



AYLSHAM TOWN COUNCIL

# Budget

# 2020-2021

Please find in the following pages the budget for 2020/21. This has been prepared in the format agreed by the Town Council following the recommendations of the Task and Finish Group which were adopted by the Town Council in September 2017.

These papers are in the same format as last year which proved to be readily understandable. As mentioned before the full figures are available, either electronically or hard copy, on request.

If anyone has any questions on either the format or the figures please contact me.

*The deficit of expenditure over income is balanced by the public via the precept which is collected on the Town Councils behalf by Broadland District Council through the Council Tax. For the financial year 2020/21 the precept is 411,760 and the cost of this to the average Band D property is estimated to be £152.33, a decrease of 1.87% on the previous year*

**Town Clerk &**

**Responsible Finance Officer**

## Aylsham Town Council

### Budget 2020/21

#### Summary Income and Expenditure Budget

	2018/19 Actual	2019/20 Budget	2019/20 Totals	2020/21 Budget
<b>General Purposes</b>				
Expenditure	121,483	106,456	108,426	<b>98,495</b>
Income	21,978	3,200	24,107	<b>3,200</b>
<b>Town Hall</b>				
Expenditure	62,371	68,979	84,252	<b>58,980</b>
Income	18,995	16,700	16,786	<b>17,000</b>
<b>Drill Hall</b>				
Expenditure	64,339	63,368	128,476	<b>64,985</b>
Income	32,177	25,500	24,007	<b>25,000</b>
<b>Other Properties</b>				
Expenditure	30,824	24,582	22,096	<b>43,895</b>
Income	11,228	12,300	11,480	<b>27,300</b>
<b>Cemetery</b>				
Expenditure	21,732	21,258	20,296	<b>22,095</b>
Income	4,815	6,500	7,500	<b>6,000</b>
<b>Allotments</b>				
Expenditure	27,805	23,784	24,079	<b>24,790</b>
Income	6,074	4,500	7,494	<b>7,000</b>

**Open Spaces**

Expenditure	156,377	153,363	161,304	<b>156,678</b>
Income	26,710	25,460	29,978	<b>21,860</b>

**Street Scene**

Expenditure	79,846	45,350	57,884	<b>184,860</b>
Income	14	-	20,000	<b>135,710</b>

**Totals**

Expenditure	564,777	507,140	606,813	<b>654,778</b>
Income	121,991	94,160	141,352	<b>243,070</b>
<b>Precept</b>	<b>410,100</b>	<b>412950</b>	<b>412950</b>	<b>411,760</b>
<b>Surplus/(Shortfall)</b>	<b>(32,686)</b>	<b>(30)</b>	<b>(52,511)</b>	<b>52</b>

### Estimated Earmarked Reserves as at 31.3.20

Reserve	Balance 31.3.19	Transfer From	Transfer In	End Balance
Allotments	£4,725			£4,725
Bottle Bank	£3,950	£750	£2,100	£5,300
Bus Shelters	£0		£7,500	£7,500
Cemetery	£19,700.00		£1,000	£20,700
Christmas Decorations	£0			£0
Churchyard	£15,000		£2,000	£17,000
Events/Cittaslow	£12,100		£2,000	£14,100
Drill Hall	£86,800	£65,000		£21,800
Election	£1,450	£1,450		£0
Highway Verges	£4,500			£4,500
CIL/New Homes Bonus	£31,000		£10,200	£41,200
Open Spaces	£86,400			£86,400
Marquees	£1,200			£1,200
Properties	£10,100			£10,100
Public Toilets	£5,700			£5,700
Recreation Ground	£34,400			£34,400
Street Furniture	£3,700			£3,700
Town Hall	£27,000	£10,000		£17,000
<b>TOTALS:</b>	<b>£347,725</b>	<b>£77,200</b>	<b>£24,800</b>	<b>£295,325</b>

General reserves at 31.3.19 stood at just over £227,000

## General Purposes including administration

The Councils administrative work is carried out by the Town Clerk who is employed full-time, the Finance Office who is employed for 25 hours per week and an administrator who is employed 25 hours per week. In October 2019 we saw the departure of the existing administrator, Natasha Carver, and the Town Council wishes her well in her new role at Hellesdon Parish Council. The Council welcomed Donna Butcher to the Council as the new administrator. Also, in the last three months of 2019 the Town Council were able to engage the services of Peter Savory a business administration apprentice who at the time of employment was Norfolk apprentice of the year. The three months he worked for the Town Council were very productive and he is wished well in his chosen career.

