

Knutsford Town Council

Town Clerk: Adam Keppel-Green

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929 www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



8th October 2018

To: **The Members of Knutsford Town Council Assets and Operations Committee**

Dear Councillor,

You are summoned to attend the meeting of the Knutsford Town Council Assets and Operations Committee to be held at 19:00 on Monday 15th October 2018 in the Lower Council Chamber of the Council Offices.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A Keppel-Green'.

Adam Keppel-Green

Town Clerk

Agenda

- 1 To receive apologies for absence
- 2 To note declarations of members' interests
- 3 Public Participation
A period not exceeding 5 minutes for members of the public to ask questions or submit comments
- 4 To receive and confirm the minutes of the meeting held on 3rd September **(attached)**
- 5 To consider the committee budget and spending year to date **(attached)**
- 6 To consider the programme of works for 60 King Street 2019-2024 **(attached)**
- 7 To receive an update from the Council Offices sub-committee
- 8 To consider tree works in Wallwood
- 9 To receive project updates
 - a) Creation of commercial spaces within the public toilet buildings
 - b) Market Hall Redevelopment
 - c) Cemetery Chapel refurbishment
- 10 To consider the draft committee budget 2019/20 **(attached)**
- 11 To consider matters related to 60 King Street
This item is likely to be discussed following a resolution to exclude the public and press.
- 12 To consider the committee's Actions Log **(attached)**
- 13 To note the date of the next meeting (26/11/2018)

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Minutes of the Assets and Operations Committee meeting held 3rd September 2018 In the Lower Council Chamber of the Town Council Offices

A18/033 Present

Cllrs Mrs Gray, Coan, Forbes, Gray, Malloy and Nicholson.

In attendance: A Keppel-Green (*Town Clerk*)

A18/034 To receive apologies for absence

Apologies were received from Cllrs Goodrich, Farber, Wells-Bradshaw (personal business) and Mrs Wells-Bradshaw (business).

A18/035 To note declarations of members' interests

Cllrs Nicholson and Coan declared a non-pecuniary interest in A18/043 on the grounds of being known to the tenant. Cllr Forbes declared a non-pecuniary interest in A18/039 on the grounds of being disabled.

A18/036 Public Participation

No members of the public wished to address the committee.

A18/037 To receive and confirm the minutes of the meeting held on 2nd July

It was **RESOLVED** to confirm the minutes.

A18/038 To consider the committee budget and spending year to date

The budget and spending to date was noted. The Town Clerk highlighted that the budget had been amended by the Finance Committee to include budget provision for the additional works at 60 King Street, works to the Cemetery Chapel and works to create commercial spaces within the public toilets.

A18/039 To consider amendments to the scope of works for the Council Offices refurbishment

It was **RESOLVED** to recommend to Council that the revised scope of works for the refurbishment of the Council Offices is adopted.

It was **RESOLVED** to recommend to Council that the Capital Receipts reserve be earmarked for the works to the Council Offices and approval in principal given to borrowing to finance the balance of works.

It was **RESOLVED** to recommend to Council that the Council Offices Sub-Committee be authorised to commission an architect to progress the project to the next stage as outlined, noting the increased anticipated cost.

A18/040 To consider a report on the management of Knutsford Cemetery

It was **RESOLVED** that there should be future burial provision in Knutsford. It was **RESOLVED** to explore acquiring additional land for burial provision. It was **RESOLVED** that the current management model of the cemetery should be changed and further **RESOLVED** that the introduction of new bereavement options should be explored.

It was **RESOLVED** to recommend to Council that notice be given to Cheshire East Council to end the service level agreement and the Town Council resume management of the cemetery with effect January 2020.

It was noted that during this lead in period the council would be able to make all necessary arrangements including the procurement of cemetery management software, preparation of cemetery rules, preparation of a cemetery operations handbook, recruitment of a Cemetery Administrator and Cemetery Groundsman and arranging the transfer of data from Cheshire East Council to Town Council systems.

It was **RESOLVED** that the Cemetery working group be authorised to explore the procurement of additional land for an extension to the cemetery and noted that this could be funded through s106/CIL contributions.

A18/041 To receive project updates

The Town Clerk reported that information was awaited from Scottish Power on a new electricity supply and from United Utilities for a new water supply each to separate the supply from the lodge. The contractor was updating the tender to include for the new connections and further modifications agreed following a recent site visit.

The Town Clerk further reported that planning permission had been granted for the works at the public toilets and that he was awaiting information from the contractor to programme the works.

