



Independent Remuneration Panel for Wales

Annual Report

DRAFT

February 2020

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

appropriate, method of transport, must only be reimbursed on production of receipts showing the actual cost and will be subject to any requirement or further limitation that an authority may determine. Members should always be mindful of choosing the most cost-effective method of travel.

Reimbursement of subsistence costs

£28 per day	Day allowance for meals, including breakfast, where not provided in the overnight charge
£200 per night	London
£95 per night	Elsewhere
£30 per night	Staying with friends and or family

- 12.8 These rates are in line with Welsh Government rates. Recommended practice is that overnight accommodation should usually be reserved and paid for on behalf of members by the relevant authority, in which case an authority may set its own reasonable limits and the limits which apply when an individual member claims in arrears for overnight accommodation costs do not then apply.
- 12.9 All authorities must continue to reimburse subsistence expenses for their members up to the maximum rates set out above on the basis of receipted claims except for occasions when members stay with friends and/or family.
- 12.10 There may be instances where an authority has determined that travel costs within its boundaries are payable and require a journey to be repeated on consecutive days. Where it is reasonable and cost effective to reimburse overnight accommodation costs, instead of repeated daily mileage costs, then it is permissible to do so.
- 12.11 It is not necessary to allocate the maximum daily rate (£28 per day) between different meals as the maximum daily rate reimbursable covers a 24-hour period and can be claimed for any meal if relevant, provided such a claim is accompanied by receipts.

Car Parking for Members

Several councils have specific arrangements for their members in respect of car parking. The Panel considers that it is a matter for individual councils to determine arrangements including payments to and from members providing that it is a decision made formally by the council.

13. Payments to Members of Community and Town Councils

- 13.1 The Panel recognises a wide variation in geography, scope and scale across the 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities.
- 13.2 The Panel has met with over 304 Councillors and Clerks representing 302 community and town councils in 17 meetings it held across Wales. The discussions re-confirmed the widely held view that the roles individual councils undertake varied significantly and in accordance with this wide variation, the responsibilities and accountabilities of councillors must also vary. Councillors managing income or expenditure of £1million and those delivering significant services, including some that might have been delegated from principal councils, are operating in a much more complex environment than a council with an annual budget of less than £30,000.
- 13.3 In the 2018 Annual Report the Panel formed 3 groups of community and town councils to reflect these differences based on the level of income *or* expenditure, whichever is the highest, in the previous financial year. These remain unchanged as set out in Table 9.

Table 9: Community and Town Council Groupings

Community and Town Council Group	Income or Expenditure in 2018-19 of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

- 13.4 In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration, members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. It is important to note that a person who follows this path is in a different position to those in other forms of activity, for example such as volunteering or charitable work, typically governed by the Charity Commission for England and Wales.
- 13.5 Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration.
- 13.6 Consequently, individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the proper officer of a council (usually the Council Clerk) to arrange for correct payments to be made to all individuals entitled to receive them.

- 13.7 Members should receive monies to which they are properly entitled as a matter of course. There must be no requirement for individuals to 'opt in' to receive payments.
- 13.8 An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.
- 13.9 The Panel considers that any member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel is mandating reimbursement of cost of care for all members of community and town councils as set out in Determination 48.
- 13.10 In each community and town council the proper officer should ensure there is ready access to proper reimbursements of costs of care to enable those eligible for reimbursement to participate in the democratic process. It is inappropriate for councils or councillors to create a climate, or otherwise pressurise others, in order to prevent persons accessing any monies to which they are entitled that may support them to participate in local democracy.
- 13.11 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care. However, this does not preclude them from holding a senior role (Leader, Deputy Leader) without payment.
- 13.12 Table 10 sets out the actions that community and town councils must take annually in respect of each determination that follows.

Payments towards costs and expenses

- 13.13 The Panel continues to mandate a payment of £150 as a contribution to costs and expenses for members of all community and town councils.
- 13.14 For the avoidance of doubt this determination now includes all councils. Receipts are not required for these payments.

Determination 42: All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.

Senior roles

- 13.15 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore determined that councils in Group A must make available a payment for a minimum of one senior role and a maximum of five senior roles of £500 each. Councils in Groups B and C can pay up to five responsibility payments (of up to £500) for specified roles.
- 13.16 In all cases, a Councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.

