

TRURO CITY COUNCIL



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20 December 2019

To: The Mayor (Cllr R J Smith)
The Deputy Mayor (Cllr B Biscoe)
Chairman and members of the
PARKS AND AMENITIES COMMITTEE

Dear Councillor

NOTICE IS HEREBY GIVEN that a meeting of the Parks and Amenities Committee will take place on **MONDAY 6 JANUARY 2020 at 7.00 pm** in the **Training Room, First Floor, Truro Community Library, Union Place, Truro TR1 1EP** for the transaction of the under mentioned business:

AGENDA

- 1 **APOLOGIES**
- 2 **DISCLOSURES OR DECLARATIONS OF INTEREST**
- 3 **OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA - VERBAL QUESTIONS** (5 minutes)
- 4 **PUBLIC CONVENIENCES** APPENDIX A to be tabled
Working Group
To report back on investigations into the redevelopment of the Green Street Public Conveniences (by the Bus Station). To consider making recommendations as appropriate. Compliance Officer to report.
- 5 **ESTIMATES 2020/2021**
To consider the Estimates of Expenditure 2020/2021. Attached.
Town Clerk to report.
- 6 **EXCLUSION OF THE PRESS AND PUBLIC**
It is likely that, due to the confidential nature of the following item, it will be taken below the line.
- 7 **NEW STAFF ACCOMMODATION - BOSCAWEN PARK DEPOT/ NURSERY**
To consider the results of a recent tender exercise.
Town Clerk and Parks and Amenities Manager to report. Due to timescale this is a resolved item.

8 **DATE OF NEXT MEETING**

Monday 10 February 2020

The agenda for the next Parks and Amenities Committee to be held Monday 10 February 2020 will be prepared on Wednesday 5 February 2020. In accordance with Minute 302, should a member wish an item to be included on this agenda please inform the Town Clerk's office by Tuesday 4 February 2020 as no items other than those on the agenda can be considered at the meeting.

A handwritten signature in black ink, appearing to read 'R. Gazzard', written in a cursive style.

ROGER GAZZARD
TOWN CLERK

Truro City Council

**Estimates Report 2020-21
&
Financial Forecasts 2021-23**

Draft for Committees

***Parks & Amenities Committee 6th January 2020
Finance & General Purposes Committee
13th January 2020***

Roger Gazzard
Town Clerk

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Estimates 2020-21

Introduction

- 1 The purpose of this report is to enable members to make an informed decision regarding the financial requirements of the Council over the next three years, with particular emphasis on the Precept for the next financial year. It also reviews the current year's financial position and recommends changes to the approved estimates.
- 2 The last Council elections took place in May 2017 and the next will be in May 2021. The next financial year will therefore be a last full year in terms of the life of this Council.
- 3 The Council is acutely aware of the need to minimise increases in cost to the Council Tax payer. The recommendations and financial plans in this report will result in the charge to Council Tax payers for 2020-21 increasing by some 4.9% (£12 per annum for Band D) over the 2019-20 charge.
- 4 The report analyses the Council's current financial position, including actual income & expenditure for the last financial year, and the money set aside in both the Revenue and earmarked reserves. It therefore enables the Council to make informed decisions on the following matters: -
 - Changes needed to the current financial year's estimates.
 - The Precept required for the next financial year.
 - The likely effect of the action plan on future Precepts and Capital Expenditure.
 - The level of Revenue Reserve and earmarked funds needed for the future.
 - The technical and legal changes that have affected the Precepting process

Corporate Objectives

These are agreed annually as part of the estimate setting process: -

Mission Statement

“To continually improve services and provide a better quality environment for people to live, work and visit, constantly improving the local parks and amenities, which contribute towards a feel good factor, a healthy lifestyle, and improve the socio-economic standard.”

Corporate Objectives

- ❖ To provide a leadership role for the community and promote and enhance the economic, environmental, cultural and social well-being of the City of Truro for the benefit of its residents, business and visitors.
- ❖ To enable people residing, working or visiting the City to enjoy a meaningful, pleasant and safe time.
- ❖ To provide, and maintain where appropriate, facilities where everyone can enjoy their leisure time within the City.
- ❖ To continue to operate the Council in an efficient, economic and sustainable manner, seeking if possible to improve its performance and to continue to adopt good employment practices.
- ❖ To provide assistance and encouragement to groups within Truro in the promotion and development of their activities, including the pursuit of grant assistance.
- ❖ To provide an opportunity for people living and working within the City of Truro to influence the work of the Council by means of consultation and partnership.
- ❖ To support sustainable growth within the City Centre to serve the day-to-day shopping, leisure, business, service, cultural and educational needs of the local community both for people who live and work in the City and visitors. To develop the relationship and the links between the Newham Industrial Estate and the City community.
- ❖ To ensure that all the Council's initiatives are sustainable.
- ❖ To support and consult the community in achieving involvement in and being responsible, for its own development and sustainability.
- ❖ To strengthen community management and local empowerment. Truro City Council will work with Cornwall Council to implement Devolution of services and assets as appropriate.
- ❖ To support the financial and reputational position of the council by delivering high quality contracted services in accordance with agreed terms.

Action Plan

In order to focus the attention of the Councils activities upon the agreed objectives an action plan is below. This is a live Plan which will change with the requirements of the Council and respond to external influences: -

| Corporate Objective | Action proposed | Date To be Achieved by | Responsible |
|--|--|----------------------------------|---|
| To provide a leadership role for the community and promote and enhance the economic, environmental, cultural and social well-being of the City of Truro for the benefit of its residents, business and visitors. | To provide an active Mayoralty | Ongoing | Mayor |
| | To continue to provide a destination marketing service for the City, including the City Guide. | Ongoing | TIC managers |
| | Continue to provide and support events and activities to generate footfall in the City | Ongoing | Town Clerk |
| | Continue to provide burial space in the City and maintain the public cemetery to a high standard. | Ongoing | Town Clerk |
| | To consider opportunities to increase freehold/leasehold interests in properties where the use of the property would assist in the delivery of these objectives. Any proposal to include a full business case. | Ongoing | Town Clerk |
| | To work closely with other providers of public services in the City; including Cornwall Council the Police and Health & Social Care | Ongoing | Town Clerk Parks & Amenities Manager Community Development Officer. |
| | To encourage the setting up and ongoing work of voluntary groups; particularly resident groups, horticultural groups and environmental groups. | Competition judging in July 2020 | Parks & Amenities Manager |
| | To continue to provide a high standard of floral decoration in the parks, | Ongoing | Parks & Amenities Manager |

