

	28th Full Council Precept setting	18/19 YEAR END	19/20 YEAR END	20/21 CURRENT (as of 14th October 2020)		2021/22 ONWARDS		
1	Admin	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	Recommended OPTION 1 2021/22 - assuming 2% increase (actual 4.14%)	
2	Salaries and pensions for all staff	190666	224062	124441	272000	306500	327000	New Staffing structure considered and in place for 2021. Includes a budgeted 2% cost of living increase despite potential pay freeze nationally. Includes Green Travel Coordinator and Civic Hall roles which are externally funded. The actual cost from public funds is considerably less and detailed in the confidential breakdown.
3	Staff Training and Travel AND expenses	2633	3296	877	1500	4000	4500	Amalgamate with eye tests and include staff expenses in training and travel
4	Deleted - Staff Eye Tests	99	50	0	250	500	0	
5	NEW - Subscriptions						3500	Moved from Civic and Democratic
6	NEW - Professional Fees						6250	Moved from Civic and Democratic AN ESTIMATE BASED ON NEED DURING THE YEAR.
7	NEW - Website and IT						5000	Moved from Civic and Democratic. Includes office move costs. Officers only use IT support for detailed hardware and software queries.
8	Staff Recruitment	789	1558	807	2000	500	1250	As per query, using just social media advertising does not produce enough high qi
9	Phone and Broadband	2525	2870	1097	2600	2600	2700	Based on actual previous plus small estimated increase
10	Office Supplies	2034	545	637	1250	1750	1750	Based on actual previous plus small estimated increase
11	Photocopier	1549	1592	742	1600	2000	1600	Based on actual previous plus small estimated increase
12	Insurance	5536	7365	7231	7365	7500	8000	Increase to cover cyber policies and valuables
13	Office Equipment	2012	864	933	1500	1500	10000	Includes extra costs associated with office move
14	NEW - Van Maintenance						750	MOT/Servicing/Repairs
15	NEW - TMO Tools and Consumables						1500	Tools and screws etc
16	Car park permits income and green sacks	-408	-40	0	0	0	0	no longer required
17	SUB TOTAL	207435	242162	136765	290065	326850	373800	
18	Civic and Democratic	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	
19	Mayoral Allowance and CIVIC EVENTS	379	394	0	400	400	410	This is an estimate as any increase is capped by SHDC. Councillors could chose to keep the rate as per the current year
20	Civic and Mayoral Events (expenditure)	5902	4196	126	3000	5750	5750	Suggested by a Councillor that a reduction shuld be considered. This includes all Civic Events
21	Civic Events (income)	-2123	-1127	0	0	0	0	Income from events is usually donated to a mayoral charity.
22	Civic Regalia	24	344	0	200	400	200	Cut from previous draft.
23	Mayoral Travel and Expenses	401	146	0	200	400	400	This replaces the previous Mayoral Allowance, which can no longer be paid. Travel and cetain expenses can be claimed back by the Mayor.
24	Councillor Allowances	3788	2623	0	6000	6400	6560	Assumes all Councillors claim and qualify which would be highly unlikely.
25	Councillor Training and Travel	948	352	160	750	2000	1000	Reduced from previous draft budget as per Councillor request
26	Councillor IT equipment	0	1281	1770	2500	1500	1500	Not all Councillors took up the option of IT equipment but this may change as remote working is continued.
27	MOVED TO ADMIN Professional Fees	3123	3908	2331	6250	6250	0	Moved to Administration
28	Elections	0	161	0	0	6000	6000	We have to budget for this in case we have resignations over the year and have to go to election rahter than cooption to fill.
29	MOVED TO ADMIN Subscriptions	2179	2558	2078	2150	2150	0	Moved to Administration
30	Community Outreach/Christmas	1349	4133	2499	2750	2000	6000	Includes increased christmas lights, Christmas Tree cost, christmas electricity, lighting
31	MOVED TO ADMIN Website and IT	1049	11312	-3539	2500	2500	0	Moved to Administration
32	SUB TOTAL	17019	30281	5425	26700	35750	27820	

