

Notes to the Budget/Precept

Central support includes sums for:

Recruitment which was based on quotes for advertising with NALC, ESALC and SLCC.

HR and Payroll Services in order to seek support from specialists (to be agreed) and to outsource the payroll service with a local independent person who provides this service for many local councils within East Sussex.

Premises Costs includes sums for:

Rent and Rates based on Bexhill offices/shops that were vacant during January.
Utilities, Security, Furniture and Meeting room hire was based on figures provided via RDC.

Computers and Equipment

ITC Hardware and Software based on actual quotes received from a website company which specialises in local councils and is used by SLCC, which also offers a discount to members of the Society. Of course, the new Town Clerk will need a laptop computer, printer, mobile telephone and any other necessary equipment in order to carry out her role.

Election costs were based on quotes from RDC.

It is usual for the Chairman of a parish/town council to have an allowance to cover general expenses in carrying out the duties of the role. This is something completely different from the Members' Allowances which can be paid to Councillors but which need to be put into a budget and is usually based on recommendations from the District Council. However, if Members attend meetings of, say ESALC, or training then travel expenses may be paid.

There are two Training budgets, one for staff and one for Councillors.

At the time of preparing this budget it was known that allotments would be transferring to the new Parish Council but as it was not known what else would be agreed this is the only item that was included. If, however, the Town Council negotiates with RDC to take on other areas then there needs to be a transfer of funds and in future plans for budgeting implications.

The Town Council has comprehensive Insurance and this was based on an actual quote. The company chosen specialises in parish/town councils and the first year's premium has been made by RDC and will be reimbursed now the Council is in place. A three year deal was negotiated by the Interim Town Clerk in order to quality for the best deal.

The Town Council will need to appoint an independent Internal Auditor and a quote was obtained from a person who specialises in local councils. The External Auditor will be the same as that allocated to RDC and the quote is a realistic one.

The Subscriptions budget was based on the Council wishing to join NALC, ESALC and RALC. [National Association of Local Councils, East Sussex Association of Local Councils and Rother Association of Local Councils].

Local councils should not have a budget item called 'contingencies' but it is quite in order to have a Repairs and Renewals fund and to create a General Reserve.

Currently, the only income will be Precept and allotment rents.