



12<sup>th</sup> January 2021

In accordance with Paragraphs 8 & 10(2) (b) of Schedule 12 of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, I hereby summon you to attend a Meeting of **PETERLEE TOWN COUNCIL** to be held online on **MONDAY 18<sup>th</sup> JANUARY 2021 at 6.00pm**

Ian Morris, P.S.L.C.C  
Town Clerk (Proper Officer of the Council)

**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.**

**To Join the online meeting in Zoom please click on this link:**

<https://us02web.zoom.us/j/87551249378?pwd=V1BUUFZicDFQSW5oY0UvNTZpMUREZz09>

Meeting ID: 875 5124 9378  
Passcode: 919015

To join the meeting by phone only please use one these phone numbers. Please check with your phone network provider before calling as providers may charge for calls to these numbers:

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- +44 203 051 2874 United Kingdom

Meeting ID: 875 5124 9378

## BUSINESS TO BE TRANSACTED

1. Apologies for Absence
2. Public Participation Session  
Will be held to allow Members of the public an opportunity to put questions to the Council. This item of business to last no more than 15 minutes, as per Council Standing Orders.
3. 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>
4. Police Update  
To welcome the new Neighbourhood Police Sergeant covering Peterlee, Horden and Blackhall, T/Sgt 2722 Charlotte Burn
5. To Approve the Minutes of the last meeting of the 23<sup>rd</sup> November 2020  
The minutes of the previous meeting are attached for consideration and approval as a true and correct record. (attached)
6. The Minutes of the Resources Meeting of the 11<sup>th</sup> January 2021  
The minutes of the meeting are attached for Member's information.  
(attached)
7. COVID-19 Update  
To receive an update from the Town Clerk on the Council's response to the COVID-19 situation.  
(verbal report of the Town Clerk)
8. Town Council Draft Budget 2021/22 and Precept Demand  
To consider the draft budget for 2021/22 and agree the level of precept to be set for 2021/22  
(report of the Town Clerk, attached)

9. Updated Policy

The following policy is for consideration, approval and adoption by Peterlee Town Council (draft copies of the policies are available on the using the links given below, or in hard copy from the Deputy Town Clerk on request). This policy is an updated and reviewed version rather than a new policy:-

- PTC Annual Leave Policy <https://bit.ly/3sbC8f8>

10. Spokesperson of the North East Party's Report

11. Spokesperson of the Labour Political Party's Report

12. 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, paragraphs 11.

13. CCTV

The Report of the Facilities Manager providing details of costs to renew and monitor the PTC CCTV system for all buildings.

(Report to follow)

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE BRANDLING SUITE & ONLINE USING VIDEO CONFERENCING TECHNOLOGY

ON MONDAY 21<sup>ST</sup> DECEMBER 2020 at 6.00PM

PRESENT:- COUN M A CARTWRIGHT (CHAIR)

Mesdames:- S Simpson, K Liddell, K J Duffy, L Fenwick, K Hawley & D Howarth

Messrs:- S Kirkup, S Miles, R Kyle, G Johnson, G Carne, R Moore, C Watkins & A Watson

91. Apologies for Absence

Apologies for absence were offered to the meeting from Councillors S McDonnell & T Duffy.

92. 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 offered. **RESOLVED the information given, be noted.**

93. The Minutes of the last meeting of the 23<sup>rd</sup> November 2020

The minutes of the previous meeting were attached for consideration and approval. **RESOLVED the minutes be accepted and signed as a true and correct record.**

94. COVID-19 Update

The Town Clerk gave a verbal update to Members on the Council's response to the COVID-19 situation. He confirmed that to date 3 members of staff had tested positive for COVID. He stated that the steps that the Council had taken to keep staff safe and healthy, appeared to be working as there had been no confirmed reports of staff with COVID transmitting the disease to other colleagues. He gave an update with the Shielding

Support Scheme and the fantastic appreciation being expressed by those receiving the telephone calls and care packages. He reported on the Santa's Wish initiative with more than 25 towns and villages, over 200 families and over 500 children with 26 different agencies making referrals to the Council. Seven County Councillors had contributed to Santa's Wish from their Neighbourhood Budget funds, and it was noted that all County Councillors had been approached for their support. **RESOLVED the information given, be noted.**

95. Peterlee & Horden Rugby Club lease

Members were asked to approve a new lease for the Town Council's sports club and grounds at Eden Lane to Peterlee & Horden Rugby Club and the Town Clerk took them through his report highlighting the main issues. Members supported the overall ambition to enable the Club to take on more control and autonomy for the Eden Lane site, and to have a long-term stake in the venue. They also supported the proposed Grounds SLA and the movement towards reducing the current subsidy gap, as well as the ambition to consider a potential Grounds Apprenticeship jointly hosted the Council and Club in 2021 or possibly 2022.

There were two areas where Members asked that changes be made, one was reference to "rugby or other sports club" and asked this be changed to rugby club. Members felt that they wished to support P&HRFC develop rugby on the site and any future unforeseen change of sports would need to come back to the Council for consideration as a fundamental change to the lease. Second, following a long debate regarding the timescale of rent reviews Members agreed there be an initial rent review after 5 years and then 5 years thereafter.

**RESOLVED:**

**1. approval be given to the leasehold disposal of the site to Peterlee & Horden Rugby Club for 99 years subject to the club agreeing to an initial rent review after 5 years and then 5 years thereafter;**

**2. responsibility be delegated to the Chairman of Council and Town Clerk to ensure that any objections to the advertised disposal were properly considered and responded to; and**

**3. subject to resolution 2 above, the Town Clerk be authorised to complete all requisite legal documentation in relation to execution of the lease, subject to the two amendments as detailed above.**

96. Budget 2020/21 – second quarter outturn report

Members received a report on the outturn budget figures for quarter 2 (to end of September 2020) for the 2020/21 budget year.

