-hour period.....half day = 6-hour period.
 - iii) Permitted hours for bar activity = Monday – Saturday 11am – 11pm
Sundays and good Fridays Noon – 10.00pm
Christmas day Noon – 3pm & 7pm – 10.00pm
 - iv) Event extension (receptions, dances, performances only) can be applied for in writing.
 - v) If an event extension is requested, then the event can finish 1 hour later than standard times. The Town Hall bar will close up to 1 hour later than the standard times. Subject to agreement by management.
18. The hire charges quoted relate to the times of the function booking. Functions which continue beyond these times will incur additional hire charges which will equate to our hourly rate. ~~15% of the half day rate per half hour.~~ In addition, if an event exceeds the

contracted period of hire and causes a conflict with a following event and despite notice, does not end, then TTC reserves the right to enter the room and end the event forthwith.

Other Points

19. The hirer agrees to confirm to the events office in writing (by post, Fax or E-Mail) the final numbers attending by no later than midday, 1 month prior to the function. The number given at this time will be the number invoiced, unless numbers increase. If numbers are not notified by this time TTC reserves the right to charge the original estimate of numbers attending, or actual numbers attending whichever is the higher.
20. Final invoice payment must be received by TTC within 30 days from the date of the final invoice.
21. In the event of late or part payment of any invoiced charges, TTC reserves the right to charge interest, on a daily basis, from the due date of each invoice.
22. In the event of the full balance (including the interest charges) failing to reach TTC within the timescale referred to above. The hirer will be susceptible with legal action at the Small Claims Court.
23. TTC operates a no-smoking policy throughout its properties.
24. TTC does not endorse or support the meeting programmes and/or content of any external function held its premises.
25. The hirer shall not sub-let the hired rooms.
26. Prices of hire & beverage may be subject to change ~~under certain exceptional circumstances.~~
27. TTC reserve full right for their Officers to be present during all functions at any time, and any order given by them shall be strictly observed.
28. The management reserves the right to monitor and request that sound levels from bands / discos be adjusted to a level that they think acceptable.
29. It is not permitted for any beverages to be brought onto the premises for either sale or consumption by hirer or guest unless a corkage charge is agreed with the management prior to the event. Any beverages brought onsite without prior knowledge or agreement with the management, TTC reserves the right to charge the hirer the current corkage and beverage rates.
30. Any beverages which are to be brought onsite & / or TTC drinks packages will require a 100% ~~corkage~~ deposit upon delivery. Any differences will either require a new payment from the client upon collection of the goods, or a refund will be issued by TTC. Any other bottles which have been consumed on the day which haven't been recorded will be invoiced to the hirer.
31. All exits, passages and stairways, whether marked for emergency use or not, shall be kept clear of obstruction at all times. No warning or other notice shall be removed or defaced and no decoration or sign shall be so placed or be of such material, colour or brilliance as to obscure or detract from the warning value of any notice.
32. The maximum number of persons admitted to functions in the main hall shall be as follows:

When used for: -
 - i) Dancing – 400 when stage extension has been removed; 310 when stage extension is in position.
 - ii) Theatre or display purposes (where seats are close positioned in rows) – 200 when stage extension is in position; 220 when stage extension has been removed.
 - iii) Table seated functions – 190 for functions where tables and chairs are used with the stage extension removed; 155 for function where tables and chairs are used with the stage extension in position.In each case the number admitted would depend on how much of the stage extension has been erected. Ready access to the emergency exit doors shall be maintained at all times at the minimum width of 3ft 6ins in the clear.

