



Town Hall | 61 Newland Street | Witham | CM8 2FE  
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## ESTIMATES SUB-COMMITTEE

Meeting of: **Estimates Sub-Committee**

Date: **Tuesday, 17<sup>th</sup> December 2024** Time: **7.30 p.m**

Place: **Town Hall, 61 Newland Street, Witham.**

**Members are hereby summoned to attend the above Meeting to transact the following business. Members are respectfully reminded that each item on the Agenda should be carefully examined. If you have any interest, it must be duly declared.**

To be present:

Councillors:

P. Barlow	(Chairman)	L. Barlow
E. Adelaja		B. Fleet
P. Heath		J. Martin

Nikki Smith  
Town Clerk

NS/12/12/2024

### 1. APOLOGIES

To receive apologies for absence.

### 2. INTERESTS

To receive any declarations of interests that Members may wish to give notice of on matters pertaining to any item on this Agenda.

**3. QUESTIONS AND STATEMENTS FROM THE PUBLIC**

An opportunity to enable members of the press and public present to comment.

**4. COMMITTEE BUDGETS**

To review and consider the budget sheets in conjunction with the approved committee plans :

- |                                   |                     |
|-----------------------------------|---------------------|
| a) Summary Sheet                  | attached at page 3. |
| b) Admin & Central Services       | attached at page 4. |
| c) Community Committee            | attached at page 5. |
| d) Environment Committee          | attached at page 6. |
| e) Policy & Resources Committee   | attached at page 7. |
| f) Planning & Transport Committee | attached at page 8. |
| g) Maltings Lane Community Centre | attached at page 9. |

**5. RESERVE BALANCES**

To review and consider suggested reserve allocations & revocations attached at page 10.

**6. PRECEPT**

To make a precept recommendation to Full Council.

1

**SUMMARY AUTOMATIC PRECEPT CALCULATION**

*Designed by Witham Town Council for transparent Local Government Budgeting*

2025/2026

	INCOME		EXPENDITURE	
CENTRAL SERVICES*	£	24,500.00	£	434,367.00
ENVIRONMENT	£	1,650.00	£	286,508.00
COMMUNITY	£	71,050.00	£	263,378.00
POLICY & RESOURCES	£	14,000.00	£	48,737.00
PLANNING & TRANSPORT	£	-	£	5,000.00
MALTINGS LANE	£	7,500.00	£	21,965.74
<b>TOTALS:</b>	<b>£</b>	<b>118,700.00</b>	<b>£</b>	<b>1,059,955.74</b>

*\*For accounting purposes, Central Service costs are split across committees 40/40/20 respectively excluding planning committee.*

2

Total Anticipated Operational Expenditure: £ 1,059,955.74  
 Less Anticipated Operational Income: -£ 118,700.00  
**Balanced (Net) Operational Expenditure: £ 941,255.74**

Confirmed Revenue Support & Central Government Funding £ -  
**Total Other Revenue: £0**

Net allocations to Earmarked Reserves (EMRs): £ 99,010.00

Net operational expenditure less other revenue/EMRs: £ 1,040,265.74

2024/2025 Precept levied: £ 942,473.57

**PROPOSED 2025/2026 PRECEPT: (BALANCING FIGURE) £ 1,040,265.74**

Proposed Difference: £ 97,792.17

3

<b>2024/2025 TAX BASE</b>	9128.85	<b>2025/2026 TAX BASE</b>	9322.93
<b>2024/2025 BAND D:</b>	£103.24	<b>2025/2026 BAND D:</b>	£111.58
		<b>NET Increase in Band D Property:</b>	<b>£8.34</b>
		<b>Proposed gross percentage increase/decrease (%):</b>	<b>8.08</b>
		<b>Proposed weekly Band D Property charge (over 52 weeks):</b>	<b>£2.15</b>

