



Malton Town Council 2021/22 Revenue Budget

The 2021/22 Revenue Budget is considered to be a robust and prudent budget that will ensure all services can continue to be provided to the standard expected by the residents of Malton next year. It will continue to provide a firm foundation to meet the increases in running costs in the future, and allow the Council to continue to replenish its general reserves to an appropriate level. All budgets have taken into account the various pressures on spending, as well as the planned additional investment in new and improved facilities at the New Malton Cemetery Chapels and the required changes to the Council's staffing structure to help facilitate the anticipated growth of Malton Town Council to properly reflect its service offer. This strong financial position of the Town Council will be very important moving forward, as the financial impacts of the Coronavirus pandemic become clearer, and as the Council prepares to manage as yet unseen longer-term challenges.

Ryedale District Council has confirmed that the 2021/22 Council Tax for Malton will be based on 2,233.57 properties, an increase of 51.71 properties on the 2020/21 Tax Base of 2181.86. The Council Tax Base is the statutory calculation of the number of 'chargeable' households for each parish of the county, and is used by Ryedale District Council, as the council tax billing authority, to calculate the council tax in each area. The total number of properties is adjusted to take account of the number of households in receipt of council tax benefits, discounts and exemptions, as well as any empty properties, and the council tax collection rate. The Town Council Tax is calculated by dividing the Council Precept by the Council Tax Base figure. This provides the Band D Council Tax figure. Overall, it represents an increase of **5.73%** on the 2020/21 Council Tax, which amounts to an additional £5.45 per household.

2019/20 average properties 2,152.24 precept asked for £193,579 = £89.94 band D Tax + 6.4% (£5.48)
 2020/21 average properties 2,181.86 precept asked for £207,565 = £95.13 band D Tax + 5.77% (£5.19)
 2021/22 average properties 2,233.57 precept asked for £224,656 = £100.58 band D Tax + 5.73 (£5.45)

Revenue Income Budget

Budget Code	Description	Approved 2020/21 Budget £	2020/21 Budget Actual at 31 October 2020 £	Draft 2021/22 Budget £	Budget Detail
1000	Cemetery	18,000	16,048	20,000	Proposed income for 2021/22 is to remain the same
1001	Malton Lodge	6,468	1,071		No income due to sale of property
1004	Allotment Rent	1,240	1,344	1,344	Income to remain the same
1005	Grants	1,235	14,072	1,235	NYCC grass cutting grant £1,235
1006	Donations		316		Includes £200 NTC 50% of Young Champions Project
1007	Malton In Bloom		9,567		Donations from businesses
1009	Lady Spring Wood		1,000		Reimbursement of the annual rent from MNAP
1010	CCTV		6,989		Reimbursement from the Norton & Pickering for the CCTV cameras
1010	Bank Interest	150	199	100	Interest on the base rate account
1176	Precept	207,565	207,565	224,656	5.73% Increase (based on revised tax base figure for 2021/22)
	TOTAL	£234,658	£258,172	£247,335	

Expenditure Revenue Budget

Budget Code	Description	Approved 2020/21 Budget £	2020/21 Budget Actual at 31 October 2020 £	Draft 2021/22 Budget £	Budget Detail
4000	Salaries	65,000	33,370	86,500	<p>Following recommendations arising from the Staff Development Reviews it was proposed that the Clerk's hours are increased from 33 to 35 hours per week, her salary increases from SCP36 to SCP 37-41. The Cemetery Managers salary increases from SCP 12 to SCP 13-17. Both the Clerk and Cemetery Manager have reached the top of their current salary scale ranges, the Deputy Clerk has a further three increments before he has reached the top of his scale. 2021/22 figure provided by Payroll provider.</p> <p>The budget also allows for an additional 20 hours per week for an administration/facilities management role on SCP 24-28.</p>
4001	PAYE/NI	22,500	11,996	26,000	2021/22 figure provided by Payroll provider.
4002	Pensions	25,000	12,169	25,000	2021/22 figure provided by Payroll provider.
NEW	Street Cleansing/Maintenance	0	0	12,000	One year contract to clean and maintain the Town Centre including picking up debris, weeding, spraying, watering Council assets and painting/cleaning street furniture i.e. signage, lamp columns and railings (cost based on contractor quote)
4003	Staff & Member Training	2,000	1,045	3,300	Proposed budget increase to allow the Clerk to study for the Community Governance Certificate in Higher Education – Level 4 at a cost of £3,000 per annum over 3 years and a budget of £300 for Member and other staff training.
4004	Parking Permit	0	105	180	Parking permit for the Clerk in Chapel Lane, Malton (behind The Wesley Centre).
4005	Staff Expenses	1,200	792	1,270	Budget to be utilised for staff journeys necessary to carry out their role, and occasional hospitality expenses
4006	Additional Manpower	1,000	1,445	1,000	Additional manpower required to assist with grave preparation and town maintenance.
4010	Town Council Office Rent & SLA	7,850	7,850	7,850	Town Council office and meeting room accommodation at the Wesley Centre and Service Level Agreement covering all utilities. One year remaining at current rate.

