



**City of Durham
Charter Trust for the City of Durham**

Ref: PN

9 November 2011

To: The Mayor and Members of the
CHARTER TRUST FOR THE CITY OF DURHAM
(Councillors L Thomson, J Blakey, J Chaplow,
J Cordon, R Crooks, N Foster, D Freeman, G Holland,
K Holroyd, A Hopgood, N Martin, E Mavin, D Morgan,
B Myers, M Plews, M Simmons, D J Southwell,
D Stoker, P Taylor, J Turnbull, M Wilkes, J Wilkinson,
M Williams, M Wood and C Woods).

Dear Sir/Madam

A Meeting of the **CHARTER TRUST FOR THE CITY OF DURHAM** will be held in Committee Room 1A - County Hall, Durham, on Wednesday 16 November 2011 at 4.00 pm.

BUSINESS

1. Apologies for Absence
2. Minutes of the Meeting held on 19 July 2011. (Pages 1 - 6)
3. Updates (Pages 7 - 8)
4. Revenue Outturn for the quarter ended 30 September 2011 and projected Outturn to the 31 March 2012 (Pages 9 - 14)
5. Revenue Budget 2012/13 (Pages 15 - 20)

Yours faithfully

Clerk

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CHARTER TRUST FOR THE CITY OF DURHAM

At the **Meeting** of the **Charter Trust for the City of Durham** held in the Committee Room 2 - County Hall, Durham, on Tuesday 19 July 2011 at 4.00 pm

Present: The Right Worshipful the Mayor of Durham, Councillor Les Thomson (in the Chair) and Councillors J Chaplow, D Freeman, G Holland, K Holroyd, A Hopgood, N Martin, E Mavin, M Simmons, P Taylor, J Turnbull, M Wilkes, J Wilkinson and C Woods

1 Apologies for Absence.

Apologies for absence were received from Councillors Blakey, Cordon, Crooks, Morgan, B Myers, Plews, Southwell and M Wood.

2 Minutes of the Meeting held on 28 June 2011.

The Minutes of the Meeting held on 28 June 2011 were confirmed as a correct record and signed by the Mayor.

3 Travelling Expenses.

The Clerk to the Charter Trustees submitted a comprehensive report asking Trustees to consider the introduction of a scheme for the payment of travelling expenses and reimbursement of car parking fees.

The Clerk advised the Trust that no budget provision had been identified for the payment of travelling expenses but £1,000 could be made available.

Councillor Wilkes indicated that the scheme was unacceptable as it would cost more to administer. He suggested that the Trust revisit it again in 5 years.

Councillor Martin agreed with Councillor Wilkes, but asked that the Mayor be allowed expenses if representing the Trust outside the area.

The Clerk advised the Trust that these situations would be reported to the Trust and that there was a travelling allowance available for the Mayor and Deputy Mayor.

Councillor Holland suggested that Trustees be reimbursed for expenses if they were representing the Trust on business with the exception of day to day expenses.

Councillor Woods agreed with Councillor Martin that the Trust should look at each claim on an individual basis if the Mayor and Deputy Mayor were covered in their role.

Councillor Hopgood suggested that the issue be revisited in 2013. She also indicated that parking was free at County Hall, the only payment for parking was on Mayor Making but Trustees were provided with lunch on this day.

Councillor Taylor agreed with Councillors Wilkes and Hopgood.

Councillor Turnbull suggested that a scheme be put in place for the Mayor and Deputy Mayor, Councillor Holland agreed.

Resolved: (i) That no scheme be put in place for Trustees but individual applications be considered by the Charter Trust.

(ii) That a scheme be put in place for the Mayor and Deputy Mayor.

(iii) That the Charter Trust revisit the introduction of a scheme in 2013.

4 Historic and Ceremonial Regalia.

The Clerk to the Charter Trustees submitted a comprehensive report to advise Trustees of the steps taken so far to deal with the contents of the Town Hall in Durham in negotiations between representatives of the Council and the Charter Trustees.