Determination 43: Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

Determination 44: Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

- 13.17 Where a person is a member of more than one town or community council, they are eligible to receive the £150 and, if appropriate, £500 from each council of which they are a member.

Reimbursement of travel costs and subsistence costs

- 13.18 The Panel recognises there can be significant travel and subsistence costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area. Each council has an option to pay travel and subsistence costs including travel by taxi if this is the only, or most appropriate, method of transport. Where a council does opt to pay travel and subsistence costs, the following determinations apply.

Determination 45: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.⁸ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

Determination 46: If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

Compensation for financial loss

13.19 The Panel has retained the facility which councils may pay as compensation to their members where they suffer financial loss when attending approved duties. This figure has been updated in line with the most recent Office for National Statistics Annual Survey of Hours and Earnings - median salary for full time employees in Wales and the Average Actual Weekly Hours of Work for full-time workers (seasonally adjusted). Members must be able to demonstrate that the financial loss has been incurred. Each council has an option to pay compensation for financial loss and where it does the following determination applies.

⁸ Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Determination 47: Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:

- **Up to £55.50 for each period not exceeding 4 hours**
- **Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours**

Reimbursement of the costs of care

13.20 The purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that the additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out the role.

13.21 Members should be entitled to reimbursement of their care costs, up to the maximum of £403 per month, for activities that the individual council has designated official business or an approved duty. This might include, for example, preparation and, or, travelling time. It is a matter for individual councils to determine specific arrangements to implement this.

13.22 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in the change in the requirement for publication set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of costs of care.

Determination 48: All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members to enable them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

Civic Head and Deputy Civic Head

13.23 Civic heads are senior posts within community and town councils. In addition to chairing major meetings the civic head is the 'ambassador' representing the council to a variety of institutions and organisations. The Panel requires that members should not have to pay themselves for any cost associated with carrying out these duties. This requirement also applies in respect of deputy civic heads.

- 13.24 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing – we consider these to be the council’s civic budgets.
- 13.25 Funding decisions in relation to these civic budgets are not matters of personal remuneration for the post holder but relate to the funding required for the tasks and duties to be carried out. Councils remain free to set civic budgets at whatever levels they deem appropriate for the levels of civic leadership they have in place.
- 13.26 For the avoidance of doubt, costs in respect of, for example, transport (physical transport or mileage costs), secretarial support, charitable giving (purchasing tickets, making donations or buying raffle tickets) and clothing are not matters of personal remuneration for the individual holding the senior post. These should be covered by the civic budget.
- 13.27 Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils can make a payment to the individuals holding these roles.
- 13.28 This is a personal payment to the individual and is entirely separate from covering the costs set out above.
- 13.29 The Panel has determined that the maximum payment to a chair or mayor of a community or town council is £1,500. The maximum payment to a deputy mayor or chair is £500.

Determination 49: Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 50: Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Making Payments to members

- 13.30 Table 10 sets out each of the above determinations and if a decision is required by the council in respect of each one.
- 13.31 In respect of the mandated payments where no decision is required by a council, members should receive monies to which they are properly entitled as a matter of course.
- 13.32 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.33 A council can adopt any, or all, of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.34 When payments take effect from is set out in paragraphs 13.38 to 13.40 below.
- 13.35 On receipt of the draft Annual Report the previous autumn, councils should consider the determinations for the next financial year and use this to inform budget plans.

Table 10

Determination Number	Is a decision required by council?
42 All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.	No - the payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing.
43 Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	Yes – a council must decide how many payments of £500 it will make – to between 1 and 5 members unless they advise the appropriate officer in writing that they do not want to take it.
44 Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	Yes – it is optional to pay it for up to 5 members and, if it is paid, the amount (up to £500) must be decided.
45 Community and town councils can make payments to each of their members in respect of travel costs	Yes – the payment of travel costs is optional.

	for attending approved duties.	
46	If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.	Yes – the payment of overnight subsistence expenses is optional.
47	Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	Yes – the payment of financial loss allowance is optional.
48	All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month.	No - the payment is mandated for every member if they are eligible to claim, and wish to do so.
49	Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.	Yes – the payment to a Civic Head is optional.
50	Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500.	Yes – the payment to a Deputy Civic Head is optional.
51	Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.	No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) can only receive travel and subsistence expenses and reimbursement of costs of care; if they are eligible to claim, and wish to do so.

