

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	0.9% 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 £xxxx per Band D equivalent (+x% on 2020/21) on 2020/21 taxbase of xxxxxx
4000	Employee Salaries	101	Administration	As recommended by Personnel Committe 7 Oct 2020
4001	Employer National Insurance	101	Administration	As recommended by Personnel Committe 7 Oct 2020
4002	Employer Pension Contributions	101	Administration	As recommended by Personnel Committe 7 Oct 2020
4030	Training	101	Administration	Personnel Committe 7 Oct 2020 recommended £3k. £2k achievable.
4040	Travel & Expenses	101	Administration	For reimbursement of Member and Mayoral expenses
4270	Printer/Photocopier	101	Administration	Year 3 of 3 year contract for Printer/Copier
4400	Stationery	101	Administration	Based on estimated stationery requirements previous & post Covid
4425	Postage	101	Administration	Aiming to reduce overall postage cost in favour of email - reduced this year re COVID
4441	Telephone & Internet	101	Administration	Costs for provision of telephone system & broadband internet lines. Contract due for renewal Feb2021
4446	Mobile Phones	101	Administration	Cost of sim only 1 year contract
4460	Subscriptions	101	Administration	Cost of subscriptions for Council and staff in 2021/22
4461	External Audit	101	Administration	Fixed cost of external audit based on projected annual turnover
4462	Internal Audit	101	Administration	SALC confirmed cost of 2 internal audits inc mileage for Internal Auditor 2021/22
4464	Insurance	101	Administration	Year 3 of 3 year LTA
4468	Miscellaneous	101	Administration	Small provision for any miscellaneous expenditure not otherwise covered.
4470	Publications	101	Administration	Retain same figure from 2020/21
4481	IT Maintenance & Software	101	Administration	Cost of software licences & IT
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 2021/22
1000	Hirings	201	Town Hall	Same as budget set for 2020/21 reduced projected this year
1001	Weddings	201	Town Hall	Same as budget set for 2020/21 reduced projected this year
1030	Leases, Rents & Licences	201	Town Hall	Figure based on existing agreements continuing
4000	Employee Salaries	201	Town Hall	As recommended by Personnel Committe 7 Oct 2020
4001	Employer National Insurance	201	Town Hall	As recommended by Personnel Committe 7 Oct 2020
4002	Employer Pension Contributions	201	Town Hall	As recommended by Personnel Committe 7 Oct 2020
4030	Training	201	Town Hall	As recommended by Personnel Committe 7 Oct 2020

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4110	Rates	201	Town Hall	Rates +3.5% + 2% BID levy (Est. only until confirmation in March 2021)
4115	Water and Sewerage	201	Town Hall	Based on average annual usage +5%
4120	Gas	201	Town Hall	Based on previous year usage pre Covid
4122	Electricity	201	Town Hall	Based on previous year usage pre Covid
4155	Cleaning Materials	201	Town Hall	Provision based on expected outturn in current year
4170	Repairs and Maintenance	201	Town Hall	Based on existing routine maintenance costs
4180	Licences	201	Town Hall	£1,800 wedding licence over three years
4260	Equipment Purchases	201	Town Hall	Retain same figure for 2021/22
4466	Catering Sundries	201	Town Hall	Revised cost of catering supplies for hired and other meetings
4553	Loan Repayments	201	Town Hall	Fixed PWLB repayment cost
1000	Hirings	202	Walton	Income based on previous year's (non-Covid) budget
4000	Employee Salaries	202	Walton	As recommended by Personnel Committe 7 Oct 2020
4001	Employer National Insurance	202	Walton	As recommended by Personnel Committe 7 Oct 2020
4002	Employer Pension Contributions	202	Walton	As recommended by Personnel Committe 7 Oct 2020
4110	Rates	202	Walton	Rates +3.5% (Est. only until confirmation in March 2021)
4115	Water and Sewerage	202	Walton	Projected usage post Covid
4122	Electricity	202	Walton	Projected usage post Covid
4170	Repairs and Maintenance	202	Walton	Retain for routine maintenance costs for 2021/2022
4260	Equipment Purchases	202	Walton	Retain same figure for 2021/2022 for replacement of stock items
1030	Leases, Rents & Licences	203	Broadway House	Current year projected plus RPI increase
4000	Employee Salaries	203	Broadway House	As recommended by Personnel Committe 7 Oct 2020
4001	Employer National Insurance	203	Broadway House	As recommended by Personnel Committe 7 Oct 2020
4002	Employer Pension Contributions	203	Broadway House	As recommended by Personnel Committe 7 Oct 2020
4170	Repairs and Maintenance	203	Broadway House	Retain provision for ongoing maintenance and in year repairs
1032	Mobile Phone Mast	204	Cemetery	O2 Mast licence fee
1100	Interment Fees	204	Cemetery	2021/22 budget based on previous year and current year projection
1120	Purchase of Graves	204	Cemetery	2021/22 budget based on current year projection
1130	Memorials	204	Cemetery	2021/22 budget based on current year projection