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| | <p>gardens, and City Centre. To enter the RHS South West in Bloom competition in 2020 to provide external benchmarking.</p> <p>To support and carry out maintenance of the Leats system and other monuments and memorials in the City.</p> <p>To continue to provide consultation responses to planning applications in the City. To seek a greater role in the planning system.</p> <p>To support Youth work in the City.</p> <p>To support public transport in the City where there is a direct benefit to residents and visitors.</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | <p>Town Clerk</p> <p>Town Clerk</p> <p>Town Clerk</p> <p>Town Clerk</p> |
| <p>To enable people residing, working or visiting the City to enjoy a meaningful, pleasant and safe time.</p> | <p>To continue to operate the Public open space CCTV system</p> <p>Provide Grant funding to voluntary organisations working in the night time economy.</p> <p>Continue to provide public conveniences to serve the City Centre and our parks & gardens. Review the future level of provision in the City Centre.</p> <p>Continue to provide and maintain City Centre street furniture to a high standard.</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Working party currently considering future provision.</p> <p>Ongoing</p> | <p>Town Clerk</p> <p>Town Clerk</p> <p>Parks & Amenities Manager and Compliance Officer</p> <p>Parks & Amenities Manager</p> |
| <p>To provide facilities where everyone can enjoy their leisure time within the City</p> | <p>To maintain and develop the sports and leisure facilities under the control of the Council.</p> <p>To operate a pay and play policy where</p> | <p>Ongoing</p> <p>Ongoing</p> | <p>Parks & Amenities Manager</p> <p>Parks & Amenities Manager</p> |

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| | <p>appropriate and to maintain charges for sporting activities at an affordable level.</p> <p>To replace the Tennis pavilion.</p> <p>To maintain and increase the existing stock of Allotments.</p> | <p>New Pavilion by end September 2020</p> <p>Develop Treffry Road allotments by end September 2020.</p> | <p>Town Clerk/ Parks & Amenities Manager</p> <p>Town Clerk/ Parks & Amenities Manager</p> |
| <p>To continue to operate the Council in an efficient, economic and sustainable manner, seeking if possible to improve its performance and to continue to adopt good employment practices.</p> | <p>To ensure the continuance of the administration during the period of absence from the Municipal Offices.</p> <p>To continue to adopt the "General Power of Competence"</p> <p>To review the office administration procedures to minimise use of paper.</p> <p>To review the Employment Policies and Procedures and adopt Job Profiles.</p> <p>To continue to be a Living Wage employer.</p> <p>To increase the percentage of income the Council gains from contracts and services in order to contribute to the costs of services.</p> <p>To work on the Parks Development Plan for the next 2, 5, and 10 years. To include: - Boscawen Park Developments Victoria Gardens Improvement Scheme Completion of Idless Nursery.</p> <p>To minimise the use of pesticides and herbicides in line with operational requirements.</p> | <p>Continue to work in Library</p> <p>Ongoing</p> <p>Recommendations being introduced.</p> <p>To be implemented by April 2020</p> <p>Ongoing</p> <p>2019-20 – 19% 2020-21 – 21% 2021-22 – 23% 2022-23 – 25%</p> <p>To be complete by June 2020</p> <p>Ongoing</p> | <p>Town Clerk</p> <p>Town Clerk</p> <p>Town Clerk</p> <p>Town Clerk/ Parks & Amenities Manager</p> <p>Town Clerk</p> <p>Town Clerk</p> <p>Parks & Amenities Manager</p> <p>Parks & Amenities Manager</p> |

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| <p>To provide assistance and encouragement to groups within Truro in the promotion and development of their activities, including the pursuit of community assistance.</p> | <p>To continue to provide financial support, particularly using the “Community grants” and “Community Events” budgets.</p> <p>To continue support through the Community Development function.</p> | <p>Ongoing</p> <p>Ongoing</p> | <p>Town Clerk</p> <p>Community Development Officer</p> |
| <p>To provide an opportunity for people living and working within the City of Truro to influence the work of the Council by means of consultation and partnership.</p> | <p>To continue active participation in partnership organisations such as “PACT”, Truro Safe, BID, and City of Lights.</p> <p>To continue to allow the public to speak at Council meetings.</p> <p>To continue to support resident and community associations.</p> <p>To develop and support “friends of...” groups to support the operations of the parks, gardens and open spaces.</p> <p>To set up and facilitate a Youth Council, and to increase the feedback from young people to influence the future direction of the City Council.</p> <p>To provide information on the work and organisation of the Council</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Youth Council set up January 2020</p> <p>Maintain the “Know your Council” portfolio</p> | <p>Town Clerk</p> <p>Town Clerk</p> <p>Community Development Officer</p> <p>Parks & Amenities Manager</p> <p>Mayor/Community Development Officer</p> <p>Town Clerk</p> |
| <p>To support sustainable growth within the City Centre to serve the day-to-day shopping, leisure, business, service, cultural and educational needs of the local community both for people who live and work in the City and visitors. To develop the relationship and</p> | <p>To operate a Tourist Information service providing information for visitors and residents alike.</p> <p>To liaise closely with Truro BID, Newham BID, and the Chamber of Commerce to maximise the opportunities and benefits of partnership and joint working.</p> | <p>Ongoing</p> <p>Ongoing</p> | <p>TIC Managers</p> <p>Town Clerk</p> |

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| the links between the Newham Industrial Estate and the City community. | | | |
| To ensure that all the Council's initiatives are sustainable. | To ensure that major projects are backed by a full financial and environmental plan, together with a risk assessment. | As required | Town Clerk |
| To support and consult the community in achieving involvement in and being responsible, for its own development and sustainability. | To continue the Community Worker Project and support for Community Groups. | Ongoing | Community Development Officer |
| | Continue support for the Twinning Associations. | Ongoing | Town Clerk |
| | Work in partnership with voluntary and community organisations to localise the provision of services. | Ongoing | Community Development Officer |
| | To monitor planning applications to ensure compliance with Neighbourhood Plan. | Ongoing | Town Clerk |
| | To work with Kenwyn Parish Council to review the Neighbourhood Plan. | Draft complete by end June 2020 | Town Clerk |
| | To work with Cornwall Council and local organisations to consider the development of the Pydar Street Site. | Timetable determined by Cornwall Council | Town Clerk |
| To strengthen community management and local empowerment. Truro City Council will work with Cornwall Council to implement Devolution of services and assets as appropriate. | To work with Cornwall Council to secure devolution of assets and services in accordance with our objectives. All devolution items to have a full business plan. | As required | Town Clerk |
| | Where assets have been devolved to work with the local community to maximise the benefit to the community. | As required | Community Development Officer |

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| To support the financial position of the council by delivering a high quality contract service in accordance with agreed terms. | To ensure third party contracts are delivered to a high quality with a financial surplus. | Ongoing | Town Clerk Parks & Amenities Manager |
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Financial Estimates Overview