13.36 All members are eligible to be paid the £150 as set out in Determination 42 from the start of the financial year; unless they are elected later in the financial year, in which case they are eligible for a pro-rata payment from that date.

13.37 Other amounts payable to members in recognition of specific responsibilities or as a civic head or deputy civic head as set out in Determinations 43,44, 48 and 49 are payable from the date when the member takes up the role during the financial year.

13.38 It is a matter for each council to make, and record, a policy decision in respect of:

- when the payment is actually made to the member;
- how many payments the total amount payable is broken down into;
- and whether and how to recover any payments made to a member who leaves, or changes, their role during the financial year.

13.39 Payments in respect of Determinations 43, 44, 45 and 46 are payable when the activity they relate to has taken place.

13.40 As stated in paragraph 13.8 any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

Determination 51: Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.

Publicity requirements

13.41 There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments for each financial year. This information must be published on council noticeboards and or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the previous financial year. The Panel draws attention to the requirements stipulated at Annex 4. The Panel is concerned that a significant number of councils are still in breach of this requirement.

ACE Monmouth Budget 2021/22

Background

In Spring 2019 Monmouth Town Council declared a climate emergency. It was then agreed to form a working group to decide what actions should be taken with the support of local residents. The first ACE Monmouth group meeting took place in May 2019 where members of the public and councillors were invited to suggest actions that the town council could support in response to the climate emergency. A second meeting was held to rank the actions and to form project groups of councillors and residents to take forward the four most popular actions. As a result of this work four groups were formed – Green Spaces to look at our green (and blue) spaces to see where they could be nurtured and developed, Repair Cafe – to set up a local repair cafe, Bike Friendly Monmouth – to create an environment to encourage safe cycling and encourage cycling in Monmouth and Festival – to hold a festival to help explain climate change and encourage behaviour change in a fun and engaging way.

Since then the groups have worked on their remits; Green Spaces has worked with MCC to identify land for ‘greening’; the first repair cafe was held in March 2020 and since lockdown easing two remote cafes have been held in Autumn 2020; a Dr Bike event was successfully held in September and the bike group continue to lend their support and advice to active travel work in town and county council.

The groups have identified what they would need to continue their work in support of Monmouth Town Council’s climate emergency declaration.

Budget

The following items are for your consideration for the 2021/22 budget.

Sustainability Officer £10,000

[precise job description, terms and scale would be worked out with Ellis Whittam]

Temporary for 6 months

Purpose

To assist with a range of tasks, projects and outputs in relation to the Council’s climate change agenda. The responsibilities of the post-holder would include policy and project work with a particular focus on the development of the Council’s Sustainability & Climate Change Strategy. To assist in the preparation of climate change and carbon reduction strategies, the carrying out of feasibility studies for projects, working with volunteers to enable them to support the climate emergency strategy.

We have long relied on the kindness and dedication of volunteers but it would be very helpful and productive to give them a steer from the office and to help keep communications up between the groups and the council. It would remove much of the frustrations of the groups dealing with council procedure when their skills and enthusiasm lie elsewhere.

Gazebos £1,500 each

Purchase of up to four gazebos to help with events such as Dr Bike, the festival, outdoor work. These could be used for other town council events and will

be very useful to in the current situation with social distancing and outdoor meetings.

Library of Baby Things (Benthyg) £1,000

Along with repair cafes, libraries of things are becoming increasingly popular in an effort to reduce consumption and enable people to borrow items for short periods of use. We propose starting with a library of baby things as a trial where people can borrow occasional items. We would learn from other Benthygs around the country.

<https://borrow.benthyg.org/>

We would need a small amount of money to buy some items and set up. Once set up, we would expect the group to be largely self sustaining.

Green Spaces tree planting £1,000

The Green Spaces group is working with Monmouthshire County Council to identify places where we could plant trees. Trees play an important part in our response to the climate emergency and also to support flood prevention. Gardens can support some trees but as gardens get smaller or are given over to car parking. The group is being mindful of the other needs of the community for open spaces for example, for sport and recreation.

Festival £16,330

We had hoped to hold a festival in 2020 which would help the people of Monmouth understand the climate emergency, give ideas for a more sustainable way of living in an engaging and fun way. It would be aimed at all ages and include input from local schools and groups.

We will be vigilant of the ongoing Covid situation and make decisions to pull / scale back as appropriate. Other suggestions to achieve the same aim are being considered.

