

Head of Service: Cultural & Neighbourhoods - Report to Neighbourhood Services Committee, Tuesday 15th December 2020

The Neighbourhood Services Committee is delegated to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the following.

- Management of the Town Park
- Management of the council's support to street cleansing and coordination with the Parish Steward Scheme.
- Management of the Community Services provided in partnership with the Probation Service.
- Management of the Grounds Maintenance Contracts.
- Support for Trowbridge in Bloom, Trowbridge Park volunteers, Friends of Biss Meadows, Friends of the Down Cemetery and other organisations seeking to deliver environmental improvement for the town.
- Maintenance of all of the Town Council's neighbourhood assets, including play areas, bus shelters, benches, litter bins and allotments etc.
- Develop projects and approve schemes including street furniture, signage and minor highway improvements in partnership with Wiltshire Council.
- Issues relating to the provision of public transport services, development of transport and other environmental matters including liaison with Wiltshire Council's Community Area Transport Group (CATG) and with reports made through the MyWiltshire app.
- In relation to all activities performed by the Committee, that issues relating to Health & Safety are risk assessed and appropriately prioritised
- To bring forward proposals for the ongoing development of these services on behalf of the Town Council and to oversee the management of any such developments as are undertaken.
- To deliver specific aims of the Council Strategy (see purple boxes within the report).
- The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.
- The Committee is empowered to incur expenditure where it has allocated budget provision.

1. STAFF

1.1 The HEAD OF SERVICE: Cultural & Neighbourhoods, Clare Lyall, has responsibility for Neighbourhood Services as well as the Museum and related cultural activities.

1.2 The Neighbourhood Services Officer (NSO), Carl Ivin-Maddox, undertakes day to day organisation and activity within the department.

1.3 Head Grounds Operative - Graham Drewitt, undertakes a range of work each day to improve our local neighbourhoods and is promoted to Head Grounds Operative from 1st January 2021.

1.4 Grounds Operatives - Mark Houlder has been appointed as a part-time Ground Operative commencing 1st January 2021. He will be working Monday to Wednesday 8.00 am until 2.00 pm for 18 hours per week. With the agreement of Head of Service – Leisure and Facilities, Richard Rees of Active Trowbridge will continue to support the Department for the next couple of months.

1.5 Volunteer, Ivan has also been giving voluntary support to the department and we are very grateful for his continued support.

1.6 Training – The NSO is currently undertaking a management apprenticeship leading to a Level 3 Diploma in management skills. The Head Grounds Operative has undertaken Chapter 8 training allowing him to carry out highway works and has renewed his chainsaw licence.

2. TOWN PARK

The Town Council Strategy says:

NEIGHBOURHOOD FACILITIES

Trowbridge Town Council will continue to care for and enhance the Town Park in conjunction with the Friends of Trowbridge Park, ensuring that it retains its position as a fantastic resource in a central location at the heart of our town centre.

Trowbridge Town Council will work with community Groups, Wiltshire Council and others to enhance the environment, including open spaces and highway infrastructure, ensuring that funding resources achieve excellent value.

The Town Park was dedicated to the town in a number of blocks from the last quarter of the nineteenth century onwards.

- The Upper Park in 1887 (between St George's Works and the Tennis Courts), under the 1875 Act – (Less the corner of Castle Place Shopping Centre – Ministry consent 1966)
- The Lower Park in 1919 (from the tennis courts to the river Biss)

It was transferred from Wiltshire Council to the town council in 2012. We now receive no funding from Wiltshire Council for its upkeep. We contract with id-verde for all green area maintenance including the Park and they have one member of staff based in the Park.

We have, in recent years, resurfaced the tennis courts and Multi Use Games Area (MUGA) and recently opened the new storage facility, which will be used to store equipment and provide parking for vehicles.

2.1 Trowbridge Bowls Club – A meeting has been undertaken to discuss the maintenance schedule for the bowling green. The bowls club are currently happy with the arrangements. The Bowls Club have a lease for the club building and rights to use the green and make it available for the public. Hayley Bell is in discussions with the Bowls Club to attempt to broker an alternative lease. Matters relating to the lease and the relationship with the Club will be reported to the Leisure Services Committee, whilst management of the contractors will be reported to this committee.

2.2 Climate Emergency – the department is currently considering ways of making the Park **carbon neutral** in line with the council's strategy.

