



High Wycombe Town Committee

Date: 17 January 2017
Time: 7.00 pm
Venue: Council Chamber
District Council Offices, Queen Victoria Road, High Wycombe Bucks

Membership

Chairman: Councillor
Vice Chairman: Councillor

Councillors: K Ahmed, Z Ahmed, M Asif, Ms A Baughan, H Bull,
Mrs L M Clarke OBE, M Clarke, M P Davy, R Farmer, S Graham,
M Hanif, M A Hashmi, A E Hill, M Hussain JP, A Hussain, M E Knight,
B E Pearce, R Raja, S K Raja, N J B Teesdale and Ms J D Wassell

Standing Deputies

Councillors:

Agenda

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For further information, please contact Jemma Durkan 01494 421635,
committeeservices@wycombe.gov.uk

Agenda Item 7

SPECIAL EXPENSES BUDGET 2017/18

Officer contacts: Nisar Visram

Ext: 3615

Email: nisar.visram@wycombe.gov.uk

Shaina Aziz

Ext 3329

Email: shaina.aziz@wycombe.gov.uk

Wards affected: All High Wycombe Town

PROPOSED RECOMMENDATION TO CABINET

That the committee notes and recommends an option for the Special Expenses budget for 2017/18 and the effect of the Council Tax Reduction Scheme grant on precept budgets for Special Expenses.

NB: The High Wycombe Town Committee is an advisory body only. In the main, its decisions are recommendations to Cabinet or to Council.

Corporate Implications

1. The financial implications have been set out in this report. Under section 35(2) (d) of the Local Government Act 1992 any expenses incurred by the Authority in performing a part of the District functions performed elsewhere in the District by a Parish Council are Special Expenses unless a contrary resolution is in force. The Council passed a resolution on 4 January 1993 making all such expenses a general expense, with the exception of certain items detailed in the resolution, which are treated as Special Expenses.
2. As part of the Government's spending review in Autumn 2016, District Councils were given the option to increase their Council Tax by up to £5 per Band D property each year before a referendum is required.
3. As the Special Expenses precept is included in the District calculation, any movement above a 1.25% reduction in the Town Council's charge will mean the District Council will not be able to increase its precept by the full £5. For example, freezing the Council Tax charge for a Band D property at the current level of £17.33 per Band D would result in the District Council being able to increase its Council Tax by a maximum of £4.93 before a referendum would be required. A 1.25% reduction would make the Band D charge £17.12 and enable the District to increase its charge by the maximum of £5.00 on a Band D property.
4. The increase to the Council Tax Base in 2017/18 means that High Wycombe Town Committee will receive an extra £8.1k in precept at the current level of £17.33 Band D. The Town Committee also has forecast working balances of £741k at 31 March 2017.

Executive Summary

5. This report sets out the proposed budget for 2017/18 for Special Expenses and the impact on the precept. Details of the estimates for 2017/18 are attached at Appendix A.
6. Options for the setting of the Special Expenses precept 2017/18 are outlined in this report.
7. The Council Tax charge is based on the tax base calculated in terms of Band D equivalent properties. The tax base for 2017/18 is 21,970.52 (21,505.14 in 2016/17). The increase in properties means that the Town Council precept will increase by £8,065.11 if the Band D Council Tax charge for Special Expenses is left unchanged, amounting to a total precept of £380,749.11 in 2017/18.
8. The Council Tax Reduction Scheme (CTRS), reduces the Council Tax base and therefore the amount of revenue that is raised through Council Tax each year. Since the CTRS was introduced in 2013/14 a grant has been paid to HWTC Special Expenses to help offset this loss of revenue. The amount of grant is adjusted each year in line with the overall change in formula grant that the District Council receives from government (Revenue Support Grant and retained Business Rates income).. As part of the Government's Provisional Finance Settlement announcement in December 2016 this has been reduced significantly for 2017/18. As a result, the amount given to the Town Council and Parishes has been reduced in line with this and for High Wycombe Town will be £31,708.10 in 2017/18. This is a reduction from the 2016/17 level of £37,500.