33. In the event of any public performances or commercial function, the hirer is responsible for the maintenance of good order and for this purpose must provide an adequate number of stewards, the numbers of which to be as recommended after risk assessment by hirer.
34. Parking to unload / load items into the building by hirer or trader shall be restricted to loading bays only unless consent is given by TTC after a risk assessment.
35. The hirer must not do or permit to be done in the room or any grounds owned by TTC anything which is illegal or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to TTC or any owner or occupier of neighbouring property
36. The hirer acknowledges that it shall occupy the room as a licensee and that no relationship of landlord and tenant is created between TTC and the hirer by this licence;
37. This licence granted by this agreement is personal to the hirer and is not assignable
38. TTC gives no warranty that the room possesses the necessary planning consents, authorisations, certificates or approvals required for the intended use of the room by the hirer

Insurance

39. The hirer must effect and maintain public liability insurance (sales and exhibition events only), with a minimum indemnity of five million pounds, which will indemnify the hirer, the hirer's contractors and TTC against any claims, costs, proceedings, charges and expenses incurred in respect of any injury to any person or loss of or damage to property, which occurs while the hirer, its employees, guests or contractors are on or about the premises of TTC. The hirer shall at the request of TTC produce to TTC the policy of insurance together with evidence of the payment of the current premium.
40. Any persons not being an employee of TTC who, with or without permission, uses or moves any of TTC's plant, equipment, furniture, electrical apparatus, ladders etc. shall as a condition of the use of such equipment, furniture, electrical apparatus, ladders etc. be assumed by TTC to have adequate insurance cover whilst carrying out any operations, whether included above or not, within the building.

Damage to TTC property and items not permitted in rooms

41. The hirer shall take all reasonable precautions to ensure that no damage occurs to the property of TTC or its employees. In the event of any damage occurring, TTC reserves the right to render the hirer liable for the replacement or repair of any or all property damaged.
42. In the event of any member of staff of TTC being injured by the hirer or by anyone attending the function the hirer shall be liable for any claims arising.
43. The hirer shall ensure that nothing is fixed to the floors, walls, ceilings or any other interior or exterior of the buildings by means of nails, screws, drawing pins, blue tack, glue or any other means unless agreed in writing with the management team prior to the function.
44. All decorations, canopies, scenery shall be of fireproof or flame-resistant material or shall be rendered and maintained flame-resistant. Cotton wool or other flammable material shall not be used under any circumstances. The hirers to seek the advice of the management on the type of materials which will be permitted. No naked flames, smoke-fog or dry ice machines, lasers or pyrotechnics shall be used. Pyrotechnics means apparatus or other devices used to produce smoke, coloured smoke or firework type effects.
45. The kitchen area shall not be used for purposes other than the preparation and serving of food. Any caterers using the kitchen on behalf of the hirer should be aware that any costs arising from breakages, misuse or inadequate clear-up after use will be charged to the hirer.
46. The hirer will ensure that all users will wear appropriate footwear of good condition during their visit to the premises. I.e. stilettos heels must not be worn to cause damage to floor etc.

47. The hirer is not to make any alteration or addition to the room.

Equipment

48. TTC accepts no responsibility for any hired equipment or conference equipment provided by, for, or on behalf of the hirer, left unattended prior to, during, or after the function.

49. TTC cannot accept responsibility for any items lost or mislaid on the premises.

50. All items stored are at the hirer's risk.

51. Any items not collected within 24 hours of the end of the function will be disposed of unless prior arrangements have been made. Items stored outside these times may incur additional charges.

52. TTC will not be responsible for any item sent by courier that gets lost or damaged or for any items left at TTC after the event has taken place.

53. Hirers will be responsible for ensuring that electrical certificates are available in respect of all electrical equipment to be used during the period of their booking. This will apply not only to personal electrical equipment, but that to be brought onto the premises by caterers, discos, bands etc.

Insurance of property of hirer and hirer's guests

54. The hirer acknowledges that any such objects, equipment, furniture, stock, or other property of any sort will remain under the control and care of the hirer and/ or guests and the hirer is responsible for insuring such property and accordingly TTC excludes liability for losses.

Conduct

55. The hirer shall ensure that the function is conducted in an orderly fashion without causing a nuisance and in full compliance with the directives and requirements of management and with all applicable laws, ordinances and regulations.

Right to exclude or eject persons

56. TTC reserves the right to exclude or eject, as it thinks reasonable, any persons from the function, the room or the premises of TTC whom it shall consider objectionable (including any engaged by the hirer to provide duties or entertainment) and the hirer will be liable for any liability arising.