- **Planting** – Due to Covid 19 shutdown of various businesses, we were unable to source appropriate planting for the beds so this year id-verde have used a mix of wild flower seeds and perennials in each of the flower beds around the town. There will be no hanging baskets as these will be taken apart and used to plant in the tubs around the town.
- **Trees** – 4 trees have been planted in their new locations.
- **Water** – we are looking at schemes which other councils have introduced with regard to approaching local shops to have a water filling station allowing the public to refill their water bottles.
- **Wildlife** – we have a bug hotel within the park which provides a habitat for insects, who break down natural detritus which then improves the quality of the soil.
- **Weedripper** - The weed-ripper machine has allowed us to reduce our chemical footprint by 100% by eliminating all weedkiller, however some contractors we use do use chemicals but we will endeavour to minimise where possible. Verbal update given.

2.3 Community Garden – The shed was due to be removed on 14th March. Verbal update.

2.4 Volunteers - The Riot of Colour (ROC) Border volunteers have renamed themselves the Trowbridge Volunteer Gardeners (TVG) (see 5.2)

2.5 Refreshment Kiosk – The Kiosk situated next to the crazy-golf is let to a concession operator and is opened during the spring/summer season.

3. PLAY AREAS - Prior to 2018 the town council owned and maintained a small number of play areas including the Town Park, Grove Recreation Ground and Regent's Place. In 2018 we also took over a further 24 play areas from Wiltshire Council. We now maintain these, with £50,000 from Wiltshire Council on transfer and a small annual S106 maintenance fund. We have not yet signed a formal agreement for this but we are taking full responsibility for them. As a result of recent discussions regarding ongoing maintenance we have agreed with Wiltshire Council that they will continue to undertake grass cutting and we will forego the annual maintenance S106 until a formal agreement is put in place. **All play areas are open and the public have the guidance to use the areas safely to prevent the spread of Covid 19.**

Please find below a list of works carried out to date:

Work Completed No further action Pending

PLAY AREA	WORKS CARRIED OUT
YEOMAN WAY	
CORNBRASH RISE	New spring equipment installed
YORK BUILDINGS	
SILVER MEADOWS CLOSED	Being closed. Returning to grass and informal public space. Close to SPRING MEADOWS.
BEECH GROVE	
THE POPLARS CLOSED	Being closed. Returning to grass and informal public space. Close to SPRING MEADOWS.
WESTFIELD CLOSE	
SPRING MEADOWS	
CAVELL COURT	
PARSONAGE ROAD – CLOSED	Gone out to tender as of 30/11/2020
DRYNHAM PARK	
LAMPLIGHTERS WALK	
WOOLPACK MEADOWS CLOSED	Await public consultation. Due to Health & Safety considering removal of equipment and investment in Worsted Close which is nearby.
WORSTED CLOSE	
DOWNSIDE PARK	No work carried out to date
HULBERT CLOSE	Improvements to be funded from S106 2020/21.
BREWERY WALK	
OLD FARM	Quotes received for replacement fencing
PAINTERS MEAD	Quotes received for refurbishment to be funded from S106 2020/21.
BROOK ROAD	
STALLARDS	No work carried out to date
SEYMOUR	Refurb of equipment – March 2020
SEYMOUR MUGA	Refurbishment funded from Sport England Grant for 2020/21
REGENTS PLACE	
STUDLEY GREEN BMX TRACK	
STUDLEY GREEN MUGA	Refurbishment funded from Sport England Grant for 2020/21
TROWBRIDGE PARK	
LONGMEADOW MUGA	Area Board & other Grant funding for spend in 2020/21
PAXCROFT BROOK	
STALLARDS SKATE PARK	No work carried out to date
THE GROVE	
GROVE MUGA	Refurbishment funded from Sport England Grant.

Section 106 monies still to spend (explanation within Phase Four):-

07/03864/OUT – land to the north of Green Lane - £20,000 – expires 22/03/2021 tender process started

15/04948/FUL – land adjacent to Elmhurst - £29,168.23 – expires 15/06/2021

05/00821/FUL – Trowbridge Rugby Club - £2,146,36 – expires 13/08/2021

PHASE FOUR - Parsonage Road Hulbert Close, Painters Mead and Paxcroft Brook. Phase 4 plans are to refurb these using the remaining s106 monies. We have received confirmation from Ashford Homes that the Section 106 contribution in respect of the development at Elmhurst totalling £29,168.23 can be divided between the play areas at Hulbert Close (£19,268.23) and Painters Mead (£10,000) for play enhancements. Funds now received from Wiltshire Council. We are currently seeking additional quotations for the works.