33	Tourism	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	
34	Visit Totnes Marketing	2390	4710	348	5000	5000	20000	Significant investment in the Visit Totnes brand development as part of the economic recovery plan. FULL DETAIL WILL BE CIRCULATED FOR 28TH DECEMBER FULL COUNCIL.
35	Pension costs	12636	12636	0	12636	12636	0	Payments complete.
36	Totnes Guide	14737	14219	1217	5800	15000	5800	Detailed in table below
37	<i>Totnes Guide and Website Income</i>	-18260	-16844	-343	-343	-15000	-500	Potentially offer free advertising to local businesses.
38	Bank Charges / Paypal	172	20	0	100	210	200	Based on actual previous plus small estimated increase
39	Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	172	553	273	300	600	300	Based on actual previous plus small estimated increase
40	SUB TOTAL	11847	15294	1495	23493	18446	25800	
41	Guildhall	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	
42	Cleaning	2738	1545	743	1500	3000	2000	This is the cleaning required to keep the Guildhall clean mainly during the open season and between public meetings
43	Building Maintenance	27453	4160	-165	1500	5000	5000	Roof, plastering, boiler, alarm system all repaired/maintained recently so not large costs anticipated. Reserves would cover unexpected costs.
44	Business Rates	5880	6015	6113	6113	7000	6500	based on actual previous plus small estimated increase
45	Water	111	120	217	300	200	200	based on actual previous plus small estimated increase
46	Utilities	3783	3046	1074	2500	3500	3500	based on actual previous plus small estimated increase
47	Equipment Maintenance	2599	1281	40	500	2000	1000	based on actual previous plus small estimated increase
48	Wedding Licence renewals and marketing	2044	71	0	250	500	2500	Assuming Councillors want to continue being licenced for weddings.
49	<i>Admissions income</i>	-3357	-2994	0	0	-3000	-3000	Income depends on being able to open. Plans in place for marketing and incerased income.
50	<i>Retail Sales</i>	0		0	0	0	0	No longer required
51	<i>Hire Income WEDDINGS</i>	-2233	-2566	-325	-325	-2750	-2750	Income depends on being able to open. Plans in place for marketing and incerased income.
52	SUB TOTAL	39018	10678	7697	12338	15450	14950	
53	Civic Hall	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	
54	Cleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to core budget	9776	4362	567	1250	5500	5500	Excludes any staffing costs which have been ergeed with the main staffing budget. Based on previous actuals. Will depend on how much we can open.
55	Feed in Tariff	3102	2156	811	3000	3000	2000	based on actual previous plus small estimated increase
56	Water	453	1389	308	1000	2000	2000	based on actual previous plus small estimated increase
57	Utilities	4855	3617	488	1500	4600	4500	based on actual previous plus small estimated increase
58	Building Maintenance	11784	10771	650	5000	175000	175000	Birdwood/Civic Hall Annex project
59	Licences	70	70	170	250	250	250	based on actual previous plus small estimated increase
60	Marketing Civic Hall	28	515	0	0	1000	1000	Increased to improve development of Civic Hall as a venue - if possible with Covid measures.
61	Equipment Maintenance	4320	6433	2317	3500	4000	5000	based on actual previous plus small estimated increase
62	<i>Paige Adams Grant towards Caretaking, Cleaning and Management costs</i>	-27723	-31500	0	-12000	-31500	-30000	Estimated figures - to be considered by Paige Adams
63	<i>Feed in tariff income and Water refund income</i>	-7808	-4899	-417	-5700	-5700	-5200	based on estimates and previous usage
64	SUB TOTAL	-1143	-7086	4894	-2200	158150	160050	
65	Property Maintenance	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	
66	Guildhall Cottage Maintenance	636	65	55	2000	2000	2000	Roof maintenance likely required
67	Property Management Fees	1561	1962	1020	2000	2000	2000	New company and service recommended
68	Town Clocks amalgamated Rent and Utilities and maintenance	2443	1543	74	2250	2250	2250	Survey shows worked needed to St Mary's clock when non essential work is allowed.

