



## RYDE TOWN COUNCIL

Report To: Finance Committee – 21st January 2020

Report From: Gareth Hughes, Responsible Financial Officer.

### **BUDGET AND PRECEPT SETTING FOR THE 2020-2021 FINANCIAL YEAR**

#### **1. Purpose**

To provide background information to the Committee to assist Members in considering the base budget and precept for the 2020-2021 financial year. The Full Council will be required to set a legal budget and precept at its meeting in February, unless the Isle of Wight Council set a different timetable.

#### **2. Background**

2.1 The current gross precept is £1,121,808, which represents a Band D Council Tax of £136.36 per annum. This precept consists of a Local Council Tax Support grant of £7,528 and £1,114,280 which forms a charge on the local tax base.

#### **3. Budget Setting Process**

3.1 A draft budget for next year based on current levels of service, contracts awarded and previously approved decisions is attached as Appendix A. As a reminder a copy of the contracts database and forward plan is attached as Appendix B. The Council commitments in respect of property is shown in Appendix C.

3.2 The gross precept will continue to be paid in two ways, by the payment of Local Council Tax Support Grant and by levying the remaining precept over the Councils new tax base. At this stage the taxbase for 2020-2021 has yet to be announced and so that applicable to the current financial year has been included in Appendix A. Any increase in taxbase is likely to have only a minimal effect on the Band D Council Tax.

3.3 The following notes are to assist members in their initial consideration of the draft budget as presented -

- (i) If the precept were to represent an amount to balance the budget as contained in Appendix A, and provide reserves of £180,000, then there would be no requirement for an increase in Council Tax for the 2020-21 financial year.

- (ii) The salary budget includes the full year effect of all previously approved appointments and includes any costs arising from the 2020-2021 staffing reviews completed by the Personnel Panel on 27<sup>th</sup> November 2019. The salary budget for Network Ryde is contained within the Network Ryde budget line. A breakdown of the Network Ryde budget is attached as Appendix D.
- (iii) Appendix A includes budget lines for general overheads, costs of running offices and utilities. The costs/savings of any organisational changes are assumed to be neutral.

#### **4. Current Budget Commitments**

4.1 During the current financial year increased budget provision, by means of virements from reserves, were agreed by Finance Committee and these are included in the attached Appendix A.

- Community Connector £20,000
- Insurance £6,100
- Ryde Place Plan £8,000
- Ryde Harbour £5,000 with further expenditure of £1,000 if required.

4.2 The Town Council has allocated Community Grant funding of £21,000 and Marketing Grant funding of £15,000 and these have been carried forward to Appendix A. In addition the Town Council has also agreed annual ongoing funding, for significant town events to the following organisations:

- Ryde Carnival Association £9,000
- New Carnival Company £3,000
- Classic Car Event £1,500
- Ryde Arts Festival £3,000
- Harp on Wight £2,700

4.3 The following ongoing funding has been previously awarded to external organisations for local projects and is carried forward into Appendix A:

- Footprint Trust - Warmer Home initiatives £9,000
- Gift to Nature – Countryside Sites in Ryde £10,000
- Waterside Community Trust - Splashpark £10,000
- Waterside Community Trust – Swimming Pool £20,000
- Aspire - Annual funding of £15,000 was awarded for 2019/20, 2020/21 and 2021/22 and is carried forward into Appendix A.
- Community Connectors £20,000
- Community Rail Partnership - Membership £2,000 (to be reviewed during the year).