Trustees were asked if they accepted the decision of Durham County Council to retain ownership of the property but with an agreement that it retain in the Town Hall, Durham, or whether they required a further meeting with the Council's Legal Representative.

Trustees instructions were also sought with regard to the transfer of items from Durham County Council to the Charter Trust which were shown in blue on the circulated schedule, which would result in an increase in the insurance premium.

Councillor Hopgood moved the first recommendation that items shown in blue be transferred to the Charter Trust.

Councillor Holland raised concern that a Memorandum of Understanding was not in place and that an agreement was not a binding contract. He was not comfortable that Durham County Council had claimed ownership of the Historic and Ceremonial Regalia. He also referred to a new white paper which he had not received a copy of yet but his understanding was that this type of arrangement would not be permitted under this new legislation.

In the absence of a Town Council he felt uncomfortable handing over the assets and that the new legislation needed to be looked at before he could comment.

Councillor Woods agreed with Councillor Holland that the assets should be in the Town Hall and as there was no legal agreement they should not proceed.

Councillor Turnbull indicated that he was unhappy and that everything should remain in the Town Hall and that negotiations should be with the Town Council and not the Charter Trust.

Councillor Martin suggested that the Charter Trust take ownership of the blue items and that there was still a legal process for disputes of ownership which could still be activated. If the White Paper was going to affect their ability for ownership then they

should accept the blue items now and still dispute the remaining items. In his opinion he did not think that the Trust could afford to take ownership of all the items but he had no problem with those listed in blue.

Councillor Holland indicated that taking ownership of partial items was not appropriate.

Councillor Wilkinson agreed with Councillor Turnbull in that the Charter Trust should not do anything, it was the decision of the Town Council when created.

Councillor Woods moved that the Charter Trust should go back to Durham County Council and ask that all assets be transferred to the Town Council when it was set up.

Councillor Freeman indicated that this was an issue for the Town Council to decide not the Charter Trust. Councillor Holland agreed.

Councillor Wilkes asked that the cost of additional insurance for the blue items be established before they agree to take ownership of these items, although he did agree that they were mayoralty items.

Councillor Hopgood suggested that consideration of the item be deferred until the Trust had sight of the new legislation and the cost implications.

Councillor Woods indicated that it would be a year before the new legislation was actionable. Councillor Holland indicated that the details of the legislation would be available.

Members discussed whether the item should be deferred for 12 months or until the creation of a Town Council.

Councillor Woods suggested that the Trust write to Durham County Council giving their views that they should be prepared to hand the items over to the Town Council. Councillor Freeman seconded.

Councillor Holland indicated that Durham County Council could not just take ownership of the Historic and Ceremonial Regalia it had to be by joint agreement and if this could not be reached then an independent arbiter would make the decision. The Charter Trust for Durham was different to others as it was only intended to be in place until the introduction of a Town Council who should seek agreement and the new legislation deals with these situations.

Resolved: That the Charter Trust write to Durham County Council to indicate that they be amenable to transfer all items to the Town Council when established.

5 Updates.

The Clerk to the Charter Trustees submitted a comprehensive report to provide Trustees with progress updates in respect of the Civic Transport, Pant Master and Mayor's Appeal Fund.

Civic Transport

Councillor Holland advised the Trust that he had not been contacted by the Head of Transport so he was unable to report on progress.

Councillor Hopgood referred to an e-mail which she had received from Councillor Williams indicating that the decision was for the Charter Trust and not Durham County Council.

The Clerk advised the Trust that the Department of Transport had prepared the documentation but the decision would be made by the Charter Trust.

Councillor Holland advised the Trust that the last tender did not ask the right questions and they did not understand the formula used, which is why the decision was made not to award the contract.

Councillor Wilkes sought clarification on whether the three appointed Trustees would make the decision or if it would be brought back to a meeting of the Trust for approval.

