



PETERLEE TOWN COUNCIL

Date of Issue: 9th January 2024

A Meeting of the Resources Committee will be held on Monday 15th January 2024 in The Council Chamber, Shotton Hall, Peterlee, SR8 2PH at 6.30pm

Mr I Morris M.A., F.S.L.C.C.

Town Clerk

A G E N D A

**Any members of the public wishing to attend Shotton Hall to observe the meeting are strongly advised to contact the Council in advance to reserve a seat:
council@peterlee.gov.uk or 0191 5862491**

Members of the Committee and members of the public are reminded that the public part of the meeting may be recorded in both audio and video, and photographs may be taken.

1. Apologies for Absence

Members are cordially invited to inform the Deputy Town Clerk of their apologies as soon as practicable.

2. To receive declarations of interest

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk prior to the meeting if in doubt.

Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

3. To approve the minutes of the previous meeting

Members are recommended to approve the minutes of the previous meeting of the Resources Committee on Monday 13th November 2023 as a true and correct record.

(Minutes of previous meeting, copy attached)

4. Draft budget and precept requirement 2024/25

To receive a report from the Town Clerk setting out the draft budget and precept requirements for the 2024/25 financial year. Members will be asked to make a number of recommendations to be considered by the meeting of full Council on Monday 22nd January 2024.

(Report of the Town Clerk, attached)

5. Notes of the Events Sub Committee held on 19th December 2023

A copy of the notes are attached for Member's attention (circulated)

6. Houses in Multiple Occupation

Item for discussion, as requested by Councillor Rob Moore.

7. Installation of mast and associated apparatus, Land West of 8A Church Close, Peterlee

To consider representations to this planning application. Members are recommended to view the planning application before the meeting here:

<https://publicaccess.durham.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

8. Exclusion of The Press & Public

To resolve that in view of the confidential nature of the items to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 & the Local Government (Access to Information) Act, Part 1, due to the commercial and personal information contained in the report.

9. Arrangements for the recruitment of a New Chief Officer & Town Clerk

To provide Members with confirmation of the resignation of the Chief Officer/Town Clerk and to consider the award of contract for the recruitment process to fill the vacancy and to provide interim locum arrangements.

(Report of the Town Clerk, attached)

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 13TH NOVEMBER 2023 at 6.30PM

PRESENT:- COUN R MOORE (CHAIR)

Councillors: K Liddell, Mc Cue, S McDonnell, R Moore, K Hawley, R Scott, S Meikle, K Duffy, T Duffy, M Cartwright & D Howarth

40. Apologies for Absence

Apologies for absence were noted from Councillors D Quinn, A Laing, D Hawley, M Sanderson, S Simpson, R Burnip, S Franklin & B Fishwick.

41. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. None were disclosed.

42. To approve the minutes of the previous meeting

RESOLVED the minutes of the previous meeting of the Resources Committee held on Monday 11th September 2023, be approved as a true and correct record.

43. Budget 2024/25

Members received a presentation from the Town Clerk outlining key budget issues and options for the 2024/25 financial year. Members asked questions at various points in relation to estimates on energy costs, reserves and ear marked reserves. **RESOLVED the information given be noted and further progress with budget discussions be awaited.**

44. Lawn Tennis Association funding for Eden Lane Tennis Courts Refurbishment

Members were updated with details of the award of a grant of £13,861.17 from the Lawn Tennis Association for the refurbishment of the tennis courts at Eden Lane.

RESOLVED approval be given to the required £2,400 annual sinking fund being established to provide an earmarked reserve for future refurbishment.

45. Neighbourhood Budget Grant Awards

It was reported to Members that the Council has been successful in being granted £1,500 towards the costs on the Peterlee Unsung Heroes Awards and £3,650 towards the Peterlee Toy Appeal. **RESOLVED the information given be noted and approval be given of in-kind support from PTC for these projects.**

46. Staff Pay Award 2023/24

RESOLVED the Council confirm the 2023/24 NJC for Local Government Services ('Green Book') staff pay settlement of an increase of £1,925 on all NJC pay points for all employees up to pay scale point 43, and 3.88% for employees on scp 44 and above.

47. Shotton Hall community business report

Members received and considered the report of The Plunkett Foundation regarding their research and community consultation on the potential for a community business model to secure the future of Shotton Hall as a public asset.

Plunkett were keen to see a community business project progress at Shotton Hall as they felt significant potential had been identified and they felt the community consultation had generated an exciting response. The Plunkett Team said they would be delighted to present and discuss the findings in their report, with PTC and return to the community to share their findings at an open community meeting to be build on the community's enthusiasm and momentum generated through the consultation period. They suggest a steering group be set up and a business plan be completed to progress to a full Community Ownership Fund bid

RESOLVED:-

- (i) a visit be arranged to The Bank at Chopwell, Gateshead;**
- (ii) the Town Clerk be given authority to discuss how Plunkett can help PTC move on with the next steps and report back to Council;**
- (ii) when the Town Clerk prepares the article to be included in the next edition of the Town's free magazine, he include a call to action for those that may wish to be involved with this work and perhaps become part of the Steering Group.**

Report to: Peterlee Town Council Resources Committee

Date: 15th January 2024

Report of: Ian Morris, Chief Officer & Town Clerk

Subject: Peterlee Town Council draft budget and precept demand 2024/25

Report Purpose: To provide Members with an update on the outline draft budget for the 2024/25 financial year and seek agreement of a provisional precept demand of £1,773,832.91 subject to ratification by Council on 22nd January 2024.

If Members have any specific questions about any of the detail contained in this report they are recommended to contact the Town Clerk prior to the meeting if possible. This will ensure that proper consideration of the questions can be given prior to the meeting.

Background: Members have been engaged in an ongoing discussion about the 2024/25 budget since September 2023. The Council and its committees have previously received budget information and have discussed options at meetings on 23rd September, 13th November, and 18th December 2023. Members have also held a number of informal meetings to discuss various issues relating to next financial year's budget.