The Town Clerk further reported that the council was still waiting on Cheshire East Council to confirm that the submission of a planning application for the redevelopment of the Market Hall would not trigger an overage payment.

A18/042 To consider the committee's Actions Log

The log was noted.

A18/043 To consider matters related to 60 King Street

It was **RESOLVED** to exclude the public and press on the grounds of the commercial sensitivity of discussions.

The Town Clerk provided an update in relation to ongoing matters.

It was **RESOLVED** to readmit the public and press.

A18/044 To note the date of the next meeting (15/10/2018)

The date was noted.

Month No : 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
Assets & Operations								
201	Council Offices							
4090	Professional Fees	0	0	2,380	2,380	2,380	0.0 %	
4101	Insurance	0	0	650	650	650	0.0 %	
4152	Business Rates	0	8,388	10,875	2,487	2,487	77.1 %	
4153	Electricity	0	0	6,500	6,500	6,500	0.0 %	
4160	Water	0	0	750	750	750	0.0 %	
4165	Cleaning Contracts	195	1,250	6,125	4,875	4,875	20.4 %	
4167	Waste	32	219	850	631	631	25.7 %	
4170	Building Repairs	0	0	5,000	5,000	5,000	0.0 %	
4177	Operation Costs	0	17	850	833	833	2.0 %	
4185	Compliance Testing	0	0	2,675	2,675	2,675	0.0 %	
	Council Offices :- Expenditure	227	9,874	36,655	26,781	0	26,781	26.9 %
1000	Rent income	0	0	18,825	-18,825			0.0 %
	Council Offices :- Income	0	0	18,825	-18,825			0.0 %
	Net Expenditure over Income	227	9,874	17,830	7,956			
205	60 King Street							
4090	Professional Fees	10,250	40,938	7,150	-33,788	3,755	-37,543	625.1 %
4170	Building Repairs	0	0	2,500	2,500	2,500	2,500	0.0 %
4180	External contractors	670	45,601	49,565	3,964	5,934	-1,970	104.0 %
	60 King Street :- Expenditure	10,920	86,539	59,215	-27,324	9,689	-37,013	162.5 %
4952	Transfer to Reserves	0	0	15,350	15,350	15,350	15,350	0.0 %
	60 King Street :- Direct Expenditure	0	0	15,350	15,350	0	15,350	0.0 %
1000	Rent income	17,875	35,750	71,500	-35,750			50.0 %
1205	Payments Recovered	0	14,056	0	14,056			0.0 %
	60 King Street :- Income	17,875	49,806	71,500	-21,694			69.7 %
	Net Expenditure over Income	-6,955	36,733	3,065	-33,668			
207	Other Buildings							
4090	Professional Fees	0	8,394	1,845	-6,549		-6,549	455.0 %
4180	External contractors	0	329	92,580	92,251		92,251	0.4 %
	Other Buildings :- Expenditure	0	8,723	94,425	85,702	0	85,702	9.2 %
1000	Rent income	0	0	18,450	-18,450			0.0 %
1980	Loan Income	0	0	92,580	-92,580			0.0 %

Month No : 6

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1999	Misc Income	0	239	0	239			0.0 %
	Other Buildings :- Income	0	239	111,030	-110,791			0.2 %
	Net Expenditure over Income	0	8,484	-16,605	-25,089			
232	Transfer Fees/Costs							
4090	Professional Fees	0	0	2,000	2,000		2,000	0.0 %
	Transfer Fees/Costs :- Expenditure	0	0	2,000	2,000	0	2,000	0.0 %
	Net Expenditure over Income	0	0	2,000	2,000			
250	Cemetery							
4440	Cemetery Improvements	0	0	5,000	5,000		5,000	0.0 %
	Cemetery :- Expenditure	0	0	5,000	5,000	0	5,000	0.0 %
	Net Expenditure over Income	0	0	5,000	5,000			
255	Cemetery Chapel							
4090	Professional Fees	0	2,650	0	-2,650	6,720	-9,370	0.0 %
4101	Insurance	0	432	400	-32		-32	108.1 %
4152	Business Rates	0	753	400	-353		-353	188.2 %
4153	Electricity	0	0	350	350		350	0.0 %
4160	Water	0	0	350	350		350	0.0 %
4165	Cleaning Contracts	0	0	500	500		500	0.0 %
4180	External contractors	0	0	95,200	95,200		95,200	0.0 %
4185	Compliance Testing	0	0	400	400		400	0.0 %
4999	Misc Costs	0	17	250	233		233	6.7 %
	Cemetery Chapel :- Expenditure	0	3,852	97,850	93,998	6,720	87,278	10.8 %
1005	Room Hire income	0	0	1,660	-1,660			0.0 %
	Cemetery Chapel :- Income	0	0	1,660	-1,660			0.0 %
	Net Expenditure over Income	0	3,852	96,190	92,338			
501	Public Toilets							
4101	Insurance	0	343	320	-23		-23	107.0 %
4155	Contract Costs	0	22,246	42,500	20,254	23,886	-3,632	108.5 %
	Public Toilets :- Expenditure	0	22,589	42,820	20,231	23,886	-3,654	108.5 %
1205	Payments Recovered	0	0	320	-320			0.0 %
	Public Toilets :- Income	0	0	320	-320			0.0 %
	Net Expenditure over Income	0	22,589	42,500	19,911			