4.4 The Town Council is already contractually committed to delivering the following services until 2022 and the budget lines for these have been carried forward into Appendix A and are also shown in Appendix B:

- Beach Cleaning £30,000 (To be reprocured 2019/2020)
- Summer and Winter Planting/Watering £34,100
- Beach Safety and First Aid £21,000
- Marketing Projects £29,000
- Public Conveniences £80,700

4.5 The Town Council has been committed to the following budgets in respect of Council owned/managed assets and property and the budget lines for these have been carried forward into Appendix A:

- Lighting, Christmas trees, sockets and unmetered supply £20,000
- Skatepark £20,000
- Allotments £15,000
- Network Ryde £168,500
- Lifeguard Station and steps £4,000
- Flagpole £200
- Island Games Water feature £200
- Million Bloom site £700

4.6 The Town Council also funds the following discretionary projects and initiatives and the budget lines for these have been carried forward into Appendix A:

- Ryde in Bloom £4,500
- Memorial Wreaths/Poppy Appeal £300

## **5. Contributions towards Isle of Wight Council Delivered Services**

5.1 During last years budget setting process the Town Council agreed to provide funding support for the lifetime of this Council towards:

- a dedicated Ryde Environment Officer (4 days a week) £17,000
- Playground Equipment £24,000

These budget lines have been carried forward into Appendix A.

5.2 The Grounds Maintenance contract is in the process of being reprocured by the Isle of Wight Council. At a meeting of the Finance Committee held on 20 November 2019 it was agreed to recommend to Council that a contribution of £36,565 towards principal parks and community sites grounds maintenance for one year only. This budget contribution has been transferred into Appendix A, but is subject to Full Council approval on 2 December 2019. The cost of any bin emptying that the Council may top up has yet to be indentified.

5.3 At a meeting of the Finance Committee meeting held on 30 July 2019, a letter was received from the Director of Neighbourhoods at the IWC regarding the Ringway Island Roads service savings. The Committee agreed that information about the previous and new schedules of services relating to street cleansing and grass cutting should be requested from the IWC/Island Roads. Information on the pre savings frequency and post savings frequency for grass cutting and street cleansing have now been received and are attached as Appendix E. It is suggested that Members may wish to consider an additional three cuts to supplement the reduced service of 5 cuts per season. If Members are minded to consider this a quote can be requested from Island Roads. It is suggested that in terms of street cleansing that the Council may wish to consider waiting to see what the impact of the reduced service may be over the forthcoming months before deciding upon whether or not this is feasible.

## **6. Planning Matters**

The Planning Committee has oversight of the following budget, which has been carried forward into Appendix A:

- Public Realm £75,000

At a meeting of the Town Council held on 1 July 2019 it was agreed that the allocation from the Town Councils Public Realm budget could be used for the Ryde High Street Action Zone Funding with initial funding of £60,000 in year one, £15,000 in years 2 and 3 and £10,000 in year 4 if required (totalling £100,000 over 4 years). It is not known whether this budget allocation will be spent in 2019/20. At a meeting of the Planning Committee on 26 November, Members will also be asked to consider additional funding of £16,140 to enable two senior officers to support both Newport and Ryde HAZ projects. This is likely to be considered by the Full Council on 2 December 2019 and would be an additional funding commitment for the HAZ project in 2020/21, 2021/22, with a possible option of funding again in the third year of this project. Newport & Carisbrooke Community Council are also considering this additional funding request.

## **7. Ryde Harbour and surrounding land**

As noted in 4.1 above, there has already been some expenditure of £6,000 in the current budget year agreed on the production of a High Level Viability check for Ryde Harbour, with the option of an additional bathymetric and siltation review if required. Members may now wish to consider setting a budget for Ryde Harbour to ensure funding is available for all due diligence and for the setting of an operational budget should any purchase be agreed and the land be transferred within the next budget year. This budget will be required to ensure the continuity of a service upon transfer and cover all operational costs while the issue of maximisation of income from the harbour and the surrounding land is considered. Early indications that the Town Council will also be charged by the IWC for loss of income in any transfer/leasehold process.

## **8. Consultation**

It is good practice for Parish and Town Councils to undertake consultation on the setting of the budget and precept. As discussed at a Finance Committee meeting held in November, consultation was undertaken in December via the Town Council's newsletter, website and social media and at a drop in session on 5 December. Any outcomes from the consultation process will be reported to Members at the January Finance Committee prior to final recommendations being made to the February Full Council meeting.

## **9. Vision Statement**

In setting the budget and precept Members are reminded that the Council is committed:

“to support and enhance the health, well-being and economy of Ryde to the benefit of residents, local businesses and visitors within a culture that makes best use of our heritage and the beauty of Ryde”.