As we are now in a tender situation, all previous companies should follow the tendering process. Link to the online tender portal can be found here:

<https://www.contractsfinder.service.gov.uk/Notice/c818e1a5-a5cf-43a6-a132-23e56876626b>

3.1 Skate Park – The town council provides a concrete construction skatepark on land at Stallards Recreation Ground leased from Wiltshire Council, adjacent to the railway station. **Re-opened on 4th July.**

DELEGATION OF ASSETS AND SERVICES FROM WILTSHIRE COUNCIL

Trowbridge Town Council will take a proactive approach to asset and service transfer from Wiltshire Council; Recreation Grounds, Play Areas and Open Spaces, Public Car-Parking, Bus Shelters, Litter Bins, Seats, Grit Bins and Street Cleaning and will seek to simplify and speed up the transfer process.

4. STREET SERVICES - All issues regarding litter, highway defects, grass cutting etc. should be reported to the town council through report@trowbridge.gov.uk. The Neighbourhood Services Officer (Carl Maddox) will then ensure that information is compiled so that the issues can be reported on one of the Wiltshire Council reporting systems. Highway safety issues requiring a longer term solution including yellow line requests will be reported through the Area Board Issues Log which then go on to CATG.

4.1 Street Cleaning (Weedripper and Road Sweeper) – a street cleaning programme is currently in force, covering town centre (on a regular basis) and neighbouring streets (rotated around a 6 to 10-week cycle). The NSO has recently been promoting a leaf removal service which utilises the road sweeper on the NS Facebook page to local communities in relation to the removal of leaves. This has proved particularly successful.

4.2 Barrowman – This service is funded by Wiltshire Council through their contract with id-verde and is one of the services expected to transfer to the town council. We are still working closely with the contractor to ensure that the work undertaken by the Barrowman is prioritised. He is now regularly litter picking the multi-storey car park. This may need to change if the car-park is sold.

4.3 Litter Bins – Requests for new bins to be installed have been received from Cllrs Bryant, Cavill and Fuller, The majority of litter bins are the responsibility of Wiltshire Council, except those located on Town Council land. The litter bin service is one of those which is proposed to be transferred to the town council. Members are asked to note the comments and resolution from the Neighbourhood Services meeting held on 29th May 2018 as follows:

The Town Clerk reported that following the resolution at the previous meeting held on 27th February 2018: 'to adopt a policy and procedure to enable provision and refurbishment of litter bins and litter bin collection services'. Cllr Halik reported that this could be an opportunity to consider taking over use of recyclable bins, however it was noted that the biggest issue is the emptying of the bins which could have a significant cost to the town council, and the requirement for a Waste Transfer Licence, with no significant monies currently in the budget for this. The Town Clerk suggested that the recommendation could be amended, encompassing bringing forward for consideration the possibility of the town council providing this service.

RESOLVED to approve: That until such time as we are in a position to take over the litter bin service from Wiltshire Council, including waste removal (which is likely to be after 2020/21) then the town council will only be able to support the replacement of existing bin locations, with Wiltshire Council continuing to provide the emptying service but that the town council will consider costs and options for transfer at the earliest opportunity.

4.4 Bus Shelters – The town council is responsible for all Bus Shelters in the town. The Facilities Manager is looking into replacement and maintenance of the bus shelters on the condition we are permitted to advertise within them. The Town Council has responsibility for all bus shelters in the town.

4.5 Grit Bins - The town council is responsible for all grit bins in the town and also charges the neighbouring parish council for refilling and checking bins in their areas. All grit bins are currently full.

5. OTHER ASSETS (CM)

5.1 Allotments (CM)

5.1.1 Home Farm Close – Letters have been issued regarding setting up an association. There are currently 4 interested parties. The tenants have requested a number of improvements to the site which exceed the budget available. If they were to set themselves up as a constituted group, they could apply for funding themselves to carry out this work. We will be encouraging them to set themselves up as a constituted group. One of the improvements we have been looking at implementing is the surfacing of the current rough path through the site from Dursley railway bridge to Longfield, which is open to the public.

5.2 Textile Garden – The Trowbridge Volunteer Gardeners (TVG) have applied for a grant from St. James' Church Trust, awaiting a response. The TVG have taken on the maintenance and upkeep of the Textile Garden in Union Street. We are very grateful for their continued support with the ROC border. The TVG are continuing to maintain the ROC border during the Covid 19 pandemic whilst abiding by Government guidelines to maintain their safety and that of the public.

