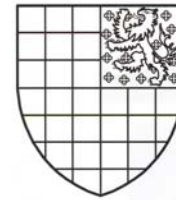


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**LEWES
TOWN
COUNCIL**

To: Cllrs M Chartier; J Daly; A Dean; I Eiloart; S Murray; R O'Keeffe; R Rudkin; Dr M Turner.

A Meeting of the Finance Working Party will be held on **Wednesday 27th July 2011**, in the **Yarrow Room, Town Hall, Lewes**, at **4:00pm** which you are requested to attend.

S Brigden, Town Clerk
14th July 2011

AGENDA

1. CHAIRMAN

Cllr Dr Turner, as Lead Member for Finance & Policy, will act as Chairman of the Working Party.

2. APOLOGIES FOR ABSENCE

To receive apologies from Councillors who are unable to attend.

3. DECLARATIONS OF INTEREST

To note declarations of personal or prejudicial interests in matters on this agenda.

4. QUESTION TIME

To receive any questions regarding matters on this agenda.

5. MATTERS WITHIN THE REMIT OF THE WORKING PARTY

To note the remit of the Working Party, as defined by Council at its meeting on 16th June 2011:

The working party is to review the finances of the Council, especially in view of potential devolution of assets or services from the District Council.

(minute ref FC/2011/26.1) The Budget Review Working Party be renamed the Finance Working Party and be convened immediately to consider the Council's finances with regard to supporting the devolution process whilst safeguarding current public services. An initial report should be brought to the next practicable Council meeting.

(minute ref FC/2011/26.2) The working party consider the terms of reference of the Audit & Governance Panel, with a view to this panel meeting regularly to receive reports on financial matters, policy implementation, Quality Parish related matters, and such other matters as the working party sees fit. A full report to be brought to Council in November.

6. BUSINESS OF THE MEETING

Accompanying this agenda is a budget variance report for the first financial quarter of 2011/12; an extract from Budget review working papers; and other material which may be helpful. These are working documents, subject to interpretation, and are provided in advance for convenience.

Members attention is drawn to the 2011-12 budget papers included in their blue Information Packs (at section 7) and the draft accounts which accompanied the Council agenda for 16th June 2011. These and any other documents to which reference may be made during the meeting, will be accessed from computerized files and projected to a large screen as required.

For further information about items on this agenda please contact the Town Clerk at the above address.

PUBLIC ATTENDANCE: Members of the public have the right, and are welcome, to attend meetings of the Council – questions may be heard at the start of each meeting with the Chairman's consent, and subject to time available. Questions or requests to address the Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance. **PLEASE NOTE:** As space is limited in the council Chamber, we would appreciate advanced warning if you plan to attend in a group; perhaps with neighbours, or to bring a party of student observers. We may be able to arrange for the meeting to be held in an alternative room. General questions can be raised at our offices between 9am-5pm Mons- Thurs; 9am-4pm on Fridays – our staff will be pleased to assist.

Distribution: Cllrs M Chartier; J Daly; A Dean; I Eiloart; S Murray; R O'Keeffe; R Rudkin; Dr M Turner

Copies: All Councillors, for information

Copies for information: T/hall; LTC website; Lewes Library, Sx. Express, E.Argus, Mayor's Chaplain, Sx. Police, N Baker MP, LDC, ESCC, Fr'ds of Lewes