Month No : 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
510 Markets							
4090 Professional Fees	0	8,000	5,000	-3,000		-3,000	160.0 %
4101 Insurance	0	648	650	2		2	99.7 %
4102 Subscriptions	0	318	330	12		12	96.4 %
4152 Business Rates	0	480	500	20		20	96.0 %
4153 Electricity	229	2,927	6,750	3,823		3,823	43.4 %
4160 Water	0	709	850	141		141	83.4 %
4165 Cleaning Contracts	0	100	500	400		400	20.0 %
4166 Cleaning Materials	0	225	200	-25		-25	112.7 %
4167 Waste	0	566	3,000	2,434		2,434	18.9 %
4170 Building Repairs	0	87	2,000	1,913		1,913	4.3 %
4177 Operation Costs	525	1,835	1,500	-335		-335	122.3 %
4185 Compliance Testing	0	126	750	624	-17	641	14.6 %
4205 Misc Purchases	0	0	250	250		250	0.0 %
4300 Publicity	25	1,119	2,500	1,381		1,381	44.8 %
Markets :- Expenditure	779	17,141	24,780	7,639	-17	7,656	69.1 %
4952 Transfer to Reserves	0	0	6,544	6,544		6,544	0.0 %
Markets :- Direct Expenditure	0	0	6,544	6,544	0	6,544	0.0 %
1030 Market Hall income	2,854	19,988	36,500	-16,512			54.8 %
1031 Outdoor Market Income	0	720	720	0			100.0 %
1202 Market Licence Income	0	1,131	100	1,031			1131.3
1320 Sales / Service Provision	0	48	480	-432			10.0 %
Markets :- Income	2,854	21,887	37,800	-15,913			57.9 %
Net Expenditure over Income	-2,075	-4,746	-6,476	-1,730			
530 Allotments							
4160 Water	0	32	100	68		68	31.6 %
4999 Misc Costs	0	0	1,000	1,000		1,000	0.0 %
Allotments :- Expenditure	0	32	1,100	1,068	0	1,068	2.9 %
1020 Allotment income	0	1,103	1,100	3			100.2 %
Allotments :- Income	0	1,103	1,100	3			100.2 %
Net Expenditure over Income	0	-1,071	0	1,071			
545 Town Ranger							
4101 Insurance	0	467	500	33		33	93.5 %
4171 Equipment Repairs	0	29	0	-29		-29	0.0 %
4173 Equipment Purchase	0	342	0	-342		-342	0.0 %

