



cirencester  
· town council ·

## Council Meeting

You are hereby summoned to attend a Meeting of the Council to be held in the Bingham Gallery at Bingham House, 1 Dyer Street, Cirencester, at 7.00 p.m. on Tuesday, 21<sup>st</sup> January 2020.

Andrew Tubb, Chief Executive Officer  
14<sup>th</sup> January 2020

### Pledge:

"Let our debating be reasoned and temperate, recognising that others may have a different point of view; and may we always remember that our deliberations and decisions are ultimately for the good of the people of Cirencester."

### Summary of Agenda

- Items 1-7, 9-10 Standing Items (pages 05 to 08 refer) & 20-21
- Item 8 Notice of Motion
- Item 11 Planning Committee Vacancy
- Item 12 Grant Applications 2019-20  
(pages 09 to 11 refer)
- Item 13 Schedule of Payments
- Item 14 Income and Expenditure 2019-20 Update  
(pages 12 to 18 refer)
- Item 15 Budget Estimates 2020-21  
(pages 19 to 25 refer)
- Item 16 Medium Term Financial Plan 2020 to 2024  
(pages 26 to 27 refer)
- Item 17 Local Council Tax Precept 2020-21  
(pages 28 to 29 refer)
- Item 18 Cotswold District Council Budget Consultation 2020-21
- Item 19 Schedule of Meetings 2020-21  
(page 30 refers)

Bingham House, 1 Dyer Street, Cirencester, Gloucestershire, GL7 2PP  
Tel: 01285 655646/Fax: 01285 643843/Web: [www.cirencester.gov.uk](http://www.cirencester.gov.uk)



## Agenda

1. **Apologies (7pm)**  
To receive and formally approve the apologies presented.
2. **Declarations of Interest (7.01pm)**  
To receive declarations of interest and to note any dispensations which have been approved relating to items on the agenda. Members are reminded to declare pecuniary or non-pecuniary interests in accordance with Cirencester Town Council's Code of Conduct.
3. **Council Minutes (7.02pm)**  
To approve the Minutes of the Meeting held on Tuesday, 12<sup>th</sup> November 2019, as an accurate record and to provide updates and information on any matters arising (pages 05 to 08 refer).
4. **Public Participation (Standing Order 68 refers) (7.05pm)**  
If a member of the public wishes to speak at the meeting, or would like to submit correspondence they are asked to notify the Chief Executive Officer in advance and no later than 5pm on the day before the meeting. For the purpose of public speaking, a member of the public is defined as someone who lives, has a business or represents an organisation within the electoral boundary of Cirencester.  
  
Members of the public who wish to submit a written question for inclusion as part of public participation may do so at any time.
5. **District and County Council Participation (Standing Item) (7.15pm)**  
To consider items and updates from Cotswold District Council and Gloucestershire County Council.
6. **Youth Participation (Standing Item) (7.25pm)**  
For young people to be able to provide updates and information.
7. **Member Participation (Standing Orders 27 to 30 refer) (7.35pm)**  
A member may ask the Mayor/Presiding Chairman any question concerning the business of the Council.
8. **Notice of Motion (7.45pm)**  
Proposed by Councillor Andy Jopp and Seconded by Councillor Sabrina Poole:  
  
Council notes the hard work undertaken by officers and members of Cirencester Town Council to help shape the proposed Chesterton development, minimise its impact and secure benefit to the wider community.  
  
Now that the development has gained planning consent and the respective S106 agreements have been signed, Council seeks clarification from Cotswold District Council on:
  - 1) Arrangements for considering the reserved matters;
  - 2) How infrastructure delivery and build-out will be monitored;
  - 3) Further opportunities for the public to influence the sustainability of the development;
  - 4) How truly affordable housing and social rented housing will be provided and made available for local people.
9. **Delegation of Urgent Matters (Standing Order 11 c) refers) (7.50pm)**  
To provide a summary of any matter which has required urgent attention under Standing Order 11a) and 11b).
10. **Climate Change Advisory Group (Standing Item) (7.51pm)**  
To receive an update from the Climate Change Advisory Group on progress relating to the work programme approved by Council within the terms of reference.
11. **Planning Committee Vacancy (7.55pm)**  
To appoint a member to serve on the Planning Committee up to the annual meeting of the Council in May 2020.

12. **Grant Applications 2019-20 (7.56pm)**  
To consider the grant application requests, as recommended by the Finance and Audit Group (pages 09 to 11 refer).
13. **Schedule of Payments (8.10pm)**  
To approve payments made during the period 1<sup>st</sup> October to 31<sup>st</sup> December 2019 in accordance with the budget funding approved by Council, noting that lists of all payments are made available on the Town Council website once approved and each one is authorised by two Councillor signatories:  
  
Corporate £64,790.18  
Office £11,540.12  
Community £38,300.53  
Land and Property £51,291.44  
Earmarked Reserves £9,511.87  
Salaries £88,975  
Other (i.e. account holding body payments on behalf of GCC and CCDT) £6,838.83
14. **Income and Expenditure 2019-20 Update (8.15pm)**  
To receive and note the income and expenditure up to 31<sup>st</sup> December 2019, for the 2019-20 financial year, including a variance report, bank balances and investments (pages 12 to 18 refer).
15. **Budget Estimates 2020-21 (8.20pm)**  
To consider and approve the budget estimates for 2020-21, including consultation feedback (pages 19 to 25 refer).
16. **Medium Term Financial Plan 2020 to 2024 (8.30pm)**  
To consider and approve the Medium Term Financial Plan for the period 2020 - 2024, including consultation feedback (pages 26 to 27 refer).
17. **Local Council Tax Precept 2020-21 (8.35pm)**  
To set the precept which is the local council tax raised on behalf of the Town Council, for 2020-21 (pages 28 to 29 refer).
18. **Cotswold District Council Budget Consultation 2020-21 (8.40pm)**  
To consider a response to Cotswold District Council's budget consultation 2020-21; detailed information can be found via <https://www.cotswold.gov.uk/consultations>.
19. **Schedule of Meetings 2020-21 (8.45pm)**  
To receive the schedule of meetings for 2020-21 (page 30 refers).
20. **Announcements (8.46pm)**  
To receive and note any important announcements from Members relating to Council business.
21. **Correspondence (8.50pm)**
  - a) Council Information Sheet; including details of any actions taken arising from previous meetings.
  - b) Any other correspondence received in accordance with Standing Orders.

MEMBERS ARE ASKED TO CONTACT THE CEO, ANDREW TUBB, IN ADVANCE OF THE MEETING  
IF THEY HAVE A SPECIFIC QUESTION RELATING TO ANY OF THE AGENDA ITEMS OR WOULD LIKE  
ADDITIONAL INFORMATION

#### NOTES & INFORMATION

1. All reports referred to, including recommendations, are available to view at the Local Information Centre, Bingham House, 1 Dyer Street, Cirencester; the timings of each item in brackets on the Agenda is an estimated time for guidance only.
  2. A Welcome Sheet is available to members of the public at the meeting; and on request via the Local Information Centre.
  3. Please note that in the event of a fire, follow the exit signs, which are clearly identifiable. The primary exit from the Bingham Gallery & Conference Suite is via Bingham House front entrance where the assembly point is located at the entrance to 'The Woolmarket'. The secondary exit is via the back door and through the court yard to the rear of Bingham Library.
  4. Future Meeting Dates:-  
23<sup>rd</sup> January – Planning Committee Meeting at 10 a.m., 1<sup>st</sup> Floor Meeting Room, Bingham House, 1 Dyer Street  
27<sup>th</sup> February – Planning Committee Meeting at 10 a.m., 1<sup>st</sup> Floor Meeting Room, Bingham House, 1 Dyer Street  
10<sup>th</sup> March 2020 – Council Meeting at 7 p.m., Bingham Gallery, Bingham House, 1 Dyer Street
  5. Members of the public are welcome to attend meetings of the Council and its Committees.
  6. Follow us on Facebook, Twitter and Instagram.
- For details about public participation, please contact the Local Information Centre.

CIRENCESTER TOWN COUNCIL

MINUTES of the Meeting of the Council held in the Bingham Gallery and Conference Suite, Bingham House, No. 1 Dyer Street, Cirencester, on Tuesday, 12<sup>th</sup> November 2019 at 7.00 p.m.

PRESENT: Councillor Patrick Coleman - Chairman of the Council

Councillors: Ray Brassington  
Jan Gronow  
Rebecca Halifax (arrived at 7.05 p.m.)  
Joe Harris  
Mark Harris  
Jenny Hincks  
Roly Hughes  
Andy Jopp  
Andrew Lichnowski  
Sarah Orr  
Sabrina Poole  
Nigel Robbins  
Gary Selwyn

Andrew Tubb – Chief Executive Officer  
Johan Newman – Deputy Chief Executive Officer

**104.20 APOLOGIES**

Apologies were received and accepted from Councillor Claire Bloomer for personal reasons.  
Councillor Sam Ralston was absent.

Voting Record:	For – 13	Against – 0	Abstentions – 0	Absent – 3
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**105.20 DECLARATIONS OF INTEREST**

Councillor Sabrina Poole declared a pecuniary interest in relation to the Schedule of Payments as she received an expenses payment to attend an event on behalf of the Town Council (Minute No. 112.20 refers).