LEWES TOWN COUNCIL

		Budget Estimates 2011 - 2012						Monitoring update at end month:																					
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	
COST CENTRE		10			20			30			40			50			60			70/71/72			80			TOTAL			
RESOURCE ACCOUNT		Corporate Admin			Civic Admin			Mayoralty			Town Hall			All Saints			Pells			Open Spaces			Allotments			TOTAL			
EXPENDITURE		budget	var	actual	budget	var	actual	budget	var	actual	budget	var	actual	budget	var	actual	budget	var	actual	budget	var	actual	budget	var	actual	budget	var	actual	
Staff		£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	
1	7003/5 Salaries & Wages	43,197	-27,131	16,066	43,108	-34,130	8,978	27,815	-22,889	4,926	85,661	-65,170	20,491	64,124	-50,500	13,624	12,847	-9,850	2,997	27,596	-20,038	7,558	10,959	-7,954	3,005	315,307	-237,662	77,645	
2	7006 National Insurance	3,045	-2,467	578	3,094	-2,541	553	2,033	-1,598	435	5,639	-4,309	1,330	4,534	-3,639	895	858	-705	153	1,875	-1,524	351	738	-604	134	21,816	-17,387	4,429	
3	7007 Superannuation	7,482	-4,703	2,779	6,526	-5,183	1,343	4,681	-3,701	980	9,598	-7,350	2,248	5,940	-4,217	1,723	2,358	-1,815	543	5,087	-3,731	1,356	2,006	-1,462	544	43,678	-32,162	11,516	
4	7009 Other staff expenses	6,000	-4,953	1,047	0	404	404	0	869	869	0	81	81	0	87	87	0	61	61	0	60	60	0	61	61	6,000	-3,330	2,670	
5	Staff Total	59,724	-39,254	20,470	52,728	-41,450	11,278	34,529	-27,319	7,210	100,898	-76,748	24,150	74,598	-58,269	16,329	16,063	-12,309	3,754	34,558	-25,233	9,325	13,703	-9,959	3,744	386,801	-290,541	96,260	
6	Premises																												
7	6100 Repairs & maintenance	2,000	-2,000	0	0	0	0	0	0	0	12,000	-2,266	9,734	7,000	-6,903	97	3,600	40,318	43,918	8,500	-7,905	595	6,500	-6,500	0	39,600	14,744	54,344	
8	6101 Grounds maintenance	0	0	0	0	0	0	0	0	0	2,000	-1,699	301	670	-670	0	20,000	-19,672	328	6,000	-375	5,625	5,000	-3,313	1,687	33,670	-25,729	7,941	
9	6102 Electricity	0	0	0	0	0	0	0	0	0	5,000	-3,208	1,792	2,800	-2,646	154	0	0	0	500	-500	0	0	0	0	8,300	-6,354	1,946	
10	6103 Gas	0	0	0	0	0	0	0	0	0	10,000	-7,712	2,288	2,800	-1,986	814	0	0	0	0	0	0	0	0	0	12,800	-9,698	3,102	
11	6104 Water & drainage	0	0	0	0	0	0	0	0	0	2,800	-1,881	919	950	-950	0	0	0	0	0	-480	-480	600	-600	0	4,350	-3,911	439	
12	6105 Alarm systems	0	0	0	0	0	0	0	0	0	4,300	-1,913	2,387	620	-620	0	0	0	0	0	0	0	0	0	0	4,920	-2,533	2,387	
13	6106 Equipment & furniture etc	400	-161	239	0	0	0	0	0	0	2,500	-1,409	1,091	9,500	-9,500	0	0	0	0	2,500	-2,500	0	0	0	0	14,900	-13,570	1,330	
14	6107 Rentals & hire costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
15	6108 NNDR	0	0	0	0	0	0	0	0	0	57,845	-47,194	10,651	3,857	-3,264	593	0	0	0	0	0	0	0	0	0	0	61,702	-50,458	11,244
16	6109 Premises insurance	0	0	0	860	-860	0	0	0	0	21,270	-21,270	0	3,639	-3,639	0	870	-870	0	267	-267	0	0	0	0	0	26,906	-26,906	0
17	Premises Total	2,400	-2,161	239	860	-860	0	0	0	0	117,715	-88,552	29,163	31,836	-30,178	1,658	24,470	19,776	44,246	17,767	-12,027	5,740	12,100	-10,413	1,687	207,148	-124,415	82,733	
18	Transport																												
19	6200 Transport hire costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
20	6201 Transport run'g costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
21	6202 Mileage allowances	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	0	7	7	
22	Transport Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	0	7	7	
23	Supplies & services																												