57. The events office must be informed prior to the function that of the ages of any young persons due to attend. A young person is defined as any person under the age of 18. Alcohol will not be served to any young person.

Data Protection Act

58. The details of the hirer, and where different, the client will be held by TTC on its computer database for use by its accounts department for maintaining proper records and by the events office for marketing purposes. It will not be passed onto any third parties.

I acknowledge that I have read and received a copy of the terms and conditions and agree to abide by them.

Name: Printed.....

Signature.....

Date of signing.....

Company/ Organisation Name:.....

Position within Company:.....

Date of Event:.....



Your privacy is important to Tavistock Town Council which is subject to the General Data Protection Regulation. To view a copy of the Council's Privacy Notice and related information visit the 'Council Rules Policies & Procedures' section of the website at www.tavistock.gov.uk or telephone 01822 613529



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**BUTCHERS' HALL
THEMED MARKET AND EVENTS
TERMS AND CONDITIONS**

Before submitting an application to trade or hire, please ensure you read the Terms and Conditions relating to Butchers' Hall. Should your application be successful you will be required to confirm your agreement to adhere to the Terms and Conditions set by Tavistock Town Council.

The following Terms and Conditions govern the themed market and other event activities in respect of Butchers' Hall bookings and form the contract between the Council and Trader/Hirer.

DEFINITIONS

In these Terms and Conditions

1. "TTC" means Tavistock Town Council
2. "Council" means Tavistock Town Council or Officer exercising delegated powers on its behalf
3. "Management" means the management team of Butchers' Hall
4. "Trader" means Market Trader/Exhibitor
5. "Hirer" means any person, persons, promoters or representatives of a person or organisation hiring Butchers' Hall.
6. "Booking" means the booking taken for either a venue hire &/or booking and Council managed markets and events.
7. "Venue" means Butchers' Hall
8. "Management" means the Town Hall & Events Manager or Market Reeve

BOOKINGS

To secure a booking in Butchers' Hall, the following payment schemes apply:

Themed Markets: Full payment is required at the time of booking.

Venue Hire/Event Bookings: A 50% deposit is required at the time of booking (unless otherwise agreed by management such as in cases of multiple bookings. However, the 'next' booking will always be subject to payment in accordance with council policy) with the balance due 28 days prior to the event taking place. If a booking is made within 28 days of the event the full balance will be required at that time. The hirer agrees to pay Tavistock Town Council any such other charges as arise in accordance with these Terms and Conditions.

Payments will be accepted via Cash, Cheque, Debit Card or BACS, please note the following methods of payment:

BACS/Bank Transfer Details: Bank: Barclays Bank PLC Sort Code: 20-50-40 Account: 40422401

Cheques: Should be made payable to TAVISTOCK TOWN COUNCIL and sent to the correspondence address above.

Debit Card: Payments can be made to the Town Council office (Please note no credit cards) on 01822 613529.

Office opening hours between 8.45am-5.15pm Monday-Thursday and 8.45am-4.45pm on a Friday.

When making payment, please use the specific reference you are provided by TTC with and inform management when a payment has been made.

All booking enquiries must be submitted on the current TTC form. No places are reserved if bookings are not submitted on the correct form and if payment is not made by the payment deadline.

All bookings are based on the current schedule of charges and may be subject to change. Please note TTC fees and charges are reviewed annually and depending on when the booking falls within the civic year, those reviewed charges (whether an increase or decrease) will be applied. In exceptional circumstances TTC will consider a reimbursement of the booking deposit.

Authority is delegated to the Town Hall & Events Manager to agree rates for commercial bookings e.g. large events, TTC corkage and drinks packages etc.

YOUR COMMITMENT TO A BOOKING

Final details about the event will be sent to all traders/hirers prior to the event, all traders/hirers must read these guidelines and raise any queries prior to the booking.

At the end of the event, traders/hirers must vacate/breakdown within one hour of the specified closure to allow time for handover of the venue back to TTC unless there has been prior agreement in writing with management.