- 1 The estimates are split into the two spending committees of Parks & Amenities and Finance & General Purposes. Within the Committee structure they are further analysed into operational areas.
- 2 As in previous years the estimates are analysed as follows; -
 - The costs of carrying out the current level of services which is analysed into the Committees and detailed in the report. After taking into account estimated income the net cost of this is described as the “Net base expenditure” at line 12 on page 15.
 - In addition to this figure the Council has a number of funds with the function of providing money for specific projects or commitments. In each year the Council has to decide the level of contribution it wishes to make to each. These contributions are added to the Net Base Expenditure in order to arrive at the Precept figure.
- 3 I have included a projection of the Council’s financial position for the two years following the budget year in order that members may more fully consider the impacts of external changes in finance which may impact upon the Council and influence the Precept in future years.
- 4 The financial position of the Council is satisfactory coming into the current financial year and the funds and reserve, on page 42, show a total balance of £894K (previous year £900k) of which £183k (previous year £183K) lies in the Revenue Reserve. (This balance includes the agreed transfer of sums precepted for the library transfer being taken to a earmarked fund.) This Reserve provides a contingency against unanticipated expenditure and for cash flow purposes. The Revenue Reserve is different from the other funds, as it is not earmarked for any project or commitment. It is, therefore, a particularly good measure of the state of the finances.
- 5 The largest single item of expenditure of the Council is the cost of employment with salaries and wages accounting for over 50% of the total revenue costs. Year on year the Council has limited control over these costs for the following reasons:
 - Pay awards are negotiated nationally.
 - The Council is committed to the final salary pension scheme by nationally agreed terms and conditions which in recent years have required significant increases in the level of contribution. The fund is subject to a triennial review by the actuary. This was carried out based on the figures at April 2019 and had resulted in contribution rates continuing at the 2019-20 level for the next three years. This is described in paragraph 11.
- 6 It is important to note that as in previous years the City Council is required to Precept the Principal Authority, Cornwall Council, a fixed sum of money and that is the amount that the City Council will receive. The Principal Authority has to collect the Precept from the taxpayers and carries the risks and rewards of collection.

In deciding how much to charge for each property the Principal Authority has to make some assumptions. Firstly, it has to consider what percentage of the council tax it charges will in fact be collected. Cornwall Council is assuming a 99.10% collection rate in 2020-21 (2018-19 99.10%). Secondly, the number of properties that will be chargeable has to be calculated. This is based upon the position at September in the current year. This is known as the Band D tax equivalents and is 7,155.33 for 2020-21 (7,026.70 in 2019-20). The combined impact of this is an increase in Tax base from 6,963.46 in 2019-20 to 7,090.93 in 2020-21, equivalent as shown on page 15. This reflects the revenue that will be raised for each £1 charged per property. Therefore, the amount we precept Cornwall Council could increase without any increase to individual Council Tax payers. This explains why the proposal is to increase our Precept by 6.9% but the resultant increase to the public is 4.9%.

- 7 The government has now for a number of years applied the Council Tax referendum principles to Cornwall Council and other principal authorities. In 2016-17 it consulted on widening the legislation to cover Town and Parish Councils but the legislation has not been widened, and therefore it does not apply to our 2020-21 estimates.

Localised Council Tax Support

- 8 Starting on 1st April 2013, Council Tax Benefit was replaced by a Localised Scheme for Council Tax Support, which was designed and approved by Cornwall Council as the billing authority.

Support will be provided in the new system to council tax payers by way of discounts in their bill, which will have the effect of reducing the council tax base. Pensioners will receive the same entitlements under the local scheme as under the current system, but the discounts awarded to both pensioners and working age claimants will constitute reductions to the tax base. Cornwall Council approved a local scheme at its meeting on 29 January 2013.

The Government has agreed that billing authorities will be provided funding in the Local Government Finance Settlement for the local precepting element of council tax support to Town and Parish Councils. Whilst the amount is paid to the principal council, in our case Cornwall Council; both the government and Cornwall Council view this as a “pass through” amount and Cornwall Council pass on 100% of the money it receives. Our figure for 2020-21 is £58k (£64k in 2019-20) which is shown on line 19 on page 15. We are expecting a further reduction of 10% year on year. This figure has become particularly significant as we have to absorb the reduction within our precept.

9 The City Council currently has the following loans as shown in the table below.

| Purpose | Loan provider | Start Date | Term (years) | Amount of Loan £ | Outstanding at 31 March 2019 £ |
|----------------------------|-------------------------|--------------------------|--------------|------------------|--------------------------------|
| Boscawen Park Sewage Works | P.W.L.B. | 31.3.2016 | 15 | 77,000 | 65,863 |
| Tennis Court Project | Lawn Tennis Association | 1.4.2019 | 10 | 60,000 | 60,000 |
| Tennis Court project | P.W.L.B | 30.4.2019 | 15 | 250,500 | 0 |
| Idless Nursery Development | P.W.L.B | Approved, not drawn down | 30 | 320,000 | 0 |

(Note: P.W.L.B. is the Public Works Loans Board)

In addition, the Estimates allow for a loan of £235,000 to be taken out in 2020-21 to pay for the external repairs to the Municipal Buildings.

10 The Council is supportive of promoting micro-generation/energy conservation in principle, and of campaigns for a low carbon society. It has declared a climate change emergency. It has taken advice and considers sustainability in development proposals as well as reviewing existing operations.

Net Base Expenditure

11 The individual committee pages provide a detailed account of the changes to the estimates from the figures agreed a year ago. However, it is worth noting a number of changes which have had a significant impact across the Council as a whole: -

- The annual pay award for employees is implemented in April of each year and is the result of national negotiations. The settlement for April 2019 has been implemented at an increase in pay rates of 1% on average. The increase for April 2020 has yet to be agreed by the national negotiators and an assumption of an average of 3% has been built into the estimates.
- The terms and conditions of employees of the Council include a number of employees who are paid the "living wage". It was a Council policy adopted in 2015-16 to pay the living wage. In 2019-20 the rate per hour was £9.00. I have included in the estimates the increase to £9.30 per hour from 1st April 2020 which has been determined by the Living Wage Foundation.
- The Council's contribution to the Pension fund has increased in recent years. The Fund Actuaries carry out a triennial valuation that determines the contribution rate for the following three years. The contribution level paid by employees is nationally set. As far as employer rates are concerned these are split into two figures. The first is a percentage of pensionable pay and this funds the ongoing increase in liabilities of the scheme resultant from the employee

working. The second, is a lump sum paid by the employer, which reduces the current deficit in the fund between the values of the assets eg. Stocks and shares and the value of the anticipated liabilities of the funds which are future pension payments to ex-employees. For the current year the percentage of pensionable pay is 18.7% plus a lump sum of £24,500. Following the actuary's review of the scheme at the 1st April 2019 these figures will remain as they are for the next three years: -

| | Financial Year 2020-21 | Financial Year 2021-22 | Financial Year 2022-23 |
|-------------------------------|---------------------------|---------------------------|---------------------------|
| Future Contribution | 18.7% | 18.7% | 18.7% |
| Annual Deficit payment | £24,500 | £24,500 | £24,500 |
| Additional cost | - | Nil | Nil |

- Inflation on costs has remained under control nationally and the Consumer Price Index (November 2018 to November 2019) is quoted as showing a 2.0% increase (3.0% increase in 2018). I am proposing that we allow 2% for price inflation in the 2020-21 year except for specific budgets where we believe there will be a different figure.

Contributions to Funds

12. In addition to this figure the Council has to consider the contributions to the funds. In doing so it needs to consider future projects and any changes to policy. These are shown in lines 13 to 16 on page 15 and an explanation within the individual Committee reports.

Additional Services/Assets

13. During the past few years the Council has been in discussions with Cornwall Council regarding a number of potential increases to services and its assets through the devolution and localism process. However, following the transfer of a number of services and assets in the past two years there are currently no further areas for devolution in active discussion. Therefore, there are no provisions in the accounts for any costs associated with devolution. All costs and income are built into the estimate figures.

