

Leisure & Amenities Committee - Revised Budget 2018/19 & Draft Budgets 2019/20 to 2021/22

			2017/18 Actual Exp/Inc £	2018/19 Approved Budget £	2018/19 Exp/Inc to 30.9.18 £	2018/19 Revised Budget £	2019/20 Draft Budget £	2020/21 Forecast Budget £	2021/22 Forecast Budget £	Comments
Income										
100		Penlee House Car Park								
	100/1	Daily Tickets	91,313	100,000	50,803	96,000	96,000	96,000	96,000	Impact of CC Charges and free after 4pm
	100/2	Quarterly Tickets	10,329	8,180	5,192	10,330	10,330	10,330	10,330	Based on last year which agrees with usage so far this year
	100/3	Excess Charges	1,583	1,180	903	1,590	1,590	1,590	1,590	Based on last year which agrees with charges so far this year
100		Total	103,225	109,360	56,897	107,920	107,920	107,920	107,920	
115		Allotment Rents	4,561	4,800	133	4,800	4,800	4,800	4,800	Assumed full occupancy of all plots
120		Footpath Partnership Agency	2,767	2,770	0	0	0	0	0	Not currently undertaken by PZTC
125		Toilets	13,546	16,000	6,930	10,500	10,500	10,500	10,500	Based on income to date and Oct-Mar 2017/18
131		Misc	830	0	0	0	0	0	0	
132		Skatepark Income	0	0	0	450	0	0	0	One-off contribution from Curbs
135		Penzance AFC								
	135/1	Club house lease payment	0	0	0	560	2,750	3,880	4,500	Assumed implement new tenancy with effect from 1.1.19
	135/2	Ground/Changing Room lease	1,200	1,200	600	1,200	1,200	1,200	1,200	unchanged
135		Total	1,200	1,200	600	1,760	3,950	5,080	5,700	
140		Grants								
	140/1	CCTV	0	4,943	4,943	4,940	0	0	0	
140		Total	0	4,943	4,943	4,940	0	0	0	
Total Income			126,129	139,073	69,503	130,370	127,170	128,300	128,920	
Expenditure										
1000		Facilities Management	44,373	41,343	19,197	41,020	43,400	44,550	45,470	Based on salary costs with known pay rises in 2019/20 & 2% thereafter
1005		Park Salaries	109,521	145,154	56,748	131,480	151,850	152,700	155,890	Based on actual - underspend to be utilised to purchase greenhouse
1010		Central Admin(Support Services)	8,230	8,850	4,425	8,850	10,050	10,070	10,290	Charges increased annually in line with payroll increases
1015		Penlee Park								
	1015/1	Penlee Park - Maintenance	5,699	12,500	5,502	23,120	12,500	12,500	12,500	Increase to replace greenhouse, otherwise budget unchanged
	1015/2	Fuel for vehicles & equipment	1,673	1,860	1,041	1,860	2,420	2,420	2,420	Increased to reflect additional leased vehicle
	1015/3	Maintenance of Park Machinery	434	3,000	76	2,300	3,000	3,000	3,000	Budget unchanged
	1015/4	Utilities - Park (water)	220	350	274	250	260	270	280	Based on actual usage & inflation greenhouse only
	1015/5	Plants, materials & tools	1,851	5,000	1,891	4,000	5,000	5,000	5,000	Budget unchanged
	1015/6	Utilities - Park (Electricity)	2,420	970	72	800	1,090	1,120	1,150	Based on actual usage & inflation- Open air theatre
	1015/7	Maintenance - equipment	2,050	2,000	955	1,500	2,000	2,000	2,000	Budget unchanged
1015		Total	14,347	25,680	9,811	33,830	26,270	26,310	26,350	
1020		Park Security	4,121	5,000	1,632	4,600	4,600	4,600	4,600	
1040		Protective Clothing & Equipment	320	1,000	869	1,500	3,356	3,356	3,356	
1045		Allotments								
	1045/3	Alverton Playing Field								
	1045/3/1	Rent	10	10	10	10	10	10	10	Budget unchanged
	1045/3/2	Maintenance	5	250	0	250	250	250	250	Budget unchanged