Vehicles should be removed from the loading bay on Market Road immediately upon loading or unloading. Please note the market perimeter is pedestrianised and there should be no unauthorised vehicles in the area unless authorised by management.

Traders/Hirers must ensure that nothing shall be done to cause nuisance or annoyance to members of the public, the Council's representatives, neighbours or other traders, or to contravene any statute, by-law or regulation of the Council.

Traders/Hirers must ensure that no litter is unnecessarily deposited and take all reasonable steps to prevent the deposit of such. All refuse generated by traders from trading operations in Butchers' Hall is to be disposed of in the Tavistock Town Council designated recycling area or taken off site by traders/hirers. All cardboard boxes must be flattened and placed in the cardboard receptacles. Cardboard must not be cross contaminated with any other product (paper, plastics etc.). Any trader/hirer generating refuse that falls outside the Council's Certificate of Registration under the Control of Pollution (Amendment Act 1989) or any subsequent/revised Act shall be responsible for the prompt removal of such refuse at their own expense from Butchers' Hall. If in doubt regarding what constitutes acceptable rubbish, advice must be sought from the Town Hall & Events Manager. Failure to abide by the Council's waste rules may cause a trader to be barred from trading.

There is a no smoking policy in all Council buildings. No one may smoke in Butchers' Hall.

All traders/hirers shall comply with any reasonable instruction by management on all matters concerning the operation of Butchers' Hall. Should any trader/hirer be dissatisfied, then written representation must be made to the General Manager in the first instance. If dissatisfied with the General Manager's ruling, traders can appeal in writing to the Town Clerk. If still dissatisfied, the matter can be progressed through the Council's Complaints Procedure. Until such time as the trader/hirer is in receipt of a written decision concerning any appeal made under the Complaints Procedure, the Town Clerks decision will stand.

The final decision on the management and use of Butchers' Hall is vested in Tavistock Town Council. In the event of a dispute about the interpretation of these regulations the Council's decision will be final.

Traders must at all times abide by normally accepted social standards and good conduct towards Council staff, other traders and the general public. If traders cause such abuse, alarm or concerns towards others, due to their actions, omissions or the goods / services they are providing, management has the right to ban that person from trading on Council premises or on premises controlled by the Council.

Building out beyond the limitations of the allocated stall area will not be permitted.
Sub-Letting of any market pitch is not permitted.

Markets Traders who trade from a van/marquee are allowed to bring these inside Butchers' Hall subject to management's agreement. If your pitch is larger than 3mx3m please ensure you contact management and/or specify on your booking form.

Table fee is based on a 6ft x 2.5ft table.
Pitch fee is based on a 2m x 3m or 3mx3m space.

DOCUMENTATION

Traders/hirers must adopt safe working practices, comply with the safety guidelines of the event and co-operate with TTC Officers. Traders/hirers will be required to provide information regarding food hygiene, health & safety risk assessment, sale of alcohol etc. where appropriate at the time of booking.

Traders/hirers conducting a food business as defined in any current food hygiene regulations and any subsequent legislation shall comply with such legislation AND must be registered with a local authority. Any breach or breaches may result in being disqualified from trading in Butchers' Hall.

No naked flame may be used for heating, lighting, cooking or for any other purposes within Butchers' Hall unless permission is granted by management in writing. Management will be guided by the TTC Safety Advisor and in consultation with our insurers. Traders/Hirers who require permission must inform the management at the time of making an application to trade/hire the venue and provide the relevant supporting documentation. Gas Appliances must be Gas Safety Tested.

Traders/hirers wishing to use a generator must seek prior authority and be risk assessed. Details of size, means of noise suppression and details of certification must be available for inspection.

Traders/hirers who do require a heat source which has been granted permission must have an appropriate fire extinguisher readily available on their pitch throughout the event.