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1140	Upkeep of Grave Spaces	204	Cemetery	2021/22 budget based on current year projection
1160	Admin Fees	204	Cemetery	2020/21 budget based on current year projection
4000	Employee Salaries	204	Cemetery	As recommended by Personnel Committee 7 Oct 2020
4001	Employer National Insurance	204	Cemetery	As recommended by Personnel Committee 7 Oct 2020
4002	Employer Pension Contributions	204	Cemetery	As recommended by Personnel Committee 7 Oct 2020
4030	Training	204	Cemetery	As recommended by Personnel Committee 7 Oct 2020
4110	Rates	204	Cemetery	Rates +3.5% (Est. only until confirmation in March 2021)
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, tractor & trailers
4320	Vehicles/Tool Hire	204	Cemetery	Retained figure for digger/skip hire 2021/22
4330	Fuel	204	Cemetery	Fuel based on consumption for previous year
4446	Mobile Phones	204	Cemetery	Sim only 1 year contracts x5
4466	Catering Sundries	204	Cemetery	Retain small provision for catering supplies
1080	Allotment Rents	205	Allotments	Modest increase to allotment tenancy fee
4000	Employee Salaries	205	Allotments	As recommended by Personnel Committee 7 Oct 2020
4001	Employer National Insurance	205	Allotments	As recommended by Personnel Committee 7 Oct 2020
4002	Employer Pension Contributions	205	Allotments	As recommended by Personnel Committee 7 Oct 2020
4115	Water and Sewerage	205	Allotments	Increased provision based on previous year outturn and current year projection
4170	Repairs and Maintenance	205	Allotments	Figure for 2021/22 based on current & projected figures
4320	Vehicles/Tool Hire	205	Allotments	Increased for 2021/22 based on previous year outturn and current projection
4170	Repairs and Maintenance	206	Parks and Recreation	*NEW* Overhead for management and maintenance of council-owned parks
4280	Security	206	Parks and Recreation	Current quoted cost for lock/unlock of Allenby Park
4615	Street Furniture	206	Parks and Recreation	*NEW* Overhead for management and maintenance of council-owned outdoor assets
4660	Play Equipment	206	Parks and Recreation	*NEW* Overhead for management and maintenance of council-owned play equipment
1800	Agency Income	301	Civic & Community	No change for 2021/22: charged to ESC for portion of CCTV maintenance agreement

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1810	Donations & Sponsorship	301	Civic & Community	Events cancelled 2020 due to Covid-19. 2021 unknown - anticipate £0 at current time
4471	Advertising & Promotion	301	Civic & Community	Blue Flag
4505	Mayoral Allowance	301	Civic & Community	No change proposed for 2021/22
4511	Town Twinning	301	Civic & Community	Potential for civic visits in 2021 unknown but allowance based on usual provision.
4512	Engraving/Sign Writing	301	Civic & Community	No change proposed for 2021/22 only used for Mayoral Board.
4513	Civic Awards	301	Civic & Community	Cost of Civic Awards at Annual Town Meeting. Revised for 2021/22.
4530	Civic Events	301	Civic & Community	Potential for civic events in 2021 unknown but allowance based on usual provision.
4531	Remembrance	301	Civic & Community	Event costs inc. barrier hire for 2021/22
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	(This budget to be moved to outdoor asset expenditure under A&S committee)
4645	Christmas Lights	301	Civic & Community	Annual contribution towards provision of Christmas Lights
4650	Seasonal Events	301	Civic & Community	Potential for Christmas events in 2021 unknown but allowance based on usual provision.
4675	Youth Forum	301	Civic & Community	Allowance for Youth Forum activities - No change proposed for 2021/22
4620	Annual Grants	302	Grants	As per Civic & Community Cttee 16 September 2020
4655	Occasional Grants	302	Grants	Retain provision for Occassional Grants
1810	Donations & Sponsorship	303	Felixstowe in Flower	Aim to reintroduce FiF sponsorship in 2021/22
4290	Flowers & Containers	303	Felixstowe in Flower	Projected cost of baskets and plant displays for FiF 2021
4512	Engraving/Sign Writing	303	Felixstowe in Flower	Cost of engraving when reintroduced in 2021/22
4532	Felixstowe in Flower Events	303	Felixstowe in Flower	Allowance towards provision of awards event.
1810	Donations & Sponsorship	304	Communication	Reduced expectation for advertisement revenue for based on current economic factors
4420	Newsletter Print	304	Communication	Est. cost of 4x11,000 magazines, less design cost
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 2021/22 as per Civic & Community Cttee.
4640	Floral Bedding	305	Community Projects & Prtnrshps	TBC
4670	Felixstowe Forward	305	Community Projects & Prtnrshps	Felixstowe Forward transition funding

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4680	New Community Projects	305	Community Projects & Prtnrshps	Formerly PCSO. Release budget towards Event/Comms Apprentice as per Personnel Committee
4685	Landguard Partnership	305	Community Projects & Prtnrshps	FTC contribution towards Partnership cost.