Members were asked to note that the quarter 2 outturn figures were usually use as the basis for the budget-setting process for the following financial year.

However, given the unprecedented impact of COVID and the ongoing uncertainty about the future of Shotton Hall and levels of activity at The Pavillion there would be more risk associated with the 2021/22 budget forecasts. It would be hard for the Council to accurately forecast likely income and expenditure for the period April 2021 to March 2022 in January/February 2021 given the current levels of uncertainty, however the precept demand would need to be submitted to Durham County Council by the end of January 2021 and so Members would need to have agreed an outline budget and precept level by that point.

It was anticipated that the Town Council would meet twice in January to agree the draft budget for 2021/22. **RESOLVED the contents of this report be noted.**

97. Kickstart – Further information

Members received further information about the Council's options for adoption of the Kick Start employment scheme, either working with an existing provider or as registering as a provider, as was outlined in the report of the Town Clerk.

**RESOLVED the contents of this briefing note be noted and the principle of working with a Kick Start Gateway provider to establish Kick Start placements at the Town Council as soon as possible in 2021, be agreed.**

98. NEP Funding Application

Great North Air Ambulance Service, Requesting £200 towards the cost of their medical teams and supplies

Members considered this grant and the supporting information that had been received. **RESOLVED a grant of £200 be made to the GNAAS.**

99. New Policies

The following policies were for consideration, approval and adoption by Peterlee Town Council. Draft copies of the policies are available on the using the links given below, or in hard copy from the Deputy Town Clerk on request.

- (i) No Smoking Policy (<https://bit.ly/3fVLF4i> )
- (ii) Mental Wellbeing in the workplace Policy, Procedure & Toolkit (<https://bit.ly/3fVLF4i> )
- (iii) Shared Parental Leave Policy (<https://bit.ly/37Dugvy> )

**RESOLVED the policies be approved for immediate adoption by the Town Council.**

100. Shotton Hall

Notice of Motion received from Councillor K Hawley requesting the Council:

To consider using Shotton Hall as a community building during the day and open in March 2021.

Councillor Hawley explained her vision to have Shotton Hall Banqueting Suites available for hire by community groups Monday – Thursday once the Santa’s Wish and Shielding Support Scheme projects are complete and then after March 2021 (or as and when COVID guidelines permit) to consider opening weekends for weddings and other functions where the customer could bring in their own food.

Members discussed some concerns around the financial impact of concessionary community use of Shotton Hall, the existing costs of the council’s community building at The Pavilion, and the outstanding repairs costs for the Shotton Hall.

In discussions there was reference made to staffing arrangements for the building and it was agreed to pass the following resolution to exclude the press and public:

101. Exclusion of the Press & Public

**RESOLVED that in view of the confidential nature of the items to be discussed, the committee passed 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, paragraphs 11.**

102. Future of Shotton Hall Banqueting Suites

The Clerk advised he would require more detail and direction from Members as to what they wanted to do with Shotton Hall Banqueting Suites in order for him to prepare a business plan with options for opening up Shotton Hall to the public again. He reminded Members that a substantial amount of capital investment was required to bring the building back to safe commercial or community use and that this investment was urgently required as the building was in a very poor state of repair. He also stated that if Members

wished to open the building to the public again consideration would need to be made to appropriate staffing.

Whilst appreciating there was investment needed to carry out at least essential repairs for the building to operate as a community building, Members felt a future operating model should be considered. A number of Members suggested that Councillors should come up with some ideas and more detailed plans and feed these back to the Clerk to allow him to make some detailed proposals for further discussion.

**RESOLVED Members feedback to the Clerk on the future of Shotton Hall.**

103. The Pavilion

Members were provided with an update on progress with the relaunch of the Bistro at The Pavilion Sports & Community Centre, Helford Road. Members felt it would have been appreciated to have been kept updated on the improvements to the Bistro.

The Pavilion Centre Manager gave details of activities and promotion of the Bistro with:-

- Business & Marketing Students at East Durham College: following an initial briefing from the Council made a 'Dragons Den' style pitches of their ideas and are meeting again in New Year to refine ideas;
- Photo media student coming in to take photos of the venue, food, etc for menu, marketing, social media use, etc
- The 'Meatmen' sausage makers doing pop-up shop and cookery session
- A social media 'guru' working on ideas for using tiktok and Instagram for marketing to a new/younger market of potential customers
- Point of sale venue for students who have set up a facemasks manufacturing business
- College marketing students designing a flyer/poster design to be incorporated into March Peterlee Magazine

The Centre Manager said it had been a massive team effort and the Chair complimented them on the fantastic work. **RESOLVED the information given, be noted.**

Councillor Watkins left the meeting at 8.88pm.

104. Spokesperson of the North East Party's Report

Councillor Watson asked for it to be recorded the fantastic efforts of Councillor Karen Hawley with the Santa's Wish Project he said its success was a massive achievement. He



wished everyone a Happy Christmas and encouraged everyone to keep themselves safe.  
**RESOLVED the information given, be noted.**

105. Spokesperson of the Labour Political Party's Report

Councillor Fenwick thanked the community for all pulling together to deliver Santa's Wish, she offered a "well done" to the Mayor, Councillors and staff. **RESOLVED the information given, be noted.**

Councillor K J Duffy left the meeting at 8.57pm

106. Job Retention Scheme

The Council considered whether it wished to furlough relevant staff under the Government's Job Retention Scheme and to consider the terms of any such agreement having considered the report of the Town Clerk providing detail behind the scheme.