Background and Issues

9. A separate fund is maintained for Special Expenses. Income is raised by a precept on the town's inhabitants and interest is credited on the fund balance.
10. Central Government has introduced a £5 per Band D referendum limit for District Councils. For the purposes of calculating a tax increase within the referendum limit, the Special Expenses precept must be included within the District-wide calculation. The options for increasing or reducing the Council Tax precept effects the District Council's ability to levy the maximum £5 permitted amount of Council tax and the implications are detailed within this report.

2017/18 Budget Overview (Appendix A)

11. For 2017/18 the estimated Net Cost of Services is £460,929 (£421,840 in 2016/17). . After adjusting for the capital charge credit, CTRS grant and working balance interest there is an annual net spend of £411k.
12. The precept of £381k (£372k in 2016/17), shown at Appendix A, has been calculated using a Band D tax rate of £17.33 (no change in Council Tax charge). Therefore a reduction of £20k is currently projected to the HWTC Working Balance.

Options for Setting Precept

13. Options for setting the Council Tax precept are set out in Table 1 below and show the impact to the annual surplus/deficit and to working balances, after adjusting for the capital charge credit, CTS grant and interest. The table also shows how the precept set by the Town Committee impacts the maximum level the District Council can increase Council tax.

Table 1: Council Tax Precept Option for 2017/18, excluding CTS Grant and interest of Working Balances and excluding West Wycombe

Option	% Change	Band D	Precept	(Increase) / Decrease	Resulting WDC Tax Increase Limit
1	-1.25%	£17.12	£375,990	-£3,306	£5.00
2	0.00%	£17.33	£380,749	-£8,065	£4.93
3	0.25%	£17.38	£381,701	-£9,017	£4.91
4	1.00%	£17.51	£384,557	-£11,873	£4.87
5	2.00%	£17.68	£388,364	-£15,680	£4.81
6	3.00%	£17.85	£392,172	-£19,488	£4.76

14. The table shows that anything above a 1.25% reduction in the High Wycombe Town Committee's precept would impact on the District Council's ability to levy the maximum Council Tax increase permitted by Central Government. Keeping the tax rate unchanged would result in £8,065 in extra income but the District Council would have to limit any tax increase to £4.93 instead of the £5 increase permitted by Central Government.

15. The current recommended minimum level of working balances is £150k. High Wycombe Town Council working balances forecast to be £801k at 31 March 2017.

16. It is not proposed to alter the recommended minimum £150k level of working balances at this time.

17. When recommending a tax decision the Committee will need to consider the impact on the District Council's tax setting position, the level of current balances and any anticipated future calls on the Committee's finances. For every 1% increase above a 1.25% reduction (Option 1) the District Council would lose £6,043 in potential new revenue as this would restrict its ability to implement the full £5 increase permissible. The Committee is not restricted to the options outlined in Table 1 above in making its recommendation to Cabinet.

Next Steps

18. These proposals and the Committee's comments and recommendations will be considered by Cabinet at its meeting on 6th February 2017. Council tax for 2017/18 will be set by full Council at its meeting on 20th February 2017.

