



**City of Durham
Charter Trustees for the City of Durham**

Ref: JM

20 December 2013

To: The Mayor and Members of the
CHARTER TRUSTEES FOR THE CITY OF DURHAM
(Councillors P Charlton, J Blakey, J Armstrong, D Bell,
A Bonner, J Buckham, J Chaplow, P Conway,
N Foster, K Corrigan, D Freeman, S Guy, D Hall,
G Holland, A Hoggood, N Martin, B Moir, M Nicholls,
R Ormerod, M Plews, M Simmons, D Stoker, P Taylor,
J Turnbull, M Wilkes and M Williams).

Dear Sir/Madam

A Meeting of the **CHARTER TRUSTEES FOR THE CITY OF DURHAM** will be held in the Main Hall, Town Hall, Durham, on Wednesday 8 January 2014 at 5.00 pm.

BUSINESS

1. Apologies for Absence
2. Recording of Proceedings
3. To swear in Mr T S Dixon as a Member of the Mayor's Bodyguard

**The meeting will adjourn and reconvene in the Council Chamber,
Town Hall, Durham at 5.30 pm**

4. Minutes of the meeting held on 11 November 2013 (Pages 1 - 4)
5. Declarations of interest, if any
6. Pant Master - Report of the Clerk to the Charter Trustees (Pages 5 - 8)

County Hall, Durham, DH1 5UL
Tel: 03000 269731 Fax: (0191) 3834206
Web Site: www.durham.gov.uk

7. Past Mayor and Mayoress/Consort Jewels - Report of the Clerk to the Charter Trustees (Pages 9 - 12)
8. Revenue Budget 2014/15 - Report of the Treasurer (Pages 13 - 24)

Yours faithfully

Clerk

- Note:** (i) Trustees are requested to be seated by 4.50pm.
(ii) Trustees Robes of Office will be available in the Council Chamber

CHARTER TRUSTEES FOR THE CITY OF DURHAM

At the **Meeting** of the **Charter Trustees for the City of Durham** held in the Committee Room 1A, County Hall, Durham, on Monday 11 November 2013 at 1.00 pm

Present: The Right Worshipful the Mayor of Durham, Councillor P Charlton (in the Chair) and Councillors J Blakey, D Bell, J Chaplow, P Conway, N Foster, K Corrigan, S Guy, G Holland, N Martin, B Moir, M Nicholls, R Ormerod, M Plews, P Taylor and M Williams

1 Apologies for Absence

Apologies for absence were received from Councillors J Armstrong, A Bonner, J Buckham, D Freeman, D Hall, A Hopgood, M Simmons, J Turnbull and M Wilkes.

2 Minutes of the meeting held on 24 July 2013

The minutes of the meeting held on 24 July 2013 were confirmed as a correct record and signed by the Mayor.

3 Declarations of interest, if any

There were no declarations of interest.

4 Financial Arrangements for the Shared Mayor of the City of Durham and Chairman of Durham County Council

Charter Trustees for the City of Durham considered a report of the Treasurer which updated upon the impact of the Charter Trustees Budget of the revised arrangements for the Mayor of the City of Durham and Chairman of the County Council (for copy see file of minutes).

The Treasurer proceeded to highlight the key areas of the budget which were impacted upon by the new arrangements. It was reported that the savings made from the new arrangements, would set the Charter Trust up to reduce its costs by circa 50% in 2014/15.

Trustees also welcomed the decision taken by the Mayor and Deputy to not accept allowances for their roles, however it was noted that they would be entitled to claim for out of pocket expenses.

Councillor Martin raised a query regarding town hall costs and office charges at County Hall for the Mayor's Secretary. The Treasurer advised that at this current time there was no charge being passed to the Charter Trust for the use of office space in County Hall. Councillor Martin asked for further clarification regarding this issue as he did not feel it was appropriate for the county tax payer to be subsidising the Charter Trustees, and felt it may damage the reputation of the Trust.

Some Trustees however were of the opinion that the Trust would not wish to incur further costs and welcomed the assistance from Durham County Council and queried what the alternative option would be. The Treasurer agreed to investigate this further and report back to a future meeting.