## **9. Recommendations**

In light of all of the above the Responsible Financial Officer recommends that the Town Council considers the draft budget for 2020-21.

***At the time of writing this report no formal requests have been received about the possible devolution of or funding towards services or projects currently delivered by the Isle of Wight Council.***

**RYDE TOWN COUNCIL  
DRAFT BUDGET 2020-21**

	Budget	Forecast	Budget
	2019-20	2019-20	2020-21
<b>ADMINISTRATION</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Staff</b>			
Salaries	253,400	253,400	263,100
Employers NI	19,600	19,600	22,800
Pensions	48,400	48,400	56,200
Payroll Admin	1,000	1,000	1,000

<b>Offices</b>			
Rent	22,700	22,700	23,200
Rates	4,000	4,000	4,100
Gas	2,500	2,500	2,500
Electricity	2,000	2,000	2,000
Water	1,000	1,000	1,000
Cleaning	4,000	4,000	4,000
Facilities Management	7,000	7,000	7,000

<b>Other Overheads</b>			
IT Support	6,000	6,000	6,000
Mayors Honarium	100	100	100
Newsletter	8,000	8,000	8,000
Training	2,000	2,000	2,000
Broadband & Phone	4,000	4,000	4,000
General Admin & Supplies	12,000	12,000	12,000
Members Computer supplies	500	500	500
Advertising	2,000	2,000	2,000
Audit	1,900	2,300	2,300
Subscriptions	2,000	2,000	2,000
Insurance	4,000	4,000	4,000
Professional Indemnity	0	6,100	6,100
Website	500	800	5,800
Room Hire	800	800	800
VAT	45,000	45,000	50,000
<b>Total</b>	<b>454,400</b>	<b>461,200</b>	<b>492,500</b>

<b>Grants &amp; Contributions</b>			
Community Grants	21,000	21,000	21,000
Marketing Grants	15,000	15,000	15,000
Ryde Place Plan	0	8,000	0
Community Connector	0	20,000	20,000
Ryde Carnival Association	9,000	9,000	9,000
New Carnival Company	3,000	3,000	3,000
Classic Car Event	1,500	1,500	1,500
Ryde Arts Festival	3,000	3,000	3,000
Harp on Wight	2,700	2,700	2,700
Aspire	15,000	15,000	15,000
Community Rail Partnership	2,000	2,000	2,000
Countryside Sites	10,000	10,000	10,000
Waterside Community Trust	20,000	20,000	20,000
Waterside Splashpool	20,000	20,000	10,000
Beach Safety	21,000	21,500	21,500
Lifeguard Station	600	1,200	1,200
Appley Steps	200	200	200
Public Realm	75,000	75,000	75,000
Honours Working Party	2,500	2,500	2,500
Warmer Homes Initiative	9,000	9,000	9,000
Memorial Wreath/Plaques	300	300	300
<b>Total</b>	<b>230,800</b>	<b>259,900</b>	<b>241,900</b>

<b>Services</b>			
Allotments	15,000	15,000	15,000
Hanging Baskets/planting	34,100	34,100	34,100
Marketing	29,000	29,000	29,000
Decorative Lighting	20,000	20,000	20,000
Skatepark	20,000	20,000	20,000
Island Games Water Feature	200	200	200
Flagpole	200	200	200
Million Blooms	700	700	700
Ryde in Bloom	4,500	4,500	4,500
Youth Service	168,500	168,500	172,000
Beach Cleaning	30,000	30,000	30,000
Environment Officer	17,000	17,000	17,000

Park Services	46,400	46,400	46,400
Playground Equipment	24,000	24,000	24,000
Public Conveniences	80,700	80,700	80,700
Planning Enforcement	10,000	1,000	0
Ryde Harbour	0	6,000	0
Street Cleaning & Grasscutting	0	0	0
<b>Total</b>	<b>500,300</b>	<b>497,300</b>	493,800