Month No : 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4176 Clothing/PPE	0	27	100	73		73	27.5 %
4181 Fuel	0	445	500	55		55	89.0 %
4182 Vehicle Costs	255	1,457	3,500	2,043		2,043	41.6 %
4183 Materials	0	835	1,000	165		165	83.5 %
Town Ranger :- Expenditure	255	3,602	5,600	1,998	0	1,998	64.3 %
Net Expenditure over Income	255	3,602	5,600	1,998			
550 <u>Grounds & Open Spaces</u>							
4430 Wallwood Tree Works	0	0	650	650		650	0.0 %
4431 Wallwood Maintenance	0	-65	500	565	65	500	0.0 %
4435 Higher Town Green	0	0	500	500		500	0.0 %
4445 River Lily Maintenance	0	840	2,520	1,680	1,680	0	100.0 %
Grounds & Open Spaces :- Expenditure	0	775	4,170	3,395	1,745	1,650	60.4 %
1100 River Lily Repayments	0	0	2,520	-2,520			0.0 %
Grounds & Open Spaces :- Income	0	0	2,520	-2,520			0.0 %
Net Expenditure over Income	0	775	1,650	875			
560 <u>General Operations</u>							
4060 Refreshments/catering	13	140	150	10		10	93.1 %
4090 Professional Fees	-8,000	0	0	0		0	0.0 %
4110 Postage	0	1,000	1,225	225		225	81.6 %
4111 Stationery	14	245	500	255		255	49.0 %
4112 Print	0	132	150	18		18	88.0 %
4120 Computer Equipment	19	19	1,000	981		981	1.9 %
4121 Computer Software	0	1,107	1,800	693	321	372	79.3 %
4127 Photocopier Rental	-238	0	0	0		0	0.0 %
4128 Photocopier Usage	238	962	1,300	338		338	74.0 %
4130 Telephone Line Rental	0	76	720	644		644	10.5 %
4131 Telephone Call Costs	0	60	0	-60		-60	0.0 %
4133 Mobile Phone Costs	0	340	670	330		330	50.7 %
4151 Venue Hire Costs	0	483	400	-83		-83	120.7 %
4205 Misc Purchases	41	156	1,000	844		844	15.6 %
General Operations :- Expenditure	-7,913	4,719	8,915	4,196	321	3,875	56.5 %
1950 Website Hosting	0	0	25	-25			0.0 %
General Operations :- Income	0	0	25	-25			0.0 %
Net Expenditure over Income	-7,913	4,719	8,890	4,171			
Assets & Operations :- Expenditure	4,268	157,844	404,424	246,580	42,344	204,236	49.5 %
Income	20,729	73,035	244,780	-171,745			29.8 %
Net Expenditure over Income	-16,461	84,809	159,644	74,835			

Report to: Assets & Operations Committee

Report Ref: A1807
Meeting Date: 15th October 2018
Agenda Item: 6
Prepared By: Town Clerk



Subject: 60 King Street Works Programme

1.0 BACKGROUND

The council's managing agents prepare a five-year forward maintenance plan to guide the planned maintenance of 60 King Street. The current previous plan (2014-2019) will be concluded with the works planned for January which are currently being tendered.

A reinspection of the kitchen roof (which is beneath the outdoor patio area) has confirmed that previous preventative works have extended its life for at least a further five years; it is currently anticipated that these works will be required from 2025 at a cost of around £350,000.

For a number of years, the council has budgeted to spend £50,000 (inclusive of agent fees, ad hoc repairs and planned maintenance) on 60 King Street. On years where the required expenditure was lower than this, the differences has been put into an earmarked reserve. The overall surplus has been used to reduce the precept requirement and since 2015 60 King Street has reduced the precept requirement by £21,500 per year.

Based on current forecast expenditure it is anticipated the EM Works reserve will be £56,784 at the end of the financial year, representing a drawdown of £57,498 in the current financial year to cover the larger programme of works being undertaken which constitutes the balance of works not undertaken in 2017, 2018 planned works, the delayed works to the front façade and other works required by the lease in addition to lost legal fees.

2.0 2019-2024 MAINTENANCE PLAN

The programme of maintenance over the next five years is greater than the previous and includes renewal of the various roof coverings. There have occasional leaks in different areas which indicates the roofs are reaching the end of their serviceable life.

Based on the current annual rent and forecast works (see table two) the projected surplus over a five-year period will be £50,445. This does not allow the council to commit funds to reserves and reduce the precept at the same level it has been. However, a rent review is due on 1st June 2019 and the previous review saw the rent increase by just over £10,000 per year.



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

	2019/20	2020/21	2021/22	2022/23	2023/24
Agent Fees	7,150	7,150	7,150	7,150	7,150
General Repairs	2,000	2,000	2,000	2,000	2,000
Planned Works	52,138	39,263	51,588	56,763	61,553
Total Expenditure	61,288	48,413	60,738	65,913	70,703
Rent Income	71,500	71,500	71,500	71,500	71,500
Surplus	10,212	23,087	10,762	5,587	797

Table One: Five Year Budget Forecast

3.0 DECISIONS REQUIRED

The draft 2019/20 committee budget has been prepared in line with the forecast from Fisher German.

As part of setting the budget the committee should agree whether to recommend to the Finance Committee either:

- a) That the budget surplus be allocated to reserves
- b) That the budget surplus be left to reduce the precept

The committee should consider the approval of the five year works plan. The Council's agents will be in attendance to advise on the programme.