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	1045/4	Cranken								
	1045/4/1	Rent	0	30	0	30	30	30	30	Budget unchanged
	1045/4/2	Water Rates	230	350	353	450	470	480	490	Based on actual usage & Inflation
	1045/4/3	Maintenance	139	1,807	0	1,810	1,500	1,500	1,500	
	1045/5	Gulval								
	1045/5/1	Maintenance	12	4,572	2,684	4,570	4,500	2,500	2,500	
	1045/6	Lescudjack								
	1045/6/1	Water Rates	221	200	-41	200	210	220	230	Based on actual usage & inflation
	1045/6/2	Maintenance	110	2,032	0	2,030	1,500	1,500	1,500	
	1045/7	Leskinnick								
	1045/7/1	Water Rates	239	200	58	210	220	230	240	Based on actual usage & inflation
	1045/7/2	Maintenance	0	2,032	419	2,030	2,000	2,000	2,000	Annual hedge maintenance
	1045/8	Love Lane								
	1045/8/1	Maintenance	845	250	0	250	750	750	750	Wall repairs
	1045/9	Mennaye								
	1045/9/1	Rent	10	10	10	10	10	10	10	Budget unchanged
	1045/9/2	Water Rates	30	0	0	0	0	0	0	
	1045/9/3	Maintenance	0	250	12	250	2,000	500	500	Wall repairs
	1045/10	Penlee Point								
	1045/10/1	Rent	33	10	0	0	0	0	0	
	1045/10/2	Maintenance	0	250	0	0	0	0	0	
	1045/11	Trannock								
	1045/11/1	Rent	13	20	0	20	20	20	20	Budget unchanged
	1045/11/2	Water Rates	487	200	533	490	510	530	550	Based on actual usage & inflation
	1045/11/3	Maintenance	33	2,032	224	2,030	2,030	2,500	2,500	
	1045/12	Allotment IT Package	224	455	446	460	460	460	460	Budget unchanged
1045		Total	2,640	14,960	4,708	15,100	16,470	13,490	13,540	
1050		Footpath Maintenance Contract	2,767	2,770	0	0	0	0	0	
1055		Weed Control	20,040	36,000	18,502	18,510	18,960	19,420	19,890	Balance to earmarked reserve
1060		Penlee House Car Park								
	1060/1	Car Park Consumables	976	760	483	760	950	760	950	Alternate years - excess charge books
	1060/2	Car Park Rates	14,097	14,500	10,164	14,520	15,100	15,700	16,330	Based on actual invoice & inflation @ 3.99%
	1060/3	Car Park Water Rates	3,111	3,200	1,173	2,180	2,240	2,300	2,360	Based on actual invoices & inflation
	1060/4	Car Park Maintenance	5,673	4,190	0	4,190	4,190	4,190	4,190	Service of machines & maintenance
1060		Total	23,855	22,650	11,820	21,650	22,480	22,950	23,830	
1070		Community Toilets	11,325	13,000	3,418	13,000	16,500	16,500	16,500	Budget unchanged
1075		Jubilee Pool	55,377	48,836	24,168	0	0	0	0	Transfer budget to Finance & GP Strategic Grant
1076		Jubilee Pool - Maintenance	58,778	0	0	0	0	0	0	
1085		Flag Projects	11,097	15,000	14,699	15,000	15,000	15,000	15,000	Budget unchanged
1090		Erecting Flags	7,281	6,890	0	6,890	6,890	6,890	6,890	Budget unchanged

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1095		Heritage Plaque Scheme	0	1,000	0	1,000	1,000	1,000	1,000	Budget unchanged
1100		Christmas Lighting	22,612	30,000	8,169	23,000	23,000	23,000	23,000	Transfer strategic grants budget to Finance & GP
1105		Other Amenities Expenditure	0	3,000	9	3,000	3,000	3,000	3,000	Budget unchanged
1110		Skate Park Project	0	0	0					
1111		Skate Park								
	1111/1	Rent	123	100	45	90	90	90	90	Based on actual 2018/19
	1111/2	Electricity	0	110	0	0	0	0	0	
	1111/3	Maintenance & Consumables	488	3,000	100	4,450	4,000	4,000	4,000	Drain clearance, repairs, flood light inspection, & replacement items
1111		Total	610	3,210	145	4,540	4,090	4,090	4,090	
1115		War Memorials								
1115/1	1115/1	Cleaning Contract	497	1,000	1,093	1,100	1,100	1,100	1,100	
1115/2	1115/2	Maintenance & Upkeep	2,746	2,000	0	1,900	1,900	1,900	1,900	
1115		Total	3,243	3,000	1,093	3,000	3,000	3,000	3,000	Overall budget unchanged
1120		Penzance Football Club								
	1120/1	Statutory Checks, Inspections & actions	575	8,000	675	8,000	8,000	5,000	5,000	
1120		Total	575	8,000	675	8,000	8,000	5,000	5,000	
1130		Open Spaces								
	1130/1	Heamoor Field	3,627	3,000	400	3,000	3,000	3,000	3,000	Budget unchanged
	1130/2	Jewish Cemetery	0	500	0	500	500	500	500	Budget unchanged
	1130/3	Skateboard Park	0	0	0	0	0	0	0	
1130		Total	3,627	3,500	400	3,500	3,500	3,500	3,500	
1135		Open Air Theatre								
	1135/1	Maintenance	3,765	2,000	300	2,000	2,000	2,000	2,000	Budget unchanged
	1135/2	Grant	1,500	1,500	1,500					Transfer to Finance & GP Strategic Grants
	1135/3	Marketing	782	800	782					Transfer to Finance & GP Strategic Grants
1135		Total	6,047	4,300	2,582	2,000	2,000	2,000	2,000	
1165		Toilets								
	1165/1	Cleaning Contract	90,396	90,800	44,349	90,800	90,800	90,800	90,800	Budget unchanged
	1165/2	General Supplies - all sites	2,042	2,500	1,699	2,500	2,500	2,500	2,500	Budget unchanged
	1165/3	Alexandra Road								
	1165/3/1	Maintenance	507	2,000	852	2,000	2,000	2,000	2,000	Budget unchanged
	1165/3/2	Council Tax	0	0	0	0	0	0	0	
	1165/3/3	Electricity	396	1,720	58	300	310	320	330	Based on previous 12 months & inflation
	1165/3/4	Water	0	2,680	0	1,200	530	550	570	Based on actual invoices including overdue sum for previous year & inflation
	1165/4	Penalverne								
	1165/4/1	Maintenance	1,106	2,000	686	2,000	2,000	2,000	2,000	Budget unchanged
	1165/4/2	Council Tax	1,655	1,420	840	1,440	1,500	1,560	1,620	Based on actual & inflation
	1165/4/3	Electricity	1,125	1,720	335	1,030	1,050	1,080	1,110	Based on invoices & inflation