<b>Expenditure Total</b>	<b>1,185,500</b>	<b>1,218,400</b>	<b>1,228,200</b>
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<b>Income</b>			
Precept	1,114,280	1,114,280	1,114,280
Council Tax Support Grant	7,528	7,528	4,000
Allotments	5,700	5,700	7,800
Car Boot	4,300	0	0
Bank Interest	500	1,000	5,000
VAT Recovered	45,000	45,000	50,000
<b>Total</b>	<b>1,177,308</b>	<b>1,173,508</b>	<b>1,181,080</b>

<b>BALANCES B/F</b>	<b>188,192</b>	<b>337,231</b>	<b>292,339</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>8,192</b>	<b>44,892</b>	<b>47,120</b>
<b>BALANCES C/F</b>	<b>180,000</b>	<b>292,339</b>	<b>245,219</b>

<b>TAXBASE 2019-20</b>	<b>8,112.30</b>	
<b>PRECEPT CHANGE TO</b>		<b>-65,219</b>
<b>MAINTAIN RESEVES OF £180K</b>		
<b>NEW PRECEPT</b>		<b>1,049,061</b>
<b>BAND D COUNCIL TAX</b>		<b>137.36</b>
<b>NEW BAND D COUNCIL TAX</b>		<b>129.32</b>
<b>INCREASE IN BAND D</b>		<b>-8.04</b>
<b>% INCREASEIN BAND D</b>		<b>-5.86</b>

GARETH HUGHES  
RFO

15TH JANUARY 2020

## Ryde Town Council – Contracts Data Base and Forward Plan

(In Accordance with Contract Standing Orders Clause 2.1.1)

Contract	Contractor	Start Date	End Date	Extension	Annual Value	Approval	Comments
Public Convenience Cleaning and Minor Maintenance	Top Mops Contract Cleaning Ltd	1 <sup>st</sup> April 2018	31 <sup>st</sup> March 2022	Up to a maximum 12 months	£38,900	Full Council – 5 March 2018	
Beach Cleaning	Brighstone Landscaping Ltd	1 <sup>st</sup> April 2019	31 <sup>st</sup> March 2020	No further extension under current FA. Subject to new IWC FA or separate RTC Procurement	£27,000	Full Council – 28 January 2019	Call-Off Contract under IWC Framework Agreement
Town Planting and Watering	idVerde	1 May 2018	30 April 2022	Up to a maximum 12 months	£25,700	Full Council – 5 March 2018	
Beach Safety and First Aid (Lifeguards)	Waterside Community Trust	1 May 2018	30 April 2022	Up to a maximum 12 months	£21,000	Full Council – 5 March 2018	



## Current Contract Arrangements under the Delegated Authority of the Clerks to the Council

(In Accordance with Financial Regulations Clause 10.3)

Service	Contractor(s)	Annual Value	Comments
Marketing Ryde Visit Advertisements  (Island Visitor Magazine; Wight Style; Pocket Guide; Islandline Trains; Island Visitor Magazine; Wightlink Poster Sites)	Various including Solent and the Chamber of Commerce.	£4,800	Delegated decision of the Clerk in consultation with the Marketing Working Party  Awarded for 2019-20
Distribution of Town Map and Events Posters	Pick Up Media Distribution Ltd	£850	Delegated decision of the Clerk in consultation with the Marketing Working Party  Renewed for a further one year period in consultation with the Marketing Working Party  1 March 2019 to 29 February 2020
Locking and Unlocking Service – Ryde Skate Park	Vectis Security	£4.80 per visit	Rolling Contract – Commenced 1 July 2016 - ongoing

Skate Park Repairs	Nick Mulhern	Variable	Rolling Contract - Subject to review
Christmas Tree Provision	Thompsons	£1,945	Reviewed in 2019
Installation of Christmas Trees	Genelec	Variable	Due to be reviewed in 2019
Provision of Wheelie Bin (Skate Park)	Biffa Waste Services Ltd	Variable	Rolling Contract subject to annual review.
Water Supply for Planting	Supply UK	£570	Service provided In conjunction with the Town Planting and Watering Contract. Refer to above.
Newsletter	Beacon Media Limited	£5,060	Contract Waiver for single supplier action approved by 16 April 2019 Finance Committee. Reviewed annually. May 2019 to March 2020 Editions.
Office Waste Collection, Recycling and Disposal - Lind Street and 147 High Street	Biffa Waste Services Ltd	£265 per annum (Plus 3% increase per annum)	3-year contract. Start Date: 6 August 2018 End date: 5 August 2021