PROPOSED CENTRAL SERVICES BUDGET FOR 2025/2026				
	2024/2025		2025/2026	
	Current Budget	Forecast Inc/Exp	Proposed Budget	Difference
Sundry Receipts	500	28000	500	0
Hall Hire	18000	19379	24000	6000 <i>increase in bookings</i>
<b>Total Income</b>	<b>18500</b>	<b>47379</b>	<b>24500</b>	<b>6000</b>
Admin - Salaries & NI & LGPS	298826	298826	315767	16941
Travel Expenses	500	624	500	0
Town Hall	35000	32000	35000	0
Gas	10000	10000	12000	2000 <i>Negotiating new contract but expected to be higher</i>
Electricity	6700	6806	9000	2300 <i>Contract due to expire in 2025</i>
Photocopying	3000	2900	3000	0
Postage	500	500	500	0
Stationery	1500	1000	1000	-500 <i>Decrease in stationery requirement</i>
Office Equipment	3500	2500	3500	0
Telephones	2000	2000	2200	200
Insurance	12500	12393	14000	1500 <i>Annual increase</i>
Sundry Expenses	1500	1000	1500	0
Audit & Legal	10000	14000	14000	4000 <i>Increase in fees due to land transfers</i>
Affiliation Fees	5000	4500	7500	2500 <i>Investors in People reaccreditation due</i>
Members -Conferencing/Training	2000	1000	1000	-1000 <i>Members not utilising budget</i>
Staff -Conferencing/Training	6500	6500	6500	0
Payroll Charges	1200	1200	1400	200 <i>Company increased charges</i>
Petty Cash	700	700	700	0
IT	4600	4600	4600	0
Charges	520	719	700	180 <i>increase in cash banking charges</i>
<b>Overhead Expenditure</b>	<b>406046</b>	<b>403768</b>	<b>434367</b>	<b>28321</b>

PROPOSED COMMUNITY COMMITTEE BUDGET FOR 2025/2026				
Community	2024/2025		2025/2026	
	Current Budget	Forecast Inc/Exp	Proposed Budget	Difference
Information Sales Income	75000	75000	65000	-10000 <i>Adventure Island tickets withdrawn</i>
Witham Festival Income	1500	1725	1500	0
Music Event	1500	695	1500	0 <i>Projected income from bar/food stalls</i>
Dog Show	500	1298	1000	500 <i>Projected income from bar/food stalls</i>
Witham Pride			500	<i>Projected income from bar/food stalls</i>
Teddy Bear's Picnic	50	80	50	0
Christmas Events	1500	3000	1500	0 <i>Projected income from bar/food stalls</i>
<b>Total Income</b>	<b>80050</b>	<b>81798</b>	<b>71050</b>	<b>-9000</b>
Community Team - Salaries, NI & LGPS	87505	65000	84728	-2777 <i>Streetwarden included(balance to come from EMR)</i>
Town Clock	1500	0	1500	0 <i>Service due</i>
Christmas Decorations	10600	10600	13000	2400 <i>Long term contract expires Jan 2025</i>
Information Centre Stock	65000	65000	55000	-10000 <i>Adventure Island tickets withdrawn</i>
Information Centre & Administration	3000	2700	3000	0
Community Grant Aid	15000	15000	12000	-3000
Carnival Grant	0		8000	8000 <i>Committee ringfenced grant</i>
Citizens Advice	10000	10000	10000	0
CCTV	13000	14000	14000	1000 <i>New camera warranty ended</i>
Community Safety	1500	1500	1500	0
Community Special Constables Expenses	5000	4500	5000	0
Witham Train Memorial			500	500 <i>New event</i>
Community Special Constable Recruitment	1000	800	1000	0
Other Community Support	1500	1500	1500	0
Witham Dog Show		2446	2500	2500 <i>Summer event line split</i>
Witham Street Entertainment Festival		28857	23000	23000 <i>Summer event line split</i>
Witham Pride			5000	5000 <i>Possible new event</i>
Witham Summer Events	25500			-25500 <i>Summer event line split</i>
Remembrance	1000	900	1000	0
D-Day Event	2500	1756	0	-2500
Twinning	2000	525	500	-1500
Halloween Event	2200	2200	2200	0
Music Event/VE Day	10000	10458	10500	500 <i>100 year anniversary</i>
Christmas Events & Tree	4000	4000	4500	500 <i>Increase in size of event</i>
Easter Quest	1650	260	1650	0
New Events & Events Improvement	1500	1500	1500	0
Silver Cinema	300	320	300	0
<b>Overhead Expenditure</b>	<b>265255</b>	<b>243822</b>	<b>263378</b>	<b>-1877</b>