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	1165/4/4	Water	861	2,680	-59	910	940	970	1,000	Based on past 12 months usage & inflation
	1165/5	Princess May								
	1165/5/1	Maintenance	2,457	2,000	1,293	2,500	2,500	2,500	2,500	Based on 2017/18 actual
	1165/5/2	Council Tax	0	0	0	0	0	0	0	
	1165/5/3	Electricity	2,418	1,720	632	1,460	1,500	1,540	1,580	Based on invoices & inflation
	1165/5/4	Water	11,421	2,680	830	10,020	2,540	2,600	2,660	Based on past 12 months usage & inflation
	1165/6	South Pier								
	1165/6/1	Maintenance	3,512	3,500	2,363	3,500	3,500	3,500	3,500	Budget unchanged
	1165/6/2	Council Tax	1,049	910	630	1,080	1,120	1,170	1,220	Based on actual plus inflation @ 3.99%
	1165/6/3	Electricity	947	1,720	101	470	490	510	530	Based on actual plus inflation
	1165/6/4	Water	560	2,680	-194	2,160	2,220	2,280	2,340	Based on past 12 months usage & inflation
	1165/7	TIC								
	1165/7/1	Maintenance	6,188	5,500	4,901	6,000	5,500	5,500	5,500	Budget unchanged
	1165/7/2	Council Tax	3,215	2,760	1,932	3,320	3,450	3,580	3,720	Based on invoices & inflation @ 3.99%
	1165/7/3	Electricity	0	1,720	0	0	0	0	0	No invoices received
	1165/7/4	Water	332	2,680	121	410	420	430	440	Based on past 12 months usage & inflation
	1165/8	Wherrytown								
	1165/8/1	Maintenance	252	2,500	2,226	5,000	2,500	2,500	2,500	Budget unchanged in future years
	1165/8/2	Council Tax	1,599	1,380	994	1,710	1,770	1,840	1,920	Based on invoices & inflation @3.99%
	1165/8/3	Electricity	1,698	1,720	305	530	540	550	570	Based on invoices & inflation
	1165/8/4	Water	756	2,670	338	680	700	720	740	Based on invoices & inflation
	1165/9	Jennings Street Rates	0	1,940	0	1,940	0	0	0	One-off agreement to enable review to be completed
	1165/10	Legionella Testing		5,000	1,860	5,000	5,460	5,460	5,460	Based on actual costs of annual and monthly checks
1165		Total	134,490	150,600	67,091	147,960	135,840	136,460	137,110	
1180		Surveillance & Security								
	1180/1	Annual Monitoring	22,364	15,000	16,943	17,450	15,750	15,750	15,750	Based on Cornwall Council invoices
	1180/2	Additional Monitoring	734	1,500	0	1,500	1,500	1,500	1,500	Budget unchanged
	1180/3	Maintenance Contract	0	11,320	5,943	12,940	12,940	12,940	12,940	Based on Cornwall Council invoices
	1180/4	Repairs	2,162	31,151	37,501	36,090	3,530	3,530	3,530	Maintenance & camera replacement
	1180/5	Storenet	455	370	182	180	540	540	540	Shopwatch payment to the BID
1180		Total	25,715	59,341	60,569	68,160	34,260	34,260	34,260	
1210		Lodge Refurbishment	2,000	92,188	23,356	92,190	0	0	0	One-off project
1211		The Lodge - Statutory checks &	0	0	0	0	1,000	1,500	1,000	Some bi-annual checks as well as annual heating maintenance
1215		Barbican Building - Statutory		1,000	0	1,000	1,000	1,000	1,000	Further report required to increase budget
1220		Vehicle Leasing	10,413	7,220	3,621	7,220	13,420	8,950	13,420	2 vehicles refinanced bi-annually Replace mower 2018/19, budget transferred to earmarked
1230		Purchase of Machinery	1,628	7,780	0	20,780	0	0	0	reserve
1240		Maintenance & Repair of Vehicles & Equipment	1,206	5,000	1,507	5,000	5,000	5,000	5,000	budget unchanged

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1250		Play Equipment	1,567	5,000	0	25,000	5,000	5,000	5,000	Approved £20,000 from Reserves 29.10.18 as unspent in 2017/18
1260		Secure Banking Service	0	2,000	0	2,000	2,000	2,000	2,000	Budget unchanged
1270		Devolutions - Surveys & Inspections	0	5,000	0	5,000	0	0	0	One-off project
1280		Tree Surveys	0	0	0	5,260	0	0	0	Budget transferred from Penlee Park to enable in-depth review of trees on PZTC land
1995		Funds								
	1995/1	Car Park Maintenance Fund	0	1,500	0	1,500	1,500	1,500	1,500	Balance at 31.3.18 £21,048 - budget unchanged
	1995/2	Allotment Provision Fund	0	1,500	0	1,500	1,500	1,500	1,500	Balance at 31.3.18 £14,334 - budget unchanged
	1995/3	Play Equipment Fund	0	25,000	0	25,000	25,000	5,000	5,000	Balance at 31.3.18 £22,741 - budget reduced in 2020/21 to reflect improved equipment in Penlee Park
	1995/4	Toilet Refurbishment Fund	0	10,000	0	7,500	15,000	15,000	15,000	Balance at 31.3.18 £15,000 - contribution to reserves maintained at £15,000
	1995/5	Devolution Fund	0	109,892	0	101,220	201,940	204,860	203,610	Increased by 2% on payroll after adjusted for ongoing annual commitments
	1995/6	Weed Treatment Equipment	0	0	0	17,040	17,040	17,040	17,040	Transferred from weed control budget to enable equipment purchase costing approx £80k
	1995/7	PAFC - roof replacement	0	25,000	0	25,000	0	0	0	Established during 2018/19 budget setting
	1995/8	Tree Maintenance	0	0	0	5,000	2,000	2,000	2,000	New reserve to meet historical costs and annual works thereafter
	1995/9	Machinery Replacement	0	0	0	0	7,780	7,780	7,780	Transferred from Machinery replacement budget
	1995/10	CCTV repair/replacement	0	0	0	0	10,000	10,000	10,000	Transferred from Security& surveillance repairs
1995		Total	0	172,892	0	183,760	281,760	264,680	263,430	
Total Expenditure			587,294	946,164	339,274	922,800	862,696	839,276	848,416	
Net Expenditure			461,165	807,091	269,771	792,430	735,526	710,976	719,496	

