

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1805	Bank Interest Received	101	Administration	1.2% on £500,000 investment plus interest on Savings Account
1830	Community Infrastructure Levy	101	Administration	CIL received in-year will be transferred in the CIL Earmarked Reserve at year end.
1900	Precept	101	Administration	Based on £69.45 per Band D equivalent (+2% on 2018/19) on taxbase of 8,324.16
1901	Transition Grant	101	Administration	No longer applied from 2017/18
4000	Employee Salaries	101	Administration	As recommended by Personnel Committe 24 Oct 2018
4001	Employer National Insurance	101	Administration	As recommended by Personnel Committe 24 Oct 2018
4002	Employer Pension Contributions	101	Administration	As recommended by Personnel Committe 24 Oct 2018
4030	Training	101	Administration	As recommended by Personnel Committe 24 Oct 2018
4040	Travel & Expenses	101	Administration	For reimbursement of Member expenses
4270	Printer/Photocopier	101	Administration	Decrease due to new 3 year contract on Printer/Copier
4400	Stationery	101	Administration	Based on estimated stationery requirements previous and 2019/20
4425	Postage	101	Administration	Aiming to reduce overall postage cost in favour of email
4441	Telephone & Internet	101	Administration	Costs for provision of telephone system and broadband internet lines.
4446	Mobile Phones	101	Administration	Contract expires 24 February 2019. Similar sim only 1 year contract
4460	Subscriptions	101	Administration	Cost of subscriptions for Council and staff in 2019/20
4461	External Audit	101	Administration	Fixed cost of external audit based on projected annual turnover
4462	Internal Audit	101	Administration	Actual cost of 2 internal audits inc mileage for Internal Auditor 2019/20
4464	Insurance	101	Administration	2018/19 estimate based on current year cost
4468	Miscellaneous	101	Administration	Small provision for any miscellaneous expenditure not otherwise covered.
4470	Publications	101	Administration	Retain same figure from 2018/19
4471	Advertising & Promotion	101	Administration	Promotional activity in future years to be costed to the relevant cost centre
4481	IT Maintenance & Software	101	Administration	Cost of software licences & IT + new for 2019/20 .gov email £758.40 + Clearskies £850
4490	Professional Fees	101	Administration	Provision for professional or legal advice as may be required.
4550	Banking Fees	101	Administration	Estimated cost of banking charges for 2019/20
1000	Hirings	201	Town Hall	Decreased in line with trend/projected outturn for current year re losing a commercial hirer
1001	Weddings	201	Town Hall	Estimate based on previous years and wedding deposits already taken for year 2019/20
1030	Leases, Rents & Licences	201	Town Hall	Figure based on existing agreements continuing +RPI for registrars lease
4000	Employee Salaries	201	Town Hall	As recommended by Personnel Committe 24 Oct 2018
4001	Employer National Insurance	201	Town Hall	As recommended by Personnel Committe 24 Oct 2018