Resolved:

That the new financial arrangements be approved by the Charter Trust.

5 Conclusion of Audit for the year ended 31 March 2013

Charter Trustees for the City of Durham considered a report of the Treasurer which advised of the completion of the audit of the annual return for the financial year ending 31 March 2013, which was carried out by BDO LLP (the external auditor of the Charter Trustees) (for copy see file of minutes).

The Treasurer reported that the audit had concluded that there were no matters which required the issuing of a separate additional issues arising report.

Resolved:

That the Charter Trustees approve the audited annual return for 2012/13.

6 Revenue Outturn for the period ending 30 September 2013 and Projected Outturn to 31 March 2014

The Charter Trustees for the City of Durham considered a report of the Treasurer which provided information on the actual expenditure compared to the profiled budget, for the period ending 30 September 2013; and forecasted expenditure to 31 March 2014 in comparison to the 2013/14 original budget (for copy see file of minutes).

The Treasurer reported that at 30 September 2013 actual net expenditure was £22,472; an underspend of £11,161 against a profiled budget of £33,633. However as a consequence of the decision that the roles of Mayor of the City of Durham and Chairman of Durham County Council be undertaken by one person; it was anticipated that actual expenditure at 31 March 2014 would be significantly lower than the original budget and subsequently there would not be a need to draw from reserves, in order to balance the budget.

Explanations for the main variances were contained in the report and it was noted that there would be further variances during the course of year as a result of the new arrangements.

The Treasurer further provided details of the forecast of expenditure to 31 March and details regarding the general reserve balance. It was reported that a contribution of £27,353 would be available towards the reserves, giving a total reserve balance of £62,708.

Councillor Holland raised a query regarding the transport aspect of the budget and asked whether there had been no transport provided during August and September as no costs were shown in Appendix 3 for these months. In addition he queried whether the contract with Lee's Coaches had been discontinued. In response the Treasurer advised that transport would have been used during those months, however it was likely that the invoices for those trips had not as yet been issued from the supplier. With regard to the use of Lee's Coaches, it was noted that there was no contract in place, but the firm were simply used on an adhoc basis.

The Mayor advised that the County Council's vehicle was being used on a trial basis to transport the Bodyguard and their equipment and had significant cost benefits.

Councillor Holland advised that one of the guards had approached him and had advised that they had experienced some difficulties with the new arrangements. It was noted that using a bus firm did have significant cost implications however; the Mayor advised that she would follow this up and transport arrangements would continue to be monitored and reviewed.

Councillor Martin raised a query regarding the cost of the collection of the Mayors Robe. In response the Clerk advised that due to the delicate nature of the fabric of the robes, they had been returned to the Company who had produced the garment for specialist cleaning. This had been after being advised by a local robe making company to use the original manufacturer as they were not prepared to risk damaging the robe through the cleaning process. On this occasion some necessary refurbishment was also required which should help prolong the life of the garment. As it was essential that the robe was cleaned, refurbished and returned in a short space of time for Mayor Making the robe had been sent by courier, the method used previously when the robes had been cleaned by the former Durham City Council. The robe, which was 30 years old, had not been cleaned for 7 years.

Resolved:

- (i) That the outturn position for the period ended 30 September 2013 be noted.
- (ii) That the forecast outturn to 31 March 2014 be noted.

7 2014/15 Budget Setting Process

The Charter Trustees for the City of Durham considered a report of the Treasurer which sought agreement on the timetable and process for setting the budget and council tax requirement for the Charter Trustees for 2014/15 (for copy see file of minutes).

The Treasurer advised that early indications showed that the council tax base for 2014/15 would reduce by 46.4 (from £23,854.0 to 23,807.6) as a result of this decrease the council tax receivable would decrease by 176.32 from £90,645.20 to £90,468.88 at the current Band D rate.

Further information was provided in respect of the anticipated Local Council Tax Support Scheme, and it was noted that the amount payable to the Charter Trustees for 2014/15 would reduce by £9,360 (by £1,038 from £10,398 in 2013/14).

In addition it was also reported that there was also a possibility that a Council Tax capping control could be imposed on Town and Council Parish Councils from 2014/15.