69	Flat 5a Loan repay	9148	9148	4574	9150	9150	9150	Ongoing loan repayment
70	Flat 5a Maintenance	110	9	125	1000	2000	2000	chimney/gutter maintenance likely required
71	Guildhall Office Maintenance	0	579	309	2000	5000	5000	To be considered. If we move offices this could do a basic tidy and redecorated of the space to allow letting?
72	Museum Maintenance	3588	6122	-3325	2000	5000	5000	Roof repairs. It is suggested the Museum apply for any additional support funding via S137 allocations.
73	Museum Rent income	-2	-1	0	-5	-5	-1	
74	Eastgate Clock Rental	0	-1	0	-3	-3	-3	
75	MOVED TO CIVIC HALL - Civic Water Supply to shop	0	-200	-200	-200	-200	0	Moved to Civic Hall budget
76	Guildhall Cottage Income(£850 a month)	-10750	-10200	-5100	-9350	-9350	-10200	
77	Guildhall Office Income(£250 per month) COMMUNITY/NON PROFIT GROUP	0	0	0	0	0	0	Difficult to know timescales but a decision on the purpose of the buidng needs to be considered before income can be budgeted. It might be income is low and the occupants are a community or charitable group or series of groups
78	Flat 5a Rental Income(£695 per month)	-8340	-8340	-4170	-7645	-7645	-8340	
79	SUB TOTAL	-1606	686	-6638	3197	10197	8856	
80	Cemetery	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	
81	Business Rates	3616	4069	4441	4441	5000	4750	
82	Water	143	127	23	100	150	150	
82	NEW Waste collection						450	
83	Grounds Maintenance (Grass cutting and tree work)	21795	21179	5947	23000	23000	23000	
84	Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	34099	1495	358	1500	3000	2000	
85	Chapel	244	0	150	500	500	10000	Feasibility and initial works to the Chapel if prioritised.
86	Cemetery Fees Income Amalgamated	-8495	-11375	-4270	-7500	-8000	-8000	
87	Memorials	0		0	0	0	0	
88	Grant of rights	0		0	0	0	0	
89	War Bonds	0		0	0	0	0	
90	SUB TOTAL	51402	15495	6649	22041	23650	32350	
91	Open Spaces	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	
92	GENERAL MAINTENANCE (changed from Ramparts Walk regular cuts and tidying)	163	0	112	250	600	500	
93	St Marys Churchyard (Walls and trees)	390	414	201	500	1000	500	
94	Castle Meadow Maintenance and Water	160	57	25	200	250	250	
95	Castle Meadow and allotments income	-210	-210	-8	-10	-210	0	Castle Meadow lease finishes
96	SUB TOTAL	503	261	330	940	1640	1250	
97	Precept and Income	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	
98	Bank Charges	156	150	51	300	300	300	
99	Precept and Income	-355640	-494000	-535280	-535280	-535280	-545986	SEE THE DETAIL IN THE TABLE BELOW
100	Council Tax Grant (only guaranteed until 19/20)	-22230	-20040	-10020	-10020	-10020	0	Council Tax zupport grant no longer exists.
101	Charity of Paige Adams RATE ABATEMENT	0	0	0	0	0	-105000	THIS PAYMENT WAS PREVIOUSLY AGREED BY PAIGE ADAMS BUT WILL BE PAID IN 2021/22 BECAUSE OF DELAYS TO PROJECTS
102	SECTION 106 FUNDS GREEN TRAVEL	0	0	-70000	-70000	-70000	0	
103	SUB TOTAL	-377714	-513890	-615249	-615000	-615000	-650686	
104	Community Development	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	
105	Skate Park	0	0	0	0	13200	13200	Previously agreed. Further funds might be required for completion of project

106	Public Toilets	0	SEE COMMUNITY PROJE	16132	75000	17600	20000	Final contribution for loss of income required from SHDC.
107	Caring Town/Totnes Caring services	SEE COMMUNITY PROJE	SEE COMMUNITY PROJE			25000	0	£35k s137 Expenditure. Will depend on requests for fund and restructure of organisations. High need expected following the CV19 pandemic.
108	Citizens Advice Service	SEE COMMUNITY PROJE	SEE COMMUNITY PROJE					
109	Neighbourhood Plan/Planning	11586	9252			1000	1000	Delay due to covid and referendum restrictions
110	Community projects SHARED SPACE and public realm	35412	76024			135000	188000	Contination of public realm and Shared Space improvements
111	Community Grants Scheme/COVID 19	0	0			0	0	Moved to S137
112	Arts and Culture and Events	2183	6185			5000	10000	Extension of community arts and events programme potentially implemented as part of the economic recovery plan.
113	Heritage Support	0	0	0	0	8015	7500	Heritage action work to buildings of creating partnerships
114	S137 FUNDING (Grants and Misc)			17822	40601	0	50000	Community Grants/Totnes Caring/Caring Town/Citizens Advice
115	GRANT FUNDING/PROJECT INCOME	-4736	-1845	-11500	-11500	0	0	Will likely be around £17500 for reopening high street fund.
116	Climate Change/Green Travel	0	0	0	1000	5000	10000	For climate change and green travel proposals agreed through committee. possible match funding.
117	SUB TOTAL	£44,445	£89,616	£22,454	£105,101	£209,815	£299,700	
118	TOTAL	-£8,794	-£116,501	-£436,178	-£133,325	£184,948	£293,890	See reserves projection below
				Underspend on original budget due to Covid delaying project expenditure and recruitment			FROM RESERVES SEE BREAKDOWN BELOW	