£2000 for a website + domain, or space on the MTC website for all ACE projects including festival – Social media pages would not be a sufficient platform for the festival.

£3000 for a variety of repair and repurpose/ upcycle workshops.

We would like to pay local professionals, a day rate of £150 to run workshops. We have 10 venues and would like to run 2 workshops from each. We would like to use local people and would like to know we can pay before we ask them (what with this exceptional time of uncertainty). Any councillors are welcome to attend the future meeting where we will be discussing the specific workshops we will be paying for.

£3000 for speakers, again mostly local. 20 speakers £150 per talk.

£250 for Savoy theatre hire.

We also want to offer entertainers food, travel expenses and accommodation. We were originally providing bed and breakfast accommodation to entertainers and volunteer film crew in the form of spare rooms and tents in gardens. This may not be possible, however, with Covid. Plan B is using the local campsites. We would like to offer food vouchers for spending in local eatery's. We would like the vouchers to be redeemable for the local businesses with the town council.

Volunteer 8 film crew £20 per day food £10 per night for camping x 7 days = £1680

Entertainers = £600

£5000 for documentary production. Good documentation of an event leads to increased funding opportunities in the future. Also if it gets picked up for television, the exposure will raise the profile of the town. The initial quote received is low due to the cause and person is involved with volunteer projects also exhibiting.

We also would like a carpenter to build a portable drying rack of removable screens system for drying about 50 sheets of newly recycled paper. Materials can be sourced for free I think, but need to pay for assembly.

£800 for local advertising (print and online)

Dr Bike event £750

This has been budgeted for in the 2020/21 budget with earmarked reserves going into 2021/22.

Wellbeing of Future Generations Act

These activities support the Wellbeing of Future Generations Act goals

A prosperous Wales

We will enable residents to use resources efficiently and proportionately and develops skills. People can learn new skills at the festival and Dr Bike event, they can use resources efficiently at the Bentyg, the new officer role will enable greater diversity of skills in the office and enable volunteers to learn from the officer. Items purchased will be from sustainable or reusable sources.

A resilient Wales

We will maintain and enhance a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change. The green spaces group will support this with tree planting and developing open spaces.

A healthier Wales

We will maximise people's physical and mental well-being - is maximised and in ways which choices and behaviours that benefit future health are understood. Dr Bike event enables people to get out on their bikes for leisure or travel, the festival will support wellbeing and will be a positive event looking to the future with optimism, our volunteers achieve a lot of personal wellbeing by being involved in their community.

A more equal Wales

We will enable people to fulfil their potential no matter what their background or circumstances. The Benthylg will enable people to borrow equipment that they may not be able to afford to buy, the festival will provide people with skills and ideas to develop.

A Wales of cohesive communities

We will encourage attractive, viable, safe and well-connected communities. The festival will be a community event for all.

A Wales of vibrant culture and thriving Welsh language

The various projects will use the Welsh language, and the festival will encourage people to participate in the arts, and sports and recreation.

A globally responsible Wales

The projects will take account of whether doing such a thing may make a positive contribution to global well-being.

Cllr Claudia Blair
Chair, Community Affairs Committee



Date: 18th December 2020

Report to Full Council

Subject: Draft Budget 2021/22

Prepared by: Deborah McNeill, Locum Clerk

Introduction

1. The Council considered a draft budget at its meeting on 7th December. It made a number of resolutions at that meeting with one item to be further reviewed, namely the allocation to the Climate Change Emergency and Festival.
2. As previously noted the current financial year budget and precept is £396,395 which works out at £74.51 per Band D household.
3. The taxbase figure for 2021/22 has now been confirmed at 5,415 which means if the precept increase is kept at 0%, the cost per household would reduce to £70.96. If Councillors were minded to keep the Band D figure to a 0% change, then this would provide an additional £7,077 in the budget over and above the current figure.

Reserves

4. Earmarked reserves currently hold approximately £136,000 and General Reserves sit at around £230,000. It is recommended that the Council should hold between 33% and 100% of its annual spend in General Reserves. The actual amount should be determined by Council based on the risks it faces.
5. With budgeted spend at just under £400,000, the current General Reserves amount to around 58%. At financial year end there is a projected **underspend** of £74,336 with resolutions already made for a total of £13,250 to be transferred to EMR at year end. This would leave a total of just over £61,000 to be transferred to General Reserves, which would then total in excess of £290,000 which would be considered excessive.