5.3 Closed Churchyards – The town council manages 3 closed churchyards at St James'; St John's, Upper Studley; and Holy Trinity. The Down Cemetery is managed by Wiltshire Council through a contract with Idverde. The NO attended a meeting of the Friends of the Down Cemetery and we will be utilising the weedripper at the cemetery in conjunction with the Friends at an agreed cost. This will be included into the weekly schedule at a mutually convenient appropriate time. The Yew Tree at St James' has been successfully crown lifted to allow access, preventing anti-social behaviour in this area. **Unfortunately, during the Covid 19 Pandemic there has been a re-occurrence of some re-growth of vegetation under the Yew tree. There will be a cost implication for its removal.**



5.4 Fleet Management

5.4.1 Pickup – The Neighbourhood Services Team operate a pick-up truck, although the cost for this is included in the Facilities Budget.

5.4.2 Road sweeper – The sweeper commenced in September 2019 and the current lease contract is for 5 years at £450per week.

6. WILTSHIRE COUNCIL

6.1 Highways Newsletter – From Cllr Bridget Wayman, Cabinet Member for Highways, Transport & Waste, is circulated to councillors.

6.2 My Wiltshire Highways & Street-scene App – Changes to submission of highway improvements and traffic survey requests - Wiltshire Council are changing the way highway improvements and traffic surveys are requested by members of the public and through Town and Parish Councils. The current process requires updating to improve the customer experience and to reduce the steps involved. The proposed new system will foster a closer working relationship with town and parish councils, whilst providing a better and more informed experience for members of the public (see Briefing Note No. 19 – 016 sent electronically)

6.3. CATG

The budget for CATG support projects for 2020/21 is £10,000.

CATG Match Funding BUDGET	£10,000.00
Survey into pedestrian crossing on Seymour Road	£200.00
Footway West Ashton Road, Blackball Bridge to cycleway	£3,500.00
Broadcloth Lane/Cloth Yard/Weavers Drive 20mph	£1,375.00
Newtown 20mph assessment	£833.33
TOTAL	£5,908.33
LEAVING	£4,091.67

Other projects:

- Longfield Gyratory is subject to a bid to the government for £6million for alterations to the lights and sequencing, footway from the Lamb Car Park to the pedestrian crossing and from the entrance to Longfield House to the pedestrian crossing as well as other pedestrian and cycling improvements in the area. No contribution from the Town Council is expected for this scheme.
- Pedestrian direction signs in the town centre including White Hart Yard and St George's Works. Proposals to come forward in the future, possibly as part of the Future High Streets Fund.
- Footway resurfacing in Polebarn Rd and Wingfield Rd. No proposals have been considered yet.
- Improved access and egress arrangements for Upper Broad Street Car Park.

6.4 SID – This has now been successfully installed in Cockhill.

7. PARTNERSHIPS

NEIGHBOURHOOD FACILITIES

Trowbridge Town Council will work with community Groups, Wiltshire Council and others to enhance the environment, including open spaces and highway infrastructure, ensuring that funding resources achieve excellent value.

7.1 Trowbridge Volunteer Gardeners – Neighbourhood Services continue to work alongside the remaining members who continue to maintain the ROC border on a voluntary basis (See 5.2). We are trying to establish an account with their favoured plant supplier to enable us to support the group with a supply of plants.

7.2 Friends of Biss Country Meadows (FOBM) – The 2020 AGM was unable to take place due to Covid. All volunteer activities at the CP have been suspended until further notice. PPE, work procedures and risk assessments are in place to recommence work asap. Waiting to hear from TTC regarding a maintenance grant submitted earlier in the year.

7.3 Friends of Paxcroft Brook Open Space (FPBOS)- NTR

7.4 Friends of The Down Cemetery – This group are now becoming increasingly more involved with the local community. Work has recommenced in a Covid safe manner (with risk assessments).

8. CONTRACTS

8.1 Grounds Maintenance contract – We have a green space maintenance contract with id-verde including the seasonal floral displays. Wiltshire Council also has a green space maintenance contract with id-verde and has confirmed that it is extending its current contract to 2022 at which time it expects that all such services will have been transferred to the town and parish councils. The NS team are carrying out additional grass cutting when required and minor maintenance work. We are now also extending our contract in line with these dates.