Ref	Description, Defects and Repairs	Group	Priority	Budget Cost/Year Priority					
				2019	2020	2021	2022	2023	6-10 Years
Cyclical maintenance items									
15	Clean and empty gutters including flat roofs (pigeon droppings).	PM	1	440	440	440	440	440	2200
16	Remove all pigeon droppings from all elevations and windows to such elevations and clean areas (General)	PM	1	253	253	253	253	253	1265
17	Rain water good repairs (General)	PM	1	1125		1125			
18	Remove vegetation and moss growth and kill root structures.	PM	1	250		250		250	500
19	Re-point and relay flags to disrepaired flags and open joints situated at the rear patio	PM	1	470	470	470	470	470	2350
Repeat repairs to be undertaken with elevation works									
20	Window repair / replacement and decorations - short term (Elevation being decorated)	I	2	3500	3500	3500	3500		
21	Ad hoc- Isolated repairs to roof coverings/valley gutters (All)	I	1	1250		1250		1250	1250
22	Replacement of rainwater goods with cast iron (Elevation being decorated)	I	3	3000	3000		3000	3000	
South East Elevation repairs									
23	Render repairs to south east elevation (passageway) and decoration/timber repairs	I	1	20000					
24	Re-paint breathable surface coating including rainwater goods	I	1	7500					
25	Clean sandstone brickwork to south elevation	I	2	5050					
26	Re-decorate windows to south elevation	I	2	2000					
27	Remove ceiling to internal store, replace roof light and carry out roof repairs (J)	I	1	3000					
28	Chimney inspections	I	1	500					
29	Provide internal access commemorative tower	I	1	300					
30	Ariel inspection of concealed roof slopes	I	2	2000					
North West Elevation repairs									
31	Specialist stone repairs Ad Hoc to eroded section of stonework	I	2		2500			2500	
32	Render repairs to north west elevation (yard side) and decoration/timber repairs	I	2		20000				
33	Re-decorate guttering and down pipes	I	2		600				2408



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

34	Re-paint breathable surface coating	I	1	7500		
Roof Repairs						
35	Re-decorate timber fascia boards to roof structures	I	2	500		
36	Undertake localised repairs to the various slipped and damaged roof tiles.	I	2	1000	1000	
37	Replace flat roof covering- roof H	I	2		10000	
38	Replace flat roof covering - Roof F	I	2		6000	
39	Overhaul and replace roof tiles to roof I and K	I	2		10000	
40	Roof covering replacement/overhaul (C)	I	2		10000	
41	Renew roof covering to roof G.	I	2		8000	
42	Install loft ventilation-form internal access and make good	I	2		300	
43	Roof covering replacement/overhaul (B)	I	2		40000	
44	Roof covering replacement/overhaul (A)	I	2		10000	
45	Roof covering replacement/overhaul (E)	I	2		35000	
46	Render repairs to chimneys	I	2		400	
47	Rood covering replacement/overhaul (D)	I	2		30000	
South West Elevation works						
48	Render repairs to boundary walls and decorations	I	2		6500	
49	Remove boarding to side passageway windows	I	2		500	
50	Decorations to outbuilding	I	2		1500	
51	Re-decorate guttering and down pipes	I	2		600	2408
52	Decoration of external railings and gates	I	2		1000	
North East Elevation repairs						
53	Re-point parapet wall situated on roof H	I	2		500	
54	Localised render repairs to the front elevation.	I	2		2500	
55	Re-decorate windows, doors walls and rainwater goods	I	2		3000	3000
56	Re-decorate handrails and gate to the front of the premises	I	2		550	550
57	Clean brickwork to Gaskell and commemorative tower	I	2		440	1320
Long term repairs						



58	Renewal of the concrete deck to the rear patio and creating the kitchen space beneath	1	1							350000
Totals				52,138	39,263	51,588	56,763	61,553	397,251	

Table Two: Five Year Costed Maintenance Plan



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

Knutsford Town Council
Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : DRAFT

		<u>2017 Financial Year</u>		Agreed Budget	<u>Current Financial Year</u>			<u>2019 Financial Year</u>
		Budget	Actual		Actual YTD	Committed Exp.	Projected Actual	Next Year Budget
Assets & Operations								
201	Council Offices							
4090	Professional Fees	2,380	0	2,380	0	0	28,000	375
4101	Insurance	650	0	650	0	0	163	650
4150	Premises Rental	0	2,925	0	0	0	2,195	15,000
4152	Business Rates	10,875	7,504	10,875	8,388	0	9,215	5,825
4153	Electricity	6,500	0	6,500	0	0	1,625	5,000
4160	Water	750	0	750	0	0	188	750
4165	Cleaning Contracts	6,125	2,555	6,125	1,250	0	2,580	3,200
4166	Cleaning Materials	0	76	0	0	0	0	0
4167	Waste	850	385	850	219	0	465	725
4170	Building Repairs	5,000	0	5,000	0	0	500	0
4177	Operation Costs	1,310	1,197	850	17	0	215	430
4185	Compliance Testing	2,675	0	2,675	0	0	0	0
4750	Loan Repayments	0	0	0	0	0	0	6,300
	OverHead Expenditure	37,115	14,641	36,655	9,874	0	45,145	38,255
1000	Rent income	18,825	0	18,825	0	0	0	3,750
	Total Income	18,825	0	18,825	0	0	0	3,750
201	Net Expenditure	18,290	14,641	17,830	9,874	0	45,145	34,505