PROPOSED ENVIRONMENT COMMITTEE BUDGET FOR 2025/2026				
Environment	2024/2025		2025/2026	
	Current Budget	Forecast Inc/Exp	Proposed Budget	Difference
Dog & Bench Sponsorship Scheme	1650	2360	1650	
<b>Total Income</b>	<b>1650</b>	<b>2360</b>	<b>1650</b>	<b>0</b>
Operations - Salaries & N.I & LGPS	190313	186142	200308	9995
Equipment Supplies & Maintenance	8400	8400	8400	0 <i>Increase in cost of equipment</i>
Dog & Bench Schemes	1200	1157	1200	0
Lighting Maintenance & Utility	6000	7000	17000	11000 <i>UMS contract due for renewal</i>
Tree Planting	3000	3000	3000	0
Tree Maintenance	5000	5000	5000	0
Toilet Block - Town Park	12000	12000	13000	1000
Dog Bin Maintenance	600	200	600	0
Litter Bins	1000	1000	1000	0
Open Spaces General	2500	2500	2500	0
River Walk Signage	2000	1200	2000	0
James Cooke Wood	2000	1800	2000	0
River Walk	3000	13673	7000	4000 <i>Need extra survey mid-way through management plan</i>
Whetmead LNR	2000	1500	2000	0
Witham in Bloom	14000	14994	14000	0
Fleet	6000	6000	6500	500 <i>Vans increasing in age</i>
Waste Disposal	1000	700	1000	0
<b>Overhead Expenditure</b>	<b>260013</b>	<b>266266</b>	<b>286508</b>	<b>26495</b>

<b>PROPOSED POLICY &amp; RESOURCES BUDGET FOR 2025/2026</b>				
<b>Policy &amp; Resources</b>	<b>2024/2025</b>		<b>2025/2026</b>	
	<b>Current Budget</b>	<b>Forecast Inc/Exp</b>	<b>Proposed Budget</b>	<b>Difference</b>
				0
<b>Interest Received</b>	14000	16949	14000	0
<b>Total Income</b>	14000	16949	14000	0
<b>Civic Receptions</b>	2500	2500	2500	0
<b>Instructions &amp; Reports</b>	8000	8000	8000	0
<b>Christmas Expenses</b>	3000	3000	3000	0
<b>Mayor's Allowance</b>	2000	2171	2237	237 <i>Change to Employer NI</i>
<b>Member's Grant Scheme</b>	8000	8000	8000	0
<b>Civic Gesture</b>	500	500	500	0
<b>Surveys &amp; Consultations</b>	1000	1000	2000	1000 <i>Large S106 which will require consultations</i>
<b>Newsletter &amp; Publications</b>	13125	13125	14000	875 <i>Increase due to possible increase in delivery costs</i>
<b>Members Allowance</b>	7000	7000	7000	0 <i>Mayor &amp; co-opted cannot claim</i>
<b>Communications &amp; Exhibitions</b>	1500	1500	1500	0
<b>Overhead Expenditure</b>	<b>46625</b>	<b>46796</b>	<b>48737</b>	<b>2112</b>