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Income										
200	Council Run Exhibitions Grant	2,500	5,758	2,500	2,950	2,500	1,000	0	0	NPO funded
205	Shop									
205/1	Admission Charges	55,000	75,071	55,000	42,767	59,670	59,670	59,670	59,670	Income to date and income Oct-Mar last financial year
205/2	Sale of Books & Non VAT Sales	50,000	60,625	50,000	17,846	31,400	50,000	50,000	50,000	Income to date and income Oct-Mar last financial year
205/3	Sale of Vatable Merchandise	40,000	50,106	40,000	22,122	40,300	40,300	40,300	40,300	Income to date and income Oct-Mar last financial year
205/4	Image Licensing Fees	1,500	1,566	1,500	144	1,500	1,500	1,500	1,500	Budget unchanged
205/5	Workshop Donations					0				
205	Total	146,500	187,369	146,500	82,878	132,870	151,470	151,470	151,470	
210	Education									
210/1	Education Development Grants	500	617	500	0	9,630	5,000	5,000	5,000	Grants will be raised to cover costs(2140/2)
210/2	Education Development Grants - NPO	8,500	6,648	9,600	2,875	8,550	9,000	9,550	7,500	NPO funded
210	Total	9,000	7,265	10,100	2,875	18,180	14,000	14,550	12,500	
215	Agency Fee - Cornwall Council	46,980	46,930	46,980	48,651	48,650	48,650	48,650	48,650	Based on 2018/19 actual, to end 2022/23
220	Friends Administration	2,600	2,140	2,600	25	2,600	2,600	2,600	2,600	Budget unchanged
235	The Orangery									
235/1	Orangery Franchise	25,000	25,460	25,000	5,337	25,460	25,460	25,460	25,460	Based on 2017/18
235/2	Energy Costs	2,500	3,884	2,500	1,095	3,890	3,890	3,890	3,890	Based on 2017/18
235/3	Waste Disposal	1,600	3,124	1,600	0	1,570	1,570	1,570	1,570	Based on actual expenditure for last 12 months
235	Total	29,100	32,469	29,100	6,432	30,920	30,920	30,920	30,920	
245	Cornwall Museums Partnership	26,660	26,013	26,660	6,919	26,660	39,910	50,170	35,430	NPO Funded expenditure which includes two 100% funded posts
290	Grants									
290/1	Capital Build Grants	0	0	0	0	0	0	0	0	
290/2	Acquisition Capital Grants	0	37,468	0	0	0	0	0	0	
290/3	Tesco Bags for Life	0	0	0	0	0	0	0	0	
290/4	HLF Grant - Luminaries Exhibition	0	0	0	0	13,500	0	0	0	
290	Total	0	37,468	0	0	13,500	0	0	0	
295	Community Toilets - L&A recharge	1,000	0	1,000	0	1,000	1,000	1,000	1,000	Budget unchanged
299	Miscellaneous	760	1,046	760	255	760	760	760	760	Budget unchanged
Total Income		265,100	346,459	266,200	150,987	277,640	290,310	300,120	283,330	
Expenditure										
2000	Penlee House Employee costs	251,090	235,122	250,052	123,749	251,077	273,290	274,950	280,880	Includes two 100% grant funded posts
2005	Central Admin	15,200	15,200	15,200	7,603	15,200	17,250	17,290	17,680	Increased in line with payroll costs
2010	Staff Travelling	2,000	3,765	2,000	1,254	2,500	2,500	2,500	2,500	Based on expenditure to date in 2018/19
2015	Recruitment	250	0	1,875	1,325	1,880	500	500	500	Advert for 2 posts
2018	Training for Grant Funded post	1,000	0	1,000	214	1,000	1,000	1,000	1,000	NPO Grant funded
2021	Telephone	2,170	2,464	2,170	1,442	2,170	2,230	2,290	2,340	Based on known commitments & inflation in future years