	%age of annual budgeted spend at £400K	Notes
33%	£132,000	
50%	£200,000	
57.5%	£230,000	Current General Reserves
72.5%	£290,000	Projected Gen Res at year end
75%	£300,000	
100%	£400,000	

6. Councillors are aware that General Reserves are higher than they should be and have made several resolutions in recent weeks for expenditure to be approved from them.

7. When setting the budget for 2021/22, Councillors have the option to either
 - a) reduce the budget for this financial year with a view to making up the difference from General Reserves, or
 - b) resolve that new projects will be funded from Gen Res for the time being (however it is recommended to transfer funds for specific projects to EMR to make spending monitoring easier).

Additional Items

8. One additional item has been added to the draft budget document (please see attached document) which is a proposed budget line for professional fees for such things as solicitors, planning consultants, surveyors or any other such specialist advice as the Council may require from time to time. A proposed amount of £2,000 has been included for Councillors to consider.
9. With regard to the town centre improvements and the likely request for funding support for the longer term maintenance of the proposed new planters, I have communicated with the relevant officers from MCC so that the likely budget implications can be considered. The response received was as follows:

“If possible, we’d really welcome the following contributions:

£10,000 this financial year to purchase additional planters for Monnow Street

£15,000 for next financial year towards the maintenance of the planters (watering and plants etc) to ensure they keep looking good

If only one of the above is agreed, the £15k maintenance next year is the most pressing issue for us to ensure they look good next year.”

10. The £10,000 purchase cost has already been allocated within the EMR Covid-19 recovery fund. I would recommend, given the excessive amounts in General Reserves, that funds could be allocated from there to cover the £15K planter maintenance costs should Council be minded to approve this. It would be prudent to create a new EMR specifically for the town centre improvements and transfer funds from Gen Res to this along with the specific amount from the EMR Covid-19 recovery fund.
11. Further likely demands on the Town Maintenance budget have also been identified amounting to £500 and included in the draft budget accordingly.

Conclusion

12. This financial year, the Council is predicted to be **underspent** by around **£74K**. It is recommended that Council carefully consider how it will manage its reserves to ensure they are not excessive.
13. Council need to determine whether they wish to set the budget at the same level as this financial year and if so resolved, then there is either a further **£12,134*** (if retaining a 0% precept increase) or a further **£19,211** (to retain a 0% Band D change) that is required to be allocated. This* is different to the figure stated in the minutes of 07.12.2020 as there have been a number of adjustments made since then.