INSURANCE

Tavistock Town Council is not responsible for any loss, theft, or damage to your property or stock during the use of Butchers' Hall. All traders/hirers must carry adequate insurance and provide a copy of their Public Liability Insurance with a minimum indemnity of five million pounds at the time of booking, which will indemnify the hirer, the hirer's contractors and TTC against any claims, costs, proceedings, charges and expenses incurred in respect of any injury to any person or loss of or damage to property, which occurs while the hirer, its employees, guests or contractors are on the premises of TTC. The hirer shall at the request of management produce the policy of insurance.

Any persons not being an employee of TTC who, with or without permission, uses or moves any of TTC's plant, equipment, furniture, electrical apparatus, ladders etc. shall as a condition of the use of such equipment, furniture, electrical apparatus, ladders etc. be assumed by TTC to have adequate insurance cover whilst carrying out any operations, whether included above or not, within the building.

ELECTRICITY

Butchers' Hall has a three phase power supply & each pitch has access to power. All personal electrical equipment must be in possession of a current PAT certificate which must be made available if requested by management.

ALCOHOL

TTC operates a strict Challenge 25 Policy which all traders/hirers of Butchers' Hall must adhere to.

During an event which involves alcohol, a notice must be displayed at the premises advising visitors that they may be required to prove their age before purchasing/drinking alcohol.

If a young person, who appears to be 25 years or under asks for alcohol, they will be required to prove their age before they are served, unless the staff/premises traders/hirers are certain (from personal knowledge or because they have seen proof of age on a previous occasion) that the person is 18 years or over.

The forms of proof of age that will be accepted are; a passport, a photo driving licence, or a proof-of-age card that has the PASS accreditation hologram. Photocopies will not be accepted.

In regards to Off Sales of alcohol, all off sales must be in sealed containers.

Alcohol sellers are required to agree to the following:

As a retailer/trader I will be responsible for the lawful running of my stall. I will at all times keep the Premises Licence Holder and the designated Officer fully indemnified against all actions, proceedings, claims, fines, costs and expenses, which they or any of them may be liable to incur arising out of any offence committed under the Licensing Act 2003 and any other applicable legislation, with respect to my participation at an event.

Traders/hirers are required to document and inform management immediately of any individuals who are refused alcohol. A description of the customer and reason for refusal must be recorded.

CANCELLATION POLICY

TTC CANCELLATION

TTC reserves the right to cancel any booking and without any liability on its part in the event of the trader/hirer failing to perform any of the obligations contained within these Terms and Conditions. If, for any reason beyond its control, TTC is unable to perform its obligations in connection with any booking, such non-performance is excused and TTC may terminate with reasonable cause this contract without further liability of any nature, upon re-imburement of any sums paid by the Hirer. In no event, shall TTC be liable for consequential damages.

COUNCIL MANAGED MARKETS AND EVENTS

Reservations of market stands will lapse if payment is missed, 100% of the fee is required before any stand space is confirmed.

No refunds can be made for circumstances beyond our control (e.g. bad weather / number of customers etc.).

CANCELLATION BY THE HIRER

The hirer may cancel a booking by giving notice in writing. In the event that the hirer cancels a venue booking, TTC reserves the right to impose the following cancellation charge:

- Cancellation outside of 4 calendar months of the event = full loss of deposit.
- Cancellation within 4 calendar months of the event = loss of deposit plus remainder of room hire fee

The hirer is in breach of this contract if:

- He/she fails to pay TTC any sum of money payable to TTC on the due date.

- The function is presented or conducted by the hirer other than in accordance with the event content notified to TTC at the time of the booking and/or approved by the management.

DAMAGE TO TTC PROPERTY & ITEMS NOT PERMITTED IN BUTCHERS' HALL

The hirer/trader shall take all reasonable precautions to ensure that no damage occurs to the property of TTC or its employees. In the event of any damage occurring, TTC reserves the right to render the hirer/trader liable for the replacement or repair of any or all property damaged.

In the event of any member of staff of TTC being injured by the hirer/ trader or by anyone attending the function the hirer/trader shall be liable for any claims arising.