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Knutsford Town Council
Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : DRAFT

		<u>2017 Financial Year</u>		Agreed Budget	<u>Current Financial Year</u>			<u>2019 Financial Year</u>
		Budget	Actual		Actual YTD	Committed Exp.	Projected Actual	Next Year Budget
205	<u>60 King Street</u>							
4090	Professional Fees	7,150	27,556	7,150	40,938	3,755	45,588	7,150
4170	Building Repairs	2,500	1,765	2,500	0	0	500	2,000
4180	External contractors	20,100	10,177	49,565	45,601	5,934	76,535	52,200
	OverHead Expenditure	29,750	39,498	59,215	86,539	9,689	122,623	61,350
4952	Transfer to Reserves	20,250	0	15,350	0	0	0	0
	Direct Expenditure	20,250	0	15,350	0	0	0	0
1000	Rent income	71,500	71,500	71,500	17,875	0	53,625	71,500
1205	Payments Recovered	0	14,680	0	14,056	0	33,000	0
	Total Income	71,500	86,180	71,500	31,931	0	86,625	71,500
	205 Net Expenditure	-21,500	-46,682	3,065	54,608	9,689	35,998	-10,150
207	<u>Other Buildings</u>							
4090	Professional Fees	1,845	1,450	1,845	8,394	0	8,394	2,100
4180	External contractors	500	0	92,580	329	0	92,909	500
4750	Loan Repayments	0	0	0	0	0	0	17,854
	OverHead Expenditure	2,345	1,450	94,425	8,723	0	101,303	20,454
1000	Rent income	18,450	0	18,450	0	0	0	21,000

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Note : DRAFT

		<u>2017 Financial Year</u>		Agreed Budget	<u>Current Financial Year</u>			<u>2019 Financial Year</u>
		Budget	Actual		Actual YTD	Committed Exp.	Projected Actual	Next Year Budget
1980	Loan Income	0	0	92,580	0	0	92,819	0
1999	Misc Income	0	0	0	239	0	239	0
Total Income		18,450	0	111,030	239	0	93,058	21,000
207	Net Expenditure	-16,105	1,450	-16,605	8,484	0	8,245	-546
232	Transfer Fees/Costs							
4090	Professional Fees	5,000	1,030	2,000	0	0	1,500	0
OverHead Expenditure		5,000	1,030	2,000	0	0	1,500	0
232	Net Expenditure	5,000	1,030	2,000	0	0	1,500	0
250	Cemetery							
4121	Computer Software	0	0	0	0	0	0	1,800
4152	Business Rates	0	0	0	0	0	0	375
4167	Waste	0	0	0	0	0	0	200
4173	Equipment Purchase	0	0	0	0	0	0	2,000
4180	External contractors	0	0	0	0	0	0	1,020
4190	Horticulture	0	0	0	0	0	0	250
4440	Cemetery Improvements	7,500	7,462	5,000	0	0	5,000	5,000
4999	Misc Costs	0	0	0	0	0	0	3,700
OverHead Expenditure		7,500	7,462	5,000	0	0	5,000	14,345

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Knutsford Town Council
Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : DRAFT

		<u>2017 Financial Year</u>		<u>Current Financial Year</u>				<u>2019 Financial Year</u>
		Budget	Actual	Agreed Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget
1400	Interment Fees	0	0	0	0	0	0	5,150
1405	Exclusive Right to Burial Fees	0	0	0	0	0	0	2,800
Total Income		0	0	0	0	0	0	7,950
250	Net Expenditure	7,500	7,462	5,000	0	0	5,000	6,395
255	Cemetery Chapel							
4090	Professional Fees	0	610	0	2,650	6,720	9,370	0
4101	Insurance	0	171	400	432	0	432	450
4152	Business Rates	0	0	400	753	0	753	775
4153	Electricity	0	0	350	0	0	0	350
4160	Water	0	0	350	0	0	0	350
4165	Cleaning Contracts	0	135	500	0	0	0	500
4180	External contractors	0	0	95,200	0	0	95,200	0
4185	Compliance Testing	0	0	400	0	0	0	400
4999	Misc Costs	0	0	250	17	0	17	250
OverHead Expenditure		0	916	97,850	3,852	6,720	105,772	3,075
1005	Room Hire income	0	800	1,660	0	0	0	1,660
1305	Donations Received	0	300	0	0	0	0	0
1999	Misc Income	0	52,000	0	0	0	0	0
Total Income		0	53,100	1,660	0	0	0	1,660
255	Net Expenditure	0	-52,184	96,190	3,852	6,720	105,772	1,415