Transfers: -

Current Year

- Truro Library Building
- Truro Library Service
- Moresk Day Centre
- Newbridge Lane Open Space

2018-19

- Hendra Hall
- Zebs building
- Lemon Quay Management.
- Kenwyn Hill playing field.
- Coosebean Land

- 14 In addition to the specific items above there is the following policy matter which need to be considered.

The question what level do we consider is reasonable for the Revenue Reserve of the Council? We have long considered that a figure of 10% of the expenditure of the Council is sufficient, particularly when supported by earmarked reserves, some of which are not committed and therefore could be brought into use in an emergency. However, this does not meet the statutory guidance of between three and twelve months of expenditure. The current balance of the Revenue Reserve stands at £183k which is 10.5% of Precept given our current range of services, governance and risks that our current level is adequate, but we should keep this under review when considering the allocation of any variations from planned expenditure at the year end.

Risks

- 15 In setting the budget the Council should note a significant risk which we are currently facing. This results from the impact of the re-development of the Hall for Cornwall on our accommodation in the Municipal Offices.

The Council has recognised that the works are of a significant benefit to the economy and culture of the City moving forward but will have an impact upon us as an organisation.

This risk is described in more detail in the Finance & General Purposes committee section of the report.

To date the risks have been covered in the estimates. The Tourist Information Centre moved to its new location in the Summer of 2018 and the property costs going forward are provided in the estimates. Other staff including corporate and parks management have moved into the library building. Disruption to services was kept to a minimum. The ongoing risk, however, is that we still do not have the final costs for repair works to the external structure of the Municipal Offices which we are legally obliged to pay 50% of the total. Whilst we have a fund with a balance of £131k set aside our latest anticipated costs are over £300k. We will have to borrow for the balance and repayment costs for this are in the estimates.

Strategy

- 16 The proposed budget balances the need to provide an efficient and quality service whilst keeping the costs to the Council tax payer at a minimum.
- 17 In summary the proposals to the Committees will result in a Precept rise of £121k. The impact upon a Band "D" property Council tax is £12 per year, an increase of 4.9%.

The details of increases lie in the Committee figures but in summary:-

| | £'000 |
|-----------------------------|--------------|
| Inflation on Pay and Prices | 61 |
| Devolution Costs re Library | 33 |
| Loss of One off grant | 20 |
| Additional Events Post | 15 |
| Moresk Day Centre | 12 |
| Savings in business Rates | -20 |
| Total | 121 |

- 18 What is not apparent from the figures is the level of efficiency savings achieved in the last twelve months. This has taken the form of direct cost savings such as savings on staff appointment and procurement savings, particularly resulting from the work of the Parks Maintenance Team, and importantly absorbing additional workloads without increasing staff. We continue also to in part absorb inflationary increases. I have deliberately not valued this as it is subjective in some cases.

However, work has begun to consider how to generate significant, long term, and sustainable reductions to the precept requirements. One area in particular is to consider utilising the legal freedom offered by the “General Power of Competence” to set up a trading arm of the Council in the form of a limited company; with the objective of generating a profit which would provide dividend income to the Council. The most beneficial time to commence trading will be when the new nursery is in operation.

There are two areas of current work which could be expanded in this way to provide significant benefits: -

- The Parks department is recognised for achieving horticultural standards of national championship standard; largely from plants grown in our nursery.
- The Tourist Information Centre has successfully provided services to a third-party organisation for a number of years and potentially there is scope for additional commercial work in this area.

Resolutions

- 1 agreement to the Corporate Mission Statement and Objectives.
- 2 that the Council agree the Action Plan
- 3 that the revised estimate for 2019-20 is approved.
- 4 that the estimates for 2020-21 are approved.
- 5 that the Precept is set at £1,862,334 for 2020-21
- 6 That the financial forecasts for 2021-22 and 2022-23 are agreed in principle.

Roger Gazzard
Town Clerk
December 2019

TRURO CITY COUNCIL

18-Dec-19

Estimates 2020-21 & Financial Forecasts 2021-23

Overall Summary of Net Revenue Expenditure

| Ref | 2018-19 | 2019-20 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | |
|---------------------------------------|---------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | Actual | Approved | Revised | Estimates | Forecast | Forecast | |
| | £ | £ | £ | £ | £ | £ | |
| Finance & General Purposes | | | | | | | |
| 1 | Corporate/Democratic & Planning | 289,048 | 314,260 | 295,638 | 294,340 | 343,588 | 352,339 |
| 2 | Tourist Information Centre | 124,560 | 93,520 | 109,638 | 112,809 | 117,720 | 121,918 |
| 3 | Community Work | 115,243 | 140,460 | 124,028 | 141,153 | 150,511 | 149,943 |
| 4 | Truro Library | 0 | 115,500 | 85,000 | 174,721 | 182,176 | 189,766 |
| 5 | Lemon Quay | -9,820 | -31,000 | -12,183 | 2,450 | 2,988 | 4,128 |
| | | 519,031 | 632,741 | 602,121 | 725,474 | 796,982 | 818,095 |
| Parks Committee | | | | | | | |
| 6 | Allotments | 10,324 | 7,725 | 7,813 | 8,247 | 8,397 | 8,604 |
| 7 | Churchyards | 16,660 | 15,877 | 17,373 | 17,163 | 17,439 | 18,070 |
| 8 | Public Cemetery | 41,862 | 36,305 | 45,954 | 48,861 | 49,584 | 52,072 |
| 9 | Parks & Open Spaces | 694,908 | 730,248 | 744,112 | 760,621 | 772,827 | 802,386 |
| 10 | Public Conveniences | 139,451 | 153,760 | 143,825 | 143,568 | 147,083 | 150,313 |
| 11 | Café in the Park | 25,043 | -3,179 | 5,279 | -832 | 2,199 | 5,383 |
| | | 928,248 | 940,736 | 964,356 | 977,627 | 997,529 | 1,036,828 |
| 12 | Net Base Expenditure | 1,447,279 | 1,573,477 | 1,566,477 | 1,703,102 | 1,794,512 | 1,854,923 |
| Funds & Reserves | | | | | | | |
| 13 | Finance Committee Revenue Fund | 33,100 | 33,400 | 33,400 | 29,700 | 36,000 | 36,300 |
| 14 | Finance Committee Buildings Fund | 27,000 | 57,400 | 41,400 | 41,800 | 42,200 | 42,800 |
| 15 | Parks Committee Capital Fund | 130,400 | 143,100 | 143,100 | 145,800 | 148,000 | 150,200 |
| 16 | Revenue Reserve | 73,496 | | 0 | 0 | 0 | 0 |
| 17 | Net Expenditure | 1,711,275 | 1,807,377 | 1,784,377 | 1,920,402 | 2,020,712 | 2,084,223 |
| add | | | | | | | |
| 18 | Devolution | 20,323 | 0 | 23,000 | 0 | 0 | 0 |
| 19 | less Council Tax Support Grant | 71,705 | 64,443 | 64,443 | 58,068 | 52,261 | 47,035 |
| 20 | Precept | 1,659,893 | 1,742,934 | 1,742,934 | 1,862,334 | 1,968,450 | 2,037,188 |
| | Increase in Precept | | | | 6.9% | | |
| Impact on Council Tax Payers | | | | | | | |
| | | 2019-20 | | 2020-21 | | | |
| | | £ | | £ | | | |
| | Precept | 1,742,934 | | 1,862,334 | | | |
| | Band D tax base | 6,963.00 | Taxbase | 7,090.00 | | | |
| | Annual Band D Council tax | 250.31 | | 262.67 | | | £12.36 |
| | | | Increase | 4.9% | | | |

Finance & General Purposes Committee Estimates

¶

1 The figures below represent the amounts required to maintain the current level of service provision.

2 The services provided by the Committee have increased in the last two years. In 2018-19 the Council entered into a ten year management agreement with Cornwall Council for Lemon Quay and this is the first full year of operations. This is shown as a separate department in the budget to which has been added the events budget previously held in the Community Department.