The hirer/trader shall ensure that nothing is fixed to the floors, walls, ceilings or any other interior or exterior of the buildings by means of nails, screws, drawing pins, blue tack, glue or any other means unless agreed in writing with the management team prior to the function.

All decorations, doors, canopies, scenery shall be of fireproof or flame-resistant material or shall be rendered and maintained flame-resistant. Cotton wool or other flammable material shall not be used under any circumstances. The trader/hirer to seek the advice of the management on the type of materials which will be permitted. No smoke-fog or dry ice machines, lasers or pyrotechnics shall be used. Pyrotechnics means apparatus or other devices used to produce smoke, coloured smoke or firework type effects.

The kitchenette area shall not be used for purposes other than what is specified at the time of booking. Any caterers using the kitchen on behalf of the trader/hirer should be aware that any costs arising from breakages, misuse or inadequate clear-up after use will be charged to the hirer.

Traders/hirers are not to make any alteration or addition to Butchers' Hall which includes the door, heating and lighting settings as well as the audio system.

All exits whether marked for emergency use or not, shall be kept clear of obstruction at all times. No warning or other notice shall be removed or defaced and no decoration or sign shall be so placed or be of such material or colour as to obscure or detract from the warning value of any notice. Fire and health and safety equipment should not be covered up or tampered with.

Corkage charges in respect of functions held in Butchers' Hall will be applied. It is not permitted for any beverages to be brought onto the premises for either sale or consumption by hirer or guest unless a corkage charge is agreed with the management prior to the event. Any beverages brought onsite without prior knowledge or agreement with the management, TTC reserves the right to charge the hirer the current corkage and beverage rates.

EQUIPMENT

TTC accepts no responsibility for any hired equipment or conference equipment provided by, for, or on behalf of the hirer, left unattended prior to, during, or after the function.

TTC cannot accept responsibility for any items lost or mislaid on the premises.

All items stored are at the hirer's/trader's risk.

Any items not collected within 24 hours of the end of the event will be disposed of unless prior arrangements have been made. Items stored outside these times may incur additional charges.

TTC will not be responsible for any item sent by courier that gets lost or damaged or for any items left at TTC after the event has taken place.

Hirers/traders will be responsible for ensuring that electrical certificates are available in respect of all electrical equipment to be used during the period of their booking. This will apply not only to personal electrical equipment, but that to be bought onto the premises by caterers, discos, bands etc.

PUBLIC VENUE HIRE AND EVENTS

This section is in reference to those who hire Butchers' Hall as a venue for an event. The following Terms and Conditions apply specifically to hirers of the venue:

The maximum number of persons admitted to functions in Butchers' Hall shall be as follows:

- o Standing 200
- o Theatre Style (dependent on layout) – between 124 - 160
- o Table seated functions (dependent on layout) – 100

In each case the number admitted would depend on the layout of the event and be subject to management agreement. Ready access to the emergency exit doors shall be maintained at all times at the minimum width of 3ft 6ins in the clear. It is the hirers' responsibility to control attendee numbers to their event.

The hirer agrees to confirm to management in writing (by post or E-Mail) the final numbers attending the event by no later than midday, 1 month prior to the function. If numbers are not notified by this time TTC reserves the right to charge for the possibility of additional staff resources or cancel the booking entirely.

In the event of late or part payment of any invoiced charges, TTC reserves the right to charge interest, on a daily basis, from the due date of each invoice.

In the event of the full balance (including the interest charges) failing to reach TTC within the timescale referred to above. The hirer will be susceptible to legal action for recovery.

TTC reserve full rights for their Officers to be present during all functions at any time, and any reasonable instruction given by them shall be strictly adhered to.

The management reserves the right to monitor and request that sound levels from bands, discos or other noise producing paraphilia be adjusted to a level that they think acceptable.

CATERERS

The hirer who sources their own caterer will be subject to:

- The caterer and hirer agreeing to TTC's external catering Terms and Conditions which shall then be deemed to be incorporated into these Terms and Conditions.