PROPOSED PLANNING & TRANSPORT BUDGET FOR 2025/2026				
	2024/2025		2025/2026	
	Current Budget	Forecast Inc/Exp	Proposed Budget	Difference
<i>No income line</i>	0			
<b>Neighbourhood Plan</b>	2000	1000	0	-2000 <i>Use EMR</i>
<b>Speed Reduction</b>	12000	6000	5000	-7000 <i>Police purchased Tru-cam</i>
<b>Overhead Expenditure</b>	<b>14000</b>	<b>7000</b>	<b>5000</b>	<b>-9000</b>



PROPOSED MALTINGS LANE BUDGET FOR 2025/2026				
Maltings Lane	2024/2025		2025/2026	
	Current Budget	Forecast Inc/Exp	Proposed Budget	Difference
				0
Hall Bookings			7500	7500
<b>Total Income</b>			<b>7500</b>	<b>7500</b>
Insurance			1000	1000
Lift Servicing			0	0
IT			400	400
Building Maintenance			2000	2000
Gas			3000	3000
Electricity			3500	3500
Water			2000	2000
Maltings LGPS			8115.74	8115.74
Telephone			250	250
Waste			700	700
Licences			800	800
Petty Cash			200	200
				0
<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>21965.74</b>	<b>21965.74</b>

**Agenda Item: 5**

**Proposed Earmarked Reserves 2025/2026 including event balances and grants held.**

*(See bottom of sheet for summary balances with & without precept calculation. Must be used in conjunction with BGTS sheet)*

Reserve Type	Reserve Heading	Current Reserve Level (31/10/2024)	Anticipated Closing Balance 31st March 2025	Proposed allocations/revocations (precept calculation)	Proposed Opening Balance 1st April 2025	Notes
EMR	Street Lighting Sinking Fund	£ 6,000.00	£ 6,000.00	£ 2,000.00	£ 8,000.00	Increase in anticipation of replacement lamp posts
EMR	Riverwalk Cycleways	£ 40,000.00	£ 40,000.00	-£ 10,000.00	£ 30,000.00	S106 funding available
EMR	Community Safety /CCTV	£ 30,000.00	£ 30,000.00		£ 30,000.00	
EMR	Tree Maintenance	£ 7,267.50	£ 3,267.50	£ 4,000.00	£ 7,267.50	
EMR	Equipment Replacement	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 20,000.00	Equipment aging
EMR	Fleet		£ -	£ 2,000.00	£ 2,000.00	
EMR	Neighbourhood Plan	£ 6,000.00	£ 6,000.00	£ -	£ 6,000.00	
EMR	Major Repairs & Renewals	£ 21,990.00	£ 21,990.00	£ 8,010.00	£ 30,000.00	
EMR	Acquisitions/Maltings Lane	£ 20,000.00	£ 20,000.00	£ 35,000.00	£ 55,000.00	
EMR	Election Expenses	£ 7,000.00	£ -	£ 9,000.00	£ 9,000.00	Increase each year in preparation for elections
EMR	Town Hall Development	£ 20,000.00	£ 20,000.00	£ 30,000.00	£ 50,000.00	
EMR	Land Improvement	£ 40,000.00	£ 40,000.00	£ -	£ 40,000.00	
EMR	JC Wood Improvement Plan	£ 10,000.00	£ 5,000.00		£ 5,000.00	
Control	Events- Control Account	£ 9,844.07	£ 4,891.00		£ 4,891.00	Control account for events
Control	Allotment Control Account	£ 12,480.54	£ 10,903.00		£ 10,903.00	Control account for allotment charges only
Control	Charter Market Control Account	£ 1,353.00		£ 9,000.00	£ 10,353.00	
BALANCE	Safer Streets	£ 55,158.00	£ 26,245.00		£ 26,245.00	Ring Fenced Grant
BALANCE	Highways Devolution	£ 27,772.00	£ 27,772.00	£ -	£ 27,772.00	Ring Fenced Grant

<b>TOTAL PROPOSED ALLOCATIONS/REVOCATIONS (PRECEPT REQUIREMENT)</b>	<b>£ 99,010.00</b>
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<b>GENERAL RESERVE SUPPLEMENT:</b>	
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[Back to agenda](#)