8.2 Grass Cutting – Castley Road open space – has now been undertaken.

9. RESPICE PROSPICE

Look Back Look Forward is the Town Council motto and this perfectly encapsulates the £2.4 Museum expansion which will use Trowbridge's rich and unique past to develop a regionally significant tourist attraction. It also covers other aspects of the council's activities including Neighbourhoods, where the Town Council is always working to develop the local facilities and invest in the future, particularly with a growing population.

9.1 Social Media - Neighbourhood Services' Facebook page continues to be a useful way of updating the local community about the Department's activities and as a platform to keep them informed of other relevant material. Councillors are urged to share relevant information from the Neighbourhood Services page on other social media platforms.

9.2 Town Centre Wayfinding Signage – there is the potential for funding from the Future High Street Fund. Should we be successful we will look at undertaking a mapping exercise to indicate where all the signage in the town centre is presently, directing pedestrians to specific locations within the town.

10. FINANCE – Q2 Accounts (AGENDA ITEM 7)

Q2 Accounts for Neighbourhood Services (2020/2021) are presented (**APPENDIX A**).

11. FINANCE – BUDGET 2021/2022 (AGENDA ITEM 8)

The Budget for Neighbourhood Services (2021-2022) is shown below (**APPENDIX B**).

Clare Lyall, Head of Service: Cultural and Neighbourhoods

With Contributions from:

Carl Ivin-Maddox – Neighbourhoods Officer (CM)

Appendix A

Neighbourhoods Quarter 1 Actuals 2020-21						
		Qtr 2	Qtr 2	Variance	Annual	
504	Projects	Actuals	Budget	Favourable	Budget	Notes
		2020/2021	2020/2021	(Adverse)	2020/2021	
	EXPENDITURE					
4506	CATG Project	£10,792	£4,998	-£5,794	£10,000	Speed Indicator Device, covered by grant from Area Board
4511	Investment in Assets - Other	£0	£2,550	£2,550	£5,000	
	Sub- Total Expenditure	£10,792	£7,548	-£3,244	£15,000	
1001	Grants	£4,884	£0	£4,884	£0	
1009	Income Other	£1,515	£0	£1,515	£0	
	Sub- Total Income	£6,399	£0	£6,399	£0	
	Net Actual Costs	£4,393	£7,548	£3,155	£15,000	
		Qtr 2	Qtr 2	Variance	Annual	
509	Recreational Facilities	Actuals	Budget	Favourable	Budget	Notes
		2020/2021	2020/2021	(Adverse)	2020/2021	
	EXPENDITURE					
4025	Insurance	£4,173	£7,239	£3,066	£14,478	
4035	Grounds Maintenance	£4,236	£4,314	£78	£8,634	
4036	Equipment Purchases and repairs Play Area Capital Improvements	£4,960	£63,180	£58,220	£126,366	Delays to upgrades due to Covid.
4038	Premises Maintenance/ Repairs 9k+33k	£10,026	£7,500	-£2,526	£15,000	Savings during Covid.
4904	Assets funded from grants	-£11,802	£0	£11,802	£0	
4912	TRF from Earmarked reserve	£0	-£17,502	-£17,502	-£35,000	Would have been used to cover equipment purchases
	Sub- Total Expenditure	£11,593	£64,731	£53,138	£129,478	
	INCOME					
1001	Grants Income Residents	-£11,125	£34,998	-£46,123	£70,000	To cover upgrades
1108	SI06 Grants	£0	£1,740	-£1,740	£3,474	To cover upgrades
	Sub- Total Income	-£11,125	£36,738	-£47,863	£73,474	
	Net Actual Costs	£22,718	£27,993	£5,275	£56,004	
		Qtr 2	Qtr 2	Variance	Annual	
518	Neighbourhood Services General	Actuals	Budget	Favourable	Budget	Notes
		2020/2021	2020/2021	(Adverse)	2020/2021	
	EXPENDITURE					
4001	Staff Salaries	£26,314	£30,768	£4,454	£61,719	
4002	Staff Nat Insurance	£2,068	£2,466	£398	£4,944	
4003	Staff Pensions	£5,465	£6,366	£901	£12,776	
4007	Staff clothing	£0	£228	£228	£450	
4008	Staff Training	£70	£780	£710	£1,560	
4009	Travel Expenses	£0	£48	£48	£100	
4035	Grounds Maintenance	£35,172	£20,748	-£14,424	£41,500	Savings during Covid
4036	Equipment Purchases	£1,979	£498	-£1,481	£1,000	Purchasing equipment to enable more works to be carried out in house
4180	Street Cleaning machine allied costs	£13,617	£6,750	-£6,867	£13,500	Obtaining an explanation from Karl Buckingham
	Sub- Total Expenditure	£84,685	£68,652	-£16,033	£137,549	
	INCOME					
1001	Grants	£0	£0	£0	£0	Should be under 504 (SID)
1009	Other Income	£0	£1,200	-£1,200	£2,400	Adverse because of impact of Covid 19
1123	Street cleaning income	£0	£2,502	-£2,502	£5,000	Adverse because of impact of Covid 19
	Sub- Total Income	£0	£3,702	-£3,702	£7,400	
	Net Actual Costs	£84,685	£64,950	-£19,735	£130,149	