Discussions took place on whether the three members could use their delegated powers to make the decision or whether it should be brought back to a meeting of the Trust. Members were happy for the three members to use their delegated powers, but they were not comfortable with the Head of Transport making the decision.

Pant Master

The Clerk advised the Trust that she was waiting for a response from a Senior Officer.

Mayor's Appeal Fund

Councillor Hopgood indicated that meetings of the Mayor's Appeal Fund were open meetings which could be attended by anyone and the books were also available. She also indicated that the Mayor's Appeal had no connection with the Charter Trust or Durham County Council.

Councillor Woods agreed with Councillor Hopgood that the Mayor's Appeal had nothing to do with Durham County Council.

Councillor Wilkes raised concerns that everything was done correctly so that there would be no repercussions on the Charter Trust.

Councillor Martin indicated that he had concerns that cheques for Mayor's Appeal events were made payable to individuals and he was unhappy paying money to a third party.

Councillor Hopgood advised the Trust that this was addressed at the Mayor's Appeal meeting some time ago and they now had two separate bank accounts set up one for the current Mayor and one for the Outgoing Mayor, which were ran totally separate. She also advised the Trust that the Mayor's Appeal does not have to have Trustees as part of the membership and that only three Trustees were currently members.

Councillor Hopgood left the Meeting at 4.55 pm.

Councillor Wilkes asked that the Charter Trust have a recorded minute to confirm that they were not accountable for the Mayor's Appeal. Councillor Wilkinson seconded.

Resolved: (i) That the report be noted.

(ii) That the three members use their delegated powers to make the decision for the transport contract but justify their decision to the Charter Trust.

(iii) That it be recorded that the Charter Trust are not accountable for the Mayor's Appeal.

(iv) That Trustees be kept informed of the progress.

6 Revenue Outturn for the Quarter ended 30 June 2011 and Projected Outturn to 31 March 2012.

The Treasurer to the Charter Trust submitted a comprehensive report to provide information on the actual outturn compared with the profiled budget for the period ending 30 June 2011 and the projected outturn to 31 March 2012.

Beverley White, Finance Manager, presented the report to members.

Councillor Holland asked if the Council had reserves to pay for any overspends. The Officer advised that £25,000 was in reserves.

Councillor Wilkes sought clarification on items purchased under General Office Expenses as it had a large overspend, was the budget not enough or had items been allocated incorrectly.

He also raised concerns with the overspend on Transport which was not a large amount but over the course of the year would amount to 10%, which needed to be closely monitored. He also asked for a full breakdown of premises costs and how often the Charter Trust used the rooms in the Town Hall.

The Finance Officer advised the Trust that General Office Expenses could include printing costs which were associated with Hospitality.

The Mayor's Secretary advised the Trust that the Supplies and Services related to catering, flowers, photographs etc which were not all hospitality, which is why they needed this area to be broken down further.

The Clerk suggested that the Mayor's Hospitality be broken down further.

Councillor Woods suggested that the area be split into fixed and variable costs so they could look at which categories items needed to be allocated.

Members discussed whether they needed to look at the Revenue Outturn on a monthly basis. Members were happy for Officers to monitor the Revenue Outturn and report any concerns to the Charter Trust.

Councillor Holroyd sought clarification on the budget profile which was provided by the Finance Officer.

Resolved: (i) That the outturn position for the quarter ended 30 June 2011 be noted.

(ii) That the projected outturn to 31 March 2012 be noted.

(iii) That the proposed supplies services budget revision be approved.

(iv) That the Mayor's Hospitality budget be broken down further.

Meeting Terminated at 5.05 pm

CHARTER TRUST FOR THE CITY OF DURHAM

16 November 2011

UPDATES



City of Durham

Report of Sharon Spence, Clerk to the Charter Trustees

Purpose of the Report

- 1 To provide Charter Trustees with progress updates in respect of the following:

Civic transport
Internal Audit Report

Civic Transport

- 2 An update on progress has been requested from the Head of Transport, Durham County Council and the information will be relayed to Members in due course.