The Council office is situated on the first floor of the Town Hall and is open to the public Monday – Thursday – 9.30am-3pm and Friday 9.30am-12.30pm.

The office deals with telephone enquiries, e-mail enquiries and personal visits. The scope and depth of the enquiries varies considerably and does not always relate solely to the activities of the Town Council but also many enquiries are received regarding functions administered by both Norfolk County Council and Broadland District Council. Wherever possible we try and assist with these enquiries be it contacting officers on their behalf or merely providing contact details to those members happy to progress the issue themselves.

The administration deals with the website and social media outlets currently Facebook, Instagram and Twitter.

All planning applications are received in the office and details circulated to councillors and also placed on the website. The Council no longer receives paper plans, although for major plans these can be requested. This change was made in January 2019 and has not proved a major inconvenience to residents. The Town Council produced a Business Plan in 2016 and June 2019 finally saw the completion and adoption of the Aylsham Neighbourhood Plan.

The Town Council acknowledge the hard work of a small committee and numerous volunteers who spend all year working on the funding, placing and removal of the Christmas Lights throughout the town. These receive numerous compliments and really make the town stand out from neighbouring towns.

The Town Council are always willing to consider helping charitable or non-profit making associations in the town and commit the net funds raised from recycling specifically for this purpose.

Our service objectives in providing the service

- To ensure the effective management of the Town Council and that it implements and adheres to its policies and legal obligations to provide the best and most efficient use of its resources
- To provide the necessary administrative services to ensure the wishes of the corporate body are carried out

- To deal with all enquiries, from whatever source, as promptly and courteously as possible
- To ensure that all staff working for the Town Council are suitable trained in the tasks they are expected to perform and understand the policies of the council as a whole
- To maintain accurate records and legal documentation and be able to provide these on request
- To provide the Council with accurate and detailed information on which decisions are to be made and to implement those decisions in the manner agreed by the council
- To manage the council's finances and records as required by law and provide detailed figures for both members and public when required

The Town Council consists of 13 members and meet every month. For many years this was in the Town Hall on the second Thursday (usually excluding August). However, following acquisition of the Drill Hall the council now hold meetings there on the third Wednesday. However, should interest demand meetings can still be held at the Town Hall if appropriate. The members set the general policy and the Town Clerk and other staff then implement this. All meetings are open to the public and include a designated time for members of the public to speak and ask questions.

Apart from the main council there are also four committees (Cittàslow and Events who meet monthly and Churchyard and Properties who meet as required).

The budget for the Town Council is prepared in the autumn with a final agreement in either December or January. The activities deficit of expenditure over income is balanced by the public via the precept which is collected on the Town Councils behalf by Broadland District Council through the Council Tax.

**Estimated Earmarked Reserves for this Cost Centre are**

Bottle Bank	£5,300
Cittàslow	£1,200
Community Events	£12,900
Marquees	£1,200
Election	£0
New Homes Bonus/CIL	£41,200

## General Purposes

<b>Expenditure</b>	<b>2018/19 Actual</b>	<b>2019/20 Budget</b>	<b>2019/20 Totals</b>	<b>2020/21 Budget</b>
Bank Charges	64	-	51	-
Staff Training	605	750	250	500
Member Training	-	1,000	570	500
Office Costs	14,327	10,300	11,655	10,300
Equipment	-	5,000	4,575	3,000
Advertising	1,615	-	390	300
Audit Fees	2,270	2,400	2,160	1,900
Archives	1,273	150	143	150
CIL	830	-	-	-
Election Costs	-	1,500	1,700	100
Subscriptions/ Memberships	1,207	1,200	764	800
Legal Expenses	547	2,000	1,248	2,000
Insurance	7,253	8,200	8,150	8,300
Donations/Grants	2,635	1,750	2,500	1,750,
Van Costs	4,837	4,500	4,616	4,750
Neighbourhood Plan	3,223	1,000	805	-
Community Events/	11,312	1,000	5,876	1,000
Other Costs	631	1,600	873	1,600
Bottle Bank	573	-	706	-
Christmas Lights Costs	4,407	1,650	1,648	1,650
Public Works Loan Board	10,517	10,300	10,303	5,100
Staff Costs	53,357	52,156	49,443	54,795
<b>Totals</b>	<b>121,483</b>	<b>106,456</b>	<b>108,426</b>	<b>98,495</b>
	<b>2018/19 Actual</b>	<b>2019/20 Budget</b>	<b>2019/20 Totals</b>	<b>2020/21 Budget</b>
<b>Income</b>				
Bank Interest	2,142	3,000	2,360	3,000
Cil/New Homes Bonus	2,793	-	10,202	-

