



Date: 15 September 2016

Title: Budget monitoring report

Purpose of the Report: To provide an update on budget spend and use

Contact Officer: Vivien Cannon, Head of Economic Development Services

Corporate Objective/s	LLTC Three Year Plan – Aim 2. Objective 19.	
Implications:		
Financial	√	Whole report - 3x project spends are being recommended in paras 4.1 – 4.7. - Big Plan EMR of £17,105 are recommended to be moved to the Town Council's general fund.
Human Resources		
Operational/Service delivery		
Procedural/Legal		
Risk/Health and Safety		

1. RECOMMENDATION/S

Should members be minded, the proposals are:

- 1.1 To endorse the recommendation to update and reprint the map and directory of shops and services in the town centre at a cost of £500 (503/4555), as per para 4.5.
- 1.2 To endorse the recommendation for the creation of an additional directory of those less businesses outside of the town centre using up to £3,000 (503/4555), as per para 4.6.
- 1.3 To endorse the recommendation to expand the coverage of the town centre flags along High, North and Lake Streets to an estimated cost of up to £4,000 (503/4555), as per para 4.7.
- 1.4 To endorse that the associated Big Plan Ear Marked Reserves of £17,105 be moved back into the Town Council's general funds and sole budgetary lead as per para 5.1.

2. BACKGROUND

- 2.1 The Committee's decision-making arrangement, as detailed in the Terms of Reference, is set out below.
- 2.2 The annual budget shall be developed by the Committee and recommended to the Town Council and Central Bedfordshire Council for approval, only where Central Bedfordshire Council makes funding available in any financial year.
- 2.3 At the Town Council meeting held 29 April 2013, it was resolved: that the Partnership Committee be delegated authority to expend all monies within their budget headings.
- 2.4 Following confirmation of funding, previously 'frozen' Earmarked Reserves will be used to provide match funding to deliver the three projects approved by Central Bedfordshire Council for Market Towns Regeneration Funds (MTRF). Additional match funding will be sourced from Town Council budgets.
- 2.6 As before, Committee has resolved to note the proposed budget of £62,000 for 2016-2017, reflecting the ongoing commitments falling within the remit of the Partnership Committee. (Ref. 058/LLP)

3. 2015-2016 BUDGET MONITORING

- 3.2 Attached is the budget account sheet covering the first quarter of the 2016-17 financial year. **(Appendix A)**

4. 2016/17 COMMITTED PARTNERSHIP BUDGETS & PROJECTS

- 4.2 The Partnership Budget allocation is set at £62,000 for 2016/17.
- 4.3 The list of projects, as set out below in **table (a)** below, show year on year ongoing commitments with associated project plans.
- 4.4 These projects are already within the proposed 2016/17 budget. In addition under the heading Economic Development (504) are those projects agreed annually which were put in the 2016/17 proposed budget.

Table (a)

Confirmed Year on Year Ongoing Commitments

ECONOMIC DEVELOPMENT BUDGET (504)				
All original budgets and associated projects now sit within the Economic Development Services heading (code 101) as per resolution 17/12/15 Ref 058/LLP				
PROJECT / ITEM	2016/17 BUDGET	Spent /Allocated	Remaining	Information / Updates
Town Bunting	£3000	£2,793	£207	Utilising existing infrastructure, coloured flags have been installed. Remaining funds will purchase storage bags for equipment PO raised £108, August payment
Independent's Day	£500	£365	£135	Put aside in support of LB First promotion/event activity this year being planned for 3rd July. Remaining amount yet to be invoiced for flyer delivery
Tourism	£5000	£375	£4,625	
TOTALS:	£8,500	£3,533	£4,967	
TOWN CENTRE MANAGEMENT (503)				
PROJECT / ITEM	2016/17 BUDGET	Spent /Allocated	Remaining	Information / Updates
Christmas Lights	£30,000	£13,854	£16,146	The budget is £30k for two more years as per existing contract 2015 - 2017
Children's Trail (4509)	£6,820	£4,862	£1,958	Original budget £4k with top-up of £2,820 from Partnership Contribution (5034555) to complete commitments. The budget will be used to maintain the trail assets, fund the Guardian and reprinting of stock etc. Budget agreed by Partnership on 11/02/16 at Ref: 071/LLP
Community Access Defibrillators	£1,000	£1,000	£0	2 years remaining of a 3yr SLA commitment (£1k per year) Maintenance budget will be needed whilst they remain in place.
Business Development (inc. Networking event)	£3,000	£1,372	£1,628	Business Network Event, 20 April 2016 <i>Combined 2015/16 & 2016/17 budgets were used for the 2016 event. Overall cost was £2,383</i> This budget code also supports officer attendance of business networking meetings.
Partnership Contribution (4555)	£12,180	£3,000 (Greensand Ridge Walk/Cycle Route)	£12,180	<i>Original budget £15k, £2,820 vied to support Children's Trail Partnership contribution (503/4509)</i> - £3,000 (up to) allocated for Greensand Ridge Walk/Cycle route signage project as per (Ref 081/LLP, 29/06/16) <i>Pending approval for projects listed in report 4.5 – 4.7 below</i>