Internal Audit Report

- 3 A recent review of the Trust's accounts undertaken by Internal Audit concluded that the Income and Expenditure Statement presented a true and fair view of the financial position of the Trust as at 31 March 2011. Only one minor improvement was recommended, which was categorised as their lowest priority. This was for the Town Hall Support Officer to forward all petty cash receipts to Accounts Payable when applying for a petty cash top-up in future. Officers agreed to apply this recommendation.

Recommendation

- 4 Trustees will be kept informed of progress in respect of the above and it is recommended that the report be noted.

Contact: Sharon Spence Tel: 0191 383 3507

Appendix 1: Implications

Finance - None

Staffing - None

Risk - None

Equality and Diversity / Public Sector Equality Duty - None

Accommodation - None

Crime and Disorder - None

Human Rights - None

Consultation - None

Procurement - None

Disability Issues - None

Legal Implications - None

Charter Trust for the City of Durham

16 November 2011

**Revenue Outturn for the Quarter
ended 30th September 2011 and
Projected Outturn to 31st March 2012**



City of Durham

Report of Jeff Garfoot, Treasurer

INTRODUCTION

- 1 The purpose of this report is to provide information on the:
 - actual expenditure compared to the profiled budget for the period ending 30 September 2011
 - forecast of expenditure to 31 March 2012 in comparison to the 2011/12 original budget

COMPARISON OF REVENUE OUTTURN WITH BUDGET

- 2 At 30th September 2011 actual expenditure was £72,610, an underspend of £3,187 (or 4.2%) against a profiled budget of £75,797.
- 3 It is anticipated that the actual outturn at 31 March 2012 will be £114,262, £1,135 less than the annual budget of £115,397. It will be necessary, however, to closely monitor expenditure to ensure it does not exceed the budget at the financial year end.
- 4 An analysis of the expenditure over subjective budget headings is set out in Appendix 2. At the last meeting held on 19th July 2011, Charter Trustees requested additional information on all variable costs. Further detailed analyses are therefore provided in Appendix C for costs relating to transport, hospitality, functions, and general office expenses.
- 5 Explanations regarding the main variances between actual expenditure and the budget are provided below:

TRANSPORT

- 6 Actual expenditure is lower than the profiled budget to date by £1,125, however, as there are more functions planned in the upcoming months than occurred during the summer months, it is anticipated that outturn will be in line with the annual budget at the year end.

- 7 Further detail on actual hospitality, functions, and general office expenditure to the end of September 2011 is provided in Appendix C.

SUPPLIES AND SERVICES

- 8 Although the total expenditure on supplies and services is less than the profiled budget to date by £1,927, outturn is expected to be in line with the budget at the year end. This is again due to the higher number of functions planned in the latter half of the financial year. It will be necessary to closely monitor expenditure within this heading to ensure actual expenditure does not exceed the annual budget.
- 9 Further detail on actual expenditure to the end of September 2011 is provided in Appendix C.

CONTINGENCIES

- 10 A sum of £1,000 was originally set aside to meet any unforeseen expenditure throughout the year. It is anticipated that there will be no need to draw from contingencies and consequently the projected outturn has been based upon an underspend of the full amount of £1,000.

FORECAST OUTTURN

- 11 The latest forecast of expenditure to 31st March 2012 is £114,262; a small underspend of £1,135 (or 0.98%) against the original budget. Any underspend at the year end will be transferred to the general reserve.

GENERAL RESERVE

- 12 The general reserve balance currently stands at £25,650. If the forecast underspend is added to this balance, general reserves at 31st March 2012 will increase to £26,785 which is 23% of the annual budget.