At the full Council meeting on 18th December 2023 Members received a presentation from the Town Clerk that set out the key principles, financial pressures and options facing the council in setting the 2024/25 budget and precept demand. The draft budget presented to Members was based on a number of cost pressure assumptions including staff and general cost inflation at 5%; a 10% increase in council fees and service charges; and a £500 uplift in grounds maintenance charges for Peterlee & Horden RFC and Peterlee Cricket Club.

Perhaps the most significant budgetary issue facing the council for 2024/25 is Durham County Council's decision to reduce the 'Local Council Tax Reduction Scheme' (LCTRS) grant funding by 50%, phased over the next three financial years. This impact of this decision is a reduction in LCTRS grant funding from £283,265 in 2023/4 to £240,380 in 2024/5 – a reduction of £42,885. This means that the Town Council would need to add approximately 3% onto the current year's precept to simply 'stand still' – before inflation or other budgetary considerations.

At the 18th December meeting the Town Clerk presented an initial recommended budget position that required a precept increase equivalent to 10% compared to the previous financial year. Members were reminded that the outline budget and final precept figure

must be agreed by the Council in January 2024 to enable the Council to submit the precept demand to Durham County Council.

Current position: The Town Clerk has continued to work on the draft budget with Senior Managers since the 18th December presentation to Members. There have been a number of changes to the initial draft budget based on this consultation, including an increase in the 'New Vehicles' allocation from £10,000 to £34,000 due to an urgent need to replace two large items of grass cutting vehicles/equipment in the Neighbourhood Services department. A number of other budget lines have also been adjusted. The gross effect of the recent changes is an increase in the precept requirement equivalent from 10% to 13% for individual households.

A copy of the latest draft budget is attached as Appendix 2 to this report. Although the draft budget is used to calculate the precept demand for 2024/25 the actual detail between individual budgets and cost centres can be further refined after the precept has been agreed, and would normally be approved as a final budget in February or March before the start of the financial year on 1st April.

The Town Council is faced with a very challenging budget situation, with significant inflationary pressures on expenditure and uncertainty around commercial income while running on a level of general reserves that remain lower than the Council's own Use of Reserves Policy target level. As outlined in the 18th December presentation, there are a number of substantial financial and operational risks affecting the draft budget and precept proposals and as such a degree of caution has been used in the estimation of income and expenditure – this is in line with the concept of financial 'prudence'.

Reserves: Since 2017/18 the Town Council has successfully pursued a policy of investing Council reserves into a variety of capital projects across the Town. These capital projects have included:

- Investing around £500,000 in renewing the town's play areas;
- A new community amenity building at the Thorntree Gill leisure gardens site; and
- Fencing to improve safety and security at the Pavilion Sports & Community Centre and Lowhills Road playing fields.

The Town Council has also invested reserves to protect local residents from Council Tax increases for the Town Council's element of the Council Tax precept. With a 2% Council Tax reduction in 2017/18 followed by 0% 'freezes' in 2018/19 to 2021/22, a 6% increase in 2022/23 and 10.5% increase in 2023/4, local households are currently paying substantially less 'in real terms' for the Town Council now than they were in 2016/17. Council Tax Band A households, for instance, are currently paying around £61 a year less

than they were in 2016/7 when CPI inflation is taken into account¹. This reduction in real terms cost of the council has been partially funded through the use of the Council's reserves.

The combination of capital investment and revenue protection from Council Tax increases has resulted in the Town Council's reserves reducing from a peak of £1,286,918 in April 2018 to £423,344 at the end of March 2023. These reserves were held as a mix of earmarked and general reserves:

| Type of reserve | Amount at 31 st March 2023 |
|-------------------|---------------------------------------|
| General reserve | £349,657 |
| Earmarked reserve | £73,687 |
| Total | £423,344 |

Table 1: breakdown of reserves held at 31st March 2023

Members are reminded that the Council's approved prudent level of general reserves is £428,000, which was calculated in 2018 as approximately 3 months of operating costs. As such the general reserve was approximately 18% (£78,343) lower than the minimum level set in the Use of Reserves Policy.

The Council has previously established two long-term earmarked reserves funds for the Helford Road MUGA resurfacing (10yr) and for a future Play Area Renewal programme (20yr) and will need to continue to contribute to these earmarked reserves as well as ensuring that a surplus budget is set to slowly build the general reserve back up to prudent levels. The draft budget and precept demand level set out in this report is expected to enable a contribution to these two ring fenced reserves, and a new 10yr reserve for the Eden Lane tennis court refurbishment. It requires a use of general reserves of around £32,000 in the next financial year, with an overall net contribution to reserves of around £1,500.

| Type of reserve | Effect of proposed 2024/25 budget |
|---------------------------------|-----------------------------------|
| General reserve | -£31,935 |
| Earmarked reserves: | |
| Helford Road MUGA sinking fund | +£6,000 |
| Play Area Strategy sinking fund | +£25,000 |
| Eden Lane tennis sinking fund | +£2,400 |
| Net movement in reserves | +£1,465 |

Table 2: summary of movement in general and earmarked reserves from proposed draft budget 2024/25

¹ Figures based on Band A council tax amount comparisons April 2016 – September 2023 with CPI inflation applied using <https://www.bankofengland.co.uk/monetary-policy/inflation/inflation-calculator>

Precept: Members will be aware that each 1% of precept increase/decrease equates to an increase/decrease of precept income to the Town Council of around £14,000. The table below sets out the effect on the annual, monthly and weekly precept payments for households in Council Tax Bands A – E for each 1% of precept increase or decrease.