The main change in the current year results from the completion of the transactions to manage the library service in Truro and the transfer of the freehold/lease for the library building. Once again a separate department has been introduced into the budget. The financial transactions reflect the transfer date of the 1st October for this year and a full year in 2020-21

3 Municipal Buildings

The current year sees a continuing of the temporary accommodation of the corporate and parks management teams in the Truro Library as well as Council meetings. The effect on the estimates is that the property costs have changed significantly. This is temporary and the assumption in the estimates is that we return to the Municipal Offices in the late autumn of 2020.

There remains a significant financial risk relating to the Municipal Building's repair costs. The City Council occupies the main Municipal Office building under the terms of a lease with the freeholder, Cornwall Council. The period of the lease started on the 1st April 1974 and runs for 99 years.

The particularly relevant terms of the lease: -

2(9) "the City Council shall pay one half of the cost of any works of structural repairs in accordance with clause 3(2)".

3(2) Cornwall Council to keep in good and tenantable condition.

(a) The structure of the building comprising the demised premises and in particular the roofs, foundations, and walls and roof lights thereof

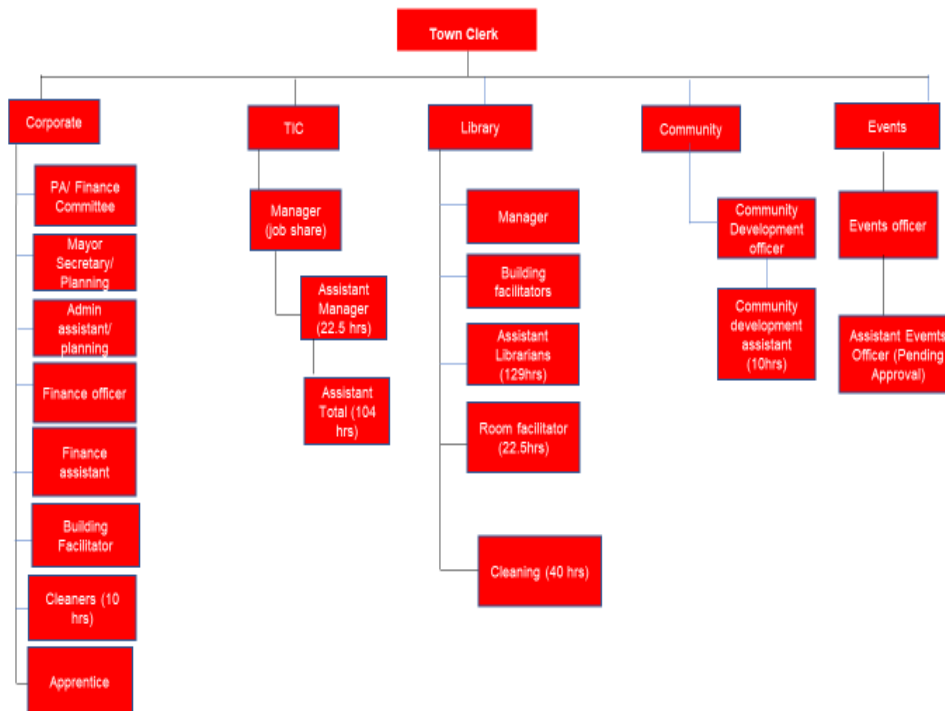
During the construction work on the Hall for Cornwall, Cornwall Council has notified us as landlord that it proposes to carry out significant structural repairs to our leased area, particularly to the roof and clock tower. It makes good financial sense to carry out this work as part of a larger contract when the builder will have the infrastructure in place. We have to contribute 50% of the cost. The work has been tendered as part of the main Hall for Cornwall work but identified separately therefore there will be a firm cost for the works. We do not yet know the costs for the works which have commenced and will be completed by April 2020.

We have for some years contributed to a fund to meet the costs or external repairs to the building for just such an eventuality and this will be the first source of finance to meet our obligation. The balance of this fund at 31st March 2020 will be £131k.

I am assuming in the estimates that the repair works result in a charge to us of £320k. The Council has also agreed to change the Town Clock to automatic winding at a cost of £6k. I am further recommending that before the staff or paintings move back in that we carry out painting and decorating. There is also some work that needs to be carried out to the offices. I am allowing a cost of £40k for this work. Therefore, we have a liability next year of £366k and resources of £131k. I have allowed in the estimates for the cost of borrowing the balance of £235k from the Public Works Loans Board in January 2021 for a period of 15years.

There is one additional service request contained within the budget figures. In December the committee considered a report regarding the number of events that we are requested to provide event management services for in the next financial year. I am recommending the appointment of a assistant for our event co-ordinator, the costs for which we would receive a contribution from Truro Business Improvement District in recognition that the post will assist the organisation to deliver its events. An additional sum of £15k has been included for this.

4 I have included below the staffing structure for the committee.



There are 30 employees relating to this Committee amounting to 21.8 full time equivalent positions. The Compliance officer is shown under the Parks Committee but reports to the Town Clerk regarding compliance matters.

5 Summary of Net Revenue spending

| | 2018-19 Actual | 2019-20 Approved Estimates | 2019-20 Revised Estimates | 2020-21 Estimates |
|---------------------------------|-------------------|----------------------------------|---------------------------------|----------------------|
| | £ | £ | £ | £ |
| Corporate/Democratic & Planning | 289,048 | 314,260 | 295,638 | 294,340 |
| Tourist Information Centre | 124,560 | 93,520 | 109,638 | 112,809 |
| Community Work | 115,243 | 140,460 | 124,028 | 141,153 |
| Truro Library | 0 | 115,500 | 85,000 | 174,721 |
| Lemon Quay | -9,820 | -31,000 | -12,183 | 2,450 |
| Total | 519,031 | 632,741 | 602,121 | 725,474 |

| | | | | |
|-----------------------------|--|--|---------|--------|
| Change from approved budget | | | -30,620 | 92,733 |
|-----------------------------|--|--|---------|--------|