In conclusion the Treasurer proposed that members of the budget working group meet early December to discuss the budget prior to the full meeting scheduled to be held on 8 January 2014. Further information may also be available at that time from the Council's Constitution Working Group.

Resolved:

- (i) That a working group be established to consider options on the level of budget and council tax required for 2014/15 and report their recommendations to Charter Trustees at the meeting on 8 January 2014;
- (ii) That the precept be agreed at the meeting scheduled to be held 8 January 2014;
- (iii) That the deadline for agreeing the precept for 2014/15 be noted.

8 Any other business

Councillor Williams suggested that the Clerk write to the Pant Master and ask if he was still interested in attending future occasions/events as his absence had been noted at recent events.

Resolved:

That the Clerk contact the current Pant Master to determine if he was still interested in holding the position.

CHARTER TRUST FOR THE CITY OF DURHAM

8 JANUARY 2014

PANT MASTER



City of Durham

Report of Sharon Spence, Clerk to the Charter Trustees

Purpose of the Report

1. At a previous meeting of the Charter Trustees held on 11 November 2013 it was noted that the Pant Master had not been present at a number of ceremonial occasions and it was subsequently agreed that the post holder be asked if he still wish to continue as Pant Master. The purpose of the report is to inform Trustees of the response and to consider a way forward in respect of this position.

Background

2. The Post Holder has provided an explanation as to why he has been unable to attend a number of ceremonial events and why, with regret, he is unable to predict when he may be in a position to return as Pant Master.
3. The Post Holder remains in full support for the ceremonial traditions of the City of Durham being continued and, in this respect, has indicated that he fully understands should the Trustees wish to appoint another willing supporter to the post.
4. There are no set criteria for the appointment of a Pant Master. When a vacancy has arisen previously Trustees have been asked to suggest suitable candidates. Any successful candidate should be prepared to attend ceremonial occasions in line with the traditions of the City, which usually take place at weekends. At Mayor Making each year the Charter Trustees are asked to agree the appointment of Officers listed on the Agenda.

Recommendation and reason

5. Charter Trustees instructions are requested.

Contact: Sharon Spence Tel: 0191 383 3507

Appendix 1: Implications

Finance –None specific within the report.

Staffing - None specific within the report.

Risk - None specific within the report.

Equality and Diversity / Public Sector Equality Duty - None specific within the report.

Accommodation - None specific within the report.

Crime and Disorder - None specific within the report.

Human Rights - None specific within the report.


Consultation - None specific within the report.

Procurement - None specific within the report.

Disability Issues - None specific within the report.

Legal Implications - None specific within the report.

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<p>CHARTER TRUST FOR THE CITY OF DURHAM</p> <p>8 JANUARY 2014</p> <p>Past Mayor and Mayoress/Consort Jewels</p>	 <p>City of Durham</p>
<p>Report of Sharon Spence, Clerk to the Charter Trustees</p>	

Purpose of the Report

1. Charter Trustees are aware that each year at Mayor Making the retiring Mayor and Mayoress/Consort are presented with “Jewels” in the form of Medals, in recognition of their service to the City. This report sets out a number of options which Charter Trustees may wish to consider in view of the increasing costs of continuing this tradition in its current form.

Background

2. The practice of presenting the past Mayor and Mayoress/Consort with “Jewels” at Mayor Making is a longstanding tradition in the City, however, there are a number of options should the Charter Trustees wish to reduce the cost of this provision.

Past Mayor’s Medal “Jewels”

3. To continue as in recent years the cost of providing a 9ct gold Past Mayor Medal and a silver gilt Past Mayoress/Consort Medal are set out below:

Past Mayor	£604.46
Past Mayoress/Consort	£290.10

Machine engraving costs £0.40 net per character.

The above prices are exclusive of carriage and VAT

4. In light of the current financial climate the Charter Trustees may wish to consider other options in this respect.

Option one

5. As set out in paragraph 3, 9ct gold Past Mayor Medal and silver gilt Past Mayoress/Consort Medal.

Past Mayor	£604.46
Past Mayoress/Consort	£290.10

Total Cost **£894.56**

Machine engraving costs £0.40 net per character.