In order to balance the budget income, expenditure and movement in reserves outlined about, the projected precept requirement for 2024/25 is £1,773,832.91 which is equivalent to a precept increase for individual households of 13%.

| | Band A c. 75% of households in Peterlee | Band B c. 7% of households | Band C c. 9% of households | Band D c. 6% of households | Band E c. 3% of households |
|------------------------------|--|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Current annual precept | £224.55 | £261.97 | £299.40 | £336.82 | £411.67 |
| With 13% increase | £265.34 | £309.356 | £353.79 | £398.01 | £486.46 |
| Additional annual cost | £40.79 | £47.59 | £54.39 | £61.19 | £74.79 |
| Monthly additional | £3.40 | £3.97 | £4.53 | £5.10 | £6.23 |
| Weekly additional | 78 pence | 92 pence | £1.05 | £1.18 | £1.44 |

Table 3: example of cost to individual Council Tax payers of a 13% precept increase

A 13% precept increase would result in approximately 75% of households in Peterlee paying an additional £40.79 for the year for the Town Council's element of their Council Tax bill, equivalent to around £3.40 a month or 78p a week. More than half of these Band A households receive some level of council tax discount (usually 25% or 50% discount) due to their household circumstances, and so the actual increases will be lower than this for many households in Peterlee.

Residents in the highest-rated Band E properties (approximately three in every hundred properties in Peterlee) would see an increase of £74.79 for the year, equivalent to around £6.23 a month or £1.44 a week.

Service charges: Members have previously expressed a strong desire to protect Council Tax payers in Peterlee from any rises in precept charges as far as possible. In order to close the current budget deficit Members have considered a number of options but the basic choices boil down to increasing income or reducing expenditure, or both. In terms of increasing income, aside from the 'increasing precept income' option discussed earlier in this report, Members have also considered the option to increase charges for Council services.

These services/activities include:

- 11 a side grass football facilities seasonal hire
- Lawn green bowls facility hire
- Hourly hire rates for rooms and MUGA sports facility and sports/wellbeing classes at The Pavilion Sports & Community Centre, Helford Road
- Peterlee Cemetery fees
- Leisure Garden (allotment) fees

The Council also provides sports grounds maintenance services to Peterlee & Horden Rugby Club and Peterlee Cricket Club. These service charges are subject to separate commercial arrangements with the two clubs.

It is proposed that all fees and service charges will be increased by 10% (with rounding) for 2024/5, with the sports grounds maintenance charges for the rugby and cricket clubs increasing by £500 each.

External Auditor

advice: Members will be aware that in May 2016 the Town Council resolved a 'commitment' there would '*...be no future increase in precept of 2% or over without a "yes" vote from a public referendum*'². At the time of this 'commitment' the prevailing inflation rate was 0.3%³, and so in effect the Council was referring to future limit of more than 600% the rate of inflation at the time. The resolution was impractical for a number of reasons, was unenforceable and did not have a lawful basis and the External Auditor (Mazaars LLP) have recommended that the Council considers formally rescinding that 2016 resolution.

Recommendation: Members of the Resources Committee are recommended to note the contents of this report and to:

- i. Recommend to Council that the 2024/25 precept be set at 1,773,832.91 which is equivalent to an increase in individual Band A households' council tax of £40.79 for the year or 78 pence per week (equivalent to a 13% increase);
- ii. Recommend to Council that the 2023/4 charges for general council services and activities be increased as set out in the report; and
- iii. Recommend to Council that the 2016 '2% resolution' be formally rescinded.

² See council minutes here: https://peterlee.parish.durham.gov.uk/wp-content/uploads/sites/37/minutes-agendas-newsletters/MinutesEO_2016-05-23.pdf

³ See official government CPI bulletin here:

[https://www.ons.gov.uk/economy/inflationandpriceindices/bulletins/consumerpriceinflation/may2016#:~:text=The%20Consumer%20Prices%20Index%20\(CPI,is%20a%20little%20above%20zero.](https://www.ons.gov.uk/economy/inflationandpriceindices/bulletins/consumerpriceinflation/may2016#:~:text=The%20Consumer%20Prices%20Index%20(CPI,is%20a%20little%20above%20zero.)

Appendix 1: Implications

- Finance** This report sets out the proposals for a Town Council budget of around £2,426,000 expenditure in 2024/5 with a contribution from general reserves of around £22,000. The report recommends a target increase of 10% on the council's general service charges. The precept requirement to balance the draft budget is £1,773,832.91 which is equivalent to an increase in the Town Council's element of individual Band A households' council tax of £40.79 for the year or 78 pence per week (a 13% increase)
- Staffing** The draft budget includes a provisional allowance of 5% staff pay increase in the 2024/5 financial year. This is obviously subject to national negotiations by the National Joint Council for Local Government Services (NJC) and is unlikely to be confirmed until well into the 2024/25 financial year.
- Risk** Setting a balanced budget for the 2024/25 financial year is an important element of the Council's approach to managing risk, particularly given the relatively low level of reserves and the ongoing uncertainties around the economy, utility prices, and the relatively poor condition of much of the Council's physical assets.

Equality and Diversity, Cohesion and Integration – no direct implications

Crime and Disorder – no direct implications

Consultation & Communication The outline budget has been developed with the Council's management team and has included direct engagement of staff in discussions about budget requirements for 2024/25. Previous presentations and reports on the budget principles have been delivered to Members in September to December 2023. The winter 2023 edition of Peterlee Magazine (delivered to all residential households in Peterlee during December 2023) included an article about the budget-setting process and inviting residents to contact the Council with any ideas about priorities or services. Once agreed, the precept demand and budget will be featured in an article in a future edition of Peterlee Magazine and shared through the Council's social media channels.

Procurement – no direct implications

Legal the legal powers and duties to raise a precept is enshrined in statute, predominantly the Local Government Finance Act 1992 (c1V) and Localism Act 2011 (s78).