Recycling Credits	2,631		2,171	
Community Events	10,770	-	7,823	-
Christmas Lights	1,794	-	1,151	
Other Income	1,848	200	400	200
Sub Total	21,978	3,200	24,107	3,200
<b>Precept</b>	<b>111,900</b>	<b>103,250</b>	<b>103,250</b>	<b>95,300</b>
<b>Totals</b>	<b>133,878</b>	<b>106,450</b>	<b>127,357</b>	<b>98,500</b>
<b>Surplus/(Shortfall)</b>	<b>12,395</b>	<b>(6)</b>	<b>18,931</b>	<b>5</b>

This budget shows a reduction overall as the loan for the Town Hall (2010) will be repaid in the next financial year.

## Town Hall

Our service objectives in providing the service

- To provide a meeting space with good facilities at an affordable cost
- To preserve the integrity of a Grade 2 listed building whilst supplying the town with a focal point
- To provide an income source

Aylsham Town Hall is a Grade 2 listed building occupying a prominent site in the Market Place. It was built in the 1850's and has undergone various alterations over the years with the last major refurbishment in 2010. The hall consists of cellars which are used for storage. A ground floor with a large meeting hall, a smaller meeting room and toilets and kitchens. The first floor is in two parts. The west side houses the offices of the Town Council and the east side the Council Chamber and archives office.

In 2019/20 the audio/visual equipment in the Town Hall was replaced with a far superior system. The new system provides a much larger screen, more in keeping with the room size, and an improved sound system. The system is as fool proof as possible as the majority of controls are not accessible to users. Hopefully, this will improve the performance and reduce complaint issues. The hearing loop is also available with this system.

To complement the new screen electric window blinds have been installed on the four large windows and doorway. These are also very easy to use and provide a cleaner more modern look to the hall. New curtaining for the emergency exit and entrance from the lobby will need to be considered.



Plans are in process for changing the configuration of the east cellar entrance, sliding doors to the Green Room and front doors to the Market Place. This work should be complete in summer 2020.

The Town Hall is well used with many regular weekly/monthly bookings. Additional one-off bookings are growing including large events such as weddings. The hire charges are listed below and it is not proposed to increase these.

#### Aylsham Town Hall Hire Fees

Main Hall <b>including</b> Green Room	Morning	Afternoon	Evening
Commercial, Weddings, Dances, etc	100	70	100
Regular commercials - non-resident	90	63	90
Regular commercials - resident	80	56	80
Non profit making organisations	40	28	40

Main Hall <b>without</b> Green Room	Morning	Afternoon	Evening
Commercial, Weddings, Dances, etc	80	60	80
Regular commercials - non-resident	72	54	72
Regular commercials - resident	64	48	64
Non profit making organisations	32	24	32

Green Room or Council Chamber			
Standard Rate	£8 per hour		

**A further rate of £40 is charged for Children's Birthday parties (under 12's), christenings and wakes**

#### Earmarked Reserves

The Estimated Earmarked reserves for the Town Hall are £17,000

#### Town Hall

Expenditure	2018/19 Actual	2019/20 Budget	2019/20 Totals	2020/21 Budget
Utilities	7,043	6,000	6,500	7,000
Advertising	50	-	429	-
Rates	14,798	15,000	15,138	15,500