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2022	Broadband	420	724	420	435	790	810	830	840	Based on known commitments & inflation in future years
2025	Postage	700	553	700	11	1,500	1,500	1,500	1,500	Increased to reflect actual required usage
2030	Photocopier	5,800	4,568	5,800	1,834	3,620	3,620	3,620	3,620	Based on known contractual costs and anticipated usage
2035	Office Consumables	1,500	1,075	1,500	468	1,200	1,200	1,200	1,200	Based on 2017/18 expenditure
2140	Educational Development	9,000	12,852	10,800	4,395					
2140/1	Community educational activities					1,800	2,000	2,000	2,000	PZTC funded expenditure based on 2017/18
2140/2	Other grant funded projects					8,530	5,000	5,000	5,000	Grants will be raised to cover these costs entirely
2140/3	NPO Funded projects					8,550	9,000	9,550	7,500	100% NPO Grant funding
	Total					18,880	16,000	16,550	14,500	
2045	Merchandise for Resale	49,460	65,482	49,460	16,887	42,650	49,460	49,460	49,460	Reduced in 2018/19 to reflect reduction in sales income
2050	Advertising	8,380	20,268	8,380	10,078	10,870	7,880	7,880	7,880	NPO Grant in 2018/19 otherwise budget unchanged
2055	Council Run Exhibitions	29,750	75,482	29,750	16,054	29,750	28,250	27,250	27,250	NPO Grant in 2018/19 & 2019/20 otherwise budget unchanged
2060	Volunteer Stewards	3,000	2,583	3,000	1,305	3,000	3,000	3,000	3,000	Budget unchanged
2065	Membership Subscription Fees	1,140	1,145	1,140	778	1,150	1,150	1,150	1,150	Budget unchanged
2070	Insurance	13,530	14,106	13,530	7,786	13,530	13,860	14,190	14,530	Budget unchanged & inflation for future years
2075	Rates - House	28,090	27,319	28,090	21,224	30,320	31,530	32,790	34,100	Based on 2018/19 actual & inflation for future years
2081	Electricity	21,490	23,275	21,490	11,052	23,280	23,840	24,410	25,000	Based on 2017/18 & inflation for future years
2082	Gas	10,900	13,490	10,900	3,764	10,900	11,160	11,430	11,710	Based on current expenditure & inflation for future years
2085	Water Rates	5,140	5,727	5,140	452	5,730	5,870	6,010	6,160	Based on 2017/18 & inflation for future years
2090	Coach House									
2090/1	Coach House Electricity	1,950	1,234	1,950	220	1,240	1,270	1,300	1,330	Based on 2017/18 & inflation for future years
2090/2	Coach House Rates	200	739	200	572	820	850	880	920	Based on actual costs & inflation for future years
2090/3	Coach House Water Rates	760	66	760	47	300	310	320	330	Based on actual costs & inflation for future years
2090	Total	2,910	2,038	2,910	839	2,360	2,430	2,500	2,580	
2095	Museum Exhibits - Maintenance	2,000	2,953	2,000	65	2,000	2,000	2,000	2,000	Budget unchanged
2100	Museum Fittings									
2100/1	Museum Fittings - Purchase	500	184	500	376	500	5,500	500	500	Budget unchanged, NPO Grant 2019/20
2100/2	Museum Fittings - Maintenance	25,000	28,437	28,245	11,341	28,250	25,000	40,000	25,000	Budget unchanged, NPO Grant 2020/21 & one-off chiller costs
2100/3	IT Replacement	1,000	1,074	1,000	1,155	1,000	1,000	1,000	1,000	Budget unchanged
2100/4	Cleaning Contract	7,200	6,931	8,225	3,559	8,230	8,230	8,230	8,230	Budget increased during to 2018/19 to reflect new contract
2100/5	Cleaning Materials/Hygiene contract	620	658	620	419	660	660	660	660	Based on 2017/18
2100/6	Penlee House Waste Disposal	3,290	5,771	3,290	3,152	5,780	5,780	5,780	5,780	Based on 2017/18
2100	Total	37,610	43,055	41,880	20,003	44,420	46,170	56,170	41,170	
2105	Orangery Equip	1,000	1,161	1,000	0	1,000	1,000	1,000	1,000	50% recovered from The Orangery
2110	Cornwall Museums Partnership	10,000	0	10,000	1,323	10,000	1,000	1,000	1,000	NPO Grant - Digital engagement
2115	HLF Bid Writing	0	4,843	0	0	0	0	0	0	

Penlee House Committee - Revised Budget 2018/19 & Draft Budgets 2019/20 to 2021/22

		2018/19	2017/18	2018/19	2018/19	2018/19	2019/20	2020/21	2021/22	Comments
		Original	Actual	Approved	Exp/Inc	Revised	Draft	Forecast	Forecast	
		Budget	Exp/Inc	Budget	to 30.9.18	Budget	Budget	Budget	Budget	
		£	£	£	£	£	£	£	£	
2116	HLF Resilient Grant - match funding	0	0	5,000	0	5,000	0	0	0	
2120	Secure Banking Service	0	0	2,000	0	2,000	2,000	2,000	2,000	New service commenced Oct 2018
2200	Grant Funded Projects									
2200/1	HLF - Luminaries Project	0	0	0	0	13,500	0	0	0	
	Total	0	0	0	0	13,500	0	0	0	
2800	Capital Projects									
2800/1	Coach House Refurbishment	0	0	20,000	750	750	19,250	0	0	Project delayed, budget moved to 2019/20
2800	Total	0	0	20,000	750	750	19,250	0	0	
2995	Funds/Earmarked Reserves									
2995/1	Conservation Fund	1,000	1,000	1,000	500	1,000	500	500	500	Balance 31.3.18 £1,406 - annual contribution reduced
2995/2	Penlee House Fab/Plant Fund	10,000	10,000	6,755	3,378	6,760	10,000	10,000	10,000	Balance 31.3.18 £31,227- annual contribution unchanged
2995/3	Council Run Exhibition Fund	10,000	10,000	-3,812	-3,812	-6,310	0	0	0	Balance 31.3.18 £34,936 - Reserve sufficient
2995/4	Coach House Refurbishment Fund	8,000	8,000	-12,000	3,250	7,250	-15,250	0	0	Balance 31.3.18 £8,000 - used to fund project 2019/20
2995/5	Agency Fee Buffer Fund	0	0	0	0	0	10,000	10,000	10,000	New reserve to establish buffer for future withdrawal of CC grant
2995	Total	29,000	29,000	-8,057	3,315	8,700	5,250	20,500	20,500	
2996	Funds - Capital									
2996/1	Acquisition Fund	1,250	30,000	1,250	0	1,250	1,250	1,250	0	Balance 31.3.18 £6,430 - contribution maintained until reached £10,000
2996	Total	1,250	30,000	1,250	0	1,250	1,250	1,250	0	
2999	Miscellaneous	1,000	917	0	139	0	1,000	1,000	1,000	Budget previously £1,000, re-established in 2019/20
Total Expenditure		544,780	639,167	535,380	258,543	561,977	577,250	587,220	578,050	
Net Expenditure		279,680	292,708	269,180	107,557	284,336	286,940	287,100	294,720	

Finance & General Purposes Committee - Revised Budget 2018/19 & Draft Budgets 2019/20 to 2021/22