Monmouth Town Council Draft Budget Proposals
2021/22

	2019/20		2020/21			2021/22			Percentage change	Comments
	Budget	Actual	Budget	Actual Spend to end Nov	Predicted Year End Total	Underspend/overspend	Proposed Budget			
Administration (F&P)										
Income										
Cluster grant funding	0	927	0	0						
Precept Received	0	388,308	396,395	264,263	396,395					The draft precept figure is included at the end of the document; it should not be included as an income calculation; the majority of councils have income from other sources which would be offset against projected expenditure to determine the precept figure.
Interest Received	0	448	0	22	33					
Total Income	0	389,683	396,395	264,285	396,395					
4000 Salaries	110,000	75,813	110,000	55,104	95,000	15,000	85,000	77%		Budget proposed and approved by resolution (07.12.20 minute 128 b)) to reflect actual staff costs for existing staff structure as cost benefit of current staffing review not yet known; to be reviewed at budget setting 2022/23; £10K from 2021/22 resolved to be vired to EMR 9014 staff absence contingency (07.12.20 minute 128 a))
4005 Payroll Expenses	500	240	500	180	270	230	1,152	230%		Budget increased to reflect cost of successful tender; approved by resolution (07.12.20 minute 128 h))
4007 Officer Travel	250	26	250	32	32	218	250	100%		Councillors support professional development and opportunities to attend face to face sector conferences; approved by resolution (07.12.20 minute 128 h))
4009 Staff training & subsistence	3,000	522	3,000	0	500	2,500	3,000	100%		New postholder will require training; £3K approved by resolution (07.12.20 minute 128 c)); current financial year underspend to be transferred to a new EMR at year end.
4010 Conferences	200	160	200	0	0	200	200	100%		Councillors support professional development and opportunities to attend face to face sector conferences; approved by resolution (07.12.20 minute 128 h))
4011 Member Training	2,000	320	2,000	150	150	1,850	2,000	100%		Noted that whole council training on various subjects would be beneficial; approved by resolution (07.12.20 minute 128 d))
4021 Stationery & Office Supplies	600	163	600	405	600	0	600	100%		Approved by resolution (07.12.20 minute 128 h))
4022 Postage	500	406	450	63	100	350	250	56%		Allocation reduced to reflect increased use of electronic communication; approved by resolution (07.12.20 minute 128 e))
4023 Copying	1,700	1,185	1,700	674	1,000	700	1,200	71%		copier lease £350; allow £500 for consumables. This allocation agreed to be reduced approved by resolution (07.12.20 minute 128 f))
4025 Insurance	1,930	1,897	1,700	2,312	2,312	-612	1,700	100%		Approved by resolution (07.12.20 minute 128 h))
4027 Subscriptions	1,800	1,728	2,000	1,920	1,920	80	2,000	100%		Covers One Voice Wales and SLCC subs; Approved by resolution (07.12.20 minute 128 h))
4031 Publicity & Website	3,750	1,708	2,000	1,868	2,000	0	2,000	100%		Approved by resolution (07.12.20 minute 128 h))
4032 Cluster grant	0	927	0	0	0	0	0	0%		
4057 Audit	1,800	2,058	2,000	-380	1,800	200	2,500	125%		+ £700 in case MTC required to have a transaction audit in year one under new arrangements for 2020/21; Approved to increase by £500 by resolution (07.12.20 minute 128 h)); 18.12.20
IT licences	0	0	0	0	0	0	1,500			Proposed new budget heading; RBS £255 + £100 extra access; adobe pro £216; Microshade £624; office 365 £204; Approved by resolution (07.12.20 minute 128 h)); New contract out for tender; final costs unknown. Additional costs over amount budgeted are recommended to be paid from Gen reserves; Approved by resolution (07.12.20 minute 128 h))
4060 IT Support	3,200	2,251	3,200	925	2,000	1,200	5,000	156%		
4070 Office Equipment	4,000	305	2,500	10	2,500	0	5,000	200%		Allow for equipment upgrade following whole office review; Approved by resolution (07.12.20 minute 128 h))
4071 Shire Hall SLA annual payment	13,011	13,100	15,000	28	13,430	1,570	15,000	100%		New SLA commences 1/4/20 cost TBC will find top office from April. (20-21 costs of £9695 +£3735 top office costs) est £15000 max- same as 20-21; Approved by resolution (07.12.20 minute 128 h))
4081 Specialist advice services	3,100	529	3,100	2,641	3,100	0	3,100	100%		Ells Whitlam H&S and HR; Approved by resolution (07.12.20 minute 128 h))
4095 Clerks Contingency Fund	500	20	500	225	500	0	500	100%		Approved by resolution (07.12.20 minute 128 h))
4200 Section 137	45	38	50	55	55	-5	60	120%		Approved by resolution (07.12.20 minute 128 h))
Professional Fees							2,000			It is recommended that Council budgets for the cost of professional fees eg solicitors fees for legal matters if required. (See SO 14 c.)
Totals	151,886	103,394	150,750	66,212	127,269	23,481	134,012	89%		