24	6400 Consumable stores	0	0	0	0	0	0	0	0	0	2,100	-971	1,129	1,500	-1,195	305	0	0	0	100	-100	0	0	0	0	3,700	-2,266	1,434	
25	6401 Equipment rental	0	0	0	0	0	0	0	0	0	960	-831	129	300	-236	64	40	-40	0	13,000	-7,870	5,130	0	0	0	14,300	-8,977	5,323	
26	6402 Regalia	0	0	0	1,200	-1,109	91	250	1,301	1,551	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,450	192	1,642	
27	6403 Small plant & tools	0	0	0	0	0	0	0	0	0	1,600	-1,565	35	300	-295	5	200	-200	0	900	-892	8	300	-300	0	3,300	-3,252	48	
28	6404 Catering	0	0	0	10,000	-9,112	888	10,500	-6,489	4,011	0	0	0	0	0	0	0	0	0	0	0	0	400	-400	0	20,900	-16,001	4,899	
29	6405 Printing	500	-500	0	600	-600	0	400	-400	0	600	-600	0	500	-500	0	0	0	0	0	0	0	0	0	0	2,600	-2,600	0	
30	6406 Stationery	1,350	-1,134	216	500	1,710	2,210	400	-325	75	500	-142	358	650	-339	311	90	-57	33	120	-44	76	150	-107	43	3,760	-438	3,322	
31	6407 Books & periodicals	400	-379	21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	-379	21	
32	6408 Postage	2,000	-1,986	14	380	-373	7	350	-345	5	650	-633	17	670	-655	15	100	-98	2	140	-134	6	250	-247	3	4,540	-4,471	69	
33	6409 Telephones	4,000	-3,289	711	350	-249	101	400	-329	71	1,000	-611	389	1,400	-873	527	80	-49	31	200	-83	117	90	-49	41	7,520	-5,532	1,988	
34	6410 Office equipment	3,500	-2,385	1,115	300	-300	0	300	-300	0	250	-250	0	300	-300	0	60	-60	0	90	-90	0	50	-50	0	4,850	-3,735	1,115	
35	6411 General office expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
36	2300 Loan charges	0	0	0	0	0	0	0	0	0	10,056	-10,056	0	0	0	0	0	0	0	0	0	0	0	0	0	10,056	-10,056	0	
37	6412 Consultants	8,400	-6,017	2,383	0	0	0	0	0	0	1,000	-1,000	0	0	0	0	800	-800	0	0	0	0	0	0	0	10,200	-7,817	2,383	
38	6413 Legal expenses	0	0	0	15,200	-15,200	0	0	0	0	2,400	-1,650	750	350	-350	0	90	-90	0	500	-500	0	0	0	0	18,540	-17,790	750	
39	6414 Hospitality	0	0	0	0	48	48	1,000	-945	55	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	-897	103	
40	6415 Members allowances	0	0	0	5,000	-5,000	0	700	0	700	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,700	-5,000	700	
41	6416 Miscellaneous expenses	10,000	-10,000	0	14,000	-10,371	3,629	1,000	-684	316	0	0	0	0	0	0	0	0	0	2,300	-2,300	0	0	0	0	27,300	-23,355	3,945	
42	6417 Grants & subs etc	3,000	-352	2,648	47,000	-25,579	21,421	100	-68	32	0	0	0	0	0	0	10,000	-10,000	0	15,740	-15,740	0	70	-70	0	75,910	-51,809	24,101	
43	6418 Advertising & prom'ns	1,800	-1,800	0	3,000	-2,745	255	0	110	110	1,200	-564	636	400	-370	30	0	0	0	500	-500	0	600	-600	0	7,500	-6,469	1,031	
44	6419 Traveling & subsistence	200	-200	0	1,000	-977	23	4,000	-3,894	106	0	0	0	0	0	0	0	0	0	50	-50	0	100	-100	0	5,350	-5,221	129	
45	Supplies & services Total	35,150	-28,042	7,108	98,530	-69,857	28,673	19,400	-12,368	7,032	22,316	-18,873	3,443	6,370	-5,113	1,257	11,460	-11,394	66	33,640	-28,303	5,337	2,010	-1,923	87	228,876	-175,873	53,003	
46	Miscellaneous																												
47	8100 A/cs written off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
48	6500 Misc insurances	3,899	-3,899	0	1,273	-1,273	0	0	0	0	0	0	0	0	0	0	0	0	0	240	-240	0	0	0	0	5,412	-5,412	0	
49	n/a Recharges to services	2,000	-2,000	0	22,500	-22,500	0	0	0	0	25,000	-25,000	0	12,000	-12,000	0	10,000	-10,000	0	9,400	-9,400	0	0	0	0	80,900	-80,900	0	
50	6700 Other misc expenditure	1,500	-1,471	29	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15,000	-15,000	0	0	0	0	16,500	-16,471	29	
51	Miscellaneous Total	7,399	-7,370	29	23,773	-23,773	0	0	0	0	25,000	-25,000	0	12,000	-12,000	0	10,000	-10,000	0	24,640	-24,640	0	0	0	0	102,812	-102,783	29	