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<b>4002</b>	Employer Pension Contributions	<b>201</b>	Town Hall	As recommended by Personnel Committe 24 Oct 2018
<b>4030</b>	Training	<b>201</b>	Town Hall	As recommended by Personnel Committe 24 Oct 2018
<b>4110</b>	Rates	<b>201</b>	Town Hall	Rates +3.5% (Est. only until confirmation in March 2019)
<b>4115</b>	Water and Sewerage	<b>201</b>	Town Hall	Based on average annual usage +5%
<b>4120</b>	Gas	<b>201</b>	Town Hall	Based on this years usage but now more economical boilers
<b>4122</b>	Electricity	<b>201</b>	Town Hall	Projected current usage plus 5% increase on charges
<b>4150</b>	Cleaning	<b>201</b>	Town Hall	No longer required
<b>4155</b>	Cleaning Materials	<b>201</b>	Town Hall	Reduced provision based on expected outturn in current year
<b>4170</b>	Repairs and Maintenance	<b>201</b>	Town Hall	Based on running costs 2018/19
<b>4180</b>	Licences	<b>201</b>	Town Hall	£1,800 wedding licence over three years
<b>4260</b>	Equipment Purchases	<b>201</b>	Town Hall	Retain same figure for 2019/20
<b>4466</b>	Catering Sundries	<b>201</b>	Town Hall	Retain same figure for 2019/20 to cover cost of catering supplies for hired and other meetings.
<b>4553</b>	Loan Repayments	<b>201</b>	Town Hall	Set repayment figure to PWLB
<b>1000</b>	Hirings	<b>202</b>	Walton	Income projected to reduce for 2018/19, 2019/20 adjusted accordingly.
<b>4000</b>	Employee Salaries	<b>202</b>	Walton	As recommended by Personnel Committe 24 Oct 2018
<b>4001</b>	Employer National Insurance	<b>202</b>	Walton	As recommended by Personnel Committe 24 Oct 2018
<b>4002</b>	Employer Pension Contributions	<b>202</b>	Walton	As recommended by Personnel Committe 24 Oct 2018
<b>4110</b>	Rates	<b>202</b>	Walton	Rates +3.5% (Est. only until confirmation in March 2019)
<b>4115</b>	Water and Sewerage	<b>202</b>	Walton	Projected current usage plus 5% increase on charges
<b>4122</b>	Electricity	<b>202</b>	Walton	Projected current usage plus 5% increase on charges
<b>4170</b>	Repairs and Maintenance	<b>202</b>	Walton	Reduced based on previous use figures
<b>4260</b>	Equipment Purchases	<b>202</b>	Walton	Retain same figure for 2019/209 for replacement of stock items
<b>1030</b>	Leases, Rents & Licences	<b>203</b>	Broadway House	Current year projected plus RPI increase
<b>4000</b>	Employee Salaries	<b>203</b>	Broadway House	As recommended by Personnel Committe 24 Oct 2018
<b>4001</b>	Employer National Insurance	<b>203</b>	Broadway House	As recommended by Personnel Committe 24 Oct 2018
<b>4002</b>	Employer Pension Contributions	<b>203</b>	Broadway House	As recommended by Personnel Committe 24 Oct 2018
<b>4170</b>	Repairs and Maintenance	<b>203</b>	Broadway House	Retain provision for ongoing maintenance and in year repairs

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1032	Mobile Phone Mast	204	Cemetery	O2 Mast retain same figure for 2019/20
1100	Interment Fees	204	Cemetery	2019/20 budget based on current year projection
1120	Purchase of Graves	204	Cemetery	Increase based on trend
1130	Memorials	204	Cemetery	2019/20 budget based on current year projection
1140	Upkeep of Grave Spaces	204	Cemetery	2019/20 budget based on current year projection
1160	Admin Fees	204	Cemetery	2019/20 budget based on current year projection
4000	Employee Salaries	204	Cemetery	As recommended by Personnel Committe 24 Oct 2018
4001	Employer National Insurance	204	Cemetery	As recommended by Personnel Committe 24 Oct 2018
4002	Employer Pension Contributions	204	Cemetery	As recommended by Personnel Committe 24 Oct 2018
4030	Training	204	Cemetery	As recommended by Personnel Committe 24 Oct 2018
4110	Rates	204	Cemetery	Rates +3.5% (Est. only until confirmation in March 2019)
4115	Water and Sewerage	204	Cemetery	Projected current usage plus 5% increase on charges
4122	Electricity	204	Cemetery	Projected current usage plus 5% increase on charges
4170	Repairs and Maintenance	204	Cemetery	Retain provision for ongoing maintenance and in year repairs
4260	Equipment Purchases	204	Cemetery	Provision for purchase of tools, PPE and other equipment based on previous outturns
4300	Vehicle Running Costs	204	Cemetery	To cover tax, MOT, service and running repairs to truck and tractor Reduced due to new tractor
4320	Vehicles/Tool Hire	204	Cemetery	Retain same figure for digger/skip hire 2019/20
4330	Fuel	204	Cemetery	Retain provision for fuel with small increase 5%
4446	Mobile Phones	204	Cemetery	Contract expires 23 March 2019. Similar sim only 1 year contract
4466	Catering Sundries	204	Cemetery	Retain small provision for catering supplies
1080	Allotment Rents	205	Allotments	To reflect increase on rental fee.
4000	Employee Salaries	205	Allotments	As recommended by Personnel Committe 24 Oct 2018
4001	Employer National Insurance	205	Allotments	As recommended by Personnel Committe 24 Oct 2018
4002	Employer Pension Contributions	205	Allotments	As recommended by Personnel Committe 24 Oct 2018
4115	Water and Sewerage	205	Allotments	Increased -Prev year low due to estimated bills, high projected 2018/19 due to this & hot weather.
4170	Repairs and Maintenance	205	Allotments	Figure for 2019/20 based on current & projected figures
4320	Vehicles/Tool Hire	205	Allotments	Retain same figure for 2019/20