Peterlee Town Council
Final Draft Annual Budget 2024/25

| <u>101</u> | <u>Central & Civic HQ Costs</u> | 2023/4 Budget | 2024/5 Budget | variance |
|------------|---|----------------------|----------------------|-----------------|
| 4000 | Salaries, Wages, Superan, NI | 402,689 | 426,223 | 23,533 |
| 4006 | Building Maint. Contracts | 330 | 347 | 17 |
| 4010 | Cleaning Wages | 16,421 | 17,304 | 883 |
| 4011 | Facilities Staff - Wages | 28,541 | 26,914 | -1,627 |
| 4099 | Pension Cont - Former Staff | 4,500 | 4,500 | 0 |
| 4100 | Training & Development - Staff | 10,000 | 5,000 | -5,000 |
| 4175 | Personnel Services | 2,500 | 2,500 | 0 |
| 4190 | Wages Processing DCC | 7,700 | 8,085 | 385 |
| 4200 | Electricity | 4,380 | 4,443 | 63 |
| 4201 | Gas | 5,308 | 5,918 | 609 |
| 4202 | Water | 750 | 750 | 0 |
| 4205 | Rates | 3,575 | 3,754 | 179 |
| 4209 | Trade Refuse Costs | 0 | 0 | 0 |
| 4210 | Alarm System & CCTV | 3,850 | 4,043 | 193 |
| 4211 | Ins XS/Vandalism | 500 | 500 | 0 |
| 4213 | Hygiene Services | 275 | 289 | 14 |
| 4220 | Window Cleaning | 275 | 289 | 14 |
| 4225 | Cleaning Materials | 4,950 | 5,198 | 248 |
| 4230 | Furniture | 1,500 | 1,000 | -500 |
| 4240 | Miscellaneous Expenditure | 1,500 | 1,000 | -500 |
| 4250 | Repairs & Decoration | 1,000 | 1,000 | 0 |
| 4350 | Small Plant & Tools | 1,000 | 1,000 | 0 |
| 4400 | Telephones | 2,860 | 3,003 | 143 |
| 4401 | Mobile Phone | 550 | 578 | 28 |
| 4405 | Postage | 1,000 | 1,000 | 0 |
| 4406 | Petty Cash | 200 | 200 | 0 |
| 4410 | Office Machine Hire & Mtce | 23,100 | 24,255 | 1,155 |
| 4412 | Stationery & New Office Equip | 5,500 | 5,775 | 275 |
| 4420 | Publicity/Council Publications | 12,000 | 12,000 | 0 |
| 4425 | Insurance | 110,000 | 75,000 | -35,000 |
| 4498 | Health & Safety | 1,650 | 1,733 | 83 |
| 4499 | Occupational Health | 3,300 | 4,500 | 1,200 |
| 4500 | Fuel & Oils | 12,100 | 12,705 | 605 |
| 4501 | Road Fund Tax | 880 | 924 | 44 |
| 4502 | Vehicle Maintenance/Spares | 16,500 | 15,000 | -1,500 |
| 4503 | Motor Insurance XS | 500 | 500 | 0 |
| | Central & Civic HQ Costs :- Expenditure | 691,684 | 677,225 | -14,459 |
| | | 2023/4 Budget | 2024/5 Budget | variance |
| 1312 | Miscellaneous Income | 0 | 0 | 0 |
| | total income | 0 | 0 | 0 |
| | Net expenditure/(income) | 691,684 | 677,225 | -14,459 |

| <u>102</u> | <u>Democratic Costs</u> | 2023/4 Budget | 2024/5 Budget | variance |
|------------|------------------------------|---------------|---------------|----------|
| 4101 | Training & Dev - Councillors | 1,500 | 1,500 | 0 |
| 4103 | Dene School Awards | 0 | 0 | 0 |
| 4125 | Mayors Personal Allowance | 500 | 500 | 0 |
| 4126 | Mayors Civic Duties | 500 | 1,000 | 500 |
| 4127 | Participation Allowances | 28,000 | 28,000 | 0 |
| 4470 | Civic Regalia | 500 | 500 | 0 |
| | total expenditure | 31,000 | 31,500 | 500 |
| | Net expenditure/(income) | 31,000 | 31,500 | 500 |

| <u>103</u> | <u>Corporate Management</u> | 2023/4 Budget | 2024/5 Budget | variance |
|------------|-------------------------------------|---------------|---------------|----------|
| 4426 | Subs to L.A. Bodies | 4,950 | 5,445 | 495 |
| 4430 | Elections | 0 | 0 | 0 |
| 4450 | Audit Fees | 11,550 | 15,000 | 3,450 |
| 4455 | Banking Pick Up Service | 500 | 550 | 50 |
| 4458 | Card Machine/Bank Fees | 5,500 | 5,000 | -500 |
| | | | | 0 |
| | Corporate Management :- Expenditure | 22,500 | 25,995 | 3,495 |
| | | | | 0 |
| | Net expenditure/(income) | 22,500 | 25,995 | 3,495 |
| | | | | 0 |
| | | | | 0 |

| <u>105</u> | <u>Other Costs and income</u> | 2023/4 Budget | 2024/5 Budget | variance |
|------------|---------------------------------------|---------------|---------------|----------|
| 4460 | General Fund | 500 | 500 | 0 |
| | | | | 0 |
| | Other Costs and income :- Expenditure | 500 | 500.00 | 0 |
| 1045 | Precept Received | 1,570,996 | £1,773,832.91 | 202837 |
| 1046 | Precept Support Grant | 283,265 | 240,380.00 | -42885 |
| 1312 | Miscellaneous Income | 0 | 0.00 | 0 |
| | | | | 0 |
| | Other Costs and income :- income | 1,854,261 | 2,014,212.91 | 159952 |
| | | | | 0 |
| | Net expenditure/(income) | -1,853,761 | -2,013,712.91 | -159952 |
| | | | | 0 |

