



Date: 17 February 2017

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
Human Resources		
Operational/Service delivery		
Procedural/Legal		
Risk/Health and Safety		

1. RECOMMENDATION/S

1.1 To transfer future 2017/18 budget allocation and associated work theme responsibilities to the Town Council's Culture and Economic Services Committee for the those areas of work listed below - Total £43,500, as per Table c).

Town Centre Management: (503)

- Town Bunting
- Independent's Day
- Tourism
- Christmas Lights
- Children's Trail
- Community Access Defibrillators

1.2 To transfer existing Earmarked Reserves associated with those work areas listed in recommendation 1.1, with ongoing work that is non-strategic, to the responsibility of the Town Council's Culture and Economic Services Committee, as per budgets lines listed below with final total to be confirmed at financial year end – current total as per 16/02/17 at £48,834 - Table d).

Town Centre Management: (970)

- Signage
- Mews & Alleys project
- Historic EMR funds
- Community Access Defibrillators

- 1.3 To carry forward all 2016/17 allocated project funds into 2017/18 Earmarked Reserves in keeping with the above recommendations 1.1 and 1.2, transfer to Town Council's responsibility – totals to be confirmed by end of financial year, as of 16/02/17 Total at £5,097 - Table a).**

Town Centre Management: (503)

- Town Bunting
- Independent's Day
- Tourism
- Christmas Lights
- Children's Trail
- Community Access Defibrillators
- Partnership Contribution

- 1.4 To carry forward 2016/17 allocated project funds that are yet to be spent into 2017/18 Earmarked Reserves to remain within the Partnership Committee's responsibility – totals confirmed by end of financial year, as of 16/02/17 Total £1,623 - Table a).**

Town Centre Management (503)

- Business Development (inc. Networking Event)
- Community Forum

- 1.5 To carry forward 2016/17 Earmarked Reserves allocated project funds that continue to be spent against, and remaining unallocated funds, into Partnership Committee responsibility for financial year 2017/18 – as of 16/02/17, Total £16,975 - Table f).**

Town Centre Management (970)

- Purple Flag (TBC)
- Unallocated

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** As before, Committee has resolved to note the budget of £62,000 for 2016-2017, reflecting the ongoing commitments falling within the remit of the Partnership Committee. (Ref. 058/LLP)

3. 2016-2017 BUDGET MONITORING

3.1 Attached is the budget account sheet covering quarters 1, 2 & 3 of the 2016-17 financial year. **(Appendix A)**

4. 2016/17 COMMITTED PARTNERSHIP BUDGETS & PROJECTS

4.1 The Partnership Budget allocation was set at £62,000 for 2016/17.

4.2 The list of projects, as set out below in **table (a)** below, show year on year ongoing commitments with associated project plans. In addition under the heading Economic Development (504) are those projects agreed annually which were put in the 2016/17 proposed budget.

4.3 Additional project delivery agreed at its committee meeting 15/09/16 have been added to the table below.

Table (a) Confirmed Year on Year Ongoing Commitments

TOWN CENTRE MANAGEMENT (503)				
PROJECT / ITEM	2016/17 BUDGET	Spent /Allocated	Remaining	Information / Updates
Town Bunting	£3000	£2,835	£165	Completed
Independent's Day	£500	£500	£0	Completed
Tourism	£5000	£2,930	£2,070	
Christmas Lights	£30,000	£28,824	£1,176	The budget is £30k for two more years as per existing contract 2015 – 2017
Children's Trail (4509)	£6,820	£ 6,814	£0,006	Original budget £4k with top-up of £2,820 from Partnership Contribution (503/4555) 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	£1,877	£1,123	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	£10,500	£1,680	<i>Original budget £15k, £2,820 vied to support Children's Trail Partnership contribution (503/4509)</i> <ul style="list-style-type: none"> - £3,000 (up to) allocated for Greensand Ridge Walk/Cycle route signage project as per (Ref 081/LLP, 29/06/16) - £500 allocated for reprint of map & directory of shops - Up to £3,000 for creation of local business directory - Up to £4,000 for extending town centre flag holders coverage
Community Forum (4524)	£500	£500	£0	Delivery of Community forum events Budget transferred into Town Centre Management from Big Plan Budget
TOTALS:	£62,000	£55,280	£6,720	

- 4.4 At its meeting held 15/09/16 Committee endorsed the creation of 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. Following discussion, officers were asked to explore options for the database/brochure to be translated into electronic format. Feedback from the Business Networking partnership steering group suggested the option of a purchased directory “plug-in” added to the Town Council website.
- 4.5 On further exploration of this proposal and with input from Senior Officers, it is recommended that Council not pursue creation of a business directory in this format at this time. The Council website is currently under review and the purchase and set-up of an additional database attached to the website was deemed not to be a prudent investment under these circumstances. In addition, setting a precedent by establishing such a database for one group would lead to requests for similar consideration from other Council-supported groups, requiring additional investment in time and in funding. Officers will progress with the one-off business directory of those businesses outside of the town centre be published.