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1800	Agency Income	301	Civic & Community	2019/20 as per 2018/19: charged to SCDC for portion of CCTV maintenance agreement
1810	Donations & Sponsorship	301	Civic & Community	Sponsorship towards seasonal events
4505	Mayoral Allowance	301	Civic & Community	No change proposed for 2019/20
4511	Town Twinning	301	Civic & Community	No change proposed for 2019/20
4512	Engraving/Sign Writing	301	Civic & Community	Decreased for 2019/20 as only used for Mayoral Board.
4513	Civic Awards	301	Civic & Community	Cost of Civic Awards at Annual Town Meeting
4530	Civic Events	301	Civic & Community	Provision for Civic Events reduced based on previous spending.
4600	CCTV	301	Civic & Community	Full contract cost shown. Costs offset by income from SCDC portion shown at 1800/301
4615	Street Furniture	301	Civic & Community	Retain provision for street furniture maintenance including CPADs
4645	Christmas Lights	301	Civic & Community	Annual contribution towards provision of Christmas Lights
4650	Seasonal Events	301	Civic & Community	Provision for events such as Christmas Ice Rink
4675	Youth Forum	301	Civic & Community	Allowance for Youth Forum activities - decreased from previous year.
4531	Remembrance	302	Section 137 Expenditure	Small increase last year re Centenary WW1 events, budget back to £300
4620	Annual Grants	302	Section 137 Expenditure	As per Civic & Community Cttee 19 September 2018
4655	Occasional Grants	302	Section 137 Expenditure	Retain provision for Occasional Grants
1810	Donations & Sponsorship	303	Felixstowe in Flower	Increase budget target for sponsorship in 2019/20
4290	Flowers & Containers	303	Felixstowe in Flower	Projected cost of baskets and plant displays for FiF 2019
4512	Engraving/Sign Writing	303	Felixstowe in Flower	Reduced budget for 2018/19 based on previous spending.
4532	Felixstowe in Flower Events	303	Felixstowe in Flower	Allowance towards provision of awards event.
4420	Newsletter Print	304	Communication	Est. cost of 4x11,000 32 page magazines
4421	Newsletter Distribution	304	Communication	Projected cost of delivering 4x11,000 magazine @£48 per thousand
4483	Website	304	Communication	Hosting cost plus a small sum retained for in-year development.
4625	Harwich Harbour Ferry Services	305	Community Projects & Prtnrshps	FTC contribution towards the foot ferry partnership.
4630	Level 2	305	Community Projects & Prtnrshps	Contribution to be retained for 2019/20 as per Civic & Community Cttee.
4640	Floral Bedding	305	Community Projects & Prtnrshps	Norse confirmed holding cost for 2019/20
4670	Felixstowe Forward	305	Community Projects & Prtnrshps	Contribution for year 2 of 3-year partnership agreement
4680	New Community Projects	305	Community Projects & Prtnrshps	Cost of first year of 2yr PCSO (TBC)

**Budget Notes**

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<b>4685</b>	Landguard Partnership	<b>305</b>	Community Projects & Prtnrshps	Partnership fee for 2019/20