**RESOLVED furlough leave be offered to employees as suggested in the report and this be done on an 80% basis.**

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE

HELD ONLINE USING VIDEO CONFERENCING TECHNOLOGY

ON MONDAY 11<sup>TH</sup> JANUARY 2021 at 6.00PM

PRESENT:- COUN A WATSON (CHAIR)

Mesdames:- K Hawley, D Howarth, S McDonnell, K J Duffy, M A Cartwright,  
K Liddell & L Fenwick

Messrs:- C Watkins, R Moore, R Kyle, T Duffy, A Wilkinson & S Miles

1. Apologies for Absence

Apologies for absence were offered to the meeting from Councillor G Carne who was having difficulties connecting to the meeting.

2. 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 offered. **RESOLVED the information given, be noted.**

3. Budget 2021/22

Members were presented with the outline budget for 2021/22, with a projected net deficit of £234,000 assuming a 0% precept rise. This would leave a projected reserve of around £132,000 at the end of March 2022. Members were reminded that the prudent level of reserves provided in the Council's Use of Reserves policy was £428,000 and that the Council had some significant decisions to make ahead of the 2022/23 budget year to address the deficit budget situation and start to build reserves back to a prudent level again post-COVID.

Members were informed that each 1% of precept increase/decrease would equate to an increase/decrease of precept income of around £13,000. Members were provided with a detail comparison of different precept scenarios and their effect on the annual, monthly and weekly precept payments for households in Council Tax Bands A - E.

Following a substantial debate about a number of the issues highlighted in the presentation Members agreed that the Council's General Fund Reserves were intended to absorb the impact of unforeseen financial crises. It was also suggested and agreed that the Town Council should do what it could to lessen the impact of the ongoing COVID situation and likely future impact on the local economy and employment rates.

**It was RESOLVED that it be recommended to Council that the precept demand for 2021/22 be set at a level equivalent to a 0% increase for individual households, and to approve a planned use of reserves to balance the budget in 2021/22, as outlined in the Town Clerk's presentation.**

**Report to:** Peterlee Town Council

**Date:** 18<sup>th</sup> January 2020

**Report of:** Ian Morris, Chief Officer & Town Clerk

**Subject:** Peterlee Town Council budget and precept demand 2021/22

**Report Purpose:** To seek Members approval of the outline budget for the Town Council for 2021/22 and to set the precept level for 2021/22 at £1,294,911.44 equivalent to a 0% precept increase for Council Tax payers.

**Background:** At the Resources meeting on Monday 11<sup>th</sup> January 2021 Members received a presentation from the Town Clerk that set out the key principles, financial pressures and opportunities facing the council in setting the 2021/22 budget and precept demand.

The Town Clerk presented Members with a summary of the impact of the COVID crisis on the current year's budget, the projected reserves position at the end of the year, pressures and opportunities for the 2021/22 budget and the impact of different precept decisions on household's Council Tax charges.

Predominantly due to the pressures on commercial income due to COVID-19 this year the projected total budget deficit for the current financial year is forecast to be in the region of £250,000. This would leave a forecast £365,000 of reserves at the end of March 2021.

The Resources Committee were presented with the outline draft budget for 2021/22, with a projected net deficit of around £234,000 assuming a 0% precept rise. This would leave a projected reserve of around £132,000 at the end of March 2022. Members were reminded that the prudent level of reserves provided in the Council's Use of Reserves policy was £428,000 and that the Council had some significant decisions to make ahead of the 2022/23 budget year to address the deficit budget situation and start to build reserves back to a prudent level again post-COVID.

Members were informed that each 1% of precept increase/decrease would equate to an increase/decrease of precept income of around £13,000. Members were provided with a detail comparison of different precept scenarios and their effect on the annual, monthly and weekly precept payments for households in Council Tax Bands A - E.

Following a substantial debate about several issues highlighted in the presentation the Committee resolved to recommend to Council that the precept demand for 2021/22 be set at a level equivalent to a 0% increase for individual households, and to approve a planned use of reserves to balance the budget in 2021/22 to balance the budget.

This report sets out the draft budget for 2021/22, with the headlines for the budget provided in the report and the detailed draft budget provided in Appendix 2.

Members are asked to note that this detailed draft budget is subject to change and will be brought back to Resources Committee and full Council in February and March 2020 for further consideration and approval. The detailed draft budget has been appended this report to provide context to the main outline budget figures provided in the body of this report. Members are not being asked to approve this version of the detailed draft budget in this report.

<b>Headlines:</b>	Total projected expenditure 2021/22:	£2,195,727 (down £277,276 from 2020/21)
	Total projected income (before precept):	£674,048 (down £312,279 from 2020/21)
	Use of Reserves:	£226,768 (up £36,096 from 2020/21)
	Precept demand:	£1,294,911.44 (down £1,093 from 2020/21)
	Council Tax band B cost:	£287.56 (up 0% from 2020)

**Commentary:** The draft budgets provide for a total turnover (gross expenditure) of £2,195,727 for 2021/22, a reduction in total expenditure of £272,276 from the previous financial year's budget.

In the 2021/22 budget a number of pressures including:

- Loss in net income through adverse trading conditions due to COVID (c£169,000); and
- A reduction in Local Council Tax Support Scheme (LCTSS) funding from Durham County Council (c£6,700);

have been offset by:

- efficiencies/savings in discretionary revenue budgets identified by Senior Managers (c£15,000);
- a reduction in the salaried staff base of the Council (c£81,000)

The draft 2021/22 budget requires a precept sum of £1,294,911.44 which will equate to a Council Tax band D payment of £287.56 – the same figure as in 2020/21 - thus delivering a 'freeze' of the Town Council's element of the Council Tax precept for local tax payers.

Members are asked to note that in comparison to the 2016/17 financial year when Band D precept was £294.90, the proposed Band D precept figure of £287.56 represents a reduction of £7.34 per annum compared to the 2016/17 amount - when adjusted for inflation this equates to a reduction of £21.78 in 'real terms'<sup>1</sup>.