| <u>201</u> | <u>S/Hall Banqueting Suite</u> | 2023/4 Budget | 2024/5 Budget | variance |
|------------|--|---------------|---------------|----------|
| 4000 | Salaries, Wages, Superan, NI | 28,541 | 26,914 | -1,627 |
| 4003 | Overtime | 0 | 0 | 0 |
| 4005 | Bar Gas | 0 | 0 | 0 |
| 4006 | Building Maint. Contracts | 1,320 | 1,386 | 66 |
| 4010 | Cleaning Wages | 5,474 | 5,768 | 294 |
| 4030 | Bar Wages - Casuals | 0 | 0 | 0 |
| 4070 | Wages - Shotton Hall Grounds | 28,477 | 31,189 | 2,712 |
| 4174 | Clothing & Uniforms | 0 | 0 | 0 |
| 4200 | Electricity | 14,666 | 14,873 | 207 |
| 4201 | Gas | 17,774 | 19,813 | 2,038 |
| 4202 | Water | 2,000 | 2,000 | 0 |
| 4205 | Rates | 13,200 | 13,860 | 660 |
| 4208 | Licences | 1,100 | 1,155 | 55 |
| 4209 | Trade Refuse Costs | 1,650 | 1,733 | 83 |
| 4210 | Alarm System & CCTV | 5,500 | 5,775 | 275 |
| 4211 | Ins XS/Vandalism | 275 | 289 | 14 |
| 4213 | Hygiene Services | 1,100 | 1,000 | -100 |
| 4214 | Stocktaking Fees | 0 | 0 | 0 |
| 4215 | Refreshments | 275 | 250 | -25 |
| 4220 | Window Cleaning | 550 | 605 | 55 |
| 4230 | Furniture | 0 | 0 | 0 |
| 4240 | Miscellaneous Expenditure | 1,000 | 1,000 | 0 |
| 4250 | Repairs & Decoration | 2,500 | 2,500 | 0 |
| 4420 | Publicity/Council Publications | 500 | 0 | -500 |
| 4570 | Bar Purchases | 5,500 | 0 | -5,500 |
| 4572 | Catering Expenditure | 1,100 | 0 | -1,100 |
| | | | | 0 |
| | S/Hall Banqueting Suite :- Expenditure | 132,502 | 130,108 | -2,394 |
| | Income | | | 0 |
| 1302 | Concessionary Use | 5,000 | 0 | -5,000 |
| 1312 | Miscellaneous Income | 1,000 | 1,000 | 0 |
| 1315 | Bar Income | 15,000 | 0 | -15,000 |
| 1319 | Hire Income | 15,000 | 0 | -15,000 |
| 1320 | Refreshment Income | 500 | 0 | -500 |
| 1321 | Hire of Equipment | 500 | 0 | -500 |
| | Furlough Grant | 0 | 0 | 0 |
| | | | | 0 |
| | S/Hall Banqueting Suite :- Income | 37,000 | 1,000 | -36,000 |
| | | | | 0 |
| | Net expenditure/(income) | 95,502 | 129,108 | 33,606 |
| | | | | 0 |

| <u>221</u> | <u>The Pavilion</u> | 2023/4 Budget | 2024/5 Budget | variance |
|------------|--------------------------------|---------------|---------------|----------|
| 4000 | Salaries, Wages, Superan, NI | 207,769 | 259,145 | 51,377 |
| 4003 | Overtime | 0 | 0 | 0 |
| 4005 | Bar Gas | 600 | 1,200 | 600 |
| 4006 | Building Maint. Contracts | 1,000 | 1,000 | 0 |
| 4009 | Bistro Expenditure | 22,000 | 24,200 | 2,200 |
| 4010 | Cleaning Wages | 16,421 | 17,304 | 883 |
| 4030 | Casual staff | 16,500 | 10,000 | -6,500 |
| 4174 | Clothing & Uniforms | 1,000 | 1,000 | 0 |
| 4200 | Electricity | 33,070 | 38,585 | 5,515 |
| 4201 | Gas | 14,580 | 15,148 | 567 |
| 4202 | Water | 5,600 | 5,600 | 0 |
| 4205 | Rates | 10,000 | 10,000 | 0 |
| 4208 | Licences | 5,000 | 5,000 | 0 |
| 4209 | Trade Refuse Costs | 1,100 | 1,210 | 110 |
| 4210 | Alarm System & CCTV | 7,150 | 7,865 | 715 |
| 4211 | Ins XS/Vandalism | 250 | 250 | 0 |
| 4213 | Hygiene Services | 550 | 605 | 55 |
| 4214 | Stocktaking Fees | 1,100 | 1,210 | 110 |
| 4215 | Refreshments | 165 | 182 | 17 |
| 4217 | Lift Maintenance Costs | 3,850 | 5,500 | 1,650 |
| 4220 | Window Cleaning | 1,100 | 1,210 | 110 |
| 4230 | Furniture | 2,000 | 2,000 | 0 |
| 4240 | Miscellaneous Expenditure | 6,000 | 6,000 | 0 |
| 4250 | Repairs & Decoration | 9,000 | 9,000 | 0 |
| 4400 | Telephones | 2,750 | 3,025 | 275 |
| 4410 | Office Machine Hire & Mtce | 2,200 | 2,420 | 220 |
| 4412 | Stationery & New Office Equip | 2,000 | 1,000 | -1,000 |
| 4420 | Publicity/Council Publications | 1,000 | 1,000 | 0 |
| 4570 | Bar Purchases | 17,000 | 15,000 | -2,000 |
| 4581 | Pool Table Costs | 200 | 0 | -200 |
| 4584 | Sattelite TV Costs | 0 | 0 | 0 |
| 4585 | Loan Repayment | 50,452 | 50,452 | 0 |
| | The Pavilion: Expenditure | 441,407 | 496,110 | 54,703 |
| | | | | 0 |
| 1312 | Miscellaneous Income | 11,000 | 5,000 | -6,000 |
| 1314 | Bistro Sales | 50,000 | 45,000 | -5,000 |
| 1315 | Bar Income | 50,000 | 35,000 | -15,000 |
| 1319 | Hire Income | 55,000 | 35,000 | -20,000 |
| 1320 | Refreshment Income | 550 | 605 | 55 |
| 1321 | Hire of Equipment | 275 | 303 | 28 |
| 1341 | Pool Table Income | 400 | 400 | 0 |
| | Concessionary Use | 5,000 | 5,000 | 0 |
| | The Pavilion: Income | 172,225 | 126,308 | -45,918 |
| | Net expenditure/(income) | 269,182 | 369,802 | 100,621 |