Councillor Joe Harris declared a non-pecuniary interest in relation to matters on the Agenda relating to Cotswold District Council, as Leader of that Council.

Councillor Jenny Hincks declared a non-pecuniary interest in relation to Watermoor Community Group, which had received a community project grant, as she is the current Chair of that Group (Minute No. 112.20 refers).

**106.20 COUNCIL MINUTES**

RESOLVED that the Minutes of the Meeting held on 8<sup>th</sup> October 2019 be approved as a correct record and signed by the Chairman.

It was noted that future minutes would be published in draft format within two weeks of the meeting.

Voting Record:	For – 9	Against – 0	Abstentions – 3	Absent – 3
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**107.20 PUBLIC PARTICIPATION (Standing Order 68 refers)**

None received.

#### 108.20 DISTRICT AND COUNTY COUNCIL PARTICIPATION (Standing Item)

Councillor Joe Harris, as District Councillor, reported that a number of local organisations had successfully applied to community projects and activities funds, including Paternoster School and the Barn Theatre.

Reference was also made to the CEO taking part in a peer review for Cotswold District Council and that NALC was organising peer reviews for towns and parishes.

#### 109.20 YOUTH PARTICIPATION (Standing Item)

None.

#### 110.20 MEMBER PARTICIPATION (Standing Orders 27 to 30 refer)

The following question was raised by Councillor Andy Jopp:

"When the Town Council considered the Planning Application for the South Chesterton development they made a number of comments.

Is the Lead Member for Planning satisfied that these have now largely been addressed, in particular with reference to sustainability and the provision of social rented housing and truly affordable housing?

If not, will she or her successor undertake to have a report brought to the next Council meeting on how we might further influence improvements in this area?"

The question was noted and a response will be circulated to Members by the end of year, which will include a review of the Section 106 agreement.

#### 111.20 DELEGATION OF URGENT MATTERS (Standing Order 11c) refers)

It was noted that the following matters were dealt with under delegated authority:

- i) GFirst LEP Industrial Strategy Consultation;
- ii) Kemble Neighbourhood Plan Reg 14 Consultation;
- iii) A417 Missing Link Consultation;
- iv) Rural Services Network Rural Market Towns Group Proposal.

#### 112.20 SCHEDULE OF PAYMENTS

**RESOLVED** that the Schedule of Payments made during the period 1<sup>st</sup> to 30<sup>th</sup> September 2019 be approved.

Voting Record:	For – 12	Against – 0	Abstentions – 2	Absent – 2
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It was noted that consideration would be given to summarising the information presented.

#### 113.20 LEAD MEMBER FOR PLANNING 2019-20

Following Councillor Sabrina Poole standing down from the role of Lead Member for Planning, it was **RESOLVED** that Councillor Rebecca Halifax be appointed Lead Member for Planning, which includes ex-officio appointments to represent the Town Council on the community-led Neighbourhood Plan Steering Group and the Local Plan Programme Board for the preparation of a masterplan for the town centre.

Voting Record:	For – 11	Against – 0	Abstentions – 3	Absent – 2
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#### 114.20 TWINNING APPOINTMENT

**RESOLVED** that Councillor Patrick Coleman be appointed as the Council's representative to liaise with the Cirencester Twinning Association and newly formed 'Umbrella Group' for Cirencester, Tetbury, Nailsworth and Malmesbury.

Voting Record:	For – 14	Against – 0	Abstentions – 0	Absent – 2
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## 115.20 CLIMATE CHANGE ADVISORY GROUP

RESOLVED that:

- i) the Terms of Reference be approved;
- ii) Councillor Sabrina Poole be appointed as Chair of the Climate Change Advisory Group;
- iii) there be a standing item for updates on future Council and Corporate Group agendas;
- iv) all future reports include climate change implications.

## 116.20 INCOME AND EXPENDITURE VARIANCE REPORT 2019-20

Members received and noted the income and expenditure variance report for the period April to September 2019.

## 117.20 INTERIM INTERNAL AUDIT REPORT 2019-20

Members received the interim internal audit report for the period April to September 2019 and were pleased to note no issues of concern.

## 118.20 BUDGET ESTIMATES 2020-20

Members considered the budget estimates for public consultation, noting that:

- consideration should be given to how members/officers engages with the wider public;
- the Council should aim to achieve a higher response rate than last year. The CEO advised that a statistically valid response rate for the population of Cirencester would be circa 360.

RESOLVED that Council approves:

- i) the draft budget estimates for public consultation;
- ii) a request to Cotswold District Council for an Independent Remuneration Panel to be convened for town and parish councils;
- iii) public consultation by way of social media, infographics, a survey monkey questionnaire and a Councillor meet and greet session.

Voting Record:	For – 14	Against – 0	Abstentions – 0	Absent – 2
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## 119.20 MEDIUM TERM FINANCIAL PLAN 2020-24

Members considered the medium term financial plan for public consultation, noting that:

- the Council would review projects/earmarked reserves along with the introduction of a Corporate Plan, as part of the Corporate Group's review of governance arrangements;
- future years should factor in 'green costs' for climate change initiatives;
- precept details of other similar sized councils would be obtained.

RESOLVED that Council approves:

- i) the Medium Term Financial Plan for public consultation;
- ii) a letter being written to Cotswold District Council asking that the Council Tax Support Grant be reinstated.

Voting Record:	For – 14	Against – 0	Abstentions – 0	Absent – 2
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## 120.20 ANNOUNCEMENTS

It was noted that the Council looked forward to the Land and Property Manager taking up post on 28<sup>th</sup> November 2019.

## 121.20 CORRESPONDENCE

- a) Council Information Sheet;  
Members noted the Meetings update and the Weekly Information Sheet that was circulated electronically;

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- b) Information Booklet;  
Members noted the booklet, which included minutes of recent committee/group meetings and information updates that was circulated electronically;
- c) Correspondence:  
None.

The meeting closed at 8.35 p.m.

Councillor P Coleman  
Chairman of the Council

DRAFT





**Cirencester**  
Town Council

**CIRENCESTER TOWN COUNCIL**  
**GRANT APPLICATIONS 2019-20**

Within the overall grants budget of £19,500 for 2019-20, the Council designated £11,000 for organisations and individuals where there is direct support for local projects and local people. A special meeting of the Finance and Audit Group was convened in December to consider applications for funding with information being circulated to all Councillors on the 24<sup>th</sup> of December.

The table below outlines the recommendations from Finance and Audit:

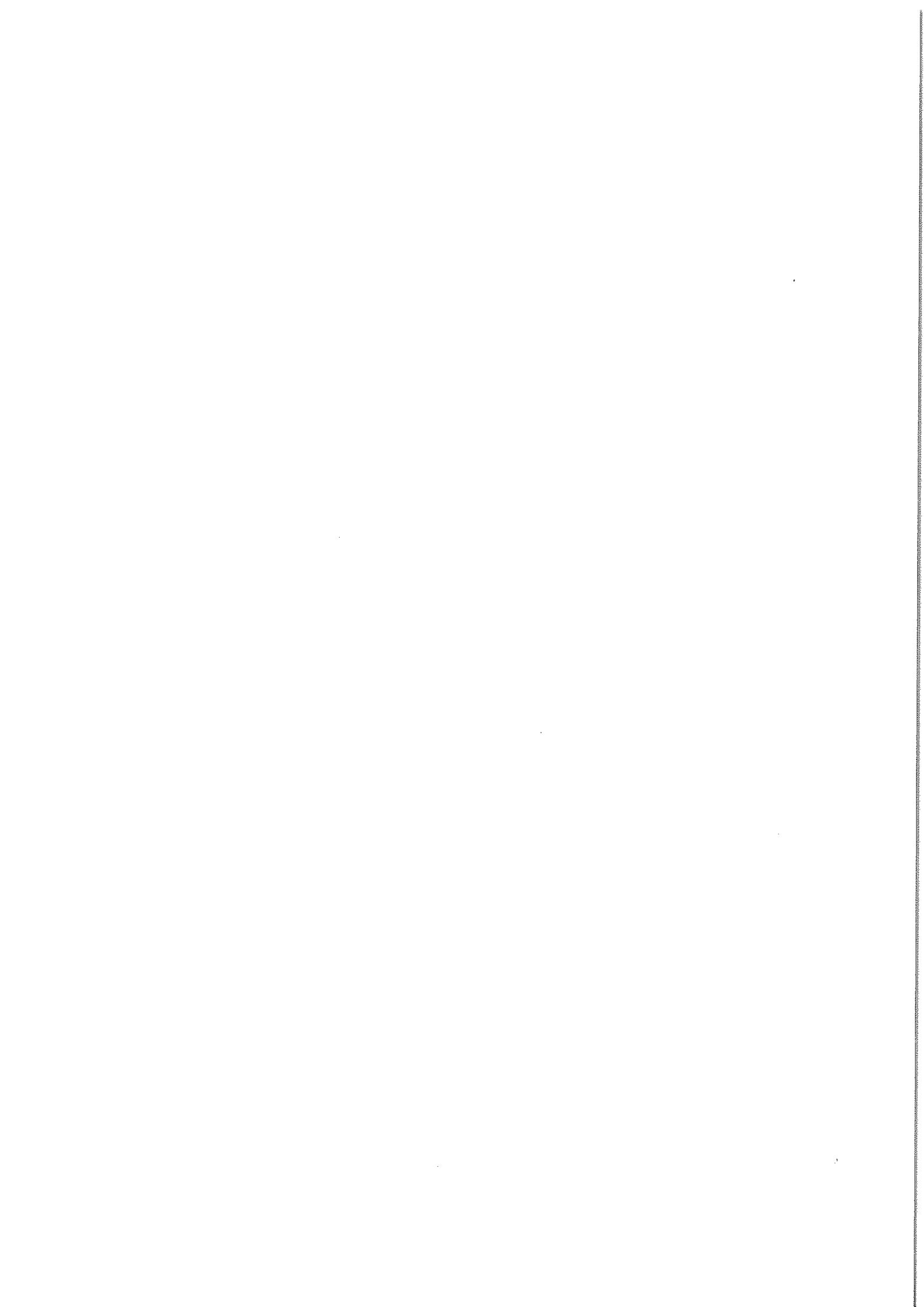
NO	APPLICANT	PURPOSE (including evidence on how it benefits Cirencester)	GRANT REQUESTED (total cost of project)	CONTRIBUTORY FUNDING CONFIRMED	Finance and Audit recommendation and comments
1	The Living Memory Historical Association	To enable the Association to continue its community work for schools and the general public at their centre in the Old Memorial Hospital Cottages and Air Raid Shelter in Sheep Street.	£1,500 (£5,000)	£1,670	£500  (the Group discussed potential wider support from Cirencester College students and the Corinium Museum for future sustainability).
2	Revitalise Respite Holidays	To provide an essential respite break for a disabled resident and their carer from Cirencester.	£382 (£1,924)	£1,542	£150  (the Group noted the value and importance of respite care and how this has directly benefitted Cirencester residents).
3	The Churn Project	To purchase folding tables for use in their community and learning rooms.	£440 (£880)	£440	£440 (the Group noted the wide range of support provided by the Churn including an adult education programme and the Men's Sheds initiative).