**Reserves:** The forecast general fund reserves at the end of the current financial year will be in the region of £366,000 – subject to confirmation of year-end expenditure. There will be no earmarked reserves.

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<sup>1</sup> 2016/17 Band D £294.90, increased for annual ONS CPIH inflation data per annum results in 2020/21 figure of £316.68. ONS CPIH data taken from ONS website 11/1/2020

If approved, the £226,768 use of reserves identified in the draft budget will be drawn against the general reserve, resulting in an estimated reserves balance at the end of 2021/22 of around £132,000 (subject to confirmation of year end expenditure).

The Council will review the use of reserves policy following the closure of the 2020/21 accounts in May/June 2021, however members are reminded that the current approved use of reserves in the policy is £428,000.

If Members do accept the Resources Committee recommendation to freeze the precept and use reserves to cover the budget deficit the Council will need to make plans during 2021/22 to substantially increase income and/or reduce expenditure to ensure that the 2022/23 and future years' budgets do not run at a deficit and indeed begin to make a contribution back to reserves to enable them to return to the approved minimum prudent level.

**Risk:** The 2021/22 budget has been prepared in accordance with the financial principle of 'prudence', and the council's Senior Management Team has been directly involved in setting the budgets for their service areas. The key budget principles and headlines will be communicated to individual members of staff through presentations and team meetings.

Members are reminded that the Council carries out an annual review of its approach to risk and the corporate risk register, and also used the DCC Internal Audit service to carry out regular reviews of systems and processes including budget setting and monitoring.

Quarterly detailed budget monitoring by the Town Clerk and individual budget holders is supplemented with budget outturn reports to Resources committee and/or Council, ensuring that the budget and risks are properly monitored throughout the financial year. The Town Clerk has also agreed the Internal Audit Plan for 2021/22 and this has been presented to the Council by the Audit Manager from DCC. The Internal Audit process provides a further level of risk mitigation and is intended to assure Members that financial and other risks are being routinely reviewed and addressed.

The COVID situation has placed an unprecedented strain on the Council's income as well as causing the Council to incur significant additional expenditure in several budget areas including IT provision, cleaning materials, personal protective equipment, vehicle leasing, etc. Resources Committee has recommended making planned use of reserves to cushion the impact of this strain. Members are asked to note that the forecast level of general fund reserves at the end of the next financial year (31<sup>st</sup> March 2022) are very low and the Council will need to make plans to deal with this during the next financial year. The strategic risk register will be updated accordingly and presented to Members as soon as practicable.

**Options:** Before making the recommendation to set a precept level with an equivalent of a 0% increase for individual households, the Resources Committee considered the impact of an increase or decrease on individual households in Peterlee.

Each 1% increase (or decrease) in precept charges would result in an increase (or decrease) of precept income to the Town Council of around £13,000. So, for instance, a 4% increase would

raise approximately £52,000 additional income for the Council, reducing the planned budget deficit by the same amount.

The actual effect on households of each 1% increase/decrease in Peterlee is as follows:

	<b>Council Tax Band and approximate % of Peterlee households in each band</b>				
	<b>Band A 75%</b>	<b>B 7%</b>	<b>C 9%</b>	<b>D 6%</b>	<b>E 3%</b>
<b>Current level of precept per household</b>	<b>£191.71</b>	<b>£223.66</b>	<b>£255.61</b>	<b>£287.56</b>	<b>£351.46</b>
<b>Each 1% increase or decrease in precept would equate to an annual increase or decrease in Council Tax of...</b>	<b>£1.92</b>	<b>£2.24</b>	<b>£2.56</b>	<b>£2.88</b>	<b>£3.52</b>
<b>Monthly equivalent</b>	<b>16p</b>	<b>19p</b>	<b>21p</b>	<b>24p</b>	<b>29p</b>
<b>Weekly equivalent</b>	<b>4p</b>	<b>4p</b>	<b>5p</b>	<b>6p</b>	<b>7p</b>

*Table 1: effect of each 1% precept change on households per Council Tax band*

The Resources Committee considered the competing priorities of protecting reserves and protecting local residents from increased charges. Members of the committee expressed a concern that the current harsh economic climate and likely problems in the global, national and local economy due to the ongoing COVID crisis put additional pressures on the Council to avoid increasing charges to Peterlee residents. The Committee resolved to recommend to Council that a 0% precept 'freeze' be provided for 2021/22.

#### **Recommendation:**

Members are recommended to note the contents of this report and resolve to:

1. Approve the Peterlee Town Council outline budget for 2021/22 as detailed in this report; and
2. Set the precept figure for 2021/22 at £1,294.911.44, equivalent to a Band D Council Tax figure of £287.56 - a 0% increase from 2020/21

## **Appendix 1: Implications**

Finance – This report sets out the outline budget for the Town Council for the 2021/22 financial year, with a precept requirement of £1,294,911.44 (equivalent to a 0% increase for individual council tax payers) and a forecast planned use of reserves of £226,768 of which all is £76,000 is capital and £150,768 is revenue expenditure.

Staffing – The outline budget includes provision for a forecast 0% national pay award for salaried staff as outlined by the Government in 2020. The budget also includes a net saving of £81,000 in salary costs due to a number of current vacancies not being filled.

Risk – see section on risk in the main report.

Equality and Diversity, Cohesion and Integration – none

Crime and Disorder – none

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 2021/22.