Cleaning/Sanitary/Refuse	7,772	6,000	4,986	6,000
Repairs/Maintenance/ Surveys	3,576	20,000	35,391	7,000
Incidentals	98	100	98	100
Licensing	1,206	800	820	850
Pest Control	150	150	220	200
Replacement Furniture	7,675	500	-	500
Staff Costs	20,003	20,429	20,670	21,830
<b>Totals</b>	<b>62,371</b>	<b>68,979</b>	<b>84,252</b>	<b>58,980</b>
<b>Income</b>	<b>2018/19 Actual</b>	<b>2019/20 Budget</b>	<b>2019/20 Totals</b>	<b>2020/21 Budget</b>
Other Income	665		-	
TH Storage Rents	1,144	1,000	1,460	1,300
Hiring's	16,474	15,000	14,751	15,000
TH Cellar Rents	87	200	200	200
TH Curtains	625	500	375	500
Replacement Furniture	-	-	-	-
Inc exc Precept	18,995	16,700	16,786	17,000
<b>Precept - Town Hall</b>	<b>46,600</b>	<b>52,300</b>	<b>52,300</b>	<b>41,980</b>
<b>Totals</b>	<b>65,595</b>	<b>69,000</b>	<b>69,086</b>	<b>58,980</b>
Surplus/(shortfall)	3,224	21	(15,166)	0

### Drill Hall

Our service objectives in providing the service

- To provide a meeting space with good facilities at an affordable cost

- To provide an income source

The Town Council purchased the Drill Hall from Norfolk County Council in 2017 following the removal of the long-standing tenant and the decision by the County Council that the building was no longer required by themselves.

The building consists of a main hall, boxing gym, storage facilities for user groups, kitchen/toilets, suite of office space and a meeting room.

The former suite of offices used by NPS were rented on a medium-term agreement to a daycare facility. Unfortunately, this closed in August 2019. However, a dance school will rent the rooms from January 2020.

2019 saw the refurbishment of the toilets and kitchen and upgrading of the meeting room. In January 2020 the car park area will be resurfaced. In summer 2020 it is hoped to decorate the main hall using the Norfolk and Suffolk Community Rehabilitation Company and also look at changing the suspended ceiling.

The Town Council are grateful to Aylsham In Bloom for the work on the planting outside the hall.

Drill Hall Rental Charges - The Town Council inherited hiring charges from NPS. All users were charged different rates. In October 2019 the Town Council reviewed the rents and agreed to charge the same amount for all users. Since then Aylsham Community Gym have asked the Town Council to re-consider and the discussion on this is still ongoing.

The charge for hiring the Drill Hall is £10 per hour

## Earmarked Reserves

The Estimated Earmarked reserves for the Drill Hall are £21,800

### Drill Hall

Expenditure	2018/19 Actual	2019/20 Budget	2019/20 Totals	2020/21 Budget
Utilities	8,225	7,000	6,672	7,000
Misc.	-	-	12	-
Advertising	-	-	429	-
PWLB	20,033	19,750	19,816	19,500
Rates	4,800	5,000	4,910	5,200
Cleaning/Sanitary/Refuse	2,804	3,500	3,808	4,000
Windows	165	-	200	200
Repairs	3,684	4,000	67,077	2,500
Incidentals	188	200	192	200
Premises License	-	-	100	100
Pest Control	200	-	100	200
Replacement Furniture	711	-	172	500
National Trust Licence	100	50	50	50
Staff Costs	23,429	23,868	24,938	25,535
<b>Totals</b>	<b>64,339</b>	<b>63,368</b>	<b>128,476</b>	<b>64,985</b>
Income	2018/19 Actual	2019/20 Budget	2019/20 Totals	2020/21 Budget
Other Income	40	-	-	-
Hiring's	31,437	25,000	23,146	24,000
Storage	700	500	861	1,000
Inc excl Precept	32,177	25,500	24,007	25,000
<b>Precept - Drill Hall</b>	<b>42,400</b>	<b>37,850</b>	<b>37,850</b>	<b>40,000</b>
<b>Totals</b>	<b>74,577</b>	<b>63,350</b>	<b>61,857</b>	<b>65,000</b>

Surplus/(shortfall)	10,238	(18)	(66,619)	15
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These figures are based on the council agreeing the proposal on new rents put forward in October.