6 The reasons for the major changes in the above figures are described below:

| | Revised Estimate 2019-20 | Estimate 2020-21 |
|--|--------------------------------|---------------------|
| | £ | £ |
| Pay Awards & Living Wage Increase | 0 | 18073 |
| Inflation on Prices | 0 | 6150 |
| | 0 | 24223 |
| Corporate/Democratic & planning | | |
| Municipal Offices property Costs | | 10899 |
| Allocation of Insurance Costs | | -21074 |
| Loan Costs (Building Repairs) | | 5050 |
| Rooms Use | -20000 | -20000 |
| Interest | | -2300 |
| Salary Allocations | | 10721 |
| TIC | | |
| TIC Property Costs | 7894 | 15958 |
| TIC Office Costs | 2592 | 1725 |
| Increased profit on sales. | -17000 | -19000 |
| Salary Costs | 6000 | |
| Truro Guide | 14732 | |
| Library | | |
| Staff costs | | 43591 |
| One off Grant | | 20000 |
| Property transactions | | -10823 |
| Delay in Devolution | -30500 | |
| Lemon Quay | | |
| Staff Costs | | 15000 |
| Waste management | | 6000 |
| Event Rentals | 8000 | |
| Community | | |
| Moresk Day Centre | | 11550 |
| Misc | -2338 | 1213 |
| | -30620 | 92733 |

7 Members are asked to consider the following levels of Fund Contributions for next year:

The change to the Election expenses reflects that we have held no elections during the year. The Municipal Buildings Internal Works assume that the moving back in works are met from loan

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Finance Committee Building Maintenance

| | £ | £ | £ |
|---------------------|---------------|---------------|---------------|
| Municipal Buildings | 14,200 | 14,200 | 14,400 |
| Truro Library | 30,000 | 14,000 | 14,000 |
| 30 Boscawen Street | 8,100 | 8,100 | 8,200 |
| Zebs | 2,550 | 2,550 | 2,600 |
| Hendra Hall | 2,550 | 2,550 | 2,600 |
| | | | 0 |
| | 57,400 | 41,400 | 41,800 |

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Finance Committee Revenue Reserve

| | Approved 2019-20 | Revised 2019-20 | Estimate 2020-21 |
|--------------------------------------|---------------------|--------------------|---------------------|
| Election Expenses | 6,000 | 6,000 | 0 |
| MB Internal Works | 0 | 0 | 2,000 |
| Computers | 11,000 | 11,000 | 11,200 |
| Community Projects (Matched Funding) | 5,400 | 5,400 | 5,500 |
| CCTV | 11,000 | 11,000 | 11,000 |
| | 33,400 | 33,400 | 29,700 |

8. Recommendations

- 8.1 to approve the revised estimates for 2019-20
- 8.2 that the estimates for 2020-21 are approved
- 8.3 that the financial forecasts for 2021-22 and 2022-23 are agreed in principle.
- 8.4 that the contributions to the Committee Funds are approved.

Corporate/Democratic & Planning

| Vote No | Description | 2018- | 2019-20 | 2019-20 | 2020-21 | 2021-22 | 2022-23 |
|---------|--------------------------------|----------------|-------------------|------------------|----------------|----------------|----------------|
| | | Actual | Approved Estimate | Revised Estimate | Estimate | Forecast | Forecast |
| 5000 | Salary & Wage Costs | 268,362 | 279,514 | 279,514 | 247,236 | 272,598 | 280,776 |
| 6000 | Training/Conferences | 1,662 | 318 | 1,818 | 1,324 | 1,351 | 1,378 |
| 6001 | Travelling Expenses | 142 | 556 | 300 | 311 | 317 | 321 |
| 6003 | Payroll & Personnel Costs | 13,032 | 17,475 | 17,475 | 18,257 | 18,622 | 18,808 |
| | Property | | | | | | |
| 6100 | Repair & Maintenance | 1,354 | 0 | 2,000 | 1,000 | 2,020 | 2,040 |
| 6102 | Municipal Building Rates | 4,681 | 0 | 0 | 6,833 | 20,500 | 21,320 |
| 6103 | Cleaning | 334 | 0 | 0 | 100 | 352 | 356 |
| 6104 | Furniture & Equipment | 1,812 | 346 | 1,046 | 353 | 360 | 364 |
| | Supplies & Services | | | | | | |
| 6300 | Gas & Electricity | 75 | 0 | 0 | 2,166 | 6,500 | 6,630 |
| 6301 | Water | 585 | 0 | 300 | 800 | 1,500 | 1,515 |
| 6306 | Health & Safety | 5,100 | 3,560 | 3,560 | 3,631 | 3,704 | 3,741 |
| 6307 | Insurance | 23,248 | 24,628 | 24,628 | 4,047 | 4,127 | 4,169 |
| 6701 | Audit Fees | 4,850 | 5,783 | 5,783 | 5,899 | 5,899 | 5,899 |
| 6703 | Legal Fees | 12,709 | 1,195 | 1,195 | 1,219 | 1,219 | 1,219 |
| 6709 | Advertising | 756 | 1,576 | 1,576 | 1,608 | 1,640 | 1,656 |
| 6710 | Planning Advice | -18 | 2,101 | 2,101 | 2,143 | 2,143 | 2,143 |
| | Loan Costs (Municipal Offices) | 0 | 0 | 0 | 5,050 | 21,291 | 21,291 |
| | Office Costs | | | | | | |
| 6400 | Stationery | 2,992 | 1,615 | 1,615 | 1,647 | 1,680 | 1,697 |
| 6401 | Printing | 3,604 | 2,644 | 2,644 | 2,697 | 2,751 | 2,778 |
| 6403 | Postages | 2,625 | 1,938 | 1,938 | 1,977 | 2,016 | 2,036 |
| 6404 | Telephones | 2,283 | 3,931 | 1,931 | 3,010 | 3,070 | 3,101 |
| 6406 | Publications | 601 | 124 | 124 | 126 | 129 | 130 |
| 6407 | Computer Costs | 13,285 | 11,377 | 11,377 | 11,605 | 11,837 | 11,955 |
| 6408 | Planning Committee Recharge | 45,113 | 46,015 | 46,015 | 39,082 | 39,473 | 40,657 |
| 6409 | Bank Charges | 3,514 | 2,550 | 3,000 | 3,051 | 3,051 | 3,051 |
| | Democratic | | | | | | |
| 6600 | Mayoral Allowance | 7385 | 7496 | 7,496 | 7,721 | 7,953 | 8,032 |
| 6601 | Town Crier & Macebearers | 810 | 817 | 817 | 842 | 842 | 842 |
| 6602 | Members Expenses | 252 | 614 | 614 | 632 | 658 | 684 |
| 6603 | Civic Functions | 2950 | 3239 | 3,239 | 3,336 | 3,403 | 3,471 |
| 6702 | Subscriptions | 4225 | 4330 | 4,830 | 4,830 | 4,830 | 4,830 |
| 6799 | Miscellaneous | 267 | 312 | 200 | 200 | 204 | 206 |
| | Gross Expenditure | 428,590 | 424,054 | 427,136 | 382,731 | 446,038 | 457,095 |
| | Income | | | | | | |
| 4200 | Use of Rooms | 2,756 | 0 | 20,000 | 20,000 | 33,400 | 33,734 |
| 4401 | Interest | 2,715 | 700 | 3,000 | 3,000 | 3,000 | 3,000 |
| | Recharges to Operations | 112,112 | 108,602 | 108,005 | 64,898 | 65,547 | 67,513 |
| 4900 | Miscellaneous | 21,959 | 493 | 493 | 493 | 503 | 508 |
| | Gross Income | 139,542 | 109,794 | 131,498 | 88,391 | 102,450 | 104,755 |
| | Net Expenditure | 289,048 | 314,260 | 295,638 | 294,340 | 343,588 | 352,339 |