		2017/18 Actual Exp/Inc £	2018/19 Approved Budget £	2018/19 Exp/Inc to 30.9.18 £	2018/19 Revised Budget £	2019/20 Draft Budget £	2020/21 Forecast Budget £	2021/22 Forecast Budget £	Comments
Income									
300	Precept	1,286,233	1,337,625	1,337,625	1,337,630	0	0	0	
305	Council Tax Support Grant	82,169	98,620	98,615	98,610	89,300	89,300	89,300	Refer to Appendix 2
310	Interest								
310/1	Interest in H.I.B.A. Accounts	1,463	540	1,861	3,730	3,730	3,730	3,730	
310	Total	1,463	540	1,861	3,730	3,730	3,730	3,730	
315	Rents								
315/1	Tennis Club	4,688	5,470	5,469	5,470	6,250	6,430	6,590	Based on rent set out in lease agreement
315/2	Lodge	4,376	4,380	1,824	5,190	6,000	6,000	6,000	Rent increase wef 1.10.18
315/6	Bryncliffe Flat	0	0	0	720	1,440	340	0	Tenant reimbursing Town Council
315	Total	9,064	9,850	7,292	11,380	13,690	12,770	12,590	
320	Neighbourhood Plan	0	0	0	5,000	0	0	0	Funding from S106 monies
325	Section 106 Monies	32,500	0	33,500	45,951	0	0	0	100% externally funded
390	Grants								
390/1	Solomon Browne Memorial Hall Grant	78,057	0	0	0	0	0	0	Project complete
390/2	Local Devolution Fund Project - CC	0	19,772	19,772	19,770	0	0	0	Notified of funding 2018/19 only
390	Total	78,057	19,772	19,772	19,770	0	0	0	
395	Penzance Projects	3,536	0	0	0	0	0	0	
399	Miscellaneous								
399/1	S W W Shares Dividend	87	90	29	90	90	90	90	Based on actual receipts
399/2	Miscellaneous	3,472	0	1,328	1,330	0	0	0	Training grant
399	Total	3,559	90	1,357	1,420	90	90	90	
Total Income		1,496,581	1,466,497	1,500,022	1,523,491	106,810	105,890	105,710	
Expenditure									
3000	Salaries	222,747	162,868	80,824	159,820	162,620	163,000	167,230	
3005	Council Office								
3005/1	Office Accommodation Rent	4,960	0	0	0	0	0	0	Former offices
3005/2	Office - Council Tax	5,373	4,660	3,360	4,800	4,990	5,190	5,400	Based on actual costs & inflation @ 3.99%
3005/3	Telephone	1,369	1,350	512	1,350	1,400	1,440	1,480	Based on actual costs & inflation
3005/4	Printing & Stationery	2,006	1,713	418	1,720	1,500	1,500	1,500	Budget unchanged
3005/5	Photocopying	4,157	4,000	1,679	4,000	4,000	4,000	4,000	Based on known contractual costs and anticipated usage
3005/6	Postage	2,873	2,000	956	2,000	2,000	2,000	2,000	Budget unchanged
3005/7	Office Equip/Furn	1,457	1,120	320	1,120	620	620	620	Budget unchanged

Finance & General Purposes Committee - Revised Budget 2018/19 & Draft Budgets 2019/20 to 2021/22

			2017/18	2018/19	2018/19	2018/19	2019/20	2020/21	2021/22	Comments
			Actual	Approved	Exp/Inc	Revised	Draft	Forecast	Forecast	
			Exp/Inc	Budget	to 30.9.18	Budget	Budget	Budget	Budget	
			£	£	£	£	£	£	£	
	3005/8	IT Equipment - Purchase	10	1,420	33	1,420	500	500	500	Budget unchanged
	3005/9	IT Equipment - Lease	1,029	3,305	2,346	3,310	3,310	3,310	3,310	Based on quarterly lease costs
	3005/10	IT Software & Support	1,748	2,895	1,172	2,900	3,760	3,760	3,760	Based on known contractual costs
	3005/11	Accounting Software	791	1,600	1,596	1,600	1,600	1,600	1,600	Annual contract value
	3005/12	Payroll Software	976	800	412	760	1,392	1,392	1,392	Annual contract value
	3005/13	Penlee Centre - Electricity	5,645	3,820	48	3,820	3,820	3,820	3,820	Budget unchanged
	3005/14	Penlee Centre - Water Rates	568	420	148	380	390	400	410	Based on actual invoices & inflation
	3005/15	Penlee Centre - Broadband	645	660	284	660	660	660	660	Based on quarterly costs
3005		Total	33,605	29,763	13,284	29,840	29,942	30,192	30,452	
3010		Website	652	5,000	0	5,000	5,000	5,000	5,000	Budget maintained to enable improvements to website
3012		External Communications				1,000	1,000	1,000	1,000	Report to establish budget for communications
3015		Training								
	3015/1	Staff Training	3,841	6,000	2,795	6,000	11,000	11,000	11,000	Agreed Full Council 10.12.18
	3015/2	Councillor Training	2,438	3,000	1,200	3,000	3,000	3,000	3,000	Budget unchanged
3015		Total	6,280	9,000	3,996	9,000	14,000	14,000	14,000	
3020		Travelling Allowance	991	1,360	335	1,360	1,360	1,360	1,360	Includes travelling to training events & meetings
3026		Health & Safety								
	3026/1	External Support Service	4,472	10,730	0	9,940	10,180	10,430	10,680	Main Cornwall Council contract increased by inflation
	3026/2	Occupational Health	1,094	300	891	0	0	0	0	Included in main contract
	3026/4	First Aid Supplies	67	50	0	50	50	50	50	Budget unchanged
3026		Total	5,633	11,080	891	9,990	10,230	10,480	10,730	
3030		Insurance	10,756	11,000	5,889	12,187	13,770	14,100	14,440	Based on 1.12.18 renewal and PL Insurance at £20m.
3035		Building Maintenance - Penlee Centre								
	3035/1	Buildings Maintenance	2,009	6,890	319	2,500	2,510	2,510	2,510	Budget reduced to reflect new budget for statutory electrical inspections, balance to earmarked reserve for future building projects
	3035/2	Buildings Cleaning	1,613	2,000	902	2,000	2,050	2,100	2,200	Based on contractual costs & Inflation bi-annually
	3035/3	Penlee Centre - Refurbishment Project	96,330	0	0	0	0	0	0	Project complete
	3035/4	Waste Collection - Penlee Centre	299	380	68	190	200	210	220	Confidential waste collection based on contract price & inflation
	3035/5	Building Security - Penlee Centre	1,318	580	311	420	430	440	450	Contract price plus inflation
	3035/6	CCTV - Penlee Centre	2,013	120	125	130	140	150	160	Contract price plus inflation
	3035/7	Fire Safety Contract - Penlee Centre	1,299	430	240	350	360	370	380	Contract price plus inflation
	3035/8	Cleaning materials & supplies	27	100	10	100	100	100	100	Budget unchanged
	3035/9	Statutory electrical checks	0	0	0	0	480	480	480	Based on actual cost 2018/19
3035		Total	104,909	10,500	1,974	5,690	6,270	6,360	6,500	