## Other Town Council Properties

Apart from the large public buildings of the Town Hall and Drill Hall the Town Council also owns other properties in the Town. These consist of the public toilets, 23 and 25 Market Place and Cemetery Cottage on Norwich Road. The council is also responsible for the pump on Cawston Road and the telephone box formerly located on Millgate.

Our service objectives in providing the service

- To provide toilets for public use open all days except through the Christmas period
- To be a responsible and responsive landlord

The public toilets were rebuilt in 2006 and are located down the loke next to the Town Hall. The toilets are cleaned daily and checked before being locked at night. The toilets are well used and it has become evident that an upgrade to the flushing mechanism is required and this was undertaken this financial year. The floor covering was renewed this year but it is thought this will not last as long as the initial flooring. During the discussion on the budget it was agreed to increase the budget sum for repairs to £5,000 and together with the £5,000 earmarked reserves and £10,000 from general reserves use this amount to fully upgrade the toilets. Consideration will be given to replacing the waterless urinals in the gent's toilets as these have not worked as well as initially indicated.

The buildings in the Market Place are both currently leased with a long-term tenant at number 23 and a new tenant at number 25. With regard to 25 Market Place the Town Council owns the land not the building.

Cemetery Cottage has undergone substantial refurbishment in recent years and has a long-term tenant.

The pump was re-thatched in 2014 and no further maintenance is planned.

The telephone box was purchased in 2017 through the BT Adopt-a-kiosk scheme. Plans are underway to clean and paint it and move it to the Market Place. This should be completed in the financial year 2019/20.

## Earmarked Reserves

The Estimated Earmarked reserves for this cost centre are

Properties	£10,100
Public Toilets	£5,700

## Other Properties

<b>Expenditure</b>	<b>2018/19 Actual</b>	<b>2019/20 Budget</b>	<b>2019/20 Totals</b>	<b>2020/21 Budget</b>
23 Market Place Repairs	-	600	145	400
Cemetery Cottage Repairs	5,038	500	450	500
Cemetery Cottage Reserve	-	1,000	1,000	1,000
Public Toilets Utilities	1,827	1,500	1,582	1,750
Public Toilets Rates	2,940	3,100	3,007	3,100
Public Toilets Cleaning Materials	575	600	375	600
Public Toilets General Repairs	1,418	500	602	5,000
Public Toilets Major Repairs	-	-	-	15,000
Public Toilets Contract Cleaning	8,560	9,000	7,120	8,500
Public Toilets Electrical Inspection	-	150	150	150
Public Toilets Sanitary Contract	5,362	2,500	2,459	2,500
Public Toilets Incidentals	53	100	20	100
Staff Costs	5,051	5,032	5,186	5,295
<b>Totals</b>	<b>30,824</b>	<b>24,582</b>	<b>22,096</b>	<b>43,895</b>
<b>Income</b>	<b>2018/19 Actual</b>	<b>2019/20 Budget</b>	<b>2019/20 Totals</b>	<b>2020/21 Budget</b>
23 Market Place Insurance	411	500	444	500
23 Market Place Rent	5,000	5,000	5,000	5,000
Cottage Rent	5,767	6,750	5,986	6,750
Income – Lease	50	50	50	50
Transfer from Reserves	-	-	-	15,000
Inc excl Precept	11,228	12,300	11,480	27,300
Precept	13,300	<b>12,300</b>	12,300	<b>16,600</b>
<b>Totals</b>	<b>24,528</b>	<b>24,600</b>	<b>23,780</b>	<b>43,900</b>
Surplus/(shortfall)	(6,296)	18	1,684	5




## Cemetery

Our service objectives in providing the service

- To provide a well-maintained site whilst respecting the wishes of the families visiting the site

The Council owns the Cemetery on Norwich Road, which is open for both residents and non-residents. The cemetery is open to all faiths or those without faith having both consecrated and non-consecrated areas.

The cemetery is divided into four sections. The two front sections are where the established graves are situated and also Cemetery Cottage. The current burial ground is at the rear to the right and also includes a separate area for ashes interment. The remaining land is currently used as allotments. We are operating on a 'planned retreat' basis here, i.e. as plots are vacated, they are not re-let so when the time comes to extend the cemetery there should be very few allotment plots remaining.