102 Civic Affairs										
4100 Mayor's civic expenses	3,000	608	3,000	0		3,000	3,000	100%	Approved by resolution (07.12.20 minute 128 h)) Civic service. Also remote mtg costs at present - zoom & BT conferencing £2,500. RMRR Freedom Parade July 2021 road closures etc. allow £4K; Approved by resolution (07.12.20 minute 128 h))	
4105 Civic Expenses	8,500	2,912	8,500	1,238	3,000	5,500	6,500	76%	Approved by resolution (07.12.20 minute 128 h))	
4110 Mace Bearers	400	300	500	0	0	500	500	100%	Approved by resolution (07.12.20 minute 128 h))	
4115 Elections	5,000	1,500	3,000	-1,500	1,500	1,500	3,000	100%	Approved by resolution (07.12.20 minute 128 h)) chairs x 4 + dep chairs x 4 + 1200/mayor =3,600 + 150 per member x 16 = 2,400	
4120 Members' payments allowances &	8,500	4,119	8,500	465	4,000	4,500	6,500	76%		
Totals	25,400	9,439	23,500	203	8,500	15,000	19,500	83%		
Combined Total	177,286	112,833	174,250	66,415	135,769	38,481	153,512	88%	Total predicted underspend for administration of £49K; proposed budget is £20,736 LESS than 2020/21	
	2019/20		2020/21				2021/22			
	Budget	Actual	Budget	Actual Spend to end Nov	Predicted Year End Total	Underspend/o verspend	Proposed Budget	Percentage change	Comments	
201 Community Affairs										
4093 CCTV	13,984	13,056	23,383	10,037	13,383	10,000	13,383	57%	£10K extra budgeted for a new camera has not progressed; transfer £10K to EMR at year end; Approved by resolution (07.12.20 minute 128 o)) Museum not operating due to covid, suggest trsrfr u/spend to EMR; budget allocation increased by £500 for library newspapers; Approved by resolution (07.12.20 minute 128 o))	
4203 Community Contributions	20,000	18,000	20,000	16,000	16,000	4,000	20,500	103%	o))	
4204 Community Grants combined	24,000	24,000	34,480	4,951	34,480	0	37,000	107%	£10K ringfenced to allotment association	
Mind Partnership Agreement							15,000		Approved by resolution (07.12.20 minute 128 o))	
4205 Emergency Grant Funding	1,308	0	0	0	0	0	0		Spend significantly reduced due to Covid; propose 7% increase as no increase for 3 years; Approved by resolution (07.12.20 minute 128 o))	
4216 Christmas Festival	5,508	5,508	7,000	0	4,000	3,000	7,500	107%	Transfer u/spend to EMR for future events; Approved by resolution (07.12.20 minute 128 o))	
4221 Events	50	50	1,500	0	0	1,500	0	0%		
4222 Armed Forces Covenant Funding	0	0	0	-1,792	0	0	0	0		
4223 Lib.newspapers/Communication/P	2,434	834	2,400	0	0	2,400	0	0%	Clir Blair proposes a zero allocation. Newspapers could be funded under community contributions; suggests £1k to EMR; Approved by resolution (07.12.20 minute 128 o)) CB - There has been no enthusiasm to do this for 4+ years. I suggest if there is suddenly a will then it can be funded by reserves.	
4229 MTC Newsletter	0	0	1,000	0	0	1,000	0	0%	Clir Jupp suggestion to support the playground replacement project by MCC; 07.12.20 Council resolved to pay any agreed amount from Gen Reserves and ask the MCC Officer to the January meeting to discuss requirements; Approved by resolution (07.12.20 minute 128 p))	
Chippenham Playground Contribution							0		CB - I suggest we have a small pot of money that we can pay people like the man who paints the old post boxes, the poo bag man, the ladies who tidied up the noticeboard Blestium toilets etc - they'd need to have some regulation that could be worked out but to enable them to be supported; 07.10.20 Council agreed to make any such payments from existing F&P budgets. Approved by resolution (07.12.20 minute 128 q))	
Discretionary payments							0			
Totals	67,284	61,448	89,763	29,196	67,863	21,900	93,383	104%	Total predicted underspend for Community Affairs of £22K; Proposed budget is £3,620 MORE than 2020/21	