RECOMMENDATIONS

- 13 It is **RECOMMENDED** that the City of Durham Charter Trustees:
- note the outturn position for the quarter ended 30 September 2011;
 - note the forecast outturn to 31 March 2012;

Contact: Beverley White, Tel. 3834327

Risks and Implications

Finance

The report provides information:

- on the actual expenditure compared to the profiled budget to 30 September 2011
- forecast of expenditure to 31 March 2012 in comparison to the 2011/12 original budget

Staffing

Equality and Diversity

Accommodation

Crime and Disorder

Human Rights

Consultation

Procurement

Disability Discrimination Act

Legal Implications

**Actual Outturn compared to the Profiled Budget to 30 September 2011
and Projected Outturn to 31 March 2012**

Annual Budget 2011/12	Budget Head	Year to date Budget	Year to date Actual	Projected Outturn	Cost Type	Frequency of Payment	Variance (Projected Outturn v Budget)
£		£	£	£			£
	Employees						
3,500	Mayor's Allowance	3,500	3,500	3,500	fixed	annually in May	0
1,500	Deputy Mayor's Allowance	1,500	1,500	1,500	fixed	annually in May	0
655	NI contributions	655	580	580	fixed	annually in May	75
2,960	Sergeants at Mace/ Body Guard	2,960	2,900	2,900	fixed	annually in May	60
	Premises						
12,850	Town Hall	12,850	12,850	12,850	fixed	annually in Sept	0
	Transport						
14,540	Civic Car	6,058	4,958	14,540	variable	monthly	0
1,500	Bus Hire	625	600	1,500	variable	monthly	0
	Supplies and Services						
12,362	Mayor's hospitality	5,151	5,885	12,362	variable	monthly	0
11,300	Functions	4,708	2,126	11,300	variable	monthly	0
1,000	General office expenses	417	643	1,000	variable	monthly	0
2,260	Insurance	2,260	1,955	2,260	fixed	annually in April	0
600	External Audit	0	0	600	fixed	annually	0
	Support Services						
30,370	Administration	16,113	16,113	30,370	fixed	monthly	0
7,000	Finance & procurement	7,000	7,000	7,000	fixed	annually in Sept	0
10,500	Legal/ Clerk	10,500	10,500	10,500	fixed	annually in Sept	0
500	HR	500	500	500	fixed	annually in Sept	0
1,000	ICT	1,000	1,000	1,000	fixed	annually in Sept	0
1,000	Contingency	0	0	0			1,000
115,397	Total Expenditure	75,797	72,610	114,262			1,135
Forecast Underspend				1,135			