The grass at the cemetery forms part of the grass cutting contract. Maintenance is performed by the facilities staff.

The major costs for the cemetery, excluding grass cutting, relate to tree management and the gravel driveway. This requires resurfacing on average every ten years.

The cemetery also includes a shelter which has been the subject of vandalism over recent years. It is currently still viable but is regularly inspected to ensure its safety. There is currently no seating at the cemetery.

### **BURIAL FEES**

	<b>Current Non-Resident</b>	<b>Current Resident (50% Discount)</b>
Gravespace	<b>650.00</b>	<b>325.00</b>
Interment Fee	<b>650.00</b>	<b>325.00</b>
Subsequent Interments	<b>650.00</b>	<b>325.00</b>
Interment of Cremated Remains	<b>340.00</b>	<b>170.00</b>
New Memorials	<b>380.00</b>	<b>190.00</b>
Cremation Tablet	<b>180.00</b>	<b>90.00</b>
Vase	<b>180.00</b>	<b>90.00</b>

Additional Inscriptions	<b>80.00</b>	<b>40.00</b>
Searches in Records	<b>27.00</b>	<b>27.00</b>
Burials for under 18's	<b>No Charge</b>	<b>No Charge</b>

### Earmarked Reserves

The Estimated Earmarked reserves for the Cemetery are £20,700

### Cemetery

<b>Expenditure</b>	<b>2018/19 Actual</b>	<b>2019/20 Budget</b>	<b>2019/20 Totals</b>	<b>2020/21 Budget</b>
Water	88	100	101	100
Rates	310	325	349	400
Repairs	5,596	500	770	750
Reserves	-	1,000	1,000	1,000
Drive Maintenance	-	500	500	500
Grass Cutting	4,552	6,300	5,017	6,200
Grounds Maintenance	2,842	4,200	3,805	4,200
Staff Costs	8,344	8,333	8,754	8,945
<b>Totals</b>	<b>21,732</b>	<b>21,258</b>	<b>20,296</b>	<b>22,095</b>
<b>Income</b>	<b>2018/19 Actual</b>	<b>2019/20 Budget</b>	<b>2019/20 Totals</b>	<b>2020/21 Budget</b>
Other Income	100	-	-	-
Interments	2,445	3,500	5,690	3,500
Memorials & Inscriptions	1,620	1,500	1,210	1,500
Exclusive Rights	650	1,500	600	1,000
Inc excl Precept	4,815	6,500	7,500	6,000
<b>Precept - Cemetery</b>	<b>16,900</b>	<b>14,750</b>	<b>14,750</b>	<b>16,100</b>
<b>Totals</b>	<b>21,715</b>	<b>21,250</b>	<b>22,250</b>	<b>22,100</b>

Surplus/(shortfall)	(17)	(8)	1,954	5
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In 2019 the Town Council commissioned a Risk Assessment to ensure there was no contamination to the ground and the findings of this survey showed there were no issues

## **Allotments**

Our service objectives in providing the service

- To provide allotments where a demand exists as required by statute
- To facilitate the management of the allotments to provide the best service to plot holders

Aylsham has four allotment sites

Cromer Road next to the Weavers Way on landed rented from the National Trust

Bure Meadows next to the A140

Norwich Road next to the cemetery, these are classed as temporary allotments as the land will eventually be required as burial land.

Woodgate Allotments at The Willows.

The total number of plots currently is 114 (32 Cromer Road, 43 Bure Meadows, 30 Woodgate and 9 Norwich Road). There are also 10 raised beds at Bure Meadows.

For many years the Council had a substantial waiting list but this has now been exhausted.

The current rent figures are shown below. The Council also takes a £100 deposit refundable if the allotment is returned in the same state as it was originally let. Allotment law requires the Council to give tenants 12 months' notice of any increase in rent. The rental year begins on October 1<sup>st</sup>.

The allotments are inspected four times a year in March, May, July and September. Allotment holders not deemed to be working their plot are given one warning and then their lease is terminated. Regular meetings with allotment holders are offered but not always taken up.