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Knutsford Town Council
Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : DRAFT

		<u>2017 Financial Year</u>		Agreed Budget	<u>Current Financial Year</u>			<u>2019 Financial Year</u>
		Budget	Actual		Actual YTD	Committed Exp.	Projected Actual	Next Year Budget
501	Public Toilets							
4101	Insurance	340	317	320	343	0	0	350
4155	Contract Costs	42,500	43,520	42,500	22,246	23,886	43,550	43,500
	OverHead Expenditure	42,840	43,837	42,820	22,589	23,886	43,550	43,850
1205	Payments Recovered	340	317	320	0	0	260	0
	Total Income	340	317	320	0	0	260	0
	501 Net Expenditure	42,500	43,520	42,500	22,589	23,886	43,290	43,850
510	Markets							
4090	Professional Fees	1,000	8,875	5,000	8,000	0	8,350	1,000
4101	Insurance	650	598	650	648	0	650	660
4102	Subscriptions	318	318	330	318	0	318	330
4112	Print	0	13	0	0	0	0	0
4152	Business Rates	500	466	500	480	0	480	500
4153	Electricity	6,000	6,971	6,750	2,927	0	7,150	7,150
4155	Contract Costs	0	-569	0	0	0	0	0
4160	Water	850	976	850	709	0	975	975
4165	Cleaning Contracts	500	487	500	100	0	350	500
4166	Cleaning Materials	250	404	200	225	0	400	400

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Knutsford Town Council
Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : DRAFT

		<u>2017 Financial Year</u>		<u>Current Financial Year</u>				<u>2019 Financial Year</u>
		Budget	Actual	Agreed Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget
4167	Waste	4,000	3,428	3,000	566	0	3,075	3,340
4170	Building Repairs	6,000	2,024	2,000	87	0	2,000	2,000
4177	Operation Costs	1,500	1,185	1,500	1,835	0	2,000	2,000
4185	Compliance Testing	750	824	750	126	-17	800	800
4205	Misc Purchases	1,000	91	250	0	0	100	250
4300	Publicity	2,500	2,389	2,500	1,119	0	2,500	2,500
4350	Outdoor Market Trial Costs	1,000	0	0	0	0	0	0
	OverHead Expenditure	26,818	28,480	24,780	17,141	-17	29,148	22,405
4952	Transfer to Reserves	5,892	0	6,544	0	0	0	10,440
	Direct Expenditure	5,892	0	6,544	0	0	0	10,440
1030	Market Hall income	35,790	32,954	36,500	19,988	0	34,260	38,225
1031	Outdoor Market Income	720	720	720	720	0	720	720
1202	Market Licence Income	100	0	100	1,131	0	1,131	1,100
1320	Sales / Service Provision	0	290	480	48	0	120	300
	Total Income	36,610	33,964	37,800	21,887	0	36,231	40,345
510	Net Expenditure	-3,900	-5,484	-6,476	-4,746	-17	-7,083	-7,500
530	Allotments							
4160	Water	100	69	100	32	0	70	70

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Knutsford Town Council
Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : DRAFT

		<u>2017 Financial Year</u>		Agreed Budget	<u>Current Financial Year</u>			<u>2019 Financial Year</u>
		Budget	Actual		Actual YTD	Committed Exp.	Projected Actual	Next Year Budget
4999	Misc Costs	973	0	1,000	0	0	1,033	1,060
	OverHead Expenditure	1,073	69	1,100	32	0	1,103	1,130
	Direct Expenditure	0	0	0	0	0	0	0
1020	Allotment income	1,073	1,074	1,100	1,103	0	1,103	1,130
	Total Income	1,073	1,074	1,100	1,103	0	1,103	1,130
	530 Net Expenditure	0	-1,004	0	-1,071	0	0	0
545	<u>Town Ranger</u>							
4101	Insurance	450	457	500	467	0	467	500
4171	Equipment Repairs	0	0	0	29	0	29	50
4173	Equipment Purchase	0	0	0	342	0	342	500
4176	Clothing/PPE	100	220	100	27	0	50	0
4181	Fuel	700	513	500	445	0	700	700
4182	Vehicle Costs	3,050	3,165	3,500	1,457	0	3,245	3,245
4183	Materials	1,000	923	1,000	835	0	1,000	1,000
	OverHead Expenditure	5,300	5,278	5,600	3,602	0	5,833	5,995
	545 Net Expenditure	5,300	5,278	5,600	3,602	0	5,833	5,995