Procurement – none

Legal – the legal power to raise a precept is enshrined in a statute, predominantly the Local Government Finance Act 1992 (cIV) and Localism Act 2011 (s78);



Appendix 2: Detailed draft budget 2021/22 – draft only, not for approval

Peterlee Town Council  
Annual Budget 2021/22

<u>101</u>	<u>Central &amp; Civic HQ Costs</u>	2020/21 Budget	2021/22 Budget	variance
4000	Salaries, Wages, Superan, NI	327,813	331,259	3,446
4003	Overtime	1,000	0	-1,000
4006	Building Maint. Contracts	300	300	0
4010	Cleaning Wages	8,176	21,324	13,148
4011	Facilities Staff - Wages	12,591	0	-12,591
4099	Pension Cont - Former Staff	4,500	4,500	0
4100	Training & Development - Staff	15,000	15,000	0
4175	Personnel Services	7,000	7,000	0
4190	Wages Processing DCC	7,000	7,000	0
4200	Electricity	3,151	3,500	349
4201	Gas	2,000	2,000	0
4202	Water	1,021	1,000	-21
4205	Rates	3,750	3,750	0
4209	Trade Refuse Costs	0	0	0
4210	Alarm System & CCTV	1,400	3,500	2,100
4211	Ins XS/Vandalism	250	500	250
4213	Hygiene Services	0	250	250
4220	Window Cleaning	200	250	50
4225	Cleaning Materials	5,000	5,500	500
4230	Furniture	1,500	1,500	0
4240	Miscellaneous Expenditure	1,000	1,500	500
4250	Repairs & Decoration	5,000	2,000	-3,000
4350	Small Plant & Tools	1,000	2,000	1,000
4400	Telephones	2,500	2,600	100
4401	Mobile Phone	2,000	1,500	-500
4405	Postage	1,500	1,500	0
4406	Petty Cash	200	200	0
4410	Office Machine Hire & Mtce	18,000	18,000	0
4412	Stationery & New Office Equip	6,000	6,000	0
4420	Publicity/Council Publications	6,000	8,000	2,000
4425	Insurance	80,000	95,000	15,000
4498	Health & Safety	2,500	2,000	-500
4499	Occupational Health	3,000	3,000	0
4500	Fuel & Oils	9,000	9,000	0
4501	Road Fund Tax	750	800	50
4502	Vehicle Maintenance/Spares	10,000	15,000	5,000
4503	Motor Insurance XS	500	500	0
	Central & Civic HQ Costs :- Expenditure	550,602	576,733	26,131
		2020/21 Budget	2021/22 Budget	variance
1312	Miscellaneous Income	0	0	0
	total income	0	0	0
	Net expenditure/(income)	550,602	576,733	26,131

<u>102</u>	<u>Democratic Costs</u>	2020/21 Budget	2021/22 Budget	variance
4101	Training & Dev - Councillors	1,500	1,500	0
4102	Youth Council	2,000	0	-2,000
4103	Dene School Awards	1,000	1,000	0
4125	Mayors Personal Allowance	1,500	1,500	0
4126	Mayors Civic Duties	500	500	0
4127	Participation Allowances	28,000	28,000	0
4470	Civic Regalia	500	500	0
4530	Twinning	0	0	0
	<b>total expenditure</b>	<b>35,000</b>	<b>33,000</b>	<b>-2,000</b>
	<b>Net expenditure/(income)</b>	<b>35,000</b>	<b>33,000</b>	<b>-2,000</b>

<u>103</u>	<u>Corporate Management</u>	2020/21 Budget	2021/22 Budget	variance
4426	Subs to L.A. Bodies	4,400	4,500	100
4430	Elections	0	15,000	15,000
4450	Audit Fees	10,000	10,500	500
4455	Banking Pick Up Service	1,500	1,000	-500
4458	Card Machine/Bank Fees	7,000	5,000	-2,000
				0
	Corporate Management :- Expenditure	22,900	36,000	13,100
				0
	<b>Net expenditure/(income)</b>	<b>22,900</b>	<b>36,000</b>	<b>13,100</b>
				0
				0

<u>105</u>	<u>Other Costs and income</u>	2020/21 Budget	2021/22 Budget	variance
4460	General Fund	500	700	200
				0
	Other Costs and income :- Expenditure	500	700	200
1045	Precept Received	1296004	1294911	-1093
1046	Precept Support Grant	264276	258646	-5630
1312	Miscellaneous Income	0	0	0
				0
	Other Costs and income :- income	1560280	1553557	-6723
				0
	<b>Net expenditure/(income)</b>	<b>-1559780</b>	<b>-1552857</b>	<b>6923</b>

<u>201</u>	<u>S/Hall Banqueting Suite</u>	2020/21 Budget	2021/22 Budget	variance
4000	Salaries, Wages, Superan, NI	102,541	72,818	-29,723
4003	Overtime	1,500	0	-1,500
4005	Bar Gas	250	0	-250
4006	Building Maint. Contracts	1,200	1,200	0
4010	Cleaning Wages	11,095	4,265	-6,830
4030	Bar Wages - Casuals	35,000	0	-35,000
4070	Wages - Shotton Hall Grounds	27,573	27,784	211
4174	Clothing & Uniforms	3,000	0	-3,000
4200	Electricity	12,000	10,000	-2,000
4201	Gas	7,500	5,000	-2,500
4202	Water	2,000	2,000	0
4205	Rates	10,500	12,000	1,500
4208	Licences	2,500	1,500	-1,000
4209	Trade Refuse Costs	1,500	1,500	0
4210	Alarm System & CCTV	2,500	4,500	2,000
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	1,000	1,000	0
4214	Stocktaking Fees	1,000	0	-1,000
4215	Refreshments	1,500	250	-1,250
4220	Window Cleaning	600	650	50
4230	Furniture	5,000	0	-5,000
4240	Miscellaneous Expenditure	1,000	1,000	0
4250	Repairs & Decoration	10,000	5,000	-5,000
4420	Publicity/Council Publications	4,000	500	-3,500
4421	Shotton Hall Events	5,000	0	-5,000
4570	Bar Purchases	45,000	0	-45,000
4572	Catering Expenditure	75,000	0	-75,000
				0
	S/Hall Banqueting Suite :- Expenditure	370,009	151,216	218,793
	<b>Income</b>			0
1301	Day Delegate Charges	0	0	0
1302	Concessionary Use	10,000	0	-10,000
1312	Miscellaneous Income	0	0	0
1315	Bar Income			-
		145,000	0	145,000
1319	Hire Income	45,000	0	-45,000
1320	Refreshment Income	3,500	0	-3,500
1321	Hire of Equipment	2,000	0	-2,000
1322	Shotton Hall Events	45,000	0	-45,000
1323	Hire Chair Covers, Swags etc.	1,000	0	-1,000
1324	Hire Discos, Lights etc.	250	0	-250
1325	Hire Sweetie Cart	0	0	0
1327	Hire Bouncy Castle	0	0	0
1328	5K Wedding Package	0	0	0
1330	Catering Income			-
		120,000	0	120,000
				0
	S/Hall Banqueting Suite :- Income	371,750	0	371,750
				0
	<b>Net expenditure/(income)</b>	<b>-1,741</b>	<b>151,216</b>	<b>152,957</b>