		Qtr 2 Actuals 2020/2021	Qtr 2 Budget 2020/2021	Variance Favourable (Adverse)	Annual Budget 2020/2021	Notes
521	Closed Churchyards x3					
	EXPENDITURE					
4035	Ground Maintenance	£2,488	£3,750	£1,262	£7,500	Savings during Covid
	Sub- Total Expenditure	£2,488	£3,750	£1,262	£7,500	
524	Park					
	EXPENDITURE					
4025	Insurance	£518	£330	-£188	£660	Recent claims
4035	Grounds Maintenance	£15,942	£19,038	£3,096	£38,080	Savings during Covid
4038	Premises Repairs	£2,605	£0	-£2,605	£0	Correlates to expenditure on locks to secure play area
	Sub- Total Expenditure	£19,065	£19,368	£303	£38,740	
525	Allotments					
	EXPENDITURE					
4012	Water	£430	£252	-£178	£500	
4025	Insurance	£90	£108	£18	£221	
4038	Premises Repairs	£0	£48	£48	£100	
4544	Computers	£0	£84	£84	£170	
	Sub- Total Expenditure	£520	£492	-£28	£991	
	INCOME					
1000	Rent (garages)	£1,454	£2,202	-£748	£4,400	
1009	Allotments Income	£1,381	£1,308	£73	£2,610	
	Sub- Total Income	£2,835	£3,510	-£675	£7,010	
	Net Actual Costs	-£2,315	-£3,018	-£703	-£6,019	
	SUMMARY FIGURES					
	Neighbourhoods Qtr 2 (April '20 - Sept '20)	Actual	Budget	Variance		
	Gross Expenditure	£129,143	£164,541	£35,398		
	Income	-£1,891	£43,950	-£45,841		
	Net	£131,034	£120,591	-£10,443		