## **Earmarked Reserves**

The Estimated Earmarked reserves for the Allotments are £4,725. This reflects the deposits held on behalf of tenants

**Charges for 2019/2020 - effective from 1st October 2020 - No change is suggested**

**Norwich Road**

Type	Size	Rental Fee
Small	up to 70sqm	13.75
Medium	71 - 119sqm	27.50
Large	over 120sqm	55.00

**Cromer Road**

Type	Size	Rental Fee
Small	up to 150sqm	15.00
Medium	151 - 249sqm	30.00
Large	over 250sqm	60.00

**Woodgate**

Type	Size	Rental Fee
Standard	up to 121sqm	45.00

**Bure Meadows**

Type	Size	Rental Fee
Standard	up to 121sqm	45.00

**Allotments**

Expenditure	2018/19 Actual	2019/20 Budget	2019/20 Totals	2020/21 Budget
Rent - National Trust	250	250	250	250
Repairs/maintenance	5,947	1,500	1,362	1,500
Grass Cutting	514	-	436	500
Reserves		1,000	-	-
Staff Costs	21,094	21,034	22,031	22,540
<b>Totals</b>	<b>27,805</b>	<b>23,784</b>	<b>24,079</b>	<b>24,790</b>

<b>Income</b>	<b>2018/19 Actual</b>	<b>2019/20 Budget</b>	<b>2019/20 Totals</b>	<b>2020/21 Budget</b>
Other Income	1,617	-	21	-
Rents Received	4,457	4,500	7,473	7,000
Total excl Precept	6,074	4,500	7,494	7,000
Precept-Allotments	15,500	19,300	19,300	17,800
<b>Totals</b>	<b>21,574</b>	<b>23,800</b>	<b>26,794</b>	<b>24,800</b>
Surplus/(shortfall)	(6,231)	16	2,715	10

All the allotment sites are now let. There is still some work needed to create a footpath at The Willows site.

### **Open Spaces**

Our service objectives in providing the service

- To enable residents and visitors to be able to appreciate the many and varied informal open spaces in and around the town
- To maintain the open spaces to as high a standard as practicable
- To work in partnership with the Recreation Ground Committee to provide a well maintained, presented and equipped Recreation Ground

The green open spaces in Aylsham are maintained by the Town Council facilities staff, however the grass is currently cut by contractors. Tendering for the contract took place in the autumn/winter of 2018/19 and the tender was awarded to Garden Guardian for a five-year period.

There are a number of amenity areas throughout the town including three play areas and land at the staithe and old station. The Town Council is also responsible for the closed churchyard around St Michaels church and also the National Trust owned Market Place. The Town Council provides both administration and facility functions for the Recreation Ground Committee.

All areas are inspected on a regular basis with the play areas inspected at least weekly during the busy summer months.

In 2020 it is proposed to complete the refurbishment of the Paupers Grave are near the old hospital.

### **Earmarked Reserves**

**The Estimated Earmarked reserves for this Cost Centre are**

Open Spaces	£86,400
Highway Verges	£4,500
Recreation Ground	£34,400
Churchyard	£17,000

## Open Spaces

<b>Expenditure</b>	<b>2018/19 Actual</b>	<b>2019/20 Budget</b>	<b>2019/20 Totals</b>	<b>2020/21 Budget</b>
Market Place Sundries	176	150	126	200
Market - Advertising/ Promotion	295	500	300	500
Market Place Rates	1,824	1,900	1,866	1,950
Repairs - Open Spaces	4,283	500	583	500
Replacement Furniture	480	-	400	500
Highway Verges	8,148	-	8,518	-
St Michaels Development	3,690	4,000	3,734	4,000
Staithe/Old Station Yard	532	1,000	760	1,000
Norfolk Homes	10,843	21,000	18,472	14,000
Tree Maintenance	1,965	5,000	8,545	7,500
Pump	-	-	-	-
Town Sign/Noticeboards	-	-	-	-
Other Green Areas	342	500	764	750
Churchyard Grounds	1,561	3,000	2,296	3,000
War Memorial	19	200	19	200
Clock - Church	329	250	250	250
Lychgate	-	200	140	200
Wall and footpath maintenance	14,947	2000	-	2000
Recreation Ground Grant	57,265	62,850	62,850	65,480
Staff Costs	49,678	50,313	51,681	54,648
<b>Totals</b>	<b>156,377</b>	<b>153,363</b>	<b>161,304</b>	<b>156,678</b>
<b>Income</b>	<b>2018/19 Actual</b>	<b>2019/20 Budget</b>	<b>2019/20 Totals</b>	<b>2020/21 Budget</b>
Market Rents	7,874	5,000	5,420	5,000
Farmers Mkt - Rent	2,717	2,400	3,307	3,500
Highway Verges	8,878	-	8,384	-