NO	APPLICANT	PURPOSE (including evidence on how it benefits Cirencester)	GRANT REQUESTED (total cost of project)	CONTRIBUTORY FUNDING CONFIRMED	Finance and Audit recommendation and comments
4	CCDT Ltd – VE75 Project	To celebrate VE75 (75 years since Victory in Europe on 8 <sup>th</sup> May 1945). A number of commemorative events are being planned in Cirencester.	£750 - £1,000 (£10,550)	£3,500	£200 (to cover First Aid costs on the Bank Holiday Friday; n.b. CTC organising and funding a VE75 event on the Saturday).
5	CHYP (Cirencester Housing for Young People)	2020 Prevention Project – creating awareness in schools and youth groups about youth homelessness.	£10,881 (£10,881)	None stated on application, clarification being sought from CHYP.	£550 (subject to further information and clarification on contributory funding).
6	Cotswold Counselling	To continue to offer affordable counselling sessions for individuals, couples and young people in Cirencester. *total counselling costs, page 13 of accounts refers	£4,000 (£121,432*)	£18,375	£2,500 (to be ring-fenced to support children, young people and adults who live or attend education in Cirencester).
7	Citizens Advice Stroud and Cotswold	To provide vital support and advice to local residents within Cirencester. *Cotswold costs, Cirencester office	£4,000 (£138,767*)	£122,790	£2,500 (to be ring-fenced for Cirencester payable through the Friends of Cirencester CAB registered charity).
8	Rotary Club of Cirencester	To help child obesity and poverty in Cirencester by getting young people and families active by delivering, together with Cirencester College, an Active Fun Day during National Sports Week on Saturday 27 <sup>th</sup> June 2020; including sports bursaries to provide access to local clubs and activities.	£1,500 (£5,000)	£700	£1,500 (£250 towards the cost of running the day and £1,250 to be ring-fenced as a bursary fund to help support individuals in need access sports clubs and activities).
9	Cirencester Street Pastors	To help pay the outgoings of Cirencester Street Pastors which includes the cost of training new Street Pastors and training updates for existing Street Pastors. *over the lifetime of the project since 2020; n.b. costs in 2018 £2,230.	£1,000 (£2,230)	£20,000*	£1,000 (whilst it was noted that this is a faith based organisation, it is valued by the public and highly regarded by Police).

NO	APPLICANT	PURPOSE (including evidence on how it benefits Cirencester and additional info)	GRANT REQUESTED (total cost of project)	CONTRIBUTORY FUNDING CONFIRMED	Officer's Recommendation
9	Cirencester Street Pastors (Cont'd)				(Street Pastors support the police and public across various towns and cities; the Group was satisfied that the sole purpose is to meet the needs of the night time economy and was not evangelising the faith of the organisation).
10	The Barn Theatre	'Theatre for All' removing financial barriers so that vulnerable and/or disadvantaged people in the community from all walks of life, from children to older people can experience live theatre.  £1,500 would fund up to 75 free tickets for a range of theatre productions.	£1,500 (£18,000)	£11,000	£1,500 (subject to establishing clarification and breakdown of ticket costs and how the theatre allocates the tickets).  Total: £10,840 (£160 unallocated)

The following applications were received but were not eligible:

- i) Ciren Belles due to no accounts or constitution; advised to apply for a community projects grant.
- ii) Daniel Tye due to limited financial information and informal coaching set up; advised to apply for a community projects grant.
- iii) Cirencester Band due to project not directly benefitting Cirencester, grant applied to meet costs of visit to Itzehoe in 2020. (n.b. support could be funded from a civic twinning budget in 2020-21, including civic visit by the CEO and Chairman of the Council in June.)
- iv) Midlands Air Ambulance Charity due to project not directly benefitting Cirencester.





**INCOME AND EXPENDITURE VARIANCE REPORT  
APRIL – DECEMBER 2019**

**Introduction:**

As a guide, income and expenditure should be around 75% of the estimated budget at the end of December. There will be some variations in excess of this where income or expenditure is based on annual invoicing such as membership subscriptions and receipt of the precept.

The Council's Financial Regulations state that material variations are to be reported to Council. 'Material' has been defined by Council as being 15% above or below the respective percentage for the 'total' service budget; i.e. for this period above 86.25% or below 63.75%.

**Corporate:**

Income 100.1%  
Expenditure 73.8%

Income is above the period percentage due to receiving 100% of the local council tax for the year; in addition, investment income for the period exceeds the annual estimate.

**Office:**

Income 336.7%  
Expenditure 84.9%

Income is above the period percentage due to increased income taken through the Local Information Centre, financial contribution from the Bingham Library Trust Ltd towards the LIC refurbishment and unbudgeted account holding income from Gloucestershire County Council.

**Land and Property:**

Income 74.5%  
Expenditure 78.4%

**Community Services:**

Income 183.4% of total service estimated budget  
Expenditure 73.2%

Income is above the period percentage due to successful markets and events and sponsorship funding through Christmas in Cirencester.

**Bank Statements as at December 2019:**

Current Account - £35,736  
Salaries Account - £7,106  
Bank of Scotland - £443,124

**Investments:**

£170,000 Property Fund

£20,000 Deposit Fund CCLA (Fitch AAA rating – December 2019)

(AAA ratings are issued to investments which have a high level of credibility with the strongest capacity to repay on the investment.)

**Other:**

£100,000 security deposit held by GCC

<b>2019-20 Year End Projection</b>	
Current Total Cash, Investments and GCC	£775,996
Less Estimated Expenditure to Financial Year End	-£186,000
Plus Estimated Income to Financial Year End	+£11,000
<b>YEAR END FUNDS</b>	<b>£600,966</b>

**Allocation of Year End Funds:**

General Reserve £142,178

Capital Reserve £73,455

Earmarked Reserve £215,333

Investment £170,000

**Location of Year End Funds:**

Bank Accounts £310,000

GCC £100,000

CCLA £190,000

**Report by: Andrew Tubb, Chief Executive Officer/Responsible Financial Officer**



## Detailed Income &amp; Expenditure by Budget Heading 31/12/2019

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Corporate</b>								
1076 Precept	908,895	932,901	932,901	0			100.0%	
1077 NOT IN USE	13,842	0	0	0			0.0%	
1090 Investment Account Interest	10,852	6,963	6,000	(963)			116.0%	
1100 CCDT Service Fee	9,500	5,000	5,000	0			100.0%	
1110 BLT Service Fee	36,000	37,500	37,500	0			100.0%	
1990 Sundry Income	0	10	0	(10)			0.0%	
<b>Corporate :- Income</b>	<b>979,089</b>	<b>982,374</b>	<b>981,401</b>	<b>(973)</b>			<b>100.1%</b>	<b>0</b>
4000 Salaries	60,612	52,673	62,000	9,327		9,327	85.0%	
4005 Employer National Insurance	7,160	5,776	7,000	1,224		1,224	82.5%	
4010 Emplr Pension/ill Health Ins	1,198	2,003	5,000	2,997		2,997	40.1%	
4015 Professional Fees	18,158	6,351	10,000	3,649	405	3,244	67.6%	
4020 Staff Expenses	5,024	462	2,500	2,038		2,038	18.5%	
4021 Member Expenses	719	216	1,200	984		984	18.0%	
4022 Mayoral Expenses	383	122	300	178		178	40.7%	
4025 Staff Support & Development	6,891	5,023	4,000	(1,023)		(1,023)	125.6%	
4026 Member Support & Development	2,116	2,410	3,000	590		590	80.3%	
4030 Office Accommodation	23,000	17,250	24,000	6,750	5,750	1,000	95.8%	
4035 Bus. Rates & Utility Services	10,248	9,160	12,000	2,840	1,050	1,790	85.1%	
4040 Insurance - TC & PL	16,223	9,656	16,000	6,344		6,344	60.4%	
4041 Insurance - Motor	3,582	1,981	3,000	1,019		1,019	66.0%	
4045 Memberships/Subs/Publications	6,617	5,485	6,000	515		515	91.4%	
4050 CCDT Revenue Grant	20,000	5,000	15,000	10,000		10,000	33.3%	
4055 CCDT Match Funding	0	0	5,000	5,000		5,000	0.0%	
4060 Bank Charges	723	881	0	(881)		(881)	0.0%	
4065 Project & Management Support	0	198	3,000	2,803		2,803	6.6%	
4300 Civic Gifts & Events	905	946	1,000	54		54	94.6%	
4991 Tfr from EMR	(4,183)	0	0	0		0	0.0%	
<b>Corporate :- Indirect Expenditure</b>	<b>179,376</b>	<b>125,594</b>	<b>180,000</b>	<b>54,406</b>	<b>7,205</b>	<b>47,201</b>	<b>73.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>799,713</b>	<b>856,780</b>	<b>801,401</b>	<b>(55,379)</b>				
<b>102 Office</b>								
1150 GCC Holding Fund - Income	371	1,364	0	(1,364)			0.0%	
1155 Banner Bookings Income	575	360	500	140			72.0%	
1160 Local Info Centre Income	2,087	6,694	2,000	(4,694)			334.7%	
<b>Office :- Income</b>	<b>3,033</b>	<b>8,418</b>	<b>2,500</b>	<b>(5,918)</b>			<b>336.7%</b>	<b>0</b>
4000 Salaries	78,356	61,853	80,000	18,147		18,147	77.3%	
4005 Employer National Insurance	6,918	5,592	9,000	3,408		3,408	62.1%	
4010 Emplr Pension/ill Health Ins	18,557	14,983	17,000	2,017		2,017	88.1%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2019

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Administration Support	1,056	4,719	5,400	681	420	261	95.2%	
4105 Office Support	3,346	4,652	2,750	(1,902)	388	(2,290)	183.3%	
4110 Technology Support	2,239	14,834	17,500	2,666	2,913	(247)	101.4%	
4115 NOT IN USE	6,760	0	0	0		0	0.0%	
4120 NOT IN USE	18,607	0	0	0		0	0.0%	
4125 NOT IN USE	4,073	0	0	0		0	0.0%	
4126 NOT IN USE	328	0	0	0		0	0.0%	
4127 NOT IN USE	46	0	0	0		0	0.0%	
4155 Local Info Centre Expenditure	2,058	4,921	1,600	(3,321)	100	(3,421)	313.8%	
4305 Social Media and Communication	4,177	1,087	4,000	2,913		2,913	27.2%	
4990 Sundry Expenses	126	35	0	(35)		(35)	0.0%	
4991 Tr from EMR	(7,711)	0	0	0		0	0.0%	
<b>Office :- Indirect Expenditure</b>	<b>138,936</b>	<b>112,677</b>	<b>137,250</b>	<b>24,573</b>	<b>3,821</b>	<b>20,752</b>	<b>84.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(135,903)</b>	<b>(104,258)</b>	<b>(134,750)</b>	<b>(30,492)</b>				
<b>103 Land &amp; Property</b>								
1120 Grants & Donations Received	4,571	230	0	(230)			0.0%	
1200 Amphitheatre Mtnc Income	13,000	9,750	13,000	3,250			75.0%	
1250 Norman Arch & Cottage Income	1,600	4,000	10,000	6,000			40.0%	
1255 Allotment Income	2,965	1,843	2,700	857			68.3%	
1260 Kingshill Sport Income	3,105	1,894	4,100	2,206			46.2%	
1261 Kingshill Car Park Income	1,700	1,700	1,700	0			100.0%	
1265 SMP Recreation Income	6,702	2,669	7,300	4,631			36.6%	
1266 SMP Cafe & Events Income	0	3,797	2,200	(1,597)			172.6%	
1270 Wayleaves	1,764	1,261	1,700	439			74.2%	
1275 Scout Hut Income	0	52	0	(52)			0.0%	
1990 Sundry Income	4,750	4,633	0	(4,633)			0.0%	
<b>Land &amp; Property :- Income</b>	<b>40,157</b>	<b>31,829</b>	<b>42,700</b>	<b>10,871</b>			<b>74.5%</b>	<b>0</b>
4000 Salaries	218,886	198,139	260,000	61,861		61,861	76.2%	
4005 Employer National Insurance	16,963	13,813	23,000	9,187		9,187	60.1%	
4010 Emplr Pension/III Health Ins	43,451	35,985	50,000	14,015		14,015	72.0%	
4105 Office Support	97	0	0	0		0	0.0%	
4201 Tree Inspection & Maintenance	11,444	1,225	6,000	4,775		4,775	20.4%	
4205 Operational Costs	4,508	40,733	30,000	(10,733)	2,919	(13,652)	145.5%	
4210 NOT IN USE	8,714	0	0	0		0	0.0%	
4211 Safety & Training Costs	4,607	3,132	6,000	2,868		2,868	52.2%	
4212 NOT IN USE	24,903	0	0	0		0	0.0%	
4213 NOT IN USE	68	0	0	0		0	0.0%	
4214 NOT IN USE	10,088	0	0	0		0	0.0%	



## Detailed Income &amp; Expenditure by Budget Heading 31/12/2019

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4215 Public Realm & Highways	9,803	4,417	7,000	2,583		2,583	63.1%	
4220 Abbey Grounds	6,458	5,816	9,000	3,184	1,010	2,174	75.8%	
4221 NOT IN USE	2,718	0	0	0		0	0.0%	
4222 NOT IN USE	46	0	0	0		0	0.0%	
4223 NOT IN USE	3,083	0	0	0		0	0.0%	
4225 Kingshill Sport & Community	34,884	11,217	20,000	8,783	404	8,379	58.1%	
4230 St Michael's Park	4,013	7,330	4,000	(3,330)		(3,330)	183.2%	
4231 NOT IN USE	4,057	0	0	0		0	0.0%	
4232 NOT IN USE	1,516	0	0	0		0	0.0%	
4233 NOT IN USE	759	0	0	0		0	0.0%	
4234 NOT IN USE	570	0	0	0		0	0.0%	
4235 Play Area Maintenance	4,167	2,602	4,000	1,398		1,398	65.1%	
4240 Events & Volunteer Projects	736	537	1,000	463		463	53.7%	
4245 Environment - Litter etc	2,027	3,408	4,000	592		592	85.2%	
4250 Norman Arch & Cottage Expenses	2,884	2,407	2,000	(407)		(407)	120.4%	
4255 Amphitheatre - Querns/Obelisk	5,836	2,408	1,700	(708)		(708)	141.6%	
4256 City Bank LNR	0	0	3,000	3,000		3,000	0.0%	
4260 Open Spaces (other)	6,315	1,543	1,000	(543)		(543)	154.3%	
4265 Country Park	408	19	1,000	981		981	1.9%	
4990 Sundry Expenses	60	188	0	(188)		(188)	0.0%	
4991 Tfr from EMR	(19,245)	0	0	0		0	0.0%	
<b>Land &amp; Property :- Indirect Expenditure</b>	<b>414,827</b>	<b>334,918</b>	<b>432,700</b>	<b>97,782</b>	<b>4,333</b>	<b>93,449</b>	<b>78.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(374,670)</b>	<b>(303,089)</b>	<b>(390,000)</b>	<b>(86,911)</b>				
<b>104 Community</b>								
1120 Grants & Donations Received	11,270	(438)	0	438			0.0%	
1310 Charter Market Charitable Trust	20,004	16,199	21,000	4,801			77.1%	
1315 Markets and Events Income	21,927	18,540	4,000	(14,540)			463.5%	
1330 Mop Fair Income	3,200	3,200	3,200	0			100.0%	
1345 Community Safety Income	2,059	0	0	0			0.0%	
1350 Christmas in Ciren Income	20,643	20,643	3,500	(17,143)			589.8%	
<b>Community :- Income</b>	<b>79,102</b>	<b>58,144</b>	<b>31,700</b>	<b>(26,444)</b>			<b>183.4%</b>	<b>0</b>
4000 Salaries	58,591	53,973	71,000	17,027		17,027	76.0%	
4005 Employer National Insurance	5,155	4,877	6,000	1,123		1,123	81.3%	
4010 Emplr Pension/III Health Ins	10,048	11,706	15,000	3,294		3,294	78.0%	
4310 Charter Market Charitable Trust	3,333	3,035	2,000	(1,035)	36	(1,071)	153.5%	
4315 Markets & Events	3,535	16,304	8,500	(7,804)	36	(7,840)	192.2%	
4320 Community Projects & Support	8,000	900	19,500	18,600		18,600	4.6%	
4321 NOT IN USE	2,550	0	0	0		0	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2019

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4325 NOT IN USE	5,241	0	0	0		0	0.0%	
4330 NOT IN USE	391	0	0	0		0	0.0%	
4335 NOT IN USE	493	0	0	0		0	0.0%	
4340 NOT IN USE	10,581	0	0	0		0	0.0%	
4341 Christmas Lights	15,043	13,189	15,000	1,811		1,811	87.9%	
4342 Town Centre Management	5,284	3,806	6,000	2,194		2,194	63.4%	
4345 Community Safety & CCTV	28,799	7,308	15,000	7,692		7,692	48.7%	
4346 NOT IN USE	34,912	0	0	0		0	0.0%	
4350 Children & Young People	16,936	6,193	8,000	1,807	36	1,771	77.9%	
4355 NOT IN USE	500	0	0	0		0	0.0%	
4990 Sundry Expenses	118	44	0	(44)		(44)	0.0%	
4991 Tfr from EMR	(22,119)	0	0	0		0	0.0%	
4992 Tfr to EMR	28,041	0	0	0		0	0.0%	
<b>Community :- Indirect Expenditure</b>	<b>215,431</b>	<b>121,335</b>	<b>166,000</b>	<b>44,665</b>	<b>108</b>	<b>44,557</b>	<b>73.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(136,329)</b>	<b>(63,191)</b>	<b>(134,300)</b>	<b>(71,109)</b>				
<u>105 Reserves</u>								
1165 Town Centre Regen Grants	525	0	0	0			0.0%	
<b>Reserves :- Income</b>	<b>525</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
4800 Loan Capital Repayments	40,000	51,956	80,000	28,044		28,044	64.9%	
4801 Loan Interest Repayments	35,127	0	0	0		0	0.0%	
4991 Tfr from EMR	(47,905)	0	0	0		0	0.0%	
4997 Assets Capitalised	47,510	0	0	0		0	0.0%	
9000 EMR Abbey Grounds	0	(5,000)	10,049	15,049		15,049	(49.8%)	
9010 EMR Christmas in Cirencester	0	1,840	19,779	17,939		17,939	9.3%	
9015 EMR Community Safety	395	2,435	7,386	4,951		4,951	33.0%	
9020 EMR Environmental Improvements	0	0	5,268	5,268		5,268	0.0%	
9025 EMR Machinery & Equipment	0	3,157	8,874	5,717		5,717	35.6%	
9030 EMR Cycle Routes & Mapping	0	0	1,000	1,000		1,000	0.0%	
9035 EMR Recreation Areas	0	0	18,971	18,971		18,971	0.0%	
9040 EMR Norman Arch	0	0	19,500	19,500		19,500	0.0%	
9045 EMR Training & Development	0	823	1,000	177		177	82.3%	
9060 EMR Community Support	0	0	921	921		921	0.0%	
9065 EMR Children & Young People	0	2,595	3,367	772		772	77.1%	
9070 EMR Visits & Council Events	0	0	500	500		500	0.0%	
9075 EMR Service Support	0	0	2,500	2,500		2,500	0.0%	
9080 EMR Local Information Centre	0	1,129	1,129	0		0	100.0%	
9090 EMR Town Centre Regeneration	0	7,917	50,296	42,379		42,379	15.7%	
9095 EMR Trees	0	(2,500)	2,500	5,000		5,000	(100.0%)	

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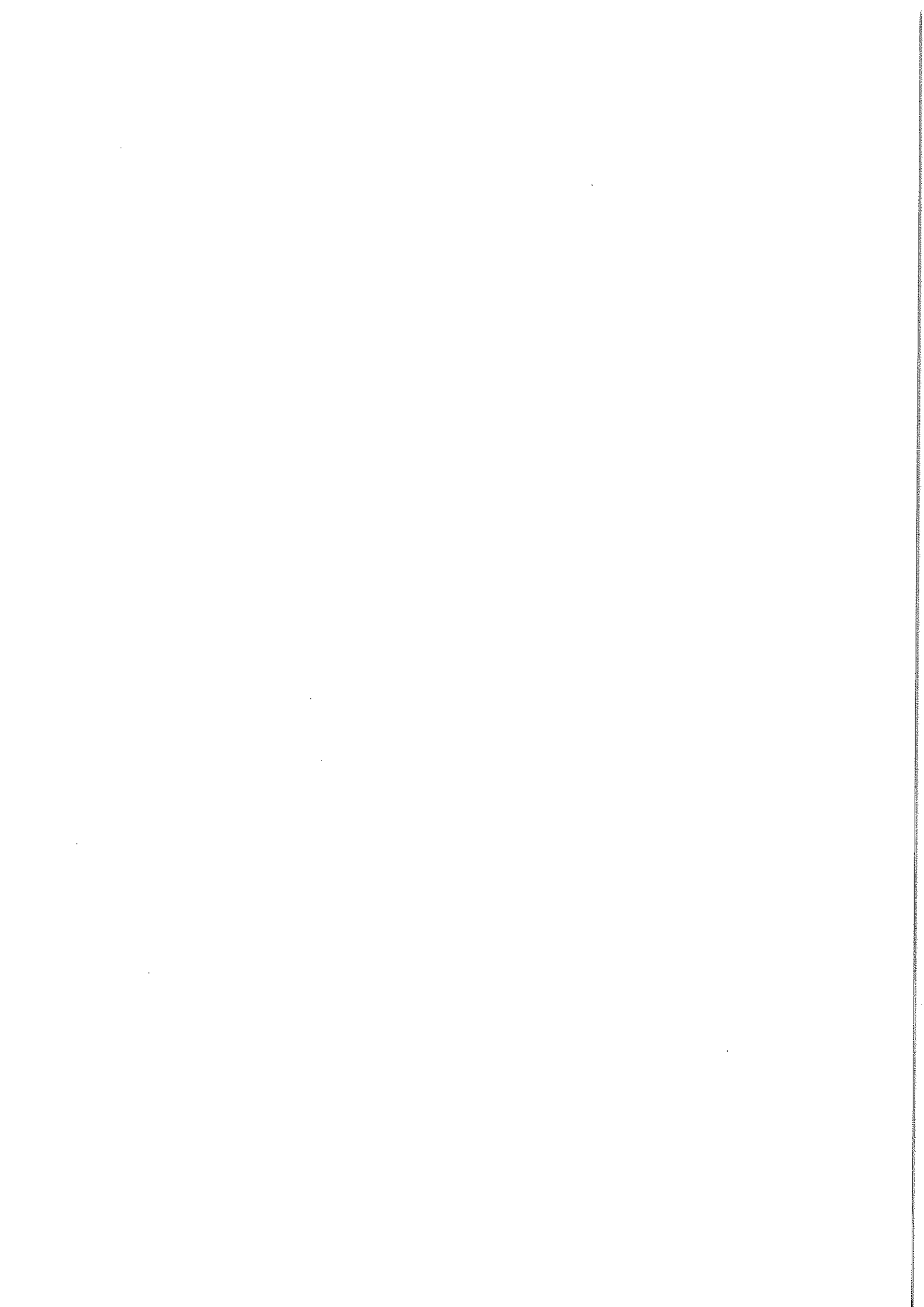
## Detailed Income &amp; Expenditure by Budget Heading 31/12/2019

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
9100 EMR OZone	0	2,232	8,795	6,563		6,563	25.4%	
9105 EMR Amph/Obelisk/Whereat	0	(1,708)	4,267	5,975		5,975	(40.0%)	
9110 EMR Community Contingency	0	559	903	344		344	61.9%	
9125 EMR City Bank & Biodiversity	0	997	0	(997)		(997)	0.0%	
9130 Archaeological Management Plan	0	(3,000)	2,050	5,050		5,050	(146.3%)	
9135 EMR - Community Planning	0	7,323	24,660	17,337		17,337	29.7%	
9145 EMR Local Support	0	1,053	12,351	11,298		11,298	8.5%	
9160 EMR Closed Church Yard	0	0	3,000	3,000		3,000	0.0%	
9170 EMR Joe Watson Bursary	0	0	1,500	1,500		1,500	0.0%	
9175 EMR Project & Mgmt. Support	0	0	2,750	2,750		2,750	0.0%	
9180 EMR Baunton Lane Playarea	0	(15,325)	0	15,325		15,325	0.0%	
9499 Fund from General Reserves	0	21,500	0	(21,500)		(21,500)	0.0%	
Reserves :- Indirect Expenditure	<u>75,127</u>	<u>77,983</u>	<u>293,316</u>	<u>215,333</u>	<u>0</u>	<u>215,333</u>	<u>26.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(74,602)</u>	<u>(77,983)</u>	<u>(293,316)</u>	<u>(215,333)</u>				
Grand Totals:- Income	<u>1,101,906</u>	<u>1,080,764</u>	<u>1,058,301</u>	<u>(22,463)</u>			<u>102.1%</u>	
Expenditure	<u>1,023,697</u>	<u>772,506</u>	<u>1,209,266</u>	<u>436,760</u>	<u>15,467</u>	<u>421,293</u>	<u>65.2%</u>	
Net income over Expenditure	<u>78,209</u>	<u>308,259</u>	<u>(150,965)</u>	<u>(459,224)</u>				
Movement to/(from) Gen Reserve	<u>78,209</u>	<u>308,259</u>						