Confidential Waste Collection- Lind Street and 147 High Street	Wight Confidential	Variable (Approx £150 pa). Fixed rates over 3 year contract period.	3-year contract.  Start Date: 6 August 2018 End date: 5 August 2021
Electrical Testing – Public Conveniences	SSE	£700	Testing completed for 2018 – 2019. Reviewed annually.
Insurance Services	Zurich Insurance	£4,609 per annum (1 July 2018 – 30 June 2021). Three- year contract.	RFO delegation in consultation with the Chair and Vice Chair of Finance Committee. Three-year arrangement. Covers all identified risks including Public Conveniences and 147 High Street
Health and Safety Services	Temporarily In-House pending confirmation of Service Level Agreement (SLA) with IWC.	To be confirmed.	Currently under review. SLA being finalised with IWC. Contract term and annual cost to be agreed.
Human Resources Services	Temporarily In-House pending confirmation of SLA Agreement with IWC.	Currently awaiting SLA quote from IWC.	Currently under review. SLA being finalised with IWC. Contract term and annual cost to be agreed.
Payroll Services	Harrison Black	£1,000	Currently under review.

Town Map and Events Poster	SMP	8 March 2018	7 March 2022	Up to a maximum 12 months	£3,900	Finance Committee – 21 February 2018	
IT Maintenance and Support	PC Consultants	1 December 2018	30 September 2021	1 <sup>st</sup> review in June 2019	£5,335 p/a £16,005 (3 Yrs)	Finance Committee – 20 November 2018	Service Level Agreement to be reviewed in June 2021
Wightlink TV	Bob Ede TV	1 April 2019	31 March 2020	Subject to approval of a further Contract Waiver in 2020	£8,975	Finance Committee – 22 January 2019	Sole Supplier
Fire Equipment and Maintenance	Wight Fire	24 January 2017	31 <sup>st</sup> October 2020	No – Subject to new Framework Agreement or Clerk Delegated Authority.	£200	Delegated power of Clerk to Town Council – 24 January 2017	IWC Framework Agreement – Call-off Contract.
Office Cleaning – Lind Street and 147 High Street	Four Seasons	6 August 2018	5 August 2021	No. Subject to further procurement process	Yr1: £4,230 Yr2: £4,357 Yr3: £4,488	Chair and Vice Chair of Finance in conjunction with Clerk in accordance with Finance Committee Decision on 25 April 2018	

Window Cleaning - Lind Street and 147 High Street	Four Corners	6 August 2018	5 August 2021	No. Subject to further procurement process	Yr1: £2,105 Yr2: £2,380 Yr3: £2,655	Chair and Vice Chair of Finance in conjunction with Clerk in accordance with Finance Committee Decision on 25 April 2018	
Wallgate Replacement St Johns Public Conveniences	Wallgate Ltd	23 November 2018	N/A	N/A	£11,512	Finance Committee – 20 November 2018	
Supply of Decorative Lighting Motifs (Winter – High Street and Esplanade)	Gala Lighting	N/A	N/A	N/A	£18,530	Contract Waiver recommended by 16 April 2019 Finance Committee and approved by Full Council on 13 May 2019.	Sole Supplier. One off payment. Lifespan approx. 10 years.

Stationary and Office Supplies	Wight Business Services	Variable	Due for review in 2018-19
Wallgate Unit Servicing	Wallgate Ltd	£2,698 (1 April 2019 to 31 March 2020)	Collaborative purchasing with Ventnor Town Council (Lead Authority). Single Supplier. Reviewed Annually.