The above prices are exclusive of carriage and VAT

Option two

6. Both the Past Mayor and Past Mayoress/Consort be given silver gilt Medals

Past Mayor	£290.10
Past Mayoress/Consort	£290.10

Total Cost **£580.20**

Machine engraving costs £0.40 net per character.

The above prices are exclusive of carriage and VAT

Option three

7. Only the Past Mayor be presented with a gold Medal

Past Mayor	£604.46
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Machine engraving costs £0.40 net per character.

The above prices are exclusive of carriage and VAT

Option four

8. Only the Past Mayor be presented with a silver gilt Medal

Past Mayor	£290.10
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Machine engraving costs £0.40 net per character.

The above prices are exclusive of carriage and VAT

Recommendation and reason

9. There is clearly a historic tradition of providing both the Past Mayor and Past Mayoress/Consort with Medals “Jewels” in recognition of their service to the City. Budget provision has been made to cover the cost of providing one gold and one silver gilt medal. Charter Trustees instructions are requested as to how they wish to take this forward.

Contact: Sharon Spence Tel: 0191 383 3507

Appendix 1: Implications

Finance – Detailed within the report.

Staffing - None specific within the report.

Risk - None specific within the report.

Equality and Diversity / Public Sector Equality Duty - None specific within the report.

Accommodation - None specific within the report.

Crime and Disorder - None specific within the report.

Human Rights - None specific within the report.

Consultation - None specific within the report.

Procurement - None specific within the report.

Disability Issues - None specific within the report.

Legal Implications - None specific within the report.

**Charter Trustees for the City of
Durham**

8 January 2014

Revenue Budget 2014/15



City of Durham

Report of Jeff Garfoot, Treasurer

INTRODUCTION

- 1 The purpose of this report is to provide information to enable Charter Trustees to approve the:
- appropriate budget requirement for the Charter Trust for 2014/15;
 - basic level of council tax required for 2014/15.

BACKGROUND

- 2 At the last meeting of Charter Trustees held on 11 November 2013, it was agreed that a budget working group would be established with responsibility for considering alternative budgets for 2014/15 and recommending their preferred option to be presented to Charter Trustees for approval.
- 3 The working group have considered a range of options and have decided to present a number of these to Charter for discussion.

BUDGET ASSUMPTIONS

- 4 The following budget assumptions have been made:
- annual inflation of 1.5%;
 - annual reductions in the Council Tax Support Grant in line with advice from the County Council;
 - a slight reduction in council tax base of 0.19% to 23,807.60 (from 23,854 in 2013/14).
- 5 Based upon the assumptions set out above and the budget information provided to Charter Trustees at the meeting held on 11 November 2013, it

has been estimated that the council tax requirement for 2014/15 can reduce from £90,645 (for 2013/14) to £49,929.

- 6 Appendix B details the original budget for 2013/14 and the estimated budget for 2014/15.
- 7 The following table indicates the level of precept historically agreed by Charter Trustees:

	2009/10	2010/11	2011/12	2012/13	2013/14
	£	£	£	£	£
Precept	5.00	5.00	4.29	3.80	3.80

BUDGET OPTIONS 2014/15

- 8 A range of budget options were presented to the budget working group at their meeting held on 19 December 2013. The group have determined five budget options from which they recommend Charter Trustees approve one.
- 9 Each of the options apply varying levels of reserves and therefore impact differently on the precept calculated across a five year period (2014/15 to 2018/19).
- 10 The five options being proposed by the budget working group are:
- Option 1** application of no reserves in any of the five years;
 - Option 2** utilisation of reserves to maintain Band D Council Tax at £2.10 in each of the five years;
 - Option 3** utilisation of reserves to maintain Band D Council Tax at £1.90 in each of the five years (50% reduction in Council Tax from 2013/14);
 - Option 4** utilising £10,000 of reserves in each of the five years;
 - Option 5** applying reserves in each year to create an equivalent annual increase in precept.
- 11 Given the reduced level of expenditure from 2014/15, it is considered reasonable and prudent for the Charter Trustees to maintain a reserve balance of circa £10,000.
- 12 These detailed budget options are included as Appendices C to G of this report. The appendices illustrate the effect of utilising different levels of reserves on the council tax requirement over the five year period 2014/15 to 2018/9.