<u>221</u>	<u>The Pavilion</u>	2020/21 Budget	2021/22 Budget	variance
4000	Salaries, Wages, Superan, NI	181,888	180,587	-1,301
4003	Overtime	1,000	0	-1,000
4005	Bar Gas	600	600	0
4006	Building Maint. Contracts	2,000	2,000	0
4009	Bistro Expenditure	25,000	20,000	-5,000
4010	Cleaning Wages	27,446	8,530	-18,916
4030	Casual staff	34,000	32,000	-2,000
4174	Clothing & Uniforms	600	1,000	400
4200	Electricity	18,840	19,000	160
4201	Gas	5,000	5,000	0
4202	Water	5,500	5,600	100
4205	Rates	14,744	13,000	-1,744
4208	Licences	6,200	6,400	200
4209	Trade Refuse Costs	1,300	1,000	-300
4210	Alarm System & CCTV	3,000	6,500	3,500
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	525	500	-25
4214	Stocktaking Fees	1,500	1,500	0
4215	Refreshments	0	150	150
4217	Lift Maintenance Costs	3,500	3,500	0
4220	Window Cleaning	1,000	1,000	0
4230	Furniture	3,500	2,000	-1,500
4240	Miscellaneous Expenditure	3,000	3,000	0
4250	Repairs & Decoration	3,500	3,000	-500
4400	Telephones	2,500	2,500	0
4410	Office Machine Hire & Mtce	3,000	2,000	-1,000
4412	Stationery & New Office Equip	1,750	2,000	250
4420	Publicity/Council Publications	1,500	1,500	0
4570	Bar Purchases	36,000	26,000	-10,000
4581	Pool Table Costs	100	200	100
4584	Sattelite TV Costs	3,800	4,000	200
4585	Loan Repayment	50,450	50,452	2
	<b>The Pavilion: Expenditure</b>	<b>442,993</b>	<b>404,769</b>	<b>-38,224</b>
				0
1312	Miscellaneous Income	2,000	2,000	0
1314	Bistro Sales	60,000	50,000	-10,000
1315	Bar Income	85,000	52,000	-33,000
1319	Hire Income	66,000	50,000	-16,000
1320	Refreshment Income	400	500	100
1321	Hire of Equipment	50	250	200
1341	Pool Table Income	400	400	0
	Concessionary Use	0	10,000	10,000
	<b>The Pavilion: Income</b>	<b>213,850</b>	<b>165,150</b>	<b>-58,700</b>
	<b>Net expenditure/(income)</b>	<b>229,143</b>	<b>239,619</b>	<b>20,476</b>

<u>240</u>	<u>Sport &amp; Leisure</u>	2020/21 Budget	2021/22 Budget	variance
4050	Wages-Eden Lane B/Green	4,731	6,674	1,943
4051	Wages - Eden Lane Rugby	4,731	3,337	-1,394
4055	Wages - Lowhills Rd F/Fields	0	0	0
4056	Wages-Helford Rd Cricket Fld	14,194	13,348	-846
4057	Wages-Helford Rd F/Fields	18,926	16,685	-2,241
4059	Cricket Roller Hire	1,800	3,000	1,200
4061	Wages-Helford Road MUGA	4,731	3,337	-1,394
4075	Wages-General Open Spaces	104,766	100,112	-4,654
4300	Equipment & Supplies	0	7,000	7,000
				0
	<b>Sports &amp; Leisure: Expenditure</b>	<b>153,879</b>	<b>153,493</b>	<b>-386</b>
				0
1501	Eden Lane Bowling Green	550	550	0
1502	Eden Lane Football Fields	800	1,500	700
1506	Lowhills Road Football Field	1,800	4,000	2,200
1507	Helford Road Cricket Facility	1,000	1,000	0
1508	Helford Road Football Field	1,100	2,500	1,400
1509	Helford Road MUGA	25,000	25,000	0
	<b>Sports &amp; Leisure: Income</b>	<b>30,250</b>	<b>34,550</b>	<b>4,300</b>
	<b>Net expenditure/(income)</b>	<b>123,629</b>	<b>118,943</b>	<b>-4,686</b>