	2019/20		2020/21			2021/22			Comments
	Budget	Actual	Budget	Actual Spend to end Nov	Predicted Year End Total	Underspend/overspend	Proposed Budget	Percentage change	
301 Environmental Affairs									
4306 New bridge area paving	0	-800	0	0	0	0	0		
4307 Agincourt St. Toilets	23,107	24,093	23,570	0	23,570	0	25,500	108%	2% inflation increase + it was resolved to increase the allocation by £1,500 to cover building maintenance work required to £25.5K (07.12.20 minute 128 j)
4308 MCC Street Sweep	26,923	26,266	26,792	26,922	26,922	-130	27,500	103%	2% inflation increase; Approved by resolution (07.12.20 minute 128 m)
4309 Dog waste bins	7,050	6,735	8,160	5,357	7,433	727	8,550	105%	£4/bin/week x 39 bins = £8,112. The draft allocation was resolved to be increased from £8,200 to £8,550. Approved by resolution (07.12.20 minute 128 k)
4310 Town Maintenance	8,650	8,645	9,474	2,525	3,117	6,357	4,500	47%	£4k agreed at 01.12.20 meeting but further demands on this budget would suggest need to reconsider to £4.5K; £4K grounds maintenance; £100 sign cleaning; £150 tree inspection; more benches
4315 Street Decorations	29,360	24,360	27,816	2,205	26,370	1,446	34,816	125%	TC - Christmas lights replacements; new contract; contingency; green wall £2K; suggest a further increase of £3k to cover electricity for the lights and extra contingency for replacements eg timers £125 ea (6 in total); Approved by resolution (07.12.20 minute 128 l)
4317 Town Centre Enhancements	7,541	3,440	7,000	-189	5,089	1,911	7,000	100%	Approved by resolution (07.12.20 minute 128 m)
4321 Blestium St. Toilets 18/19	23,107	14,356	23,570	0	23,570	0	24,000	102%	2% inflation increase; Approved by resolution (07.12.20 minute 128 m)
4322 Plastic Free Monmouth	500	185	500	0	0	500	500	100%	Approved by resolution (07.12.20 minute 128 m)
4323 Peds.Bridge over R Wye	500	51	500	0	0	500	500	100%	Approved by resolution (07.12.20 minute 128 m)
4324 Climate Change Emergency	3,000	535	3,000	56	1,356	1,644	3,000	100%	CB - £10K sustainability officer; £1.5k 4 x gazebos; £1K baby library stock; £750 Dr bike event; £1k for trees = £18,750 (£22,500); Approved by resolution (07.12.20 minute 128 n)
Climate Change Festival							0		CB - festival: £2K website; £3k repair workshops; £3K speakers; £250 venue hire; £1,680 film crew; £600 entertainers; £5K documentary; £800 publicity; = £16,330 (£18,080); Approved by resolution (07.12.20 minute 128 n)
Total	129,738	107,866	130,382	36,876	117,427	12,955	135,866	104%	Total predicted underspend for Environmental Affairs of £13K ; Current proposed budget is £5,484 MORE than 2020/21
401 Planning									
4600 Plg extra meeting costs	2,000	1,252	2,000	150	500	1,500	1,500	75%	Unlikely to require this level of funding in the next financial year.; Approved by resolution (07.12.20 minute 128 i)
Total	2,000	1,252	2,000	150	1,500	500	1,500		Total predicted underspend for Planning of £1.5K ; Proposed budget is £500 LESS than 2020/21
GRAND TOTALS	376,308	283,399	396,395	132,637	322,559	73,836	384,261	75%	Total projected decrease for 2021/22 £12,134 subject to discussion and agreement on funds for climate change emergency
Tax base 2020	5263.83		5,320.26				5,376.00		Guestimated taxbase figure based on last year's increase
Band D household charge	73.77		74.51				71.48		

Monmouth Town Council
Earmarked Reserves 2020/21

	Current Annual Budget	Spent To Date	Funds Available
901 <u>Earmarked Reserves</u>			
9005 EMR Public Realm contribution	45,000	0	45,000
9007 EMR Cemetery	10,000	0	10,000
9009 EMR Cycling Promotion	1,600	(255)	1,345
9010 EMR CILCA & ILCA Course Costs	888	(888)	0
9014 EMR Staff Absence Contingency	10,000	(1,935)	8,065
9015 EMR Chapter 8 Training	1,000	0	1,000
9016 EMR Welsh language	4,830	0	4,830
9017 EMR Mayoral Expenses Overrun	1,000	(1,000)	0
9020 EMR Office Management to QMSIS	10,000	0	10,000
9021 EMR Community Engt & resid. su	10,000	0	10,000
9023 EMR New bridge paving	800	0	800
9024 EMR MCC Grant play scheme	2,000	(2,000)	0
9025 EMR CCTV	928	0	928
9026 EMR 2x Notice Board provision	1,600	0	1,600
9027 EMR Emergency Grant Funding	1,308	0	1,308
9028 EMR Power Supply Costs Christm	5,000	0	5,000
9029 EMR Drinking Water Fountains	3,100	(2,448)	652
9030 EMR Air Quality Monitors	1,000	0	1,000
9031 EMR Highfield Rd-cut through	350	0	350
9032 EMR IT upgrade	694	0	694
9033 EMR 19/20 4th Qtr Office Equip	4,087	(825)	3,262
9034 EMR ACE Mon Green spaces tools	300	0	300
9035 EMR MTC Covid-19 Recovery Fund	30,000	(150)	29,850
	<u>145,485</u>	<u>0</u>	<u>135,984</u>

This is a new EMR made from
gen res during 20-21