HOURS OF USE

The charges quoted relate to the following hours of hire

- Butchers' Hall can be hired between the operating hours of 07.30 to 22.30 Monday to Saturday, with opening hours to the public set between 09.00 to 21.30.
- Sundays & Bank Holidays may be subject to reduced operating and opening times which will be discussed at the point of a booking enquiry.
- An hourly rate is applied to all bookings which continue beyond the set hours of hire and hours of clearance (e.g. day hire is set between the hours of 07.30 to 18.00). In addition, if an event exceeds the contracted period of hire and causes a conflict with a following event and despite notice, does not end, TTC reserves the right to enter the premises and end the event immediately.
- The sale of alcohol is not permitted after the hours of 21.00.

In the event of any public performances or commercial function, the hirer is responsible for the maintenance of good order and for this purpose must provide an adequate number of stewards, the numbers of which to be as recommended after risk assessment by hirer and agreed with management.

The hirer must not do or permit to be done in Butchers' Hall or any grounds owned by TTC anything which is illegal or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to TTC or any owner or occupier of neighbouring property.

The hirer acknowledges that it shall occupy the room as a licensee and that no relationship of landlord and tenant is created between TTC and the hirer by this licence;

This licence granted by this agreement is personal to the hirer and is not assignable.

TTC reserves the right to exclude or eject, as it thinks reasonable, any persons from the function, or the premises of TTC whom it shall consider objectionable (including any engaged by the hirer to provide duties or entertainment) and the hirer will be liable for any liability arising.

COUNCIL MANAGED MARKETS AND EVENTS

This section is in reference to markets and events which are organised by in house by TTC.

All traders must occupy their table/pitch by the official opening time to the public, either 9.00am Monday to Saturday or 10.00am on Sundays and Bank Holidays (unless otherwise stated by management). If a trader fails to comply, then the table/pitch may be re-let for that day. Should a trader arrive late with no prior notice an alternative table/pitch may be offered if available, if not they will be turned away for that day and no refund will be granted.

The set layout of an in house event should not be altered unless agreed by management.

Traders are required to trade with stock in situ until the official closure of Butchers' Hall to the general public. Unless otherwise stated, closure to the general public is 4.30pm Monday to Saturday and 4pm on Sundays and Bank Holidays.

No trader shall keep any live animal at their table/pitch without permission from management.

All facilities associated with Butchers' Hall belonging to the Council and provided for the use of the traders shall be used only for the purposes for which they are provided. The cost of repair occasioned by misuse or deliberate damage to the facilities by a trader will be recharged to the trader.

All charges for Butchers' Hall are fixed by Tavistock Town Council. Exceptionally in extreme weather conditions or such other events, management has the authority to vary rates.

Free use of any table/pitch not hired on any market day shall be at the discretion of management. No trader shall make any material change regarding the products/services sold as specified on the application form &/or subsequent written notice.

No trader shall hawk or carry about any article for sale within the Butchers' Hall or any associated area without permission by management. An appropriate charge may be made for such activity. No trader's children under the age of 16 shall be allowed to accompany the trader in Butchers' Hall without permission by management.

All traders must provide management with full contact details. This information will be recorded in line with GDPR.

Any trader who is absent due to sickness must inform management at the earliest possible opportunity and keep management informed of their progress.

There will be a requirement that all traders/hirers of Butchers' Hall shall conduct themselves whilst operating as a trader responsibly and lawfully. They are expected to exhibit a high degree of personal integrity, ethics and professionalism at all times when trading in and around Butchers' Hall. Whilst doing so they are expected to abide by these regulations.

The details of the trader/hirer will be held by TTC on its computer database for use by its accounts department for maintaining proper records and by management for administrative purposes. Data held will comply with GDPR and it will not be passed onto any third parties.

Tavistock Town Council has the right to revise and amend the Terms and Conditions as and when deemed appropriate. Any amendments to the Terms and Conditions will be communicated to all parties involved.
I acknowledge that I have read and received a copy of the Terms and Conditions and agree to abide by them.

Name:

Signature:

Date of signing:

Company/ Organisation Name (if applicable):

Position within Company (if applicable):

Date of Booking:
