Cirencester Town Council Budget Estimates 2024-25

statutory obligation/outside direct control of Council	
operational/strategic/employment/governance/contractual	
discretionary	

	Notes	Expenditure	Income	Total	Expenditure	Income	
				(exp less inc)	**Compared to 2023-24**		
CORPORATE							
Staffing (salaries, national insurance, pension)		£140,000			Plus £3k		
Professional Fees (legal, human resources, finance)		£25,000			No Change		
Staff, Member and Mayor Allowances and Expenses		£12,000			Less £4.5k		
Staff and Member Training and Development		£8,000			Less £3k		
Civic and Local Democracy		£8,000			Less £6.5k		
Office Accommodation (rent, business rates, utilities)		£38,500			No Change		
Insurance (assets, public liability, motor)		£16,000			No Change		
Memberships and Subscriptions		£6,000			No Change		
Community Development Trust (direct grant)	1	£0			Less £10k		
Bingham Library Trust Management Support*		£10,000	£42,000		No Change	No Change	
External Grants and Sponsorship			£10,000			No Change	
Investment Account Interest			£10,000			No Change	
* in accordance with the Service Level Agreement		**£263,500**	**£62,000**	**£201,500**			
OFFICE SERVICES							
Staffing (salaries, national insurance, pension)		£176,600			Less £5.4k		
Administration Support (postage, stationery etc)		£5,400			No Change		
Office Support (leases, maintenance, cleaning contract)	2	£13,000			Plus £9k		
Technology Support (IT equipment, software, telephones, broadband)	3	£46,500			Plus £26.5k		
Social Media and Communication		£3,000			Less £1k		
Local Information Centre		£6,000	£10,000		Plus £3.5K	Plus £3.5k	
		£250,500	**£10,000**	**£240,500**			
LAND & PROPERTY SERVICES							
Staffing (salaries, national insurance, pension)		£480,000			Plus £9k		
Tree Works and Tree Consultancy	4	£20,000			Plus £14k		
Green Spaces, Play Areas and Public Facilities	5	£80,000			Plus £25k		

Land & Property Cont'd	Notes	Expenditure	Income	Total	Expenditure	Income	
Vehicles, Equipment and Machinery	6	£15,000			Plus £15k		
Operational Costs		£55,000			No Change		
Public Realm and Highways (inc. town centre)	7	£20,000			Plus £10k		
Litter Collection and Disposal		£6,000			Plus £2k		
Norman Arch and Cottage Maintenance		£5,000			Plus £3k		
Norman Arch and Cottage Lease			£10,000			Plus £8k	
Contract (Amphitheatre)			£16,000			No Change	
Fees and Licenses (inc. sports and recreation income)			£20,000			No Change	
		£681,000	**£46,000**	**£635,000**			
COMMUNITY SERVICES							
Staffing (salaries, national insurance, pension)		£164,000			Plus £3k		
Markets and Events (including Mop and Advent)	8	£61,500	£87,000		Plus £51k	Plus £4k	
Business and Economy		£0			Less £6k		
Community Support (grants and community projects)		£20,300			No Change		
Christmas Lights and Tree		£31,000			Plus £1k	Less £5k	
Community Safety inc CCTV		£10,000			Less £5k		
Children and Young People	9	£30,000			Plus £15k		
Twinning and Tourism		£7,500			Plus £2.5k		
		£324,300	**£87,000**	**£237,300**			
Sub Total		**£1,519,300**	**£205,000**	**£1,314,300**			
PRIORITY PROJECTS AND RESERVE ALLOCATIONS							
Cirencester Neighbourhood Plan		£0			Less £5k		
Town Centre Regeneration Loan Repayment		£75,000			No Change		
Norman Arch and Cottage	10	£25,000			Plus £10k		
Community Services Project Support	11	£10,000			Plus £10k		
Climate and Environment Project Support	11	£10,000			Plus £10k		
Land and Property Project Support	11	£10,000			Plus £10k		
Amphitheatre (including Obelisk Community Rooms)	10	£25,000			Plus £25k		
Election Costs Accrued Fund		£5,000			Plus £5k		
General Reserve	12	£200,000			Plus £200k		
		£360,000	**£0**	**£360,000**			
		Expenditure	**Income**	**Exp less Inc**			
Totals		**£1,879,300**	**£205,000**	**£1,674,300**			

SCHEME OF ALLOWANCE SCHEDULE
A Basic Allowance of £500 shall be paid to each Councillor per annum.
A Special Responsibility Allowance (SRA) of £500 shall also be paid to the Mayor of Cirencester.

Notes:
1. Cirencester Community Development Trust (direct grant) subject to decision of Community Services Committee.

2. Office Support adjusted to include cleaning contract costs, formerly absorbed by overall budget expenditure.

3. Technology Support increased to more realistic level and requirement to replace IT hardware, suppliers costs kept under regular review, telephone system and broadband (£12k), one-off cost for three-year Commonplace licence and support (£9k), IT Cloud, Support and Cyber Security (£17k)

4. Tree Works and Consultancy has previously been underestimated and we have a significant number of trees on our 45+ hectares of land, which need to be regularly assessed, monitored with routine and emergency maintenance being required. The increase in expenditure makes provision for all sites to be inspected and a three year programme of works established, with training being provided for interim inspections to be carried out in-house. 86 trees have been identified for monitoring across 10 sites, of which circa 60% are subject to a Tree Preservation Order or that fall within a Scheduled Ancient Monument. Based on previous inspections the cost of reviewing all sites and preparing a schedule of tree works will be circa £5k.

The 86 trees already identified do not include those with a diameter of less than 300mm which may require remedial work.The cost of tree works for a single tree ranges from £500 to in excess of £2,500.

Since 2017-18 the Town Council has spent £5,790 on tree surveys and condition reports, and over £23k on tree works.

The last inspection report which covered 8 sites was carried out in 2020 and was due for review within 3 years; issues which need to be addressed include ivy control, dutch elm disease, and chalara ash die back. The Council has a duty of care under the Occupiers Liability act 1957 and 1984.

5. This increase relates primarily to the need to maintain and upgrade play equipment across 16 sites. The current cost of the ROSPA accredited inspection per site is circa £63. Some equipment will be reaching end of useful life, some will need maintaining, repairing, and refurbishing. We have in excess of 115 pieces or sections of equipment, as well as fencing, gates, signage, litter bins, picnic tables, seating, safety surfaces, planters, boulders, logs cycle racks, pathways, wooden steps, access bridge, toilets, changing facilities, recreation areas, sports pitches and bbq's. As well as our equipped areas of play and recreation we have in excess of 45 hectares of open space to maintain. The proposed increased equates to just £1,562.50 per equipped site.

6. This budget was previously an earmarked reserve but has been reallocated to the operational cost centre for land and property.

7. This increase relates primarily to the ongoing requirement to support the County Council with maintenance of the town centre as per the highway agreement.

8. This increase relates primarily to the accurate costs of the Advent Festival which has grown over the years but for which the expenditure has not previously been reflected in the budget estimates.

9. This increase relates to the identified need by the Community Services Committee to commission additional and targeted support for young people.

10. This increase reflects the strategic priorities relating to the review of the Council's green spaces and historic assets.

11. This is a new budget line, delegated by Council for the respective Committee to spend on issues which arise during the financial year/to provide the community with emergency support as and when need arises; within the approved Committee role and remit.

12. This is a requirement of the internal and external auditors report due to an over reliance on reserves in recent years.