4.6 **Table (b)** below, provides the confirmed Earmarked 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 2015/16 BUDGET	Spent/Allocated	Remaining	Information / rationale
<i>PROJECT / ITEM</i>				
Signage	£10,000	£6,077	£3,923	£3,923 Committed signage projects, e.g. finger posts updating. Ongoing into next financial year.
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 once Peacock Mews completed. Budget to role forward to next year.
Historic EMR funds	£17,834	£11,550	£6,284	- £1500 CT Pencil Restoration COMPLETED - £1800 TACTIC Youth forum Music Event. COMPLETED - £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.) Nearing completed with 12 banners already installed. - £2,250 to extend the work of the Children's Trail Guardian as per agenda item 12, 01/12/2016 for 2017/18 budget year.
TOTAL:	£47,834	£22,627	£25,207	
EMR TOWN CENTRE MNGMT BUDGET	970/9027	Spent/Allocated	Remaining	NEW
Town Ranger activity	£1,000	£470	£530	Repairs, graffiti removal.
Community Defibrillators	£1,000	£0	£1,000	Committee allocated £1,000 per year for three years for defibrillator costs. The Equipment is life span is 10 years. We are currently in the second year and anticipate a small spend in perishables. To date, expected electric bills have not been received and we may find ourselves paying in arrears. Un-used budget is rolled forward to facilitate payment in arrears and covering the remaining 7 years of the equipment's life span.
Purple Flag (TBC)	£1,650	£1,650	£0	Pending Agenda item 8, 16/02/17
Un allocated	£15,325	£0	£15,325	In the past this has been used for town centre ad hoc repairs to street furniture and lighting, and joint projects, e.g. lighting schemes. Committee proactively held spend in abeyance pending confirmation MTRF budget allocation.
TOTAL	£18,975	£2,120	£16,855	

5. FUTURE BUDGET ALLOCATION

- 5.1 Agenda item 7, introduces the proposal for a review of the Joint Committees (Partnership Committee). It is proposed that in readiness to move the work of the Partnership Committee into a more strategic operational position, current projects of a non-strategic nature are transferred to the responsibility of the Town Council. This will require both project responsibility and associated budgets to be transferred to the sole responsibility of the Town Council from the start of the 2017/18 financial year.
- 5.2 Whilst the above discussion proposes new Terms of Reference for the Committee, it would be expedient of Committee to endorse the proposal to transfer work themes and budget responsibility at this point in time in readiness for the new financial year.
- 5.3 All monies associated with the Partnership Committee for 2017/18 will come from the Town Council's budget. The work associated with these projects are no longer high level or strategic in nature. Rather they are regular work delivery actions or of a nature that does not need a Partnership Committee to approve.
- 5.4 Similarly, it is proposed to transfer Earmarked Reserved projects and budget allocation to the Town Council's responsibility. Again this reflects the non-strategic nature of the projects and enables ongoing attention to be given work themes as required.
- 5.5 There are five recommendations above and to aid Committee's understanding of final placement of budgets, details are offered below:

Table (c) Annual budget and work responsibility be **transferred** to Town Council's Cultural and Economic Committee starting financial year 2017/18 and thereafter – **Total £43,500**, as per recommendation 1.1

TOWN CENTRE MANAGEMENT (503)	
PROJECT / ITEM	2017/18 BUDGET
Town Bunting	£3000
Independent's Day	£500
Tourism	£5000
Christmas Lights	£30,000
Children's Trail	£4,000
Community Access Defibrillators	£1,000
TOTALS:	£43,500

Table (d) Current Earmarked Reserves budget to be **transferred** to Town Council's Cultural and Economic Committee 2017/18 budget and work responsibility – **Total £48,834, including spent and allocated to date**, as per recommendation 1.2

EMR (970) TOWN CENTRE MANAGEMENT			
PROJECT / ITEM	2016/17	Spent/ Allocated	Remaining as of 16/02/17
Signage	£10,000	£6,077	£3,923
Mews & Alleys project	£20,000	£5,000	£15,000
Historic EMR funds	£17,834	£11,550	£6,284
Community Defibrillators	£1,000	£0	£1,000
TOTAL	£48,834	£22,627	£26,000

Table (e) Annual budget and work responsibility to **remain** with Partnership Committee, **including spent and allocated to date**, from financial year 2017/18 and thereafter – **Total £3,500**

TOWN CENTRE MANAGEMENT (503)			
PROJECT / ITEM	2016/17	Spent /Allocated	Remaining
Business Development (inc. Networking event)	£3,000	£1,877	£1,123
Community Forum (4524)	£500	£500	£0
TOTALS:	£3,500	£2,377	£1,123

Table (f) Current Earmarked Reserves to **remain** the responsibility of Partnership Committee and carried forward into financial year 2017/18 – **Total £16,975, including spent and allocated to date** as per recommendation 1.5

EMR (970) TOWN CENTRE MANAGEMENT			
PROJECT / ITEM	2016/17	Spent/ Allocated	Remaining
Purple Flag (TBC)	£1,650	£1,650	£0
Un allocated	£15,325	£0	£15,325
TOTAL	£16,975	£1,650	£15,325

END