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Cirencester  
town council

Council

21<sup>st</sup> January 2020

**REPORT SUMMARY**

AGENDA ITEM:	15.
REPORT TITLE:	Budget Estimates 2020-21
REPORT AUTHOR:	Andrew Tubb, Chief Executive Officer
LEAD MEMBER:	Councillor Nigel Robbins
PURPOSE OF REPORT:	To consider and approve the budget estimates for 2020-21.
LEGAL:	There are no legal implications directly arising from this report.
FINANCIAL:	The financial implications and respective notes are included within the Appendix to the covering report.
PERSONNEL:	There are no personnel implications directly arising from this report.
ENVIRONMENTAL:	There are no environmental implications directly arising from this report.
CLIMATE CHANGE:	The Climate Change Advisory Group is currently carrying out an internal review and any recommendations which have an impact on the budget and finance of the Council, will be considered under separate cover in accordance with Standing Orders and Financial Regulations.
RECOMMENDATION:	That the budget estimates for 2020-21 be approved.

**1. Background**

In October 2019, the Finance and Audit Group considered the draft budget estimates which were subsequently considered and approved by Council, for public consultation, in November.

**2. Purpose of Report**

- 2.1 The purpose of this report is to consider the consultation response and to approve the budget estimates for 2020-21, as appended to this report.
- 2.2 The estimates are based on current service requirements and income generated from a range of activities, services and sponsorship.
- 2.3 Minor amendments have been made further to the Council meeting in November based on updated information and these changes are accompanied by respective notes.
- 2.4 The impact of the proposed estimates and a medium term overview is provided, as outlined in Agenda Item 16.

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### 3. Public Consultation

- 3.1 The public consultation was widely publicised via notice boards, Cirencester Scene and social media.
- 3.2 Members of the public were able to respond to the consultation via survey monkey and a freepost postcard.
- 3.3 There were three posts on the CTC Facebook page:

23<sup>rd</sup> December 2019 with 646 people reached and 39 engagements  
6<sup>th</sup> January 2020 with 932 people reached, 72 engagements and 5 shares  
10<sup>th</sup> January 2020 with 489 people reached and 7 engagements

Note: A Facebook engagement is any action someone takes on our Facebook page or one of our posts. The most common examples are likes, comments, and shares, but it can also include tagging and helps to extend an organic reach within the community.

- 3.4 There were also 9 re-tweets via CTC Twitter and 100 visits on our website budget page. 12 residents popped in to the Local Information Centre asking for further details and one person e-mailed.
- 3.5 As at 14<sup>th</sup> January 2020, 45 people had completed the on-line questionnaire and 270 postcards had been returned, a total of 315. This compares with 99 people who responded to the 2019-20 consultation.
- 3.6 A meet and greet session has also been arranged for the public to meet with Councillors and officers at 6pm in advance of the Council meeting.

### 4. Consultation Responses

- 4.1 Two questions were asked on the postcard which was circulated by Cirencester Scene:

Q1. Do you support Cirencester Town Council in increasing its day to day budget by £46,800 to keep services at the current level, increase youth provision and maintain open spaces/amenity land across Cirencester?

Yes 194  
No 59  
Did Not Respond 17

Q2. There are many social, economic and environmental needs facing our community; what do you feel are the most important needs, that Cirencester Town Council can help meet locally?

260 comments.

- 4.2 At the time of Agenda dispatch the comments are being collated and will be made available at the meeting.

- 4.3 The survey monkey questionnaire was more detailed with a summary of the questions and responses outlined below, detailed comments will be circulated in advance of the meeting:

Q1. Do you support Cirencester Town Council in increasing its day to day budget by £46,800 to keep services at the current level, increase youth provision and maintain open spaces/amenity land across Cirencester?

Yes 30  
No 3  
Comments 12

- Q2. Cirencester Town Councillors only receive reimbursed expenses relating to their role, they get no allowance or payment for being a Councillor; do you agree that Town Councillors should be paid an allowance to recognise the time commitment given to, and needed for, the role?
- Yes 17  
No 8  
Comments 20
- Q3. Do you agree that paying an allowance would encourage and enable more people to stand for election as a Town Councillor?
- Yes 21  
No 9  
Comments 14
- Q4. Cirencester Town Council currently allocates around £19,500 for grants and support to local community groups and charities which directly meet need in Cirencester; currently applications for grants are made on an annual basis, do you think that the Town Council should support local groups and charities through multi-year agreements e.g. £1,000 per annum for three years.
- Yes 21  
No 10  
Comments 14
- Q5. The Town Council has identified various internal challenges which need to be addressed; these challenges are yet to be fully costed but will need to be funded in the near future. Do you agree that the following challenges are important?
- Going Paperless (providing technology and internet access to Town Councillors)  
Yes 29, No 15
- Internal Climate Change (reducing the Town Council's carbon footprint)  
Yes 36, No 8
- Cyber Security (improving the Town Council's technology security)  
Yes 35, No 6
- Q6. Are there external challenges and needs which you feel the Town Council should take the lead on addressing at a local level? Please list the challenges and needs which are important to you:
- 32 comments.
- At the time of Agenda dispatch the comments are being collated and will be made available at the meeting.
- Q7. In seeking to take the lead in addressing challenges and needs on behalf of the community, should the Town Council build financial capacity into its Medium Term Financial Plan through:
- Increasing council tax 6  
External/third party funding 18  
Both 20

- Q8. Cirencester Town Council supports collaboration and joint working with partners such as the Police, Cotswold District Council and Gloucestershire County Council. In what ways do you feel future joint working should be undertaken:

Officer Secondment Yes 30, No 8

Direct Funding (i.e. CTC funded; service/project delivered by a partner) Yes 24, No 13

Direct Delivery (i.e. Partner funded; service/project delivered by CTC) Yes 31, No 8

What services and projects would you like to see greater collaboration and joint working on?

Comments included: housing, traffic, recycling and waste, reorganisation, climate change, parking, youth provision, public transport and open spaces.

- Q9. Cirencester Town Council wants to engage and communicate as widely as possible across Cirencester; providing opportunities for local residents to help shape policy, projects and decision making. In what ways would you like to see Cirencester Town Council engage and communicate with you?

Comments included: e-mail, social media, website, Cllr and Town Council newsletter and local events.

### 3. RECOMMENDATION

That the budget estimates for 2020-21 be approved.