- 13 The following table illustrates the precept calculated in each of the five options for 2014/15 to 2018/19:

Option		Precept				
		2014/15 £	2015/16 £	2016/17 £	2017/18 £	2018/19 £
1	No utilisation of reserve	2.10	2.19	2.27	2.36	2.40
2	Council Tax at £2.10 from 2014/15 onwards	2.10	2.10	2.10	2.10	2.10
3	Council Tax at £1.90 from 2014/15 onwards	1.90	1.90	1.90	1.90	1.90
4	Utilisation of £10,000 of reserves over 5 years	1.68	1.77	1.85	1.94	1.98
5	Equal increase in precept over four years	1.26	1.54	1.83	2.13	2.40

- 14 The table below demonstrates the impact on the reserve balances at the end of the year for each of the options:

Option		Forecast Reserve Balance at end of year					
		2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £	2018/19 £
1	No utilisation of reserve	62,708	62,708	62,708	62,708	62,708	62,708
2	Council Tax at £2.10 from 2014/15 onwards	62,708	62,708	60,434	56,207	50,014	42,889
3	Council Tax at £1.90 from 2014/15 onwards	62,708	58,013	51,044	42,122	31,234	19,414
4	Utilisation of £10,000 of reserves over 5 years	62,708	52,708	42,708	32,708	22,708	12,708
5	Equal increase in precept over four years	62,708	42,708	27,208	16,708	11,208	11,208

- 15 Charter Trustees should note that it is possible that the Charter Trust's financial position could change. For example, the full budget may not be expended thus increasing reserves, the Charter Trustees may decide to increase budgets or the Council Tax Support Grant may vary more than planned. It is important therefore that budgets are kept under review.

RECOMMENDATIONS

16 It is **RECOMMENDED** that the City of Durham Charter Trustees:

- determine and approve the budget requirement for 2014/15;
- and
- determine and approve the basic level of council tax for 2014/15.

Contact: Beverley White, Tel. 03000 261900

Risks and Implications

Finance

The report provides information to enable Charter Trustees to consider the level of council tax and revenue budget requirement for 2014/15

Staffing

None

Equality and Diversity

None

Accommodation

None

Crime and Disorder

None

Human Rights

None

Consultation

None

Procurement

None

Disability Discrimination Act

None

Legal Implications

None

Original Budget 2013/14 and Estimated Budget 2014/15

	Original 2013/14 Budget £	Estimated 2014/15 Budget £
Employees		
Mayor's Allowance	3,500	0
Deputy Mayor's Allowance	1,500	0
NI contributions	574	0
Sergeants at Mace/ Body Guard	2,809	2,750
Premises		
Town Hall	11,796	3,348
Transport		
Civic Car	14,831	6,030
Bus Hire	1,440	1,200
Supplies & Services		
Mayor's hospitality and functions	24,135	15,525
General office expenses	1,020	400
Insurance	2,034	2,057
External Audit	624	450
Support Services		
Administration	30,674	15,697
Finance/ Legal/ ICT/ HR	17,442	12,000
Contingency	0	0
Gross Expenditure	112,379	59,457
Income		
Bank interest	-60	-40
Council Tax Support Grant	-10,398	-9,488
Transfer from Reserves	-11,276	
Council Tax Requirement	90,645	49,929