TAX BASE REDUCTION COMPARISON IN ANNUAL AND WEEKLY COSTS PER BAND D PROPERTY					The current precept is £535280 and £181.61 for an average Band D annually (£3.49 per week). The tax base has changed which means the each household will be paying slightly more for the same overallly annual precept income. With no raise the annual cost for a Band D would be £185.42 per year (£3.57 per week and 2.10% actual increase). A 2% increase in the total precept would be £545986 and £189.13 (actual 4.14% increase to £3.64 per week) for an average Band D annually. THE PROPOSED INCREASE IS £7.52 PER YEAR AND LESS THEN 15 PENCE PER WEEK.
	2020/21 ANNUAL COST	2021/22 ANNUAL COST	2021/22 WEEKLY COST		
£535280 - CURRENT	£181.61	£185.42	£3.57		
£545986 - 4.14% OPTION A ACTUAL INCREASE	N/A	£189.13	£3.64		

Reserves impact	
Reserves at the start of 2020/21	469613
Expected 2020/21 underspend	133325
Total estimated reserves as start of 2021/22	602938
If option A is ratified - estimated 2021/22 year end reserves	£309,048

This figure allows for a healthy reserve remaining after all proposed expenditure in the

VISIT TOTNES GUIDE		
Element	Detail	2020/21
Design	No new copy or images, just new front cover & intro pages	£200.00
	6pp leaflet	£350.00
	£25 per photo	£250.00
Printers	50k x DL6pp print run on 150gsm silk - allow 0-6% increase	£1,100
Website	Web development	£1,200.00
	Web hosting and maintenance	£1,200.00
Distribution	If we want 10 months we will only pay for 7 months	£1,500.00

PROPOSED PUBLIC REALM AND OPEN SPACES (INCLUDES SHARED SPACE)		
External design/specialist support	£20,000.00	
Totnes Gardens	£2,000.00	
Collapark investment	£10,000.00	Previously agreed, delayed project
Bridgetown investment	£10,000.00	Detail tbc
Market Square - ramp improvement	£35,000.00	Previously agreed, delayed project
Vehicle activated signage	£10,000.00	
Tidy Totnes	£1,000.00	Previously agreed, delayed project
Other shared space measures	£50,000.00	Phase 1
Signage	£50,000.00	Phase 1/3
Bins and seating		
BALANCE	£188,000.00	

Marketing	Detail below	£24,920.00
	TOTAL	£30,720.00

Marketing	Medium	Idea	Proposed Budget
Local / regional day visitors	Regional Radio	Boost for local traders on Heart South Hams with off peak advertising campaign	£3,000.00
	Regional Press	Series of half page ads to boost trade in town	£3,000.00
Tourists / holidays / short breaks	Promotional video	Create an on the ground promo video to capture the best of Totnes to use via social media including starting a YouTube channel, use on the website & encourage partners / local businesses to use wherever they can as well.	£5,000.00
	DL 6pp leaflet	Design, print & distribute 40k DL 6pp leaflets - no advertising support (see breakdown to the right)	£6,100.00
	Outdoor	Series of regional outdoor ads - 6 sheets (size of the bus shelters) and train stations - targets holidaymakers who are in the area	£2,500.00
	Visit South Devon	Membership, advert in annual guide, visibility in their enewsletter, competitions	£500.00
	Visit Devon	Membership, advert in annual guide, visibility in their enewsletter, competitions	£1,000.00
Local & national - day visitors & tourists	Social Media	Boosting pages & posts	£300.00
	MailChimp	Subscription to MailChimp to be able to send consumer enewsletters on a regular basis	£300.00
	Digital / Software	Social media app licence, visual composer licence, search & filter licence	£120.00
	Experiential Marketing	#Totnes or Visit Totnes, big 3D sign in town somewhere - social media photo op / commission local artist to create it & use recycled materials in bright brand colours	£600.00
	Freelance support		£750.00
	Sponsorship	Local & regional sponsorship ops - rowing club, events etc	£300.00
	Personal Selling	Stand at one of the weekly markets once a month for community engagement - for Cllrs & Jane (but for Jane to walk around the town as well)	£200.00
	Design & Print	Design of all artwork / various print jobs	£750.00
	CONTINGENCY	Contingency for any ops or web maintenance throughout the year	£500.00
			£24,920.00