Cirencester Town Council  
Budget Estimates and Notes 2020-21

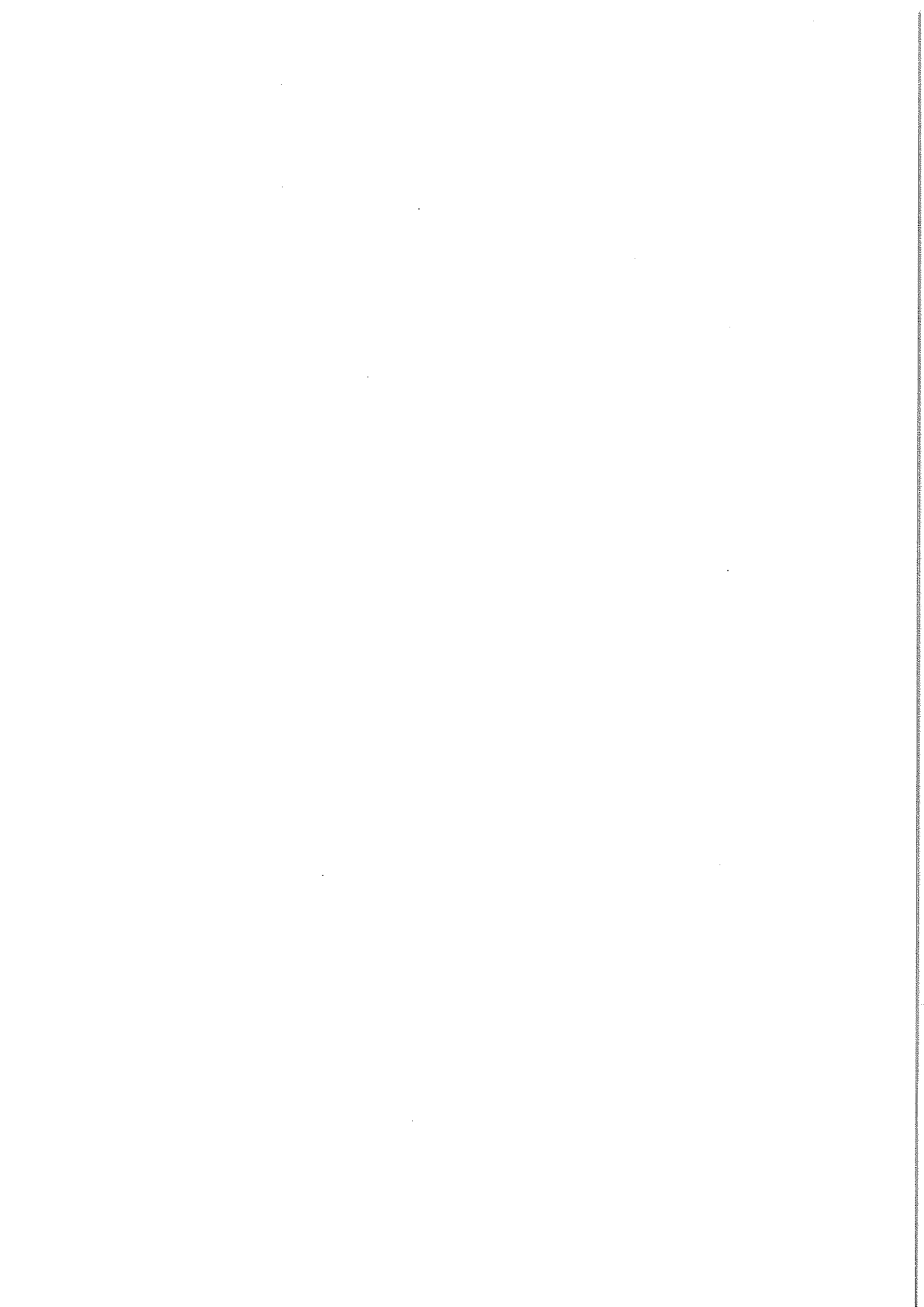
Cirencester Town Council Budget Estimates 2020-21	Notes	Expenditure	Income	Total (exp-inc)	NOTES	Compared to 2019-20 Expenditure	Income
<b>CORPORATE</b>							
Staffing (salaries, national insurance, pension)	1	£74,000				no change	
Professional Fees (legal, human resources, finance)		£10,000				no change	
Project and Management Support		£3,000				no change	
Staff, Member and Mayor Allowances and Expenses	2	£4,000				no change	
Staff and Member Training and Development	3	£11,000				plus £4k	
Civic Events	4	£2,500				plus £1.5k	
Office Accommodation (rent, business rates, utilities)	5	£38,500				plus £2.5k	
Insurance (assets, public liability, motor)	6	£16,000				less £3k	
Memberships and Subscriptions		£6,000				no change	
Community Development Trust (match funding) *		£5,000				no change	
Community Development Trust (direct grant) *		£15,000	£5,000			no change	no change
Bingham Library Trust Management Support			£37,500				no change
Investment Account Interest			£6,000				no change
* in accordance with current Memorandum of Agreement			<b>£48,500</b>	<b>£136,500</b>			
<b>OFFICE SERVICES</b>							
Staffing (salaries, national insurance, pension)	1	£109,000				plus £3k	
Administration Support (postage, stationery etc)		£5,400				no change	
Office Support (leases, maintenance, cleaning materials)	7	£3,750				plus £1k	
Technology Support (internet, telephone, network server excludes cyber security proposals currently under review)		£17,500				no change	
Social Media and Communication		£4,000				no change	
Local Information Centre	8	£3,600	£3,500			plus £2k	plus £1k
		<b>£143,250</b>	<b>£3,500</b>	<b>£139,750</b>			
<b>LAND &amp; PROPERTY SERVICES</b>							
Staffing (salaries, national insurance, pension)		£333,000				no change	
Tree Works and Tree Consultancy		£6,000				no change	
Green Spaces, Play Areas and Public Facilities	9	£55,000				plus £13.7k	
Operational Costs	10	£55,000				plus £15.6k	
(h&s, ppe, depot, machinery, repairs, training, fuel)							
Public Realm and Highways (inc. Parish Church/Chantry lights)	11	£15,000				plus £8k	
Litter Collection and Disposal		£4,000				no change	
Norman Arch and Cottage		£2,000				no change	

Cirencester Town Council  
Budget Estimates and Notes 2020-21

Cirencester Town Council Budget Estimates 2020-21	Notes	Expenditure	Income	Total (exp-inc)	NOTES	Compared to 2019-20 Expenditure	Income
<b>LAND &amp; PROPERTY SERVICES Cont'd</b>							
Norman Arch and Cottage Lease	12		£5,000				less £5k
Contract (Amphitheatre)			£13,000				no change
Fees and Licenses (inc. sports and recreation income)	13		£15,000				less £4.7k
		<b>£470,000</b>	<b>£33,000</b>	<b>£437,000</b>			
<b>COMMUNITY SERVICES</b>							
Staffing (salaries, national insurance, pension)		£92,000				no change	
Markets and Events (including Mop and Advent)		£10,500				no change	
Town Centre Support and Promotion		£6,000				no change	
Community Support (grants and community projects)	14	£19,500				no change	
Christmas Lights and Tree	15	£20,000	£5,000			plus £5k	plus £5k
Community Safety inc CCTV		£15,000				no change	
Children and Young People	16	£15,000				plus £7k	
Markets and Events Income	17		£45,000				plus £13.3
		<b>£178,000</b>	<b>£50,000</b>	<b>£128,000</b>			
<b>Total</b>		<b>£976,250</b>	<b>£135,000</b>	<b>£841,250</b>			
<b>PROJECTS AND RESERVE ALLOCATIONS</b>							
Cirencester Neighbourhood Plan	18	£20,000				no change	
Community Projects (e.g. community transport)		£5,000				no change	
Abbey Grounds Vision and Management Plan	19	£10,000				no change	
Machinery/Equipment	20	£10,000				plus £7k	
Town Centre Regeneration Scheme		£85,000				no change	
Play Equipment/Re-surfacing	21	£15,000				plus £10k	
Norman Arch and Cottage		£2,500				no change	
General Reserve		£10,000				plus £5.5k	
		<b>£157,500</b>	<b>£0</b>	<b>£157,500</b>			
		<b>£1,133,750</b>	<b>£135,000</b>	<b>£998,750</b>			

**NOTES:**

- 1 includes absorbing provision for a national pay award of up to 2.5% and an increase in Local Information Centre staffing costs
- 2 Independent Remuneration Panel guidance for town and parish member basic allowance is 10% of principal authority (i.e. circa £500)
- 3 training and development increase recognising developing role and remit of staff and councillors and the diverse range of services being delivered
- 4 civic events funding increase to support civic and twinning commitments; including 2020 visit to Izehoe
- 5 increase in office accommodation includes rent and service review of accommodation at Bingham House
- 6 insurance is less due to negotiating a new policy through broker
- 7 office support has been increased based on recent costs
- 8 Local Information Centre increase in costs and income relate to on-going service growth
- 9 increase in green spaces costs due to additional sites being taken on and based on identified maintenance needs
- 10 operational costs increased in line with current needs and based on identified equipment replacement
- 11 public realm costs increased in line with current needs
- 12 income estimate reduced due to refurbishment works being carried out during vacant possession
- 13 income estimate relating to fees and charges on sports pitch hire and facilities at St Michael's Park reduced in line with current trends/usage
- 14 options on how this fund is allocated are subject to public consultation and further consideration by the Finance and Audit Group before recommendation
- 15 increase in budget to cover additional Christmas light costs, funded from earmarked reserves and local sponsorship
- 16 children and young people increase to be able to procure and/or provide additional support and activities
- 17 markets and events income estimate increased based on current event and market offer
- 18 Neighbourhood Plan project budget estimate required for a period of 3 consecutive years (inc. £10k for employed project support)
- 19 Abbey Grounds project budget required for preparation and delivery of vision and management plan, inc. toilets and Abbey 900 support
- 20 machinery and equipment project budget required to support additional operational costs and items reaching end of working life
- 21 play equipment and resurfacing project budget required to maintain 19 areas of equipped play





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Council

21<sup>st</sup> January 2020

#### REPORT SUMMARY

AGENDA ITEM:	16.
REPORT TITLE:	Medium Term Financial Plan 2020 to 2024
REPORT AUTHOR:	Andrew Tubb, Chief Executive Officer
LEAD MEMBER:	Councillor Nigel Robbins
PURPOSE OF REPORT:	To consider and approve the Medium Term Financial Plan for 2020 to 2024.
LEGAL:	There are no legal implications directly arising from this report.
FINANCIAL:	There are no financial implications directly arising from this report.
PERSONNEL:	There are no personnel implications directly arising from this report.
ENVIRONMENTAL:	There are no environmental implications directly arising from this report.
CLIMATE CHANGE:	The Climate Change Advisory Group is currently carrying out an internal review and any recommendations which have an impact on the budget and finance of the Council, will be considered under separate cover in accordance with Standing Orders and Financial Regulations.
RECOMMENDATION:	That the Medium Term Financial Plan for 2020 to 2024 be approved.

#### 1. Background

In October 2019, the Finance and Audit Group considered the draft budget estimates alongside a revised and updated Medium Term Financial Plan which were both subsequently considered and approved by Council, for public consultation, in November.