TOTALS:	£53,000	£24,088	£28,912	
BIG PLAN				
PROJECT / ITEM	2015/16 BUDGET	Spent /Allocated	Remaining	Information / rationale
COMMUNITY FORUM	£500	£0	£500	Delivery of Community forum events
TOTALS:	£500	£0	£500	

- 4.5 An update of the current Map & Directory of Shops and Services in the Town Centre is scheduled for every two years, with the last update taking place in 2014. It is proposed that the current list of businesses and shops be updated using in-house services, and that new vinyl maps for display on High Street and in the car parks as well as a print run of 5,000 maps/brochures (5,000 less than in previous years) be undertaken with costs estimated at £500 (503/4555).
- 4.6 In addition to this update, it is proposed to create a database and expanded listing brochure in support of those less visible Leighton-Linslade businesses outside of the High Street, such as home-based enterprises and those in the business parks. Establishment of the database would be an in-house project building on the information gathered from the Business Networking Event and in collaboration with partnership networking groups (LB Connect, LB First, Central Bedfordshire Council and Federation of Small Business). The additional costs to setting up an expanded print listing could be partially offset by offering advertising space to those businesses. While still in the initial planning and costing stages, it is proposed to spend up to £3,000 for this project (503/4555).
- 4.7 The project undertaken that adds vibrancy to the High Street by the installation of coloured flags was initiated earlier this year and has been successfully received by businesses and residents alike. An expansion of this programme is proposed in order to fill in identified gaps along High Street and Bridge Street and to complete coverage by including the North Street and Lake Street in the scheme. Along with redistribution of existing flags, a further 50 flags, poles and holders will be needed at an estimated cost of up to £4,000 (503/4555). Improving the coverage around the town also sets the scene to facilitate cultural enterprise/creative projects with shops and schools in designing flags towards creating future sight-seeing spectacles encouraging visits to the town.
- 4.8 **Table (b)** below, highlights existing Earmarked Reserve funds with those previously 'frozen' now being confirmed to use for delivering Market Town Regeneration Fund (MTRF) projects.
- 4.9 At its meeting on 27/04/16 Committee endorsed to carry forward unused funds which were kept in abeyance pending confirmation of what additional funds were to be utilised for match funding of MTRF projects. The table below provides the confirmed Ear Marked Reserves now available to fund Partnership led activity, totalling £66,809, inclusive of existing project commitments.

Table (b)

Confirmed Ongoing Commitments from Earmark Reserves

EMR ECONOMIC DEVELOPMENT BUDGET	970/9018 2015/16 BUDGET	Spent/ Allocated	Remaining	Information / rationale
<i>PROJECT / ITEM</i>				
Signage	£10,000	£6,077	£3,923	£3,923 Committed signage projects
Mews & Alleys project	£20,000	£5,000	£15,000	£5,000 allocated to Peacock Mews (pilot scheme) signage/lighting works. Other mews/alleyways costs TBC
Historic EMR funds	£17,834	£9,300 (£6k for West St Banners)	£8,534	- £1500 CT Pencil Restoration - £1800 TACTIC Youth forum Music Event. - TBC – use £6,000 to pay for West Street lamp post banners. (Originally Big Plan project carried forward, but Big Plan budget is Frozen for Market Town Regen Funds projects.) £6,327 carried forward from 2015/16
TOTAL:	£47,834	£20,377	£27,457	
EMR TOWN CENTRE MNGMT BUDGET	970/9027	Spent/ Allocated	Remaining	NEW
	£18,975	£0	£18,975	Carry forward from 2015/16.
TOTAL	£18,975	£0	£18,975	
EMR BIG PLAN				
	£17,105	£0	£17,105	Ref: 050/LLC 25/01/2016 Council meeting - Big Plan projects that remain current themes/activities have been subsumed into the Town Council's Corporate Plan. All unused reserves are proposed to be returned to the Town Council budgetary control.
TOTALS	£17,105	£0	£17,105	

5. CONCLUSION

- 5.1 The Committee is now in a stronger position to utilise its budgets now that MTRF project match funding has been confirmed. With the amalgamation of remaining Big Plan themes of work into the Town Council's Corporate Plan, it is proposed that the associated Ear Marked Reserves of £17,105 be moved back into the Town Council's sole budgetary lead.

End