Finance & General Purposes Committee - Revised Budget 2018/19 & Draft Budgets 2019/20 to 2021/22

		2017/18 Actual Exp/Inc £	2018/19 Approved Budget £	2018/19 Exp/Inc to 30.9.18 £	2018/19 Revised Budget £	2019/20 Draft Budget £	2020/21 Forecast Budget £	2021/22 Forecast Budget £	Comments
3040	Legal Fees	1,818	8,000	425	8,000	8,000	8,000	8,000	Budget unchanged
3045	Penzance BID Levy	1,830	1,830	1,830	1,830	1,830	1,830	1,830	Budget unchanged
3050	Mayor's Allowance	2,187	2,600	278	2,600	4,800	4,800	4,800	Increase agreed Full Council 29.10.18
3052	Councillors Travel expenses	0	0	0	0	800	800	800	New Budget approved Full Council 29.10.18
3055	Accommodation - Mayor's Parlour/Meetings	5,458	2,400	-1,547	2,400	2,400	2,400	2,400	Budget unchanged
3060	Official Functions	5,292	8,000	3,965	8,000	6,000	6,500	7,000	Budget increased to reflect known costs of catering
3065	Official Functions - Honorarium etc	535	600	0	600	600	600	600	Budget unchanged
3070	Association Fees	3,141	3,500	3,287	3,500	3,590	3,680	3,770	Budget increased by inflation - NALC/CALC/SWW/SLCC/ICO
3075	Councillor's Child Care	193	1,500	103	380	380	380	380	Budget reduced to match actual costs
3080	Advertising (Employment etc)	853	2,000	1,370	2,000	2,000	2,000	2,000	Budget unchanged
3085	Audit Fee	4,000	5,500	3,000	4,000	4,100	4,200	4,300	Budget reflects actual costs plus inflation Budget increased in-year due to delay transferring to electronic payments, thereafter, unchanged
3095	Bank Commission	3,476	2,160	1,324	2,470	2,160	2,160	2,160	
3100	Twinning								
	3100/1 Twinning-Concarneau	500	250	250	250	500	500	500	Agreed by F&GP Committee 26.11.18
	3100/2 Twinning - Bendigo/Nevada	250	125	0	125	250	250	250	Agreed by F&GP Committee 26.11.18
	3100/3 Twinning-Cuxhaven	565	250	250	250	500	500	500	Agreed by F&GP Committee 26.11.18
3100	Total	1,315	625	500	625	1,250	1,250	1,250	
3105	Grants								
	3105/1 Small grant scheme	8,049	9,000	2,015	9,000	9,000	9,000	9,000	
	3105/2 St. Piran/Newlyn Fish/Montol/Sea Salts Festivals	1,000	3,600	3,100	3,700	2,700	2,700	2,700	Agreed by F&GP Committee 26.11.18
	3105/3 Penzance Street Pastors	1,500	2,000	2,000	2,000	2,000	2,000	2,000	Agreed by F&GP Committee 26.11.18
	3105/4 Welcome West Cornwall Centre	5,000	5,000	0	5,000	5,000	5,000	5,000	Agreed by F&GP Committee 26.11.18
	3105/5 Pengarth Day Centre	12,000	15,000	15,000	15,000	15,000	15,000	15,000	Agreed by F&GP Committee 26.11.18
	3105/6 Penzance Community Flora Group	2,500	500	0	500	1,500	1,500	1,500	Agreed by F&GP Committee 26.11.18
	3105/7 Shopwatch Grant (one-off)	2,856	0	0	0	0	0	0	Agreed by F&GP Committee 26.11.18
	3105/8 Citizens Advice Cornwall	0	0	0	0	0	0	0	Agreed by F&GP Committee 26.11.18
	3105/9 Hypatia Trust	5,000	0	0	0	0	0	0	Agreed by F&GP Committee 26.11.18
	3105/10 Jubilee Pool				48,840	48,840	48,840	48,840	Grant amount 2019/20 yet to be agreed
	3105/11 Gulval Christmas Light				1,500	1,500	1,500	1,500	Agreed by F&GP Committee 26.11.18
	3105/12 Mousehole Christmas Lights				1,500	500	500	500	Agreed by F&GP Committee 26.11.18
	3105/13 Newlyn Christmas Lights				1,000	500	500	500	Agreed by F&GP Committee 26.11.18
	3105/14 Open Air Theatre Grant/Brochure	0	0	0	2,300	2,300	2,300	2,300	Agreed by F&GP Committee 26.11.18
	3105/15 Heamoor Christmas Lights	0	0	0	0	500	500	500	Agreed by F&GP Committee 26.11.18
3105	Total	37,905	35,100	22,115	90,340	89,340	89,340	89,340	
3110	Annual Firework Display	5,000	5,000	5,000	5,000	5,000	5,000	5,000	Sum confirmed in Golowan contract
3115	Neighbourhood Plan	0	7,280	340	12,280	0	0	0	S106 Contribution & unspent budget from previous year