Background Papers

Papers held by Financial Services

Agenda Item 7

HIGH WYCOMBE TOWN AREA

Estimates for the year ending 31st March 2018

SUMMARY

2015/16 Net Actual £	2016/17 Net Estimate £		2017/18 Gross Expenditure £	2017/18 Income & Credits £	2017/18 Net Expenditure £
SPECIAL EXPENSES					
114,644	137,100	Recreational Grounds (Local)	178,315	(6,700)	171,615
25,513	45,700	Allotments	51,279	0	51,279
85,754	179,700	High Wycombe Cemetery	286,895	(104,760)	182,135
950	6,600	Footway Lighting and Bus Shelters	3,200	0	3,200
28,000	28,000	Financial Assistance to Vol Groups	28,000	0	28,000
3,000	3,000	Town Twinning	3,000	0	3,000
14,630	20,000	Community Grants/Financial Assistance	20,000	0	20,000
0	1,700	War Memorial	1,700	0	1,700
272,491	421,800	Total Special Expenses	572,389	(111,460)	460,929
(13,580)	(7,400)	Capital charges credit			(13,500)
(4,453)	(4,600)	Interest on balances			(4,600)
(53,404)	(37,500)	Council Tax Support Contribution (CTS Grant)			(31,708)
201,054	372,300	Total including Interest, Capital Charges and CTS Grant	572,389	(111,460)	411,121
		0 Wrights Meadow Community Centre			0
		0 Castlefield Community Centre Capital			0
		61,000 Allotments Feasibility Study			0
		0 Cemetery Retaining Wall repairs			0
		0 Re-couping Concrete Chamber Exp			(27,000)
<u>201,054</u>	<u>433,300</u>	Net spending for year			<u>384,121</u>
(636,177)	(801,123)	Balance b/f			(740,507)
(366,000)	(372,684)	Collection Fund precept (<i>Based on £17.33 Band D rate</i>)			(380,749)
<u>(801,123)</u>	<u>(740,507)</u>	Balance c/f			<u>(737,135)</u>

HIGH WYCOMBE TOWN COMMITTEE

Estimates for the year ending 31st March 2018

RECREATION GROUNDS (LOCAL)

Cost Centre: CNFB31

Responsible Officer: Elaine Jewell
Operational Officer: Sarah Randall

ACCOUNT		2015/2016	2016/2017	2017/2018
CODE	SUBJECTIVE HEADING	ACTUAL £	BUDGET £	BUDGET £
A001	<i>Staff Costs</i> Salaries	0	0	0
	<i>Premises Related Expenses</i>			
B301	Maintenance to Grounds	6,364	6,900	6,900
B360	Tree Works	50	1,500	1,500
B321	Minor Maintenance Work	992	0	0
	<i>Supplies and Services</i>			
F012	Cleansing Contract Payment	1,900	1,900	1,900
	GROSS CONTROLLABLE EXPENDITURE	9,306	10,300	10,300
	Income			
L740	Football	(6,851)	(6,700)	(6,700)
	TOTAL CONTROLLABLE INCOME	(6,851)	(6,700)	(6,700)
	NET CONTROLLABLE EXPENDITURE	2,455	3,600	3,600
H001	<i>Recharges</i>			
IR006	Queen Victoria Road	200	0	
IR009	Maintenance of Grounds	94,200	94,200	123,628
IR012	Insurance	0	0	
IR028	IT Non Staff	0	0	
IR037	Central Support	4,210	3,800	3,800
IR038	Group Management	0	22,000	27,087
J010	Capital Charges	13,580	13,500	13,500
	GROSS NON-CONTROLLABLE EXPENDITURE	112,189	133,500	168,015
	NET EXPENDITURE	114,644	137,100	171,615

HIGH WYCOMBE TOWN COMMITTEE

Estimates for the year ending 31st March 2018

ALLOTMENTS

Cost Centre: CNFB32

Responsible Officer: Elaine Jewell
Operational Officer: Sarah Randall

ACCOUNT CODE	SUBJECTIVE HEADING	2015/2016 ACTUAL £	2016/2017 BUDGET £	2017/2018 BUDGET £
A001	<i>Staff Costs</i> Salaries	0	0	
	<i>Premises Related Expenses</i>			
B301	Maintenance to Grounds	13,852	1,500	1,500
B360	Tree works	2,624	1,100	1,100
B740	Water Costs	0	0	
	<i>Supplies and Services</i>			
D461	Computer (Colony)	0	0	0
D622	Software/Computer Expenses	1,431	1,000	1,000
	GROSS CONTROLLABLE EXPENDITURE	17,907	3,600	3,600
	Income			
M529	Rent	(94)	0	0
M536	Fees and Charges	0	0	0
P798	Other Income	0	0	0
	TOTAL CONTROLLABLE INCOME	(94)	0	0
	NET CONTROLLABLE EXPENDITURE	17,813	3,600	3,600
H001	<i>Recharges</i>			
IR006	Queen Victoria Road	600	0	0
IR009	Maintenance of Grounds	7,100	7,100	5,758
IR028	IT Non Staff	0	0	
IR037	Central Support	0	0	
IR038	Group Management	0	35,000	41,921
	GROSS NON-CONTROLLABLE EXPENDITURE	7,700	42,100	47,679
	NET EXPENDITURE	25,513	45,700	51,279