Tourist Information Centre

| Vote No | Description | 2018-19 | 2019-20 | 2019-20 | 2020-21 | 2021-22 | 2022-23 |
|---------|-------------------------------|----------------|-------------------|------------------|----------------|----------------|----------------|
| | | Actual | Approved Estimate | Revised Estimate | Estimate | Forecast | Forecast |
| | | £ | £ | £ | £ | £ | £ |
| | Employees | | | | | | |
| 5000 | Salary Costs | 99,762 | 94,458 | 100,458 | 116,457 | 119,951 | 123,549 |
| 6000 | Training | 641 | 1,064 | 1,064 | 1,085 | 1,107 | 1,118 |
| 6002 | Clothing | 0 | 396 | 396 | 404 | 412 | 416 |
| | Premises Costs | | | | | | |
| 6101 | Rent | 9,557 | 25,250 | 25,250 | 33,750 | 35,000 | 35,000 |
| 6102 | Rates | 16,907 | 16,033 | 16,427 | 16,674 | 17,341 | 18,035 |
| 6103 | Cleaning | 1,902 | 0 | 1,500 | 1,500 | 1,530 | 1,561 |
| 6300 | Power & Water | 1,805 | 275 | 1,775 | 1,781 | 1,816 | 1,852 |
| 6100 | Repair & Maintenance | 1,515 | 0 | 4,000 | 2,000 | 2,040 | 2,060 |
| 6104 | Furniture & Equipment | 23,899 | 0 | 500 | 500 | 510 | 515 |
| | Office Costs | | | | | | |
| 6307 | Insurance | 0 | 0 | 1,900 | 1,958 | 1,997 | 2,017 |
| 6400 | Stationary | 1,587 | 636 | 1,700 | 1,713 | 1,747 | 1,764 |
| 6401 | Printing | 741 | 589 | 750 | 762 | 777 | 785 |
| 6403 | Postage | 286 | 1,061 | 561 | 582 | 594 | 600 |
| 6404 | Telephone | 4,335 | 1,487 | 2,487 | 2,517 | 2,567 | 2,593 |
| 6407 | Computer Costs | 452 | 3,638 | 2,805 | 3,711 | 3,785 | 3,823 |
| 6409 | Card charges | 1,476 | 510 | 2,210 | 2,220 | 2,265 | 2,287 |
| | Purchase of Sale Items | | | | | | |
| 6501 | Tickets | 3,772 | 6,512 | 16,512 | 16,512 | 16,842 | 17,011 |
| 6502 | General sale goods | 42,656 | 45,801 | 66,801 | 69,801 | 71,197 | 71,909 |
| | Miscellaneous | | | | | | |
| 6709 | Truro Guide Costs | 45,753 | 32,268 | 42,000 | 29,240 | 29,825 | 30,123 |
| 6722 | Events | 48,841 | 50,000 | 55,000 | 55,000 | 55,000 | 55,000 |
| 6799 | Miscellaneous | 898 | 1,129 | 1,129 | 1,152 | 1,175 | 1,186 |
| 6408 | Admin re charge | 5,000 | 5,000 | 5,000 | 5,050 | 5,101 | 5,254 |
| | Gross Expenditure | 311,785 | 286,107 | 350,225 | 364,368 | 372,579 | 378,459 |
| | Income | | | | | | |
| 4000 | Sales | 70,920 | 69,665 | 109,665 | 114,665 | 116,958 | 118,128 |
| 4001 | Tickets | 9,345 | 9,353 | 17,353 | 17,353 | 17,700 | 17,877 |
| 4202 | Events | 67,726 | 70,000 | 75,000 | 75,000 | 75,000 | 75,000 |
| 4201 | Rents | 4,800 | 9,600 | 9,600 | 9,600 | 9,600 | 9,600 |
| 4007 | Contract Work | 7,500 | 7,500 | 7,500 | 11,500 | 11,730 | 11,847 |
| 4100 | Registration/ Misc Fees | 4,000 | 4,441 | 4,441 | 4,441 | 4,530 | 4,575 |
| 4105 | Truro Guide Advertising | 21,934 | 20,028 | 15,028 | 17,000 | 17,340 | 17,513 |
| | Parks re charge-Tennis | 1,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| | Gross Income | 187,225 | 192,587 | 240,587 | 251,559 | 254,858 | 256,541 |
| | Net Expenditure | 124,560 | 93,520 | 109,638 | 112,809 | 117,720 | 121,918 |

Truro Library

| Vote No | Description | 2018-19 Actual | 2019-20 Approved Estimate | 2019-20 Revised Estimate | 2020-21 Estimate | 2021-22 Forecast | 2022-23 Forecast |
|---------|--------------------------------|----------------|---------------------------|--------------------------|------------------|------------------|------------------|
| | | £ | £ | £ | £ | £ | £ |
| | Employees | | | | | | |
| 5000 | Salary Costs | 0 | 137,600 | 94,550 | 186,720 | 192,322 | 198,092 |
| | Premises Costs | | | | | | |
| 6002 | Protective Clothing | | | | 100 | 200 | 200 |
| 6100 | Repair & Maintenance | 0 | 19,500 | 18,000 | 12,000 | 12,240 | 12,607 |
| 6102 | Rates | 0 | 23,100 | 11,300 | 24,024 | 24,985 | 25,984 |
| 6103 | Cleaning Materials | | 0 | 0 | 0 | 500 | 505 |
| 6300 | Power & Water | 0 | 20,000 | 13,000 | 20,000 | 20,400 | 20,808 |
| 6303 | Equipment & Materials | 0 | 0 | 0 | 500 | 500 | 500 |
| 6307 | Insurance | 0 | 6,000 | 4,500 | 9,077 | 9,259 | 9,444 |
| | Supplies & Services | | | | | | |
| | Waste Collection | 0 | 3,000 | 1,500 | 3,000 | 3,060 | 3,091 |
| | Miscellaneous | | | | | | |
| 6408 | Admin Re-Charge | 0 | 5,000 | 2,500 | 5,000 | 5,050 | 5,202 |
| | Gross Expenditure | 0 | 214,200 | 145,350 | 260,421 | 268,516 | 276,433 |
| | Income | | | | | | |
| 4201 | Rents | 0 | 48,700 | 24,350 | 53,700 | 53,700 | 53,700 |
| 4200 | Room lettings | 0 | 14,000 | 8,000 | 16,000 | 16,320 | 16,483 |
| 4202 | Fees and Charges | 0 | 16,000 | 8,000 | 16,000 | 16,320 | 16,483 |
| | Grant | 0 | 20,000 | 20,000 | 0 | 0 | 0 |
| | Gross Income | 0 | 98,700 | 60,350 | 85,700 | 86,340 | 86,666 |
| | Net Expenditure | 0 | 115,500 | 85,000 | 174,721 | 182,176 | 189,766 |