Finance & General Purposes Committee - Revised Budget 2018/19 & Draft Budgets 2019/20 to 2021/22

		2017/18 Actual Exp/Inc £	2018/19 Approved Budget £	2018/19 Exp/Inc to 30.9.18 £	2018/19 Revised Budget £	2019/20 Draft Budget £	2020/21 Forecast Budget £	2021/22 Forecast Budget £	Comments
3120		38,758	0	36,351	45,951	0	0	0	100% grant funded
3121		545	1,200	355	1,200	1,200	1,200	1,200	Budget unchanged
3130		-72,774	0	0	0	0	0	0	Project complete
3135		2,302	19,772	960	19,468	0	0	0	100% grant funded
3145		1,774	0	0	0	0	0	0	Project complete
3150		3,171	10,000	4,907	10,000	0	0	0	Previously agreed through Council
3160									
	3160/1	8,590	4,170	4,865	4,170	0	0	0	Budget unchanged
	3160/2	444	210	0	0	0	0	0	
	3160/3	1,629	250	0	0	0	0	0	
	3160/4	0	0	0	2,500	0	0	0	To be reimbursed by the tenant in monthly instalments
	3160/5	0	0	0	864	1,730	1,730	1,730	Monthly inspection fees
3160		10,663	4,630	4,865	7,534	1,730	1,730	1,730	
3170		25,924	0	0	14,112	0	0	20,100	Bi-election in 2018/19 and full council election in May 2021
3175		500	0	0	0	0	0	0	One-off contribution
3180		60	1,000	30	1,000	1,000	1,000	1,000	Budget unchanged
3185		30,000	0	0	0	0	0	0	Balance of agreed funding transferred to earmarked reserve
3190		0	5,500	5,550	5,550	0	0	0	One-off project
3195		0	8,810	0	8,810	9,220	0	0	As agreed by Council 3.9.18
3200		0	0	0	25,000	0	0	0	Transferred from Reserves for F&GP to award
3800									
	3800/1	796	750	501	510	0	0	0	No longer offered as part of benefit -in-kind
	3800/2	0	1,850	750	750	0	0	0	No longer offered as part of benefit -in-kind
	3800/3	2,700	2,700	1,350	2,700	2,770	2,840	2,910	Current tenancy increased by inflation
	3800/4	0	300	0	0	0	0	0	Reduced as no expenditure
	3800/5	304	400	324	400	1,300	1,300	1,300	Reflects commitment indicated in SLA
	3800/6	19,750	13,000	13,000	19,000	19,000	19,000	19,000	
	3800/7	2,532	2,580	0	0	0	0	0	
	3800/8	0	350	350	350	0	0	0	
3800		26,082	21,930	16,275	23,710	23,070	23,140	23,210	

Finance & General Purposes Committee - Revised Budget 2018/19 & Draft Budgets 2019/20 to 2021/22

			2017/18	2018/19	2018/19	2018/19	2019/20	2020/21	2021/22	Comments
			Actual	Approved	Exp/Inc	Revised	Draft	Forecast	Forecast	
			Exp/Inc	Budget	to 30.9.18	Budget	Budget	Budget	Budget	
			£	£	£	£	£	£	£	
3995		Funds								
	3995/1	Buildings Fund	0	-10,000	0	-5,610	13,900	13,900	13,900	Balance 31.3.18 £68,145 - contribution increased to ensure sufficient funds accrued Balance 31.3.18 £5,009.53 - current contribution maintained Balance held in L&A Committee Annual contribution maintained Established to reflect resolution of Full Council 8.9.16 Reserve established to prepare the Council for future IT equipment replacement Agreed Full Council 10.12.18 - with conditions
	3995/2	Election Costs Fund	0	10,000	0	-4,112	10,000	10,000	-10,100	
	3995/4	Devolution Fund	0	-6,387	0	-6,390	0	0		
	3995/5	Social Issues Support Fund	0	25,000	0	0	25,000	25,000	25,000	
	3995/6	Coastal Communities Reserve	0	0	0	20,000	0	0	0	
	3995/7	IT Replacement	0	0	0	0	3,000	3,000	3,000	
	3995/8	Tour of Britain Reserve				4,000	3,000	3,000	0	
3995		Total	0	18,613	0	7,888	54,900	54,900	31,800	
3997		General Contingency	0	2,547	0	550	4,000	4,000	4,000	
3999		Miscellaneous	2,020	1,000	1,759	2,000	2,000	2,000	2,000	
Total Expenditure			527,601	421,668	220,235	550,685	473,562	466,402	469,382	
Net Expenditure/ (Income)			-968,980	-1,044,829	-1,279,787	-972,806	366,752	360,512	363,672	

Summary:							£	£	£
Finance & GPs Committee							366,752	360,512	363,672
Leisure & Amenities Committee							735,526	710,976	719,496
Penlee House Committee							286,940	287,100	294,720
Precept							1,389,218	1,358,588	1,377,888