**Note:**

The delegated financial authority of the Clerk's to the Council to procure and award contracts (subject to conditions for contracts with a whole life value between £5,001 and £10,000) was increased from £5,000 to £10,000 with the agreement and approval of the Full Town Council meeting held on 1 April 2019.

**Property                      Land Registry #                      Map Reference N                      Map Reference W                      OS Grid Reference                      Lease details                      Postcode**

**Toilets**

St John's Road Toilet	IW85370	50°43'33.83"N	001° 09'46.27"W	SZ 59185 92160	N/A	PO33 2RL
Appley Park Toilet	IW85372	50°43'39.68"N	001° 08'32.49"W	SZ 60629 92358	N/A	PO33 1NF
Eastern Gardens Toilet	IW85369	50°43'52.10"N	001° 09'8.80"W	SZ 59913 92733	N/A	PO33 1JA
Western Gardens Toilet	Short Lease	50°43'58.85"N	001° 09'37.43"W	SZ 59349 92935	30/10/2017 for 5 yrs	PO33 2EL

**Allotments**

Quarry Road	IW55461	50°43'22.87"N	001° 09'33.31"W	SZ 59443 91825	N/A	PO33 2 RY
Upton Road	IW81140	50°42'55.26"N	001°10'36.36"W	SZ 58216 90958	N/A	PO33 3 JG
Alfred Street	IW68391	50°43'15.89"N	001° 09'41.98"W	SZ 59275 91607	N/A	PO33 2TS
Mayfield Road	IW70691	50°43'28.16"N	001°10'25.98"W	SZ 58408 91977	N/A	PO33 3LN
Marlborough road	IW68412	50°43'5.23"N	001° 08'44.01"W	SZ 60416 91291	N/A	PO33 1AN

**Offices**

10 Lind Street	IW83818	50°43'47.90"N	001° 09'52.57"W	SZ 59056 92594	17/10/2016 for 15 yrs	PO33 2NQ
147 High Street	Short Lease	50°43'32.50"N	001° 09'48.13"W	SZ 59149 92119	02/06/2017 for 5 yrs	PO33 2RE

**Other**

Skate Park	IW73153	50°43'56.94"N	001° 08'53.29"W	SZ 59659 92880	22/11/2010 for 10 yrs	PO33 2EL
Beach lifeguard Station	IW87139	50°43'50.31"N	001° 09'21.66"W	SZ 19106 92370	22/11/2018 for 10 yrs	PO33 2EL





Binstead	Ladies Walk	11 cuts per season, average time between cuts 3-4 weeks	5 cuts per season, average time between cuts 6-8 weeks
Binstead	Jellicoe Road	11 cuts per season, average time between cuts 3-4 weeks	5 cuts per season, average time between cuts 6-8 weeks
Binstead	Broadway Crescent	11 cuts per season, average time between cuts 3-4 weeks	5 cuts per season, average time between cuts 6-8 weeks
Binstead	Maybrick road	11 cuts per season, average time between cuts 3-4 weeks	5 cuts per season, average time between cuts 6-8 weeks
Binstead	Sherbourne Avenue	11 cuts per season, average time between cuts 3-4 weeks	5 cuts per season, average time between cuts 6-8 weeks
Binstead	Winston Avenue	11 cuts per season, average time between cuts 3-4 weeks	5 cuts per season, average time between cuts 6-8 weeks
Binstead	St Vincents road	11 cuts per season, average time between cuts 3-4 weeks	5 cuts per season, average time between cuts 6-8 weeks

### **Street cleansing reactive response times**

**Note:** The reactive resource has been reduced to 1 cage vehicle and driver.

The below times are dependant on the volume of work that is being experienced , the jobs will be prioritised on level of importance as listed below.

<b>Job type</b>	<b>Post savings response time</b>
Animal carcass removal	3 hours
Removal of drug related litter	3 hours
Spillages	3 hours
Offensive graffiti	48 hours
Fly tipping	48 hours
Dog fouling	14 days
Cleansing standards (litter/sweeping)	14 days
Non offensive graffiti	14 days
Weed removal	16 weeks