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Knutsford Town Council
Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : DRAFT

		<u>2017 Financial Year</u>		Agreed Budget	<u>Current Financial Year</u>			<u>2019 Financial Year</u>
		Budget	Actual		Actual YTD	Committed Exp.	Projected Actual	Next Year Budget
550	<u>Grounds & Open Spaces</u>							
4430	Wallwood Tree Works	1,500	1,878	650	0	0	650	2,000
4431	Wallwood Maintenance	500	135	500	-65	65	250	250
4435	Higher Town Green	0	0	500	0	0	500	250
4445	River Lily Maintenance	2,520	2,520	2,520	840	1,680	2,520	2,520
	OverHead Expenditure	4,520	4,533	4,170	775	1,745	3,920	5,020
1100	River Lily Repayments	2,520	2,520	2,520	0	0	2,520	2,520
	Total Income	2,520	2,520	2,520	0	0	2,520	2,520
	550 Net Expenditure	2,000	2,013	1,650	775	1,745	1,400	2,500
560	<u>General Operations</u>							
4060	Refreshments/catering	200	184	150	140	0	300	300
4110	Postage	1,200	1,675	1,225	1,000	0	1,600	1,600
4111	Stationery	500	839	500	245	0	600	600
4112	Print	300	280	150	132	0	150	600
4120	Computer Equipment	1,500	1,797	1,000	19	0	50	1,000
4121	Computer Software	1,500	1,707	1,800	1,107	321	1,800	1,900
4128	Photocopier Usage	1,000	1,837	1,300	962	0	1,750	1,500
4130	Telephone Line Rental	720	152	720	76	0	152	152

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Knutsford Town Council
Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : DRAFT

		<u>2017 Financial Year</u>		<u>Current Financial Year</u>				<u>2019 Financial Year</u>
		Budget	Actual	Agreed Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget
4131	Telephone Call Costs	0	126	0	60	0	120	120
4133	Mobile Phone Costs	540	597	670	340	0	720	600
4151	Venue Hire Costs	250	395	400	483	0	663	600
4205	Misc Purchases	1,000	1,258	1,000	156	0	1,000	1,000
4999	Misc Costs	0	8	0	0	0	0	0
	OverHead Expenditure	8,710	10,854	8,915	4,719	321	8,905	9,972
1950	Website Hosting	25	25	25	0	0	25	25
1999	Misc Income	0	88	0	0	0	0	0
	Total Income	25	113	25	0	0	25	25
560	Net Expenditure	8,685	10,740	8,890	4,719	321	8,880	9,947
Assets & Operations - Expenditure		197,113	158,048	404,424	157,844	42,344	473,802	236,291
Income		149,343	177,268	244,780	55,160	0	219,822	149,880
Net Expenditure		47,770	-19,221	159,644	102,684	42,344	253,980	86,411
Total Budget Expenditure		197,113	158,048	404,424	157,844	42,344	473,802	236,291
Income		149,343	177,268	244,780	55,160	0	219,822	149,880
Net Expenditure		47,770	-19,221	159,644	102,684	42,344	253,980	86,411



Knutsford Town Council Assets Committee Actions Log

Minute Ref	Action Created	Action Outstanding	Notes	Target Date
A16/088	28/11/16	Committee to consider planting at Higher Town Green	Awaiting vegetation to die back in autumn for thinning.	26/11/18
A17/024	03/07/17	Town Clerk to investigate Wi-Fi for Market/Town Centre	Timing to be confirmed as dependent on market redevelopement project.	TBC
A17/024	03/07/17	Town Centre Manager to investigate speciality markets for Silk Mill Street	Timing to be confirmed as dependent on market redevelopement project.	TBC
A17/024	03/07/17	Town Centre Manager to investigate improved signage for Market	Timing to be confirmed as dependent on market redevelopement project.	TBC
A17/024	03/07/17	Town Clerk to develop Markets Strategy	Timing to be confirmed as dependent on market redevelopement project.	TBC