#### 2. Purpose of Report

- 2.1 The primary aim and purpose of the Medium Term Financial Plan is to map the impact of short term financial decisions relating to the budget across a 3-year period.
- 2.2 The current Medium Term Financial Plan has been updated and is appended to this report; the budget estimates for 2020-21 reflect current and projected service needs with a 2.5% year on year increase in overall costs projected, whilst aiming to keep the increase in local council tax beyond 2021, to under 2.2%.
- 2.3 A strategic corporate plan incorporating longer term financial goals is to be prepared in 2020-21.

#### 3. RECOMMENDATION

That the Medium Term Financial Plan for 2020 to 2024 be approved.

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Cirencester Town Council  
Medium Term Financial Plan

MEDIUM TERM FINANCIAL PLAN (MTFP)	Notes	2019-20 (current)	2020-21 (proposed)	2021-22	2022-23	2023-24
<b>INCOME</b>						
Corporate		48,500	48,500	48,500	48,500	48,500
Office Services		2,500	3,500	4,500	4,500	4,500
Land and Property Services		42,700	33,000	38,000	38,000	38,000
Community Services		31,700	50,000	50,000	50,000	50,000
<b>EXPENDITURE</b>		<b>125,400</b>	<b>135,000</b>	<b>141,000</b>	<b>141,000</b>	<b>141,000</b>
Corporate	1	180,000	185,000	190,000	195,000	200,000
Office Services		137,250	143,250	148,000	151,500	155,000
Land and Property Services		432,700	470,000	480,000	490,000	500,000
Community Services		166,000	178,000	182,000	186,000	190,000
Planned Projects		135,000	157,500	157,500	137,500	137,500
Project Contingency		7,351				
		<b>1,058,301</b>	<b>1,133,750</b>	<b>1,157,500</b>	<b>1,160,000</b>	<b>1,182,500</b>
<b>Expenditure less Income funded by:</b>		<b>932,901</b>	<b>998,750</b>	<b>1,016,500</b>	<b>1,019,000</b>	<b>1,041,500</b>
PRECEPT		932,901	998,750	1,016,500	1,019,000	1,041,500
COUNCIL TAX SUPPORT GRANT		0	0	0	0	0
RESERVES		0	0	0	0	0
<b>Estimated Year End Funds</b>		<b>932,901</b>	<b>998,750</b>	<b>1,016,500</b>	<b>1,019,000</b>	<b>1,041,500</b>
Capital Reserve *		73,455	73,455	0	0	0
Earmarked Reserve *		165,000	165,000	165,000	145,000	145,000
General Reserve		168,000	178,000	188,000	198,000	208,000
Investments		50,000	50,000	50,000	50,000	50,000
(* = subject to adjustment, dependent on actual expenditure)						
<b>Band D Equivalent</b>	3	124.96	134.78	137.18	137.51	140.55
<b>Band D % increase</b>		0.80%	7.80%	1.78%	0.18%	2.20%
<b>Total Band D increase per month</b>		8 pence	82 pence	20 pence	2 pence	25 pence

**NOTES:**

1. Expenditure increase post 2020-21 is based on costs growing by 2.5%.
2. Year end funds information includes a £100k deposit being held by the County Council in respect of the Market Place improvements.
3. The Band D information in the 2020-21 (proposed) column, and for subsequent years, is based on the 2020-21 tax base figure of 7410.2 (2019-20 = 7465.6).



Council

21<sup>st</sup> January 2020

REPORT SUMMARY	
AGENDA ITEM:	17.
REPORT TITLE:	Local Council Tax Precept 2020-21
REPORT AUTHOR:	Andrew Tubb, Chief Executive Officer
LEAD MEMBER:	Councillor Nigel Robbins
PURPOSE OF REPORT:	To consider and approve the local council tax precept based on the budget estimates for 2020-21.
LEGAL:	There are no legal implications directly arising from this report.
FINANCIAL:	The precept request will be issued to Cotswold District Council before the end of January for collection on behalf of the Town Council.
PERSONNEL:	There are no personnel implications directly arising from this report.
ENVIRONMENTAL:	There are no environmental implications directly arising from this report.
CLIMATE CHANGE:	The Climate Change Advisory Group is currently carrying out an internal review and any recommendations which have an impact on the budget and finance of the Council, will be considered under separate cover in accordance with Standing Orders and Financial Regulations.
RECOMMENDATION:	That the Local Council Tax Precept for 2020-21 be approved.

1. Purpose of Report

- 1.1 Further to considering the budget estimates and the Medium Term Financial Plan, the Council is to consider the precept, i.e. the local council tax raised on behalf of the Town Council, in respect of 2020-21.
- 1.2 The precept is calculated using the tax base figure which is set by the District Council (CDC) and is based on the number of households in Cirencester, excluding those which receive council tax benefit; in respect of Cirencester Town Council the tax base for 2019-20 was 7465.6 and in 2020-21 this has reduced to 7,410.2 due to a reduction in the number of households in Cirencester (i.e. the demolition of Bromford properties at Paterson Road).
- 1.3 Due to Government changes in the way in which the tax base is calculated, the Town Council has previously received an annual support grant from CDC, although this has now been phased out; however, it should be noted that this allocation of funding is still received by CDC from central government, albeit it is acknowledged that central government funding to principal authorities has fallen year on year.

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- 1.4 In recent years the policy of the Council has been to maintain increases in the council tax to less than 2.5%, based on a Band D household.
- 1.5 Due to an increase in overall costs and additional service provision delivered directly by the Town Council the proposed increase for 2020-21 is 7.8%; the impact of this within the context of future expenditure growth of 2.5% will be an estimated increase in the precept of less than 2.2%.
- 1.6 Precept information for other local councils published by NALC for 2019-20 has been circulated to Councillors under separate cover.

2. **Band D Equivalent**

In 2020-21, the Town Council precept of £998,750 will increase the local council tax for a Band D equivalent household by 7.8%. This increases the local council tax for the year, for a Band D household, from £124.96 to £134.78, an increase of 82 pence per month (8 pence of which is a direct result of the tax base being reduced).

3. **RECOMMENDATION**

That the precept for 2020-21, in respect of Cirencester Town Council, be £998,750.



**CIRENCESTER TOWN COUNCIL – SCHEDULE OF MEETINGS 2020-21**

	May 2020	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2021	Feb	Mar	April	May
Town Council (All Members) (Tuesday) 7pm	12 <sup>th</sup> (Annual)	9 <sup>th</sup> (year end accounts & audit)	14 <sup>th</sup>		8 <sup>th</sup>	13 <sup>th</sup>	10 <sup>th</sup> (draft budget)	19 <sup>th</sup> (budget & precept)			9 <sup>th</sup>		10 <sup>th</sup> (Annual)
Annual Town Meeting (All Members) (Thursday) 6pm												29 <sup>th</sup>	
Corporate Group (Monday) 4pm	18 <sup>th</sup>	29 <sup>th</sup>			14 <sup>th</sup>	19 <sup>th</sup>	16 <sup>th</sup>	25 <sup>th</sup>		1 <sup>st</sup>	15 <sup>th</sup>	26 <sup>th</sup>	
Health and Safety Group (Monday) 4pm		15 <sup>th</sup>											
Health and Safety Audit (Monday) 9.30am					21 <sup>st</sup>								
Finance and Audit Group (Thursday) 4pm		18 <sup>th</sup>				8 <sup>th</sup> (draft budget)			11 <sup>th</sup>				
Finance and Audit Systems of Internal Control Audit (Monday & Tuesday) 9.30am											15 <sup>th</sup> 16 <sup>th</sup>		
Planning Committee (Thursday) 10am	21 <sup>st</sup>	11 <sup>th</sup>	9 <sup>th</sup>	13 <sup>th</sup>	17 <sup>th</sup>	15 <sup>th</sup>	19 <sup>th</sup>	10 <sup>th</sup>	21 <sup>st</sup>	25 <sup>th</sup>	25 <sup>th</sup>	22 <sup>nd</sup>	
Personnel Group (Monday) 4pm		1 <sup>st</sup>			28 <sup>th</sup>		30 <sup>th</sup>				29 <sup>th</sup>		
Community Services Group (Thursday) 4pm		4 <sup>th</sup>	16 <sup>th</sup>		10 <sup>th</sup>		5 <sup>th</sup>			4 <sup>th</sup>		1 <sup>st</sup>	
Land and Property Group (Wednesday) 4pm		3 <sup>rd</sup>	15 <sup>th</sup>		23 <sup>rd</sup>		25 <sup>th</sup>			24 <sup>th</sup>			
Senior Management Team Staff Forum 12pm CEO/SMT Briefing 2.30pm (Wednesday)	20 <sup>th</sup> (Lead Members & Staff 12pm)	10 <sup>th</sup> (Corporate)	8 <sup>th</sup> (Office)		16 <sup>th</sup> (Land & Property)	14 <sup>th</sup> (Community)		2 <sup>nd</sup> (Team Day)		10 <sup>th</sup> (Corporate)		21 <sup>st</sup> (Office)	

**Notes:**

1. The first meeting of each group in a municipal year is to include setting the work programme and where applicable to appoint vice chairs and sub/working groups;
2. The group meetings in February and March are to include a review of strategic documents, policies and procedures;
3. Appointments are made to each group and committee at the annual meeting of Council each May; the meeting start time can be changed at the discretion of the group/committee.