Charter Trust Analysis of Variable Costs to 30th September 2011

Budget Head	Payee	Amount	Description
Transport	LEES COACHES	120.00	St George's Day Parade
	LEES COACHES	120.00	St Cuthbert's
	LEES COACHES	120.00	St John's Ambulance Service Cathedral
	LEES COACHES	120.00	Matins for the Courts - Cathedral
	LEES COACHES	120.00	Mayor's Evensong Cathedral
	ONGUARD CHAUFFEUR	451.76	monthly charge
	ONGUARD CHAUFFEUR	888.54	monthly charge
	ONGUARD CHAUFFEUR	947.53	monthly charge
	ONGUARD CHAUFFEUR	1,332.69	monthly charge
	ONGUARD CHAUFFEUR	1,337.93	monthly charge
	Total Transport		5,558.45
Hospitality	Various	47.52	Refreshments & stock gifts
	DCC	51.70	Refreshments recharge for July
	DARLINGTON BOR. COUNCIL	100.00	Charity Ball tickets
	DCC	381.60	Catering provided 1st June
	DCC	348.10	Refreshments April
	DCC	337.89	Refreshments - variety of events in May
	DCC	117.96	Refreshments June
	DCC	636.00	Catering for reception on 4 & 13 April
	Cavalier Heraldry	384.50	Heraldic Shields
	ROYAL BRITISH LEGION	500.00	Contribution to Festival of remembrance
	DCC	775.75	Catering recharge
	DCC	872.00	Evensong - Catering
	T & I Bell	1,332.00	Mayor Making - Catering
	Total Hospitality		5,885.02
Functions	Arbor Timber	25.00	Mayoral Boards
	Framing unlimited	29.50	FRAMING OF MAYORAL PORTRAIT
	RICHARDSON DESIGNS LTD.	35.00	Rosettes
	RICHARDSON DESIGNS LTD.	35.00	Rosettes
	DCC	40.00	Service for the courts 10th July
	DCC	60.00	Mayor's civic service
	Ede & Ravenscroft	71.67	Jabot
	DCC	80.00	Civic receptions - May
	GRAEME STEARMAN.	100.00	Mayor Making - photography
	MOMENTS	116.66	Mayor Making - floral displays
	K WALKER.	140.00	MAYOR'S-BOARD sign boarding
	DCC	614.80	Printing for April and May
	Thomas Fattorinis	778.40	Past Mayor's/ Consort jewels
	Total Functions		2,126.03
General Office	Vodafone	18.81	Mobile phone Apr 11
	BRAMWELLS	23.33	Repairs to Mace
	DCC	41.61	Computer-stationery & requisites
	DCC	121.31	Photocopying-all expenses
	DCC	132.53	Stationery
	Post Office	139.31	Postages
	DCC	166.00	Printing
	Total General Office		642.90

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Charter Trust for the City of Durham

16 November 2011

Revenue Budget 2012/13



City of Durham

Report of Jeff Garfoot, Treasurer

INTRODUCTION

- 1 The purpose of this report is to provide information to Charter Trustees in order to initiate discussions on the budget requirement for 2012/13 and consequential level of council tax.

BACKGROUND

- 2 A revenue budget of £115,397 was agreed for 2011/12 which allowed for a Council Tax reduction of 14.2% from the 2010/11 level. The Band D Council Tax levied on the residents of the former City of Durham was £4.29 in 2011/12, compared to £5.00 in 2010/11.

FORECAST OUTTURN 2011/12

- 3 The latest forecast of expenditure to 31st March 2012 is £114,262; a small under spend of £1,135, or 1%, against the original budget. Any under spend at the year end will be transferred to the general reserve.
- 4 Appendix B provides details of the Original Budget set for 2011/12, the forecast outturn to 31st March 2012 and two Budget Options for 2012/13.

BUDGET 2012/13

- 5 In order to set a robust and accurate budget for 2012/13, Charter Trustees need to take into account the forecast outturn position for the current year, together with the future level of service provision and anticipated price increases.
- 6 When setting next year's budget, Charter Trustees should also be mindful of the Government's decision to reduce public sector expenditure over the coming years.

- 7 In the 2011/12 budget, the Charter Trust set aside £1,000 in contingencies to meet unforeseen items of expenditure; it is anticipated that this sum will not be required in 2011/12. It may be considered prudent to leave a small contingency sum in the 2012/13 budget to provide a degree of in year flexibility and avoid the need to increase the current level of council tax, however Trustees ought to note that the current level of reserves stands at £25,650 which should more than adequately provide for unforeseen expenditure.
- 8 The deadline for approving the precept for 2012/13 is no later than 3 February 2012. There is a meeting of the Charter Trustees arranged for 18 January 2012 and it is recommended that this meeting be used to agree the budget and council tax requirement.
- 9 Trustees are requested to consider the two options set out below when determining the budget. The options have been prepared for illustrative purposes only and are by no means exhaustive. Option A provides for a standstill budget, whilst Option B provides for a budget based upon maintaining council tax at the 2011/12 level. Indicative budgets for both options are set out in Appendix B.