4011	Communications/ Mobile Phones	900	1,448	750	Clerk and Cemetery Manager Mobile phones; overspend due to set up of Covid-19 telephone line and purchase of conference call system.
4012	IT & Website	580	508	750	MTC website and office IT support.
4013	Insurance	2,792	3,063	3,100	Small increase in budget to cover the Council utility vehicle.
4014	Utilities	1,400	681	1,400	Water and electricity costs for New Malton/Old Malton Cemetery and Festive Lighting electricity.
4015	Audit Fees	1,600	335	1,600	Fees for the bi-annual internal audit and annual external audit.
4016	Subscriptions	1,000	1,835	1,000	The subscription budget shows a large overspend, this is due to a YLCA error, and the additional payment has been reimbursed.
4017	Office Equipment	400	529	500	Budget required to replace laptops, PC and printer equipment, if and when required.
4018	Stationery	1,500	388	700	Reduced budget due to staff operating a best value procedure and moving towards a paperless office.
4019	MIB Website	0	40	0	Budget heading to be removed.
4020	Rates	800	1,094	800	No budget increase. Overspend due to MTC paying the rates for Malton Lodge from July 2020.
4025	Mayors Allowance*	1,200	488 Actual spend 288	1,200	Young Champions Project £400 (50% reimbursed by NTC) and refreshments for the Malton visit of the NYCC Rural Commission.
4026	Civic Events	700	102	700	Budget to enable the Council to hold stakeholder events from time to time that promote the work of the Council.
4028	Professional Fees	1,650	1,249	1,000	Payroll and RBS Fees.
4030	Repairs and Maintenance				
	Malton Lodge	1,500	500	0	Budget heading removed due to sale of Malton Lodge.
	Cemeteries	2,000	745	2,000	To facilitate necessary repairs and maintenance to the Town Council cemeteries.
	Play Area	1,299	909	1,000	Emergency repair budget.
4031	Tools and Materials	1,400	1,974	1,500	To enable the purchase of tools and materials in order that staff may carry out their role efficiently and effectively.
4032	Fuel	1,500	835	1,500	Fuel for tractor, power tools and utility vehicle.
4033	Protective Clothing	145	0	145	Cemetery Manager safety, trousers and hi visibility jacket.
4034	Waste Disposal	330	298	330	Refuse bins located at New Malton Cemetery.
4035	Equipment and Maintenance	4,000	10,933	1,500	Proposed budget to be reduced as large capital purchase items would be purchased utilising proceeds from the sale of Malton Lodge.
4036	Tree Maintenance	2,000	735	1,000	The Council carries out a bi-annual tree survey, following which any identified works are carried out to trees.

					The next survey will be carried out in summer 2022. Budget allocation for emergency works only in 2021/22.
4037	PWLB Repayment	15,508	7,683	0	Budget item to be removed due to repayment of the PWLB loan in due course.
4038	Chapel Conversion	0	29,287	0	Budget item to be removed following project completion.
4041	Cleaning	50	0	50	Toilet rolls and basic cleaning items.
4045	S137 Grants	2,000	4,150	3,000	Increased budget to enable the Town Council to provide discretionary support to local organisations.
4046	Town CCTV	11,900	15,871	11,900	MTC is the administrative body for the Pickering, Norton and Malton CCTV cameras, therefore, all invoices are paid by MTC and recharged. The budget forecast for Malton is on target.
4051	Orchard Field Rent	2,000	1,500	2,000	Annual Rent of Orchard Fields.
4052	Lady Spring Wood	0	1,060	0	Annual Lease of £1,000 paid by MTC and re-charged to MNAP.
4053	Play Area Equipment	0	36,891	0	New equipment has been purchased via grant aid.
4054	Benches	0	808	0	Budget to be removed, benches to come under street furniture.
4055	Skate Park	1,500	1,818	1,500	Core shared responsibilities with Norton Town Council e.g., electricity, lease, CCTV and maintenance.
4056	Malton In Bloom	10,200	24,829	11,000	Budget to enable the summer and winter planting of the 48 planters and 15 barrels out in the community. The Clerk will continue to work with businesses on hanging basket orders and donations. External funds will be utilised to facilitate new projects i.e., seating/planting area at the junction of The Mount/Horsemarket Road, new planters/cycle racks on Old Maltongate. The Clerk will apply for a Covid-19 grant to enhance the planting scheme for spring 2021.
4057	Street Furniture	4,800	1,146	1,000	Proposed budget to enhance the street scene of Malton in various locations.
4058	Grass Cutting	10,560	10,560	10,560	2021/22 will be the final year of a three year contract.
4059	VAS Signs	0	1,647	0	Purchase of the additional VAS to be installed on York Road will be carried out utilising grant aid.
4061	Town Clocks	550	527	550	Annual maintenance of the clock at St Leonard's Church and the Old School in Old Malton.
4065	Christmas Lights	11,374	14,334	13,000	Total cost £15,000. Proposed budget includes £7,210 required for the further two years for the current lighting schemes. The additional £7,790 in the budget would enable the festive lights to be extended to light up the large tree at Sparrows Nest and to install the overhead festoon on Castlegate, from Butcher Corner to Morrison's. The Clerk