<u>241</u>	<u>Hill Rigg House</u>	2020/21 Budget	2021/22 Budget	variance
4010	Cleaning Wages	1,168	853	-315
4200	Electricity	5,359	8,600	3,241
4202	Water	2,425	3,100	675
4205	Rates	1,021	1,100	79
4209	Trade Refuse Costs	0	700	700
4210	Alarm System & CCTV	1,000	4,100	3,100
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	100	100	0
4220	Window Cleaning	100	100	0
4240	Miscellaneous Expenditure	500	500	0
4250	Repairs & Decoration	3,000	3,000	0
4400	Telephones	200	200	0
				0
	<b>Hill Rigg House: Expenditure</b>	<b>15,123</b>	<b>22,603</b>	<b>7,480</b>
				0
1307	Water Refunds - Surestart	800	1,000	200
1308	Electricity Refund - Surestart	3,300	3,000	-300
1319	Hire Income	6,100	6,200	100
	<b>Hill Rigg House: Income</b>	<b>10,200</b>	<b>10,200</b>	<b>0</b>
	<b>Net expenditure/(income)</b>	<b>4,923</b>	<b>12,403</b>	<b>7,480</b>

<u>242</u>	<u>Lowhills Road Bowling Club</u>	2020/21 Budget	2021/22 Budget	variance
4010	Cleaning Wages	0	0	0
4200	Electricity	297	0	-297
4240	Miscellaneous Expenditure	0	500	500
	Lowhills Road Bowling Club :- Expenditure	297	500	203
	Hire Income	0	1	1
	Net expenditure/(income)	297	499	202

<u>261</u>	<u>Eden Lane Community Fac</u>	2020/21 Budget	2021/22 Budget	variance
4201	Gas	0	0	0
4202	Water	0	0	0
4213	Hygiene Services	0	0	0
4250	Repairs & Decoration	1,000	0	-1,000
	Eden Lane Community Fac :- Expenditure	1,000	0	-1,000
1210	Communication Mast Rental	6,000	6,000	0
1310	Gas Refunds - Rugby	0	0	0
1319	Hire Income	1	1	0
	Eden Lane Community Fac :- Income	6,001	6,001	0
	Net expenditure/(income)	-5,001	-6,001	-1,000

<u>262</u>	<u>Eden Lane Depot</u>	2020/21 Budget	2021/22 Budget	variance
4010	Cleaning Wages	5,840	4,265	-1,575
4200	Electricity	4,727	7,500	2,773
4202	Water	729	500	-229
4205	Rates	4,595	4,500	-95
4210	Alarm System & CCTV	1,575	4,500	2,925
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	0	70	70
4230	Furniture	250	250	0
4240	Miscellaneous Expenditure	500	500	0
4250	Repairs & Decoration	2,000	2,000	0
4400	Telephones	750	750	0
4410	Office Machine Hire & Mtce	500	500	0
4412	Stationery & New Office Equip	2,000	1,500	-500
	Eden Lane Depot: Expenditure	23,716	27,085	3,369
	Net expenditure/(income)	23,716	27,085	3,369

<u>263</u>	<u>Eden Lane Bowling Club</u>	2020/21 Budget	2021/22 Budget	variance
4010	Cleaning Wages	584	426	-158
4240	MiscellaneousExpenditure	0	500	500
4250	Repairs & Decoration	1,000	1,000	0
	Eden Lane Bowling Club :- Expenditure	1,584	1,926	342
1501	Eden Lane Bowling Green	0	500	500
	Net expenditure/(income)	1,584	1,426	-158

<u>280</u>	<u>Woodhouse Park</u>	2020/21 Budget	2021/22 Budget	variance
4010	Cleaning Wages	4,088	2,985	-1,103
4078	Wages-Woodhouse Park	38,190	36,708	-1,482
4200	Electricity	2,000	2,500	500
4202	Water	350	350	0
4206	Rent	1,500	1,500	0
4210	Alarm System & CCTV	3,800	5,000	1,200
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	0	70	70
4240	MiscellaneousExpenditure	500	500	0
4250	Repairs & Decoration	2,000	2,000	0
4400	Telephones	500	700	200
	Woodhouse Park: Expenditure	53,178	52,563	-615
	Net expenditure/(income)	53,178	52,563	-615

<u>290</u>	<u>Sports Development</u>	2020/21 Budget	2021/22 Budget	variance
4062	Wages - Sport Development	70,615	73,046	2,431
4065	Marketing	1,000	1,000	0
4067	Activities/Events	23,000	20,000	-3,000
4068	Equipment	500	500	0
4073	Licences, Membership Ins	400	400	0
4174	Clothing & Uniforms	200	200	0
4215	Refreshments	50	50	0
4412	Stationery & New Office Equip	150	150	0
	Sports Development: Expenditure	95,915	95,346	-569
1510	Activities Ex Classes & Events	40,000	40,000	0
1511	Funding Grant	9,500	10,000	500
1513	Taste Buddies Funding	0	0	0
	Sports Development: Income	49,500	50,000	500
	Net expenditure/(income)	46,415	45,346	-1,069

<u>301</u>	<u>Parks General</u>	2020/21 Budget	2021/22 Budget	variance
4000	Salaries, Wages, Superan, NI	43,799	46,386	2,587
4003	Overtime	6,000	4,000	-2,000
4071	Wages-Dene Parks	52,383	50,056	-2,327
4074	Wages-Misc. None Site Duties	4,731	3,337	-1,394
4076	Wages-Play Areas	28,726	26,696	-2,030
4084	Yoden Quarry Landscape Works	0	0	0
4174	Clothing & Uniforms	3,000	3,250	250
4202	Water	213	200	-13
4211	Ins XS/Vandalism	500	250	-250
4240	MiscellaneousExpenditure	250	250	0
4300	Equipment & Supplies	6,200	5,000	-1,200
4305	Manures,Fertilizers & Seeds	11,000	11,000	0
4310	Bedding Plants,Shrubs & Bed Ma	20,000	16,000	-4,000
4360	Play Equipment-Repairs	2,000	2,000	0
4370	Tree Maint, Surveys & Services	5,000	5,000	0
4371	Public Seats & Bins	2,500	2,500	0
4373	Hire of Skips	7,000	7,000	0
4375	Vehicle Leasing	15,000	15,000	0
	<b>Parks General: Expenditure</b>	<b>208,302</b>	<b>197,925</b>	<b>-10,377</b>
1312	Miscellaneous Income	0	0	0
	<b>Net expenditure/(income)</b>	<b>208,302</b>	<b>197,925</b>	<b>-10,377</b>