Proposed Budget - Option 1

	Proposed Budget				
	2014/15	2015/16	2016/17	2017/18	2018/19
Basis of Budget preparation	No reserves applied				
	£	£	£	£	£
Employees					
Mayor's Allowance	0	0	0	0	0
Deputy Mayor's Allowance	0	0	0	0	0
NI contributions	0	0	0	0	0
Sergeants at Mace/ Body Guard	2,750	2,791	2,833	2,876	2,919
Premises					
Town Hall	3,348	3,398	3,449	3,501	3,553
Transport					
Civic Car	6,030	6,120	6,212	6,305	6,400
Bus Hire	1,200	1,218	1,236	1,255	1,274
Supplies & Services					
Mayor's hospitality	15,525	15,758	15,994	16,234	16,478
General office expenses	400	406	412	418	425
Insurance	2,057	2,088	2,119	2,151	2,183
External Audit	450	457	464	471	478
Support Services					
Administration	15,697	15,932	16,171	16,414	16,660
Finance/ Legal/ ICT/ HR	12,000	12,180	12,363	12,548	12,736
Contingency	0	0	0	0	0
Income - bank interest	-40	-41	-41	-42	-42
Total Expenditure	59,417	60,308	61,213	62,131	63,063
Transfer from Reserves	0	0	0	0	0
Council Tax Support Grant	-9,488	-8,105	-7,057	-6,009	-6,009
Council Tax Requirement	49,929	52,203	54,156	56,122	57,054
Forecast Reserves	62,708	62,708	62,708	62,708	62,708
Band D Council Tax	2.10	2.19	2.27	2.36	2.40
Council Tax Base	23,807.60	23,807.60	23,807.60	23,807.60	23,807.60

Proposed Budget - Option 2

	Proposed Budget				
	2014/15	2015/16	2016/17	2017/18	2018/19
Basis of Budget preparation	Maintain Band D Council Tax at £2.10 in each year				
	£	£	£	£	£
Employees					
Mayor's Allowance	0	0	0	0	0
Deputy Mayor's Allowance	0	0	0	0	0
NI contributions	0	0	0	0	0
Sergeants at Mace/ Body Guard	2,750	2,791	2,833	2,876	2,919
Premises					
Town Hall	3,348	3,398	3,449	3,501	3,553
Transport					
Civic Car	6,030	6,120	6,212	6,305	6,400
Bus Hire	1,200	1,218	1,236	1,255	1,274
Supplies & Services					
Mayor's hospitality	15,525	15,758	15,994	16,234	16,478
General office expenses	400	406	412	418	425
Insurance	2,057	2,088	2,119	2,151	2,183
External Audit	450	457	464	471	478
Support Services					
Administration	15,697	15,932	16,171	16,414	16,660
Finance/ Legal/ ICT/ HR	12,000	12,180	12,363	12,548	12,736
Contingency	0	0	0	0	0
Income - bank interest	-40	-41	-41	-42	-42
Total Expenditure	59,417	60,308	61,213	62,131	63,063
Transfer from Reserves	0	-2,274	-4,227	-6,193	-7,125
Council Tax Support Grant	-9,488	-8,105	-7,057	-6,009	-6,009
Council Tax Requirement	49,929	49,929	49,929	49,929	49,929
Forecast Reserves	62,708	60,434	56,207	50,014	42,889
Band D Council Tax	2.10	2.10	2.10	2.10	2.10
Council Tax Base	23,807.60	23,807.60	23,807.60	23,807.60	23,807.60

Proposed Budget - Option 3

	Proposed Budget				
	2014/15	2015/16	2016/17	2017/18	2018/19
Basis of Budget preparation	Maintain Band D Council Tax at £1.90 in each year				
	£	£	£	£	£
Employees					
Mayor's Allowance	0	0	0	0	0
Deputy Mayor's Allowance	0	0	0	0	0
NI contributions	0	0	0	0	0
Sergeants at Mace/ Body Guard	2,750	2,791	2,833	2,876	2,919
Premises					
Town Hall	3,348	3,398	3,449	3,501	3,553
Transport					
Civic Car	6,030	6,120	6,212	6,305	6,400
Bus Hire	1,200	1,218	1,236	1,255	1,274
Supplies & Services					
Mayor's hospitality	15,525	15,758	15,994	16,234	16,478
General office expenses	400	406	412	418	425
Insurance	2,057	2,088	2,119	2,151	2,183
External Audit	450	457	464	471	478
Support Services					
Administration	15,697	15,932	16,171	16,414	16,660
Finance/ Legal/ ICT/ HR	12,000	12,180	12,363	12,548	12,736
Contingency	0	0	0	0	0
Income - bank interest	-40	-41	-41	-42	-42
Total Expenditure	59,417	60,308	61,213	62,131	63,063
Transfer from Reserves	-4,695	-6,969	-8,922	-10,888	-11,820
Council Tax Support Grant	-9,488	-8,105	-7,057	-6,009	-6,009
Council Tax Requirement	45,234	45,234	45,234	45,234	45,234
Forecast Reserves	58,013	51,044	42,122	31,234	19,414
Band D Council Tax	1.90	1.90	1.90	1.90	1.90
Council Tax Base	23,807.60	23,807.60	23,807.60	23,807.60	23,807.60