OPTION A

- 10 Option A is a standstill budget, which is the 2011/12 budget or outturn, increased for estimated inflation on relevant budget heads only. The basic assumptions upon which the standstill budget has been determined are as follows:

	<u>Increase</u>
Council Tax Base	0.48%
Allowances	nil
Pay Award	nil
Fuel increases (transport)	10%
General Inflation	2%
Contingencies	nil (remains at £1,000)

- 11 The budget requirement would increase slightly to £117,180 and the Band D council tax would rise to £4.34 (i.e. an increase of £0.05 or 1.17%).

OPTION B

- 12 If the Charter Trustees opt to maintain the council tax precept of £4.29 for a Band D property, this would allow for a budget of £115,946. This additional £549 is generated as the council tax base is set to increase

by 128 in 2012/13, from 26,899 to 27,027, however this is subject to confirmation.

- 13 The basic assumptions upon which this budget option has been calculated are as follows:

	<u>Increase</u>	<u>Reduction</u>
Council Tax Base	0.48%	
Allowances	nil	
Pay Award	nil	
Fuel increases (Transport)	10%	
General Inflation	2%	
Hospitality	1.01%	
Functions	1.01%	
Contingencies		100% (reduced to nil)

- 14 The amount of council tax for each valuation band of dwelling for Budget Options A and B is provided in Appendix C.
- 15 If Trustees were minded to change the budget, each 1% reduction/increase in Council Tax at band D equates to a budget reduction/increase of £1,159.

RECOMMENDATIONS

- 16 It is **RECOMMENDED** that the City of Durham Charter Trustees:
- consider options on the level of budget and council tax required for 2012/13
 - note the deadline for agreeing the precept for 2012/13
 - utilise the next meeting arranged on 18 January 2012 to agree the precept

Contact: Beverley White, Tel. 383 4327

Risks and Implications

Finance

The report provides information to enable Charter Trustees to consider the level of council tax and revenue budget requirement for 2012/13

Staffing

Equality and Diversity

Accommodation

Crime and Disorder

Human Rights

Consultation

Procurement

Disability Discrimination Act

Legal Implications

Appendix B

Charter Trust for the City of Durham - Budget Options for 2012/13

	Budget 2011/12	Forecast Outturn 2011/12	2012/13 Budget Options	
			A Standstill	B Council Tax Unchanged
	£	£	£	£
Employees				
Mayor's Allowance	3,500	3,500	3,500	3,500
Deputy Mayor's Allowance	1,500	1,500	1,500	1,500
NI contributions	655	580	580	580
Sergeants at Mace/ Body Guard	2,960	2,900	2,900	2,900
Premises				
Town Hall	12,850	12,850	13,107	13,107
Transport				
Civic Car	14,540	14,540	15,120	15,120
Bus Hire	1,500	1,500	1,650	1,650
Supplies & Services				
Mayor's hospitality	12,362	12,362	12,609	12,487
Functions	11,300	11,300	11,526	11,414
General office expenses	1,000	1,000	1,020	1,020
Insurance	2,260	2,260	2,305	2,305
External Audit	600	600	612	612
Support Services				
Administration	30,370	30,370	30,370	30,370
Finance & procurement	7,000	7,000	7,140	7,140
Legal/ Clerk	10,500	10,500	10,710	10,710
HR	500	500	510	510
ICT	1,000	1,000	1,020	1,020
Contingency	1,000	0	1,000	0
Total Expenditure	115,397	114,262	117,180	115,946
Band D Council Tax	4.29		4.34	4.29
% of Council Tax Increase			1.17%	0.00%

Amount of Council Tax for each Valuation Band of Dwelling

Valuation Band	Proportion of Basic Amount	Council Tax Options 2012/13	
		A £	B £
A	6/9	2.89	2.86
B	7/9	3.37	3.34
C	8/9	3.85	3.81
D	<i>'basic amount'</i>	4.34	4.29
E	11/9	5.30	5.24
F	13/9	6.26	6.20
G	15/9	7.23	7.15
H	18/9	8.67	8.58