HIGH WYCOMBE TOWN COMMITTEE

Estimates for the year ending 31st March 2018

HIGH WYCOMBE CEMETERY

Cost Centre: CNEB05

Responsible Officer: Elaine Jewell
Operational Officer: Sarah Randall

ACCOUNT CODE	SUBJECTIVE HEADING	2015/2016 ACTUAL £	2016/2017 BUDGET £	2017/2018 BUDGET £
A001	Salaries	37,418	38,000	38,570
	<i>Premises Related Expenses</i>			
B001	Repairs & Maintenance	291	0	
B002	Cemetery Lodge Works	0	0	0
B301	Maintenance to Grounds	18,581	21,900	21,900
B360	Tree Works	4,752	4,500	4,500
B401	General Maintenance B402	912	4,500	4,500
B703	Electricity	271	500	530
B704	Gas	509	800	840
B735	Rates	8,160	8,200	8,360
B737	Council Tax - void	0	0	0
B740	Water Authority Services	25	100	100
	<i>Supplies and Services</i>			
D001	Equipment	703	500	500
D040	Equipment - Hire/Lease	661	600	700
D110	Steel Frame Purchases	3,360	0	0
D132	Printing	206	200	200
D389	Concrete Burial Chamber	0		
D461	Various Fees	0	0	0
D611	Telephones	1,096	1,000	1,000
D613	Mobile Phones	114	100	100
D622	Computer Software	2,187	3,000	3,000
D899	Other Expenditure	2,715	0	0
D899	Works to Terracing	0	0	0
F012	Cleansing	3,400	3,400	3,400
	GROSS CONTROLLABLE EXPENDITURE	85,362	87,300	88,200

HIGH WYCOMBE TOWN COMMITTEE

Estimates for the year ending 31st March 2018

HIGH WYCOMBE CEMETERY

Cost Centre: CNEB05

Responsible Officer: Elaine Jewell
Operational Officer: Sarah Randall

ACCOUNT CODE	SUBJECTIVE HEADING	2015/2016 ACTUAL £	2016/2017 BUDGET £	2017/2018 BUDGET £
Income				
M342	Interment Fees-Private	(24,623)	(31,100)	(26,100)
M344	Concrete Chamber income	(27,307)	0	0
M343	Steel Frame Income	(8,960)	0	0
M345	Monument Fees	(13,762)	(12,200)	(12,160)
M346	Grave Maintenance	(408)	(400)	(400)
M529	Rents	(17,237)	(11,100)	(17,100)
M551	Burial Rights Purchase	(63,183)	(41,000)	(46,000)
M552	Grave Reservation	(638)	(500)	(500)
P798	Other Income	(2,518)	(5,000)	(2,500)
TOTAL CONTROLLABLE INCOME		(158,636)	(101,300)	(104,760)
NET CONTROLLABLE EXPENDITURE		(73,274)	(14,000)	(16,560)
H001	<i>Recharges</i>			
IR006	Queen Victoria Road	1,100	1,300	1,700
IR009	Maintenance of Grounds-Contract	125,900	125,900	127,000
IR012	Insurance	518	600	600
IR018	Insurance - staff	0	0	0
IR024	Staff Overheads	0	0	0
IR028	IT Non Staff	10,916	9,500	9,000
IR037	Central Support	20,594	19,400	17,800
IR038	Group Management	0	37,000	42,595
GROSS NON-CONTROLLABLE EXPENDITURE		159,028	193,700	198,695
NET EXPENDITURE		85,754	179,700	182,135