<u>325</u>	<u>Cemetery &amp; Burials</u>	2020/21 Budget	2021/22 Budget	variance
4000	Salaries, Wages, Superan, NI	57,116	53,393	-3,723
4200	Electricity	827	700	-127
4240	MiscellaneousExpenditure	1,000	1,000	0
4300	Equipment & Supplies	2,000	1,000	-1,000
	<b>Cemeter &amp; Burials: Expenditure</b>	<b>60,943</b>	<b>56,093</b>	<b>-4,850</b>
1702	Burials and Charges	22,000	23,000	1,000
	<b>Net expenditure/(income)</b>	<b>38,943</b>	<b>33,093</b>	<b>-5,850</b>



<u>350</u>	<u>Allotments</u>	2020/21 Budget	2021/22 Budget	variance
4000	Salaries, Wages, Superan, NI	4,731	6,674	1,943
4200	Electricity	0	250	250
4202	Water	1,531	1,000	-531
4211	Ins XS/Vandalism	250	250	0
4240	MiscellaneousExpenditure	9,000	9,000	0
4250	Repairs & Decoration	0	300	300
4300	Equipment & Supplies	1,000	2,000	1,000
	<b>Allotments: Expenditure</b>	<b>16,512</b>	<b>19,474</b>	<b>2,962</b>
1754	Allotment Rents & Water	3,500	3,500	0
	<b>Net expenditure/(income)</b>	<b>13,012</b>	<b>15,974</b>	<b>2,962</b>

<u>410</u>	<u>Town Activities</u>	2020/21 Budget	2021/22 Budget	variance
4427	Donations	11,000	11,000	0
4434	Concessionary Use	10,000	10,000	0
4435	Road Safety Initiative	25,000	0	-25,000
4436	Friends of the Parks Project	1,000	1,000	0
4437	Shielding Support Scheme	0	0	0
4461	Castle Eden Dene Centre	5,000	5,000	0
4462	CAB Case Worker Project	20,000	20,000	0
4464	Youth Provision	10,000	22,000	12,000
4720	Gritting Service & Bins	2,000	0	-2,000
4725	Dog Fouling Maint. & Bins	2,250	0	-2,250
4726	Remembrance Parade/Armed	6,000	6,000	0
	<b>Town Activities: Expenditure</b>	<b>92,250</b>	<b>75,000</b>	<b>-17,250</b>
	<b>Net expenditure/(income)</b>	<b>92,250</b>	<b>75,000</b>	<b>-17,250</b>

<u>430</u>	<u>Town Events</u>	2020/21 Budget	2021/22 Budget	variance
4730	Peterlee Show	76,000	70,000	-6,000
4733	Garden Competition	1,500	1,500	0
4740	Fireworks Display	10,000	10,000	0
4742	Xmas Tree Lighting Event	7,500	5,000	-2,500
4751	Senior Citizens	1,800	1,800	0
4756	Summer Events	6,000	6,000	0
4757	Childrens Pantomine	3,500	3,500	0
4759	Soapbox Derby	7,500	7,500	0
	<b>Town Events: Expenditure</b>	<b>113,800</b>	<b>105,300</b>	<b>-8,500</b>
1851	Peterlee Show	15,000	10,000	-5,000
1854	Soap Box Derby	0	2,500	2,500
	<b>Town Events: Income</b>	<b>15,000</b>	<b>12,500</b>	<b>-2,500</b>
	<b>Net expenditure/(income)</b>	<b>98,800</b>	<b>92,800</b>	<b>-6,000</b>

<u>901</u>	<u>Capital Projects</u>	2020/21 Budget	2021/22 Budget	variance
4912	New Vehicles	0	40,000	40,000
4913	Capitalised Maint - S/Hall	0	0	0
4914	Pavilion - emergency lighting	10,000	0	-10,000
4920	Consultants Fees	10,000	10,000	0
4925	Emergency Works	0	5,000	5,000
4930	Eden Lane Works	20,000	0	-20,000
4940	Helford Road MUGA Sinking Fund	60,000	6,000	-54,000
4942	Thorntree Gill LG Shelter	70,000	0	-70,000
4943	Dene Parks	0	25,000	25,000
4955	Play Equipment	45,000	100,000	55,000
	<b>Capital Projects: Expenditure</b>	<b>215,000</b>	<b>186,000</b>	<b>-29,000</b>
1980	Disposal of Assets	0	10,000	10,000
	s106 funding	0	100,000	100,000
	<b>Capital Projects: Income</b>	<b>0</b>	<b>110,000</b>	<b>110,000</b>
	<b>Net expenditure/(income)</b>	<b>215,000</b>	<b>76,000</b>	<b>139,000</b>
				-
		2020/21 Budget	2021/22 Budget	variance
	<b>Total Expenditure</b>	<b>2,473,003</b>	<b>2,195,727</b>	<b>277,276</b>
	<b>Total Income</b>	<b>2,282,331</b>	<b>1,968,959</b>	<b>313,372</b>
	<b>Net Expenditure/(income)</b>	<b>190,672</b>	<b>226,768</b>	<b>36,096</b>
	Of which:			
	Revenue	-24,328	150,768	175,096
	Capital	215,000	76,000	139,000