LEWES TOWN COUNCIL

operating comparisons/trend analysis

Yearly totals (source: audited accounts)

Line	Account	2003/4 to 2011/12									PROPORTION ANALYSIS																	
		2003/4	2004/5	2005/6	2006/7	2007/8	2008/9	2009/10	2010/11	2011/12	Service as % of total nett expenditure for year																	
		£ audited	£ audited	£ audited	£ audited	£ audited	£ audited	£ audited	£ STA*	£ estimate	2003/4	2004/5	2005/6	2006/7	2007/8	2008/9	2009/10	2010/11	2011/12	Service as % of Precept								
																			2003/4	2004/5	2005/6	2006/7	2007/8	2008/9	2009/10	2010/11	2011/12	
1	NETT EXPENDITURE																											
2	Corporate Administration	80,972	92,760	96,825	95,444	112,308	111,925	108,506	109,701	100,172	16.23%	20.09%	18.48%	18.22%	17.71%	15.48%	15.86%	17.75%	15.14%	16.87%	17.18%	15.47%	14.53%	16.17%	15.23%	14.22%	14.03%	12.81%
3	Civic Administration	45,879	38,300	52,495	50,182	62,977	86,218	65,333	61,181	87,142	9.19%	8.30%	10.02%	9.58%	9.93%	11.92%	9.55%	9.90%	13.17%	9.56%	7.09%	8.39%	7.64%	9.07%	11.74%	8.56%	7.82%	11.14%
4	Mayoralty	19,290	25,189	30,209	28,354	34,115	36,452	39,340	34,319	53,429	3.87%	5.46%	5.77%	5.41%	5.38%	5.04%	5.75%	5.55%	8.07%	4.02%	4.66%	4.83%	4.32%	4.91%	4.96%	5.16%	4.39%	6.83%
5	Town Hall	167,098	136,879	134,376	163,737	205,396	120,938	147,231	135,920	138,873	33.49%	29.65%	25.65%	31.25%	32.40%	16.73%	21.52%	21.99%	20.98%	34.81%	25.35%	21.47%	24.92%	29.57%	16.46%	19.30%	17.38%	17.76%
6	All Saints Centre	51,919	45,131	62,845	49,549	54,721	151,874	69,456	75,563	82,804	10.41%	9.78%	12.00%	9.46%	8.63%	21.00%	10.15%	12.22%	12.51%	10.82%	8.36%	10.04%	7.54%	7.88%	20.67%	9.10%	9.66%	10.59%
7	Pells	21,963	24,287	29,746	25,238	32,763	34,762	49,151	40,486	41,673	4.40%	5.26%	5.68%	4.82%	5.17%	4.81%	7.18%	6.55%	6.30%	4.58%	4.50%	4.75%	3.84%	4.72%	4.73%	6.44%	5.18%	5.33%
8	Open Spaces	52,888	41,193	44,231	37,768	56,541	95,453	114,451	67,736	75,696	10.60%	8.92%	8.44%	7.21%	8.92%	13.20%	16.73%	10.96%	11.44%	11.02%	7.63%	7.07%	5.75%	8.14%	12.99%	15.00%	8.66%	9.68%
9	Allotments	8,661	12,361	14,913	23,372	14,551	36,614	23,594	30,029	21,813	1.74%	2.68%	2.85%	4.46%	2.30%	5.06%	3.45%	4.86%	3.30%	1.80%	2.29%	2.38%	3.56%	2.09%	4.98%	3.09%	3.84%	2.79%
10	Election expenses	9,793	0	0	0	11,755	0	0	4,808	13,200	1.96%	0.00%	0.00%	0.00%	1.85%	0.00%	0.00%	0.78%	1.99%	2.04%	0.00%	0.00%	0.00%	1.69%	0.00%	0.00%	0.61%	1.69%
11	s137 expenditure	1,300	4,510	1,325	2,625	5,800	3,670	10,517	13,704	0	0.26%	0.98%	0.25%	0.50%	0.91%	0.51%	1.54%	2.22%	0.00%	0.27%	0.84%	0.21%	0.40%	0.83%	0.50%	1.38%	1.75%	0.00%
12	Other grants etc	39,208	41,017	56,960	63,663	43,095	45,150	56,629	44,706	47,000	7.86%	8.89%	10.87%	12.15%	6.80%	6.24%	8.28%	7.23%	7.10%	8.17%	7.60%	9.10%	9.69%	6.20%	6.15%	7.42%	5.72%	6.01%
13																												
14	COST OF SERVICES	498,971	461,627	523,925	523,925	634,019	723,056	684,209	618,153	661,802																		
15	Cost of services as % of Precept	103.95%	85.49%	83.69%	79.75%	91.27%	98.42%	89.67%	79.05%	84.63%																		
16																												
17																												
18	PRECEPT	480,000	540,000	626,000	657,000	694,700	734,700	763,000	782,000	782,000																		
19	precept growth	11.66%	12.50%	15.93%	4.95%	5.74%	5.76%	3.85%	2.49%	0.00%																		
20																												
21	Gen Fund balance c/fwd	33,469	43,886	51,297	78,895	100,000	152,852	289,938	334,368	392,260																		
22	fund as % cost of services (Audit Rec min 50 % Gross Exp)	6.71%	9.51%	9.79%	15.06%	15.77%	21.14%	42.38%	54.09%	59.27%																		
23																												
24	Earmarked/project reserves balance b/fwd	62,000	62,000	115,929	193,729	301,152	323,292	211,929	239,779	326,019																		

*STA=subject to audit