HIGH WYCOMBE TOWN COMMITTEE

Estimates for the year ending 31st March 2018

FOOTWAY LIGHTING & BUS SHELTERS

Cost Centre: CNEB01

Responsible Officer: John McMillan
Operational Officer: Marcus Allen

ACCOUNT CODE	SUBJECTIVE HEADING	2015/2016 ACTUAL £	2016/2017 BUDGET £	2017/2018 BUDGET £
	<i>Premises Related Expenses</i>			
B001	Repairs and Maintenance	192	1,800	1,800
B703	Electricity	0	1,900	500
	<i>Supplies and Services</i>			
D001	Equipment	0	2,200	200
	GROSS CONTROLLABLE EXPENDITURE	192	5,900	2,500
	NET CONTROLLABLE EXPENDITURE	192	5,900	2,500
H001 IR037	<i>Recharges</i> Central Support	758	700	700
	GROSS NON-CONTROLLABLE EXPENDITURE	758	700	700
	NET EXPENDITURE	950	6,600	3,200

HIGH WYCOMBE TOWN COMMITTEE

Estimates for the year ending 31st March 2018

FINANCIAL ASSISTANCE TO VOLUNTARY GROUPS

Cost Centre: CNFC01/02

Responsible Officer: Elaine Jewell
Operational Officer: Gillian Stimpson

ACCOUNT CODE	SUBJECTIVE HEADING	2015/2016 ACTUAL £	2016/2017 BUDGET £	2017/2018 BUDGET £
	<i>Supplies and Services</i>			
D711	Asst. to Voluntary Sector - Hilltop	13,000	13,000	13,000
D711	Asst. to Voluntary Sector - Castlefield	15,000	15,000	15,000
	NET EXPENDITURE	28,000	28,000	28,000

HIGH WYCOMBE TOWN COMMITTEE

Estimates for the year ending 31st March 2018

TOWN TWINNING

SERVICE CODE:

Cost Centres: CNFB03

Responsible Officer:

Elaine Jewell

Operational Officer:

Gillian Stimpson

ACCOUNT CODE	SUBJECTIVE HEADING	2015/2016 ACTUAL £	2016/2017 BUDGET £	2017/2018 BUDGET £
D717	Grant - Town Twinning Committee	3,000	3,000	3,000
	NET EXPENDITURE	3,000	3,000	3,000

HIGH WYCOMBE TOWN COMMITTEE

Estimates for the year ending 31st March 2018

COMMUNITY GRANTS

SERVICE CODE:

Cost Centres: CNFB06

Responsible Officer:

Elaine Jewell

Operational Officer:

Gillian Stimpson

ACCOUNT CODE	SUBJECTIVE HEADING	2015/2016 ACTUAL £	2016/2017 BUDGET £	2017/2018 BUDGET £
	OTHER EXPENSES CHARGED ON HIGH WYCOMBE AREA			
D717	Financial assistance-Community/Village Halls	14,630	20,000	20,000
	NET EXPENDITURE	14,630	20,000	20,000

HIGH WYCOMBE TOWN COMMITTEE

Estimates for the year ending 31st March 2018

WAR MEMORIAL

SERVICE CODE:

Cost Centres: CNFB33

Responsible Officer:

Elaine Jewell

Operational Officer:

Sarah Randall

ACCOUNT CODE	SUBJECTIVE HEADING	2015/2016 ACTUAL £	2016/2017 BUDGET £	2017/2018 BUDGET £
OTHER EXPENSES CHARGED ON HIGH WYCOMBE AREA				
D899	Commemorative Services -General	0	1,700	1,700
N005	Rutland Hospital Trust-Investment Interest	0		0
NET EXPENDITURE		0	1,700	1,700