| <u>240</u> | <u>Sport & Leisure</u> | 2023/4 Budget | 2024/5 Budget | variance |
|------------|-------------------------------|---------------|---------------|----------|
| 4050 | Wages-Eden Lane B/Green | 7,975 | 9,038 | 1,063 |
| 4051 | Wages - Eden Lane Rugby | 3,988 | 4,519 | 531 |
| 4055 | Wages - Lowhills Rd F/Fields | 3,988 | 4,519 | 531 |
| 4056 | Wages-Helford Rd Cricket Fld | 27,913 | 31,632 | 3,719 |
| 4057 | Wages-Helford Rd F/Fields | 19,938 | 22,594 | 2,657 |
| 4059 | Cricket Roller Hire | 0 | 0 | 0 |
| 4061 | Wages-Helford Road MUGA | 3,988 | 4,519 | 531 |
| 4075 | Wages-General Open Spaces | 119,625 | 135,565 | 15,940 |
| 4300 | Equipment & Supplies | 3,300 | 4,150 | 850 |
| | | | | 0 |
| | Sports & Leisure: Expenditure | 190,713 | 216,535 | 25,822 |
| | | | | 0 |
| 1501 | Eden Lane Bowling Green | 633 | 727 | 95 |
| 1502 | Eden Lane Football Fields | 2,500 | 3,000 | 500 |
| 1506 | Lowhills Road Football Field | 5,060 | 5,819 | 759 |
| 1507 | Helford Road Cricket Facility | 2,000 | 2,500 | 500 |
| 1508 | Helford Road Football Field | 3,163 | 3,637 | 474 |
| 1509 | Helford Road MUGA | 28,750 | 33,063 | 4,313 |
| | | | | |
| | Sports & Leisure: Income | 42,105 | 48,746 | 6,641 |
| | | | | |
| | Net expenditure/(income) | 148,608 | 167,789 | 19,182 |

| <u>241</u> | <u>Hill Rigg House</u> | 2023/4 Budget | 2024/5 Budget | variance |
|------------|--------------------------------|---------------|---------------|----------|
| 4010 | Cleaning Wages | 4,379 | 4,614 | 235 |
| 4200 | Electricity | 23,420 | 23,420 | 0 |
| 4202 | Water | 3,000 | 3,500 | 500 |
| 4205 | Rates | 1,100 | 1,100 | 0 |
| 4209 | Trade Refuse Costs | 700 | 700 | 0 |
| 4210 | Alarm System & CCTV | 2,000 | 2,000 | 0 |
| 4211 | Ins XS/Vandalism | 250 | 250 | 0 |
| 4213 | Hygiene Services | 100 | 100 | 0 |
| 4220 | Window Cleaning | 0 | 0 | 0 |
| 4240 | MiscellaneousExpenditure | 500 | 500 | 0 |
| 4250 | Repairs & Decoration | 3,000 | 3,000 | 0 |
| 4400 | Telephones | 220 | 242 | 22 |
| | | | | 0 |
| | Hill Rigg House: Expenditure | 38,669 | 39,426 | 757 |
| | | | | 0 |
| 1307 | Water Refunds - Surestart | 1,000 | 1,000 | 0 |
| 1308 | Electricity Refund - Surestart | 9,000 | 9,000 | 0 |
| 1319 | Hire Income | 7,000 | 7,000 | 0 |
| | | | | |
| | Hill Rigg House: Income | 17,000 | 17,000 | 0 |
| | | | | |
| | Net expenditure/(income) | 21,669 | 22,426 | 757 |

| <u>242</u> | <u>Lowhills Road Bowling Club</u> | 2023/4 Budget | 2024/5 Budget | variance |
|------------|---|---------------|---------------|----------|
| 4010 | Cleaning Wages | 0 | 0 | 0 |
| 4200 | Electricity | 0 | 0 | 0 |
| 4240 | MiscellaneousExpenditure | 500 | 500 | 0 |
| | Lowhills Road Bowling Club :- Expenditure | 500 | 500 | 0 |
| | Hire Income | 1 | 1 | 0 |
| | Net expenditure/(income) | 499 | 499 | 0 |

| <u>261</u> | <u>Eden Lane Community Fac</u> | 2023/4 Budget | 2024/5 Budget | variance |
|------------|--|---------------|---------------|----------|
| 4201 | Gas | 0 | 0 | 0 |
| 4202 | Water | 0 | 0 | 0 |
| 4213 | Hygiene Services | 0 | 0 | 0 |
| 4250 | Repairs & Decoration | 0 | 0 | 0 |
| | Eden Lane Community Fac :- Expenditure | 0 | 0 | 0 |
| 1210 | Communication Mast Rental | 6,000 | 7,000 | 1,000 |
| 1310 | Gas Refunds - Rugby | 0 | 0 | 0 |
| 1319 | Hire Income | 1 | 1 | 0 |
| | Eden Lane Community Fac :- Income | 7,001 | 7,700 | 1,000 |
| | Net expenditure/(income) | -7,001 | -7,700 | -1,000 |

| <u>262</u> | <u>Eden Lane Depot</u> | 2023/4 Budget | 2024/5 Budget | variance |
|------------|-------------------------------|---------------|---------------|----------|
| 4010 | Cleaning Wages | 5,474 | 5,768 | 294 |
| 4200 | Electricity | 18,528 | 19,703 | 1,175 |
| 4202 | Water | 500 | 500 | 0 |
| 4205 | Rates | 4,500 | 4,500 | 0 |
| 4210 | Alarm System & CCTV | 6,500 | 6,500 | 0 |
| 4211 | Ins XS/Vandalism | 250 | 250 | 0 |
| 4213 | Hygiene Services | 70 | 70 | 0 |
| 4230 | Furniture | 250 | 250 | 0 |
| 4240 | MiscellaneousExpenditure | 500 | 500 | 0 |
| 4250 | Repairs & Decoration | 1,000 | 1,000 | 0 |
| 4400 | Telephones | 750 | 750 | 0 |
| 4410 | Office Machine Hire & Mtce | 500 | 500 | 0 |
| 4412 | Stationery & New Office Equip | 1,500 | 1,500 | 0 |
| | Eden Lane Depot: Expenditure | 40,322 | 41,790 | 1,469 |
| | Net expenditure/(income) | 40,322 | 41,790 | 1,469 |