Proposed Budget - Option 4

	Proposed Budget				
	2014/15	2015/16	2016/17	2017/18	2018/19
Basis of Budget preparation	£10,000 reserves applied in each year				
	£	£	£	£	£
Employees					
Mayor's Allowance	0	0	0	0	0
Deputy Mayor's Allowance	0	0	0	0	0
NI contributions	0	0	0	0	0
Sergeants at Mace/ Body Guard	2,750	2,791	2,833	2,876	2,919
Premises					
Town Hall	3,348	3,398	3,449	3,501	3,553
Transport					
Civic Car	6,030	6,120	6,212	6,305	6,400
Bus Hire	1,200	1,218	1,236	1,255	1,274
Supplies & Services					
Mayor's hospitality	15,525	15,758	15,994	16,234	16,478
General office expenses	400	406	412	418	425
Insurance	2,057	2,088	2,119	2,151	2,183
External Audit	450	457	464	471	478
Support Services					
Administration	15,697	15,932	16,171	16,414	16,660
Finance/ Legal/ ICT/ HR	12,000	12,180	12,363	12,548	12,736
Contingency	0	0	0	0	0
Income - bank interest	-40	-41	-41	-42	-42
Total Expenditure	59,417	60,308	61,213	62,131	63,063
Transfer from Reserves	-10,000	-10,000	-10,000	-10,000	-10,000
Council Tax Support Grant	-9,488	-8,105	-7,057	-6,009	-6,009
Council Tax Requirement	39,929	42,203	44,156	46,122	47,054
Forecast Reserves	52,708	42,708	32,708	22,708	12,708
Band D Council Tax	1.68	1.77	1.85	1.94	1.98
Council Tax Base	23,807.60	23,807.60	23,807.60	23,807.60	23,807.60

Proposed Budget - Option 5

	Proposed Budget				
	2014/15	2015/16	2016/17	2017/18	2018/19
	Decreasing level of reserves applied in each year in order that Council Tax increases steadily (in monetary terms) over the period				
Basis of Budget preparation					
	£	£	£	£	£
Employees					
Mayor's Allowance	0	0	0	0	0
Deputy Mayor's Allowance	0	0	0	0	0
NI contributions	0	0	0	0	0
Sergeants at Mace/ Body Guard	2,750	2,791	2,833	2,876	2,919
Premises					
Town Hall	3,348	3,398	3,449	3,501	3,553
Transport					
Civic Car	6,030	6,120	6,212	6,305	6,400
Bus Hire	1,200	1,218	1,236	1,255	1,274
Supplies & Services					
Mayor's hospitality	15,525	15,758	15,994	16,234	16,478
General office expenses	400	406	412	418	425
Insurance	2,057	2,088	2,119	2,151	2,183
External Audit	450	457	464	471	478
Support Services					
Administration	15,697	15,932	16,171	16,414	16,660
Finance/ Legal/ ICT/ HR	12,000	12,180	12,363	12,548	12,736
Contingency	0	0	0	0	0
Income - bank interest	-40	-41	-41	-42	-42
Total Expenditure	59,417	60,308	61,213	62,131	63,063
Transfer from Reserves	-20,000	-15,500	-10,500	-5,500	
Council Tax Support Grant	-9,488	-8,105	-7,057	-6,009	-6,009
Council Tax Requirement	29,929	36,703	43,656	50,622	57,054
Forecast Reserves	42,708	27,208	16,708	11,208	11,208
Band D Council Tax	1.26	1.54	1.83	2.13	2.40
Council Tax Base	23,807.60	23,807.60	23,807.60	23,807.60	23,807.60

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