Recreation Ground Staff Costs	7,241	8,060	12,810	13,360
Skate Park Fundraising	-	-	57	-
Earmarked Reserves	-	10,000	-	-
Total excl Precept	26,710	25,460	29,978	21,860
<b>Precept</b>	<b>120,300</b>	65,000	65,000	69,350
<b>Precept Grant - Recreation Ground</b>	-	62,850	62,850	65,480
<b>Totals</b>	<b>147,010</b>	<b>153,310</b>	<b>157,828</b>	<b>156,690</b>
Surplus/(shortfall)	(9,367)	(53)	(3,476)	12

This budget includes the full request from the Recreation Ground. Included in the year to date figures are funds that might be spent on small improvements to the grass area at Henry Page Road.

### Street Scene

Our service objectives in providing the service

- To provide and maintain seats, bus shelters and waste bins to a high standard whilst taking into account environmentally sound procedures
- To work with Aylsham In Bloom to provide floral features around the town
- To provide streetlighting which is as efficient as possible and to respond to reported faults in a timely manner

Aylsham has street lights provided by the County Council and the Town Council. The vast majority (434) are provided by the Town Council. The street lights cover a variety of styles installed over the years but any new or replacement lights will be energy efficient LED's. The Town Council are looking to embark on a programme of replacing all old lights with LED's and will at the same time replace any remaining concrete columns. The tender documents for this programme have been advertised with a closing date of 31<sup>st</sup> January 2020 and an intention to award a contract to commence in April 2020.

The Town Council provides litter bins and dog waste bins. All the dog waste bins are emptied by contractors as are the waste bins in the open spaces. Waste bins in the town centre are emptied daily by Town Council staff.

The Town Council also has numerous benches throughout the town. Any new bench must comply with the Town Councils bench policy.

The Town Council also has three bus shelters, two in the town centre which are cleaned monthly and a brick shelter on Norwich Road.

The Town Council are grateful to the members of Aylsham In Bloom who provide the wonderful floral displays throughout the town.

The Town Council relies on members of the public to report any issue with any street furniture.

#### **Earmarked Reserves**

The Estimated Earmarked reserves for the Street Scene are £11,200

## Street Scene

<b>Expenditure</b>	<b>2018/19 Actual</b>	<b>2019/20 Budget</b>	<b>2019/20 Totals</b>	<b>2020/21 Budget</b>
Electricity	12,758	12,000	11,982	13,000
Other Repairs	34	100	- 200	200
Street Light Repairs	61,771	25,000	27,905	5,000
Replacement Columns	-	5,000	-	5,000
LED Replacement Programme	-	-	-	155,710
Litter Bins	2,457	250	2,318	2,500
Bin Installation	- 280	-	-	250
Bus Shelter	-		12,536	-
Street Lighting Electrical Inspections	3,106	3,000	3,343	3,200
<b>Totals</b>	<b>79,846</b>	<b>45,350</b>	<b>57,884</b>	<b>184,860</b>
<b>Income</b>	<b>2018/19 Actual</b>	<b>2019/20 Budget</b>	<b>2019/20 Totals</b>	<b>2020/21 Budget</b>
Litter Bins	14	-	-	-
Bus Shelter	-	-	20,000	-
LED Replacement Programme – CIL Funding	-	-	-	41,000
LED Replacement Programme – Loan	-	-	-	50,000
LED Replacement Programme – General Reserves	-	-	-	44,710
Inc exl precept	14	-	20,000	135,710
<b>Precept - Lighting</b>	<b>43,200</b>	<b>45,350</b>	<b>45,350</b>	<b>49,150</b>
<b>Totals</b>	<b>43,214</b>	<b>45,350</b>	<b>65,350</b>	<b>184,860</b>

Surplus/(shortfall)	(36,632)	-	7,466	-