Appendix B

Neighbourhood Services Budget		done done		done		Printed 09 December 2020		
		Actual	Actual	Actuals	Budget	Budget	Difference	
504	Projects	To Sept 19 (half year)	To Sept 20 (half year)	Last year 2019/2020	approved 2020/2021	proposal 2021/2022		
	EXPENDITURE							
4511	Investment in Assets - Other	£3,750	£0	£3,750	£5,000	£5,000	£0	
4912	Investment in Assets - Other	£0	£0	(£7,903)			£0	
4506	CATG Match Funding	£2,506	£0	£4,153	£10,000	£10,000	£0	
	Sub Total Expenditure	£6,256	£0	£0	£15,000	£15,000	£0	
	INCOME							
1001	Grants		(£4,884)				£0	
1009	Income - Other	£0	(£1,515)	£0	£0	£0	£0	
	Sub Total Income	£0	(£6,399)	£0	£0	£0	£0	
404	Net budgeted cost (CATG Projects)	£6,256	(£6,399)	£0	£15,000	£15,000	£0	
509	Play Areas	Actual	Actual	Actuals	Budget	Budget	Difference	
		To Sept 19 (half year)	To Sept 20 (half year)	Last year 2019/2020	approved 2020/2021	proposal 2021/2022		
	EXPENDITURE							
4025	Insurance	£4,283	£4,173	£9,546	£14,478	£8,500	£5,978	
4035	Grounds Maintenance	£2,830	£4,236	£8,353	£8,634	£9,000	-£366	
4036	Equipment Purchases Play Area Capital Improvements	£16,452	£4,960	£49,295	£126,366	£20,000	£106,366	
4038	Play Area Maintenance/ Repairs	£1,445	£10,026	£14,104	£15,000	£22,700	-£7,700	
4912	TRF from Earmarked Reserves	(£12,978)	£0	(£31,160)	(£35,000)	(£20,000)	-£15,000	
4911	TRF to Earmarked reserves	£0	£0	(£8,076)			£0	
	Sub- Total Expenditure	£12,032	£23,395	£42,062	£129,478	£40,200	£89,278	
	INCOME							
1001	Grants	£0	£0	£0	(£70,000)	£0	-£70,000	
1059	Transfer fee from WC			£0	£0	£0	£0	
1108	S106 Grants	(£3,474)	£0	(£32,642)	(£3,474)	£0	-£3,474	
	Sub- Total Income	(£3,474)	£0	(£32,642)	(£73,474)	£0	-£73,474	
509	Net budgeted cost (Play Areas)	£8,558	£23,395	£9,420	£56,004	£40,200	£15,804	
518	Neighbourhood Services General	Actual	Actual	Actuals	Budget	Budget	Difference	
		To Sept 19 (half year)	To Sept 20 (half year)	Last year 2019/2020	approved 2020/2021	proposal 2021/2022		
	EXPENDITURE							
4001	Staff-Salaries	£25,878	£26,314	£55,864	£61,719	£62,145	-£426	
4002	Staff-Nat.Insurance	£1,983	£2,068	£4,335	£4,944	£3,811	£1,133	
4003	Staff-Superannuation	£5,236	£5,465	£11,299	£12,776	£12,243	£533	
4007	Staff Clothing	£500	£0	£646	£450	£600	-£150	
4008	Staff Training/ Conference Fees	£928	£70	£1,555	£1,560	£555	£1,005	
4009	Travel Expenses	£5	£0	£5	£100	£278	-£178	
4014	Electricity		£0	£93			£0	
4020	Miscellaneous	£0	£0	£41	£0	£0	£0	
4035	Ground Maintenance incl floral displays	£13,823	£35,172	£34,557	£41,500	£42,000	-£500	
4036	Equipment Purchases	(£178)	£1,979	£253	£1,000	£2,000	-£1,000	
4127	FUEL		£0	£23		£300	-£300	
4128	Waste Disposal		£0			£4,000	-£4,000	
	Sub-Totals Expenditure	£54,927	£71,068	£108,671	£124,049	£127,931	-£3,882	
	INCOME							
1001	Grants	£0	£11,125	£11,125	£0	£0	£0	
1123	Street cleaning income		£0		(£5,000)	(£5,000)	£0	
1009	Other Income	£0	£0	£0	(£2,400)	(£2,400)	£0	
	Sub-Totals Income	£0	£11,125	£11,125	(£7,400)	(£7,400)	£0	
518	Net budgeted cost (Neighbourhood Services General)	£54,927	£82,193	£119,796	£116,649	£120,531	-£3,882	