| <u>263</u> | <u>Eden Lane Bowling Club</u> | 2023/4 Budget | 2024/5 Budget | variance |
|------------|---------------------------------------|---------------|---------------|----------|
| 4010 | Cleaning Wages | 1,095 | 1,154 | 59 |
| 4240 | MiscellaneousExpenditure | 0 | 0 | 0 |
| 4250 | Repairs & Decoration | 1,000 | 1,000 | 0 |
| | Eden Lane Bowling Club :- Expenditure | 2,095 | 2,154 | 59 |
| | Net expenditure/(income) | 2,095 | 2,154 | 59 |

| <u>280</u> | <u>Woodhouse Park</u> | 2023/4 Budget | 2024/5 Budget | variance |
|------------|-----------------------------|---------------|---------------|----------|
| 4010 | Cleaning Wages | 5,474 | 5,768 | 294 |
| 4078 | Wages-Woodhouse Park | 59,813 | 67,782 | 7,970 |
| 4200 | Electricity | 4,560 | 4,283 | -278 |
| 4202 | Water | 500 | 500 | 0 |
| 4206 | Rent | 1,500 | 1,500 | 0 |
| 4210 | Alarm System & CCTV | 5,500 | 5,500 | 0 |
| 4211 | Ins XS/Vandalism | 250 | 250 | 0 |
| 4213 | Hygiene Services | 70 | 70 | 0 |
| 4240 | MiscellaneousExpenditure | 500 | 500 | 0 |
| 4250 | Repairs & Decoration | 2,000 | 2,000 | 0 |
| 4400 | Telephones | 700 | 700 | 0 |
| | Woodhouse Park: Expenditure | 80,866 | 88,853 | 7,987 |
| | Net expenditure/(income) | 80,866 | 88,853 | 7,987 |

| <u>290</u> | <u>Sports & Wellbeing</u> | 2023/4 Budget | 2024/5 Budget | variance |
|------------|---------------------------------|---------------|---------------|----------|
| 4062 | Wages - Sport Development | 83,875 | 92,196 | 8,320 |
| 4065 | Marketing | 1,000 | 1,000 | 0 |
| 4067 | Activities/Events | 15,000 | 15,000 | 0 |
| 4068 | Equipment | 550 | 605 | 55 |
| 4073 | Licences, Membership Ins | 440 | 484 | 44 |
| 4174 | Clothing & Uniforms | 250 | 250 | 0 |
| 4215 | Refreshments | 50 | 50 | 0 |
| 4412 | Stationery & New Office Equip | 150 | 150 | 0 |
| | Sports Development: Expenditure | 101,315 | 109,735 | 8,419 |
| 1510 | Activities Ex Classes & Events | 40,250 | 40,250 | 0 |
| 1511 | Funding Grant | 10,000 | 10,000 | 0 |
| 1513 | Taste Buddies Funding | 1,600 | 1,600 | 0 |
| | Sports Buddies funding | 0 | 0 | 0 |
| | Sports Development: Income | 51,850 | 51,850 | 0 |
| | Net expenditure/(income) | 49,465 | 57,885 | 8,419 |

| <u>301</u> | <u>Parks General</u> | 2023/4 Budget | 2024/5 Budget | variance |
|------------|----------------------------------|---------------|---------------|----------|
| 4000 | Salaries, Wages, Superan, NI | 58,500 | 61,211 | 2,712 |
| 4003 | Overtime | 4,000 | 4,000 | 0 |
| 4071 | Wages-Dene Parks | 39,875 | 45,188 | 5,313 |
| 4074 | Wages-Misc. None Site Duties | 7,975 | 9,038 | 1,063 |
| 4076 | Wages-Play Areas | 31,900 | 36,151 | 4,251 |
| 4084 | Yoden Quarry Landscape Works | 0 | 0 | 0 |
| 4174 | Clothing & Uniforms | 3,250 | 3,250 | 0 |
| 4202 | Water | 200 | 200 | 0 |
| 4211 | Ins XS/Vandalism | 250 | 250 | 0 |
| 4240 | MiscellaneousExpenditure | 250 | 250 | 0 |
| 4300 | Equipment & Supplies | 5,500 | 6,000 | 500 |
| 4305 | Manures,Fertilizers & Seeds | 12,100 | 13,310 | 1,210 |
| 4310 | Bedding Plants,Shrubs & Bed Ma | 17,600 | 19,360 | 1,760 |
| 4360 | Play Equipment-Repairs | 2,200 | 2,420 | 220 |
| 4370 | Tree Maint, Surveys & Services | 5,500 | 6,050 | 550 |
| 4371 | Public Seats & Bins | 1,650 | 1,815 | 165 |
| 4373 | Hire of Skips/waste removal | 6,930 | 7,623 | 693 |
| 4375 | Vehicle Leasing | 22,500 | 22,500 | 0 |
| TBC | Contribution to V&M sinking fund | 0 | 0 | 0 |
| 4943 | Dene Parks | 10,000 | 14,000 | 4,000 |
| | Parks General: Expenditure | 230,180 | 252,616 | 22,436 |
| 1312 | Miscellaneous Income | 10,000 | 10,000 | 0 |
| | Net expenditure/(income) | 220,180 | 242,616 | 22,436 |

| <u>325</u> | <u>Cemetery & Burials</u> | 2023/4 Budget | 2024/5 Budget | variance |
|------------|--------------------------------|---------------|---------------|----------|
| 4000 | Salaries, Wages, Superan, NI | 63,800 | 72,301 | 8,501 |
| 4200 | Electricity | 882 | 1,450 | 568 |
| 4240 | MiscellaneousExpenditure | 1,100 | 1,210 | 110 |
| 4300 | Equipment & Supplies | 1,100 | 1,210 | 110 |
| | Cemeter & Burials: Expenditure | 66,882 | 76,171 | 9,289 |
| 1702 | Burials and Charges | 29,900 | 34,385 | 4,485 |
| | Net expenditure/(income) | 36,982 | 41,786 | 4,804 |