					will be applying to Visit Malton CIC for a £2,000 grant towards the project.
4070	Neighbourhood Planning	9,000	5,869	7,000	The proposed budget is deemed sufficient to deliver the Neighbourhood Plan to adoption stage.
New	Corporate Branding	0		200	This includes uniforms, vehicle livery and signage.
	Vehicle Allowance	720	0	0	Budget item to be removed.
	TOTAL	£233,408	£257,098	£247,335	
	GENERAL FUND RESERVES	£80,000	£85,000 (approximate)		

* The current Mayor elects not to receive any personal allowance directly, with this sum used instead to support other activities that benefit the town council, at his discretion.

Capital Budget

The Council's strong financial position is an endorsement of the actions taken by the Town Council to boost the contribution to the Earmarked Reserves, facilitated through the sale of Malton Lodge. The Council has an obligation to ensure that adequate investment is made in its property assets so that they remain fit for purpose, and to establish financial reserves to meet this expenditure. Earmarked reserves are in addition to the statutory Useable General Fund Reserves.

Investment in existing Malton Town Council assets will facilitate the economic development of the town and generate an income that helps to support the wider financial position of the Council. The approval of the following expenditure items utilising proceeds from the sale of Malton Lodge will leave a balance of **£93,541.00** that will be transferred into a restricted-spend Reserves account.

Capital Expenditure Budget

Capital Expenditure Budget		VAT EX	
ITEM NO	ITEM DESCRIPTION	COST	STATUS
1.	Tractor & Chipper John Deere 1026R Compact Tractor and Ryetec TB100 4 inch PTO Driven Chipper. Total cost includes an allowance of £1,500 for the trade in of the current Iseki mower. The Clerk has obtained three quotes from local suppliers, this tractor is the most cost effective and provides the Cemetery Manager with the most suitable equipment to carry out his role.	£16,705	Member Approval Required
2.	New Malton Cemetery Workshop/Store New purpose-built store to replace the two existing lean-to garages which are beyond repair and not fit for purpose. The workshop/store will accommodate Council machinery and create a workshop area for staff.	£25,000 (PC Sum)	Member Approval Required
3.	New Malton Chapel Fit-Out		

	<p>*Residual costs for Chapel furniture, accessories and floor covering (Agenda item 9 Report refers).</p> <p>Total cost £24,272.50 (£362.50 from the 2022/21 Mayors Allowance, £12,000 Chapel contingency & £11,910 from the sale of Malton Lodge)</p> <p>Income Offset <i>*These residual Chapel fit-out costs will be further offset by income arising from memorial sponsorship of Chapel furniture (£5,440 in each of three years from 2021/22) and a projected Chapel Hire income of £3,000 per annum.</i></p>	£11,910	Previously Approved
4.	<p>Lawn Mower Honda HRD 536 QX Petrol Lawn Mower with back roller and rota stop system to be used in selected areas of New Malton and Old Malton Cemeteries</p>	£1,050	Member Approval Required
5.	<p>Road Re-Surface Cemetery Road resurfacing and tarmaced parking area outside Malton Lodge.</p>	£8,599	Previously Approved
6.	<p>New Malton Cemetery Gates Renovation of existing New Malton Cemetery gates, installation of new secondary gates and railings at Malton Lodge</p>	£16,351	Previously Approved
7.	<p>New Malton Cemetery Signage Two bronze name plaques at the entrance to New Malton Cemetery</p>	£1,544	Previously Approved
8.	<p>Public Works Loan Board Repayment of the loan for the restoration and conversion of the New Malton Chapels</p>	£153,000 (approximate)	Previously Approved
9.	<p>Estate Agent and Legal Fees associated with the sale of Malton Lodge</p>	£3,500	Previously Approved
TOTAL COST		£237,659	