		Actual To Sept 19 (half year)	Actual To Sept 20 (half year)	Actuals Last year 2019/2020	Budget approved 2020/2021	Budget proposal 2021/2022	Difference
521	Closed Churchyards x3						
	EXPENDITURE						
4035	Grounds Maintenance	£1,659	£2,488	£4,725	£7,500	£7,500	£0
	Sub- Total Expenditure	£1,659	£2,488	£4,725	£7,500	£7,500	£0
	INCOME						
1009	Other Income	£0	£0	£0	£0	£0	£0
	Sub- Total Income	£0	£0	£0	£0	£0	£0
521	Net budgeted cost (Churchyards)	£1,659	£2,488	£4,725	£7,500	£7,500	£0
524	Park						
	EXPENDITURE						
4012	Water		£0	£5,976			£0
4014	Electric		£0	(£107)			£0
4025	Insurance	£679	£518	£1,857	£660	£1,200	-£540
4035	Grounds Maintenance	£12,481	£15,942	£28,423	£39,080	£35,000	£4,080
4038	Premises Repairs	£1,737	£2,605	£2,763	£0	£0	£0
4556	Demolition of Toilets	£3,650	£0	£3,650	£0	£0	£0
	Sub- Total Expenditure	£18,547	£19,065	£42,562	£39,740	£36,200	£3,540
524	INCOME						
1000	Rent Rec	£0	£0	(£6,755)	£0	£0	£0
1117	Rent Bowls club neighbourhoods	(£3,377)	(£1,643)	£0	(£3,286)	(£3,302)	£16
1118	Rent Kiosk neighbourhoods		(£1,831)		(£4,000)	(£4,000)	£0
1009	Income Other		£0	£0	£0	£0	£0
	Sub- Total Income	£0	(£3,474)	(£6,755)	(£7,286)	(£7,302)	£16
524	Net budgeted cost (Park)	£18,547	£15,591	£35,807	£32,454	£28,898	£3,556
525	Allotments						
	EXPENDITURE						
4012	Water	(£100)	£430	£154	£500	£500	£0
4025	Insurance	£101	£90	£214	£221	£200	£21
4035	Grounds Maintenance	£0	£0	£0	£0	£0	£0
4038	Premises Repairs	£15	£0	£1,546	£100	£100	£0
4544	Computers	£84	£0	£169	£170	£170	£0
	Sub- Total Expenditure	£100	£520	£2,083	£991	£970	£21
	INCOME						
1000	Rent (garages)	(£2,000)	(£1,454)	(£2,200)	(£4,400)	(£2,300)	-£2,100
1009	Allotments Income	(£1,305)	(£1,381)	(£2,754)	(£2,610)	(£2,800)	£190
	Sub- Total Income	(£3,305)	(£2,835)	(£4,954)	(£7,010)	(£5,100)	-£1,910
525	Net budgeted cost (Allotments)	(£3,205)	(£2,315)	(£2,871)	(£6,019)	(£4,130)	-£1,889
504	Net budgeted cost (CATG Projects)	£6,256	(£6,399)	£0	£15,000	£15,000	£0
509	Net budgeted cost (Play Areas)	£8,558	£23,395	£9,420	£56,004	£40,200	£15,804
518	Net budgeted cost (Neighbourhood Services General)	£54,927	£82,193	£119,796	£116,649	£120,531	-£3,882
521	Net budgeted cost (Churchyards)	£1,659	£2,488	£4,725	£7,500	£7,500	£0
524	Net budgeted cost (Park)	£18,547	£15,591	£35,807	£32,454	£28,898	£3,556
525	Net budgeted cost (Allotments)	(£3,205)	(£2,315)	(£2,871)	(£6,019)	(£4,130)	-£1,889
500	NEIGHBOURHOOD SERVICES	£86,742	£114,953	£166,877	£221,588	£207,999	£13,589

				ACTUAL	ESTIMATE	BUDGET	
				2019/2020	2020/2021	2021/2022	
	Reserves brought forward						
	Earmarked - Play Areas			£28,358	£11,820	£20,000	
	RESERVES EXPENDITURE						
	Contribution from reserves			(£31,160)	£0	(£20,000)	
	RESERVES INCOME						
	Tennis Courts S106 for MUGAS			£11,349	£0	£0	
	Contribution to reserves			£3,273	£0	£0	
	Contribution to reserves			£0	£8,180	£0	
	Net change in reserves			(£16,538)	£8,180	(£20,000)	
	Balance carried forward			£11,820	£20,000	£542,110	
		Actual To Sept 19 (half year)	Actual To Sept 20 (half year)	Actuals Last year 2019/2020	Budget approved 2020/2021	Budget proposal 2021/2022	Difference
710	Park Facilities						
	EXPENDITURE						
4012	Water	£3,900	£498	£0	£1,000	£1,000	£0
4014	Electricity including Tennis Courts)	£223	£102	£0	£450	£450	£0
4053	Loan Repayment Interest	£3,645	£3,561	£0	£7,080	£7,290	-£210
4054	Loan Repayment Capital	£0	£3,510	£0	£7,062	£6,852	£210
4056	Legal fees		£340	£0			£0
4132	Neighbourhood Services fleet		£1,848	£0	£29,000	£4,000	£25,000
4180	Street Cleaning equipment (Sweeper and weeder)	£6,752	£13,617	£23,885	£13,500	£27,000	-£13,500
	Toilet fitting to Civic Centre					£40,000	-£40,000
4293	Construction		£310,920		£350,000	£0	£350,000
4905	Asset funded from loan		(£233,352)				£0
4912	Contribution from reserves		£0		(£363,250)	£0	-£363,250
270	Sub- Total Expenditure	£14,520	£101,044	£23,885	£44,842	£86,592	-£41,750
	INCOME						
1108	S106 Grant		(£43,752)				£0
1122	Hire of the Park		£0		(£5,750)	(£5,750)	£0
	Sub- Total Income	£0	(£43,752)	£0	(£5,750)	(£5,750)	£0
710	Net budgeted cost Park Facilities	£14,520	£57,292	£23,885	£39,092	£80,842	-£41,750