| <u>350</u> | <u>Allotments</u> | 2023/4 Budget | 2024/5 Budget | variance |
|------------|------------------------------|---------------|---------------|----------|
| 4000 | Salaries, Wages, Superan, NI | 7,975 | 9,038 | 1,063 |
| 4200 | Electricity | 382 | 382 | 0 |
| 4202 | Water | 1,000 | 1,000 | 0 |
| 4211 | Ins XS/Vandalism | 250 | 250 | 0 |
| 4240 | Miscellaneous Expenditure | 5,000 | 5,000 | 0 |
| 4250 | Repairs & Decoration | 300 | 300 | 0 |
| 4300 | Equipment & Supplies | 2,000 | 2,000 | 0 |
| | Allotments: Expenditure | 16,907 | 17,970 | 1,063 |
| 1754 | Allotment Rents & Water | 3,450 | 3,450 | 0 |
| | Net expenditure/(income) | 13,457 | 14,520 | 1,063 |

| <u>410</u> | <u>Town Activities</u> | 2023/4 Budget | 2024/5 Budget | variance |
|------------|------------------------------|---------------|---------------|----------|
| 4427 | Donations | 0 | 0 | 0 |
| 4434 | Concessionary Use | 10,000 | 5,000 | -5,000 |
| 4436 | Friends of the Parks Project | 1,000 | 1,000 | 0 |
| 4461 | Castle Eden Dene Centre | 0 | 0 | 0 |
| 4462 | CAB Case Worker Project | 0 | 0 | 0 |
| 4725 | Dog Fouling Maint. & Bins | 0 | 0 | 0 |
| 4726 | Remembrance Parade/Armed | 3,000 | 3,000 | 0 |
| | Town Activities: Expenditure | 14,000 | 9,000 | -5,000 |
| | Net expenditure/(income) | 14,000 | 9,000 | -5,000 |

| <u>430</u> | <u>Town Events</u> | 2023/4 Budget | 2024/5 Budget | variance |
|------------|---------------------------------|---------------|---------------|--------------|
| 4733 | Garden Competition | 1,000 | 1,000 | 0 |
| 4740 | Fireworks Display | 0 | 0 | 0 |
| 4742 | Xmas Tree Lighting Event | 3,000 | 1,000 | -2,000 |
| 4751 | Senior Citizens | 0 | 0 | 0 |
| 4756 | Summer Events | 14,200 | 14,200 | 0 |
| 4757 | Childrens Pantomine | 0 | 0 | 0 |
| | Peterlee Music Fest | 0 | 5,000 | 5,000 |
| | Emergency Services Day | 5,000 | 5,000 | 0 |
| | Small Events Grants | 1,500 | 1,500 | 0 |
| | Best dressed Halloween | 500 | 500 | 0 |
| | unallocated (to be agreed) | 13,000 | 11,000 | -2,000 |
| | Town Events: Expenditure | 38,200 | 39,200 | 3,000 |
| | Peterlee Music Fest | 0 | 0 | 0 |
| 1854 | Circus income | 700 | 700 | 0 |
| | Nobles income | 500 | 500 | 0 |
| | unallocated (to be agreed) | 0 | 0 | 0 |
| | Town Events: Income | 1,200 | 1,200 | 0 |

| | | | |
|--------------------------|--------|--------|-------|
| Net expenditure/(income) | 37,000 | 38,000 | 3,000 |
|--------------------------|--------|--------|-------|

| <u>901</u> | <u>Capital Projects</u> | 2023/4 Budget | 2024/5 Budget | variance |
|------------|-------------------------------------|----------------|---------------|---------------|
| 4912 | New Vehicles | 10,000 | 34,000 | 24,000 |
| 4913 | Capitalised Maint - S/Hall | 0 | 0 | 0 |
| 4920 | Consultants Fees | 15,000 | 15,000 | 0 |
| 4925 | Emergency Works | 5,000 | 5,000 | 0 |
| 4940 | Helford Road MUGA Sinking Fund | 6,000 | 6,000 | 0 |
| TBC | Play Area Strategy sinking fund | 25,000 | 25,000 | 0 |
| TBC | Eden Lane tennis courts sinking fun | 0 | 2,400 | 2,400 |
| 4943 | Dene Parks | 5,000 | 5,000 | 0 |
| 4955 | Play Equipment | 0 | 0 | 0 |
| | Eden Lane MUGA/Skate | 110,000 | 110,000 | 0 |
| | Capital Projects: Expenditure | 176,000 | 202,400 | 26,400 |
| 1980 | Disposal of Assets | 0 | 0 | 0 |
| | s106 funding | 110,000 | 110,000 | 0 |
| | Capital Projects: Income | 110,000 | 110,000 | 0 |
| | Net expenditure/(income) | 66,000 | 92,400 | 26,400 |
| | | 2023/4 Budget | 2024/5 Budget | variance |
| | Total Expenditure | 2,316,241 | 2,457,787 | 141,546 |
| | Total Income | 2,335,993 | 2,425,852 | 89,859 |
| | Net Expenditure/(income) | -19,752 | 31,935 | 51,687 |

Notes of the Events Working Party held on Tuesday 19th December 2023

Present at the meeting were:-

Cllr R Burnip (Chair) along with Cllrs S Simpson, A Laing

It was reported there was positive feedback on the previous events held during 2023. They included neighbourhood Fun Days, Fun and food funded fun days and activities, Halloween events – with a Halloween House competition held for the first time. The Garden Competition had increased number of entrants this year. The Emergency Services Day held at Shotton Hall had been popular and well attended.

It was agreed that whilst the focus had been on families maybe in 2024 there could be more balance if an adult event was arranged/organised. It was suggested the Team start talking to East Durham College to perhaps deliver a one day music event, in partnership. The Clerk spoke on traditionally all departments pitch in and are involved with council events, it is a team effort, however this is very resource intensive. He suggested maybe the council could consider a blend of, some activities/events are delivered by PTC; and then commission others to deliver events for us (in partnership/financed by PTC).

It was agreed all of the events held in 2023 should be held in 2024.

It was understood Fun and Food funding was to continue in 2024 and so the Council would be making bids and organising events if successful.

It was agreed the small community based events grants funds within the events budget continue.