Lemon Quay/Events

| Vote No | Description | 2018-19 Actual | 2019-20 Approved Estimate | 2019-20 Revised Estimate | 2020-21 Estimate | 2021-22 Forecast | 2022-23 Forecast |
|---------|--------------------------------|----------------|---------------------------|--------------------------|------------------|------------------|------------------|
| | | £ | £ | £ | £ | £ | £ |
| | Expenditure | | | | | | |
| 5000 | Salaries & Wages | 12547 | 26000 | 27,206 | 52,892 | 54,479 | 56,114 |
| | Property | | | | | | |
| 6100 | Repair & Maintenance | 1,895 | 1,000 | 1,000 | 1,020 | 1,040 | 1,051 |
| 6103 | Cleaning & Waste management | 0 | 0 | 0 | 6,000 | 6,120 | 6,120 |
| | Supplies & Services | | | | | | |
| 6300 | Gas & Electric | 286 | 1,000 | 1,000 | 1,020 | 1,040 | 1,051 |
| 6301 | Water | 0 | 1,000 | 1,000 | 1,020 | 1,040 | 1,051 |
| 6307 | Insurance | 0 | 0 | 0 | 507 | 517 | 522 |
| 6407 | Computer Costs | 130 | 0 | | | | |
| 6408 | Administration Recharge | 8,000 | 4,000 | 4,000 | 4,040 | 4,080 | 4,203 |
| 6704 | Event Costs | 10,574 | 7,000 | 7,000 | 7,140 | 7,283 | 7,356 |
| 6720 | Community Events | 0 | 0 | 9,611 | 9,611 | 9,803 | 9,901 |
| 6799 | Miscellaneous | 2,973 | 0 | 0 | 200 | 204 | 206 |
| | Gross Expenditure | 36,405 | 40,000 | 50,817 | 83,450 | 85,608 | 87,574 |
| | Income | | | | | | |
| | Rental (from Leases) | 8,300 | 20,000 | 20,000 | 20,000 | 20,400 | 20,604 |
| 4200 | Event rentals | 37,925 | 51,000 | 43,000 | 51,000 | 52,020 | 52,540 |
| | Contribution to Salary | 0 | 0 | 0 | 10,000 | 10,200 | 10,302 |
| | Gross Income | 46,225 | 71,000 | 63,000 | 81,000 | 82,620 | 83,446 |
| | Net Expenditure | -9,820 | -31,000 | -12,183 | 2,450 | 2,988 | 4,128 |

Community Work

| Vote No | Description | 2018-19 Actual | 2019-20 Approved Estimate | 2019-20 Revised Estimate | 2020-21 Estimate | 2021-22 Forecast | 2022-23 Forecast |
|--------------------------------|---------------------------------|----------------|---------------------------|--------------------------|------------------|------------------|------------------|
| | | £ | £ | £ | £ | £ | £ |
| Expenditure | | | | | | | |
| 5000 | Salaries & Wages | 36289 | 38789 | 38,789 | 39,488 | 40,673 | 41,893 |
| 6000 | Training / Conferences | 150 | 212 | 0 | 104 | 106 | 107 |
| 6001 | Travelling | 179 | 530 | 40 | 61 | 62 | 62 |
| Supplies & Services | | | | | | | |
| 6304 | Grant Advice | -1,309 | 2,122 | 2,122 | 2,164 | 2,208 | 2,230 |
| 6305 | Xmas Tree | 1,300 | 890 | 390 | 408 | 416 | 420 |
| 6307 | Insurance | 0 | 0 | 0 | 651 | 664 | 671 |
| 6308 | CCTV | 24,125 | 36,327 | 36,327 | 35,054 | 35,755 | 36,112 |
| 6404 | Telephones | 0 | 424 | 0 | 8 | 9 | 9 |
| 6407 | Computer Costs | 289 | 212 | 330 | 334 | 341 | 344 |
| 6408 | Administration Recharges | 5,252 | 5,305 | 5,305 | 5,358 | 5,412 | 5,574 |
| | Culture Strategy | 0 | 5,000 | 5,000 | 5,100 | 5,202 | 5,254 |
| | Moresk Day Centre | 0 | 0 | 0 | 11,550 | 23,100 | 20,350 |
| Grants And Donation | | | | | | | |
| 6712 | Citizens Advice Bureau Donation | 1,270 | 6,497 | 2,497 | 5,130 | 5,130 | 5,130 |
| 6713 | Public Transport contrn. | 5,200 | 5,200 | 5,200 | 5,304 | 5,304 | 5,304 |
| 6714 | Twinning Associations | 232 | 879 | 1,100 | 897 | 915 | 924 |
| 6716 | Street Pastors | 5,000 | 5,306 | 5,000 | 5,106 | 5,208 | 5,260 |
| 6717 | Music Festival | 2,080 | 2,177 | 2,177 | 2,221 | 2,265 | 2,288 |
| 6719 | Young People Cornwall | 25,000 | 26,528 | 25,000 | 25,531 | 26,041 | 26,302 |
| 6720 | Community Events | 10,403 | 9,611 | 0 | 0 | 0 | 0 |
| 6721 | Community Grants | 8,530 | 8,701 | 8,701 | 8,875 | 8,875 | 8,875 |
| | Community Navigator Contrn | 5,000 | 10,000 | 10,000 | 5,000 | 0 | 0 |
| 6799 | Miscellaneous | 1,150 | 500 | 800 | 810 | 826 | 834 |
| | Gross Expenditure | 130,140 | 165,210 | 148,778 | 159,153 | 168,511 | 167,943 |
| Income | | | | | | | |
| | Contribution from Fund | 14,000 | 19,000 | 19,000 | 14,000 | 14,000 | 14,000 |
| | Rents from buildings | 897 | 5,750 | 5,750 | 4,000 | 4,000 | 4,000 |
| | Gross Income | 14,897 | 24,750 | 24,750 | 18,000 | 18,000 | 18,000 |
| | Net Expenditure | 115,243 | 140,460 | 124,028 | 141,153 | 150,511 | 149,943 |

Lemon Quay Pricing 2020

Charity bookings

- Charity Collection Only Rate: £0.00 (Free)
 - No set up – bucket collection only
- Charity Rate: £36.00 +VAT collection (Administration fee only)
 - Small space booked by charity for promotion and collection
- Charity Stall Rate: £45.00per day and £36.00+VAT per booking (Administration fee)
 - Small space booked by external company for promotion and collect on charity behalf
- Charity Event Rate: £65.00per day and £36.00+VAT per booking (Administration Fee)
 - Medium to large space booked for Charity event

*Charity Stall Rate and Charity Event Rate have a £36.00 +VAT administration fee per booking payable at time of booking as a deposit, administration fees are non-transferable and non-refundable.

**Multiple dates booked at the same time will only be charged one administration fee.

Non-Commercial Bookings

- Promotion Only Rate: £0.00 (Free)
 - No set up – Handing out flyers only
- Stall Rate: £55.00per day and £36.00+VAT per booking (Administration fee)
 - Small space booked for promotion and or sales
- Event Rate: £75.00per day and £36.00 +VAT per booking (Administration Fee)
 - Medium to large space booked for an event

*Stall Rate and Event Rate have a £36.00 +VAT administration fee per booking payable at time of booking as a deposit, administration fees are non-transferable and non-refundable.

**Multiple dates booked at the same time will only be charged one administration fee.

Commercial Bookings

- Small Booking (1/4 of Quay / stall): £170.00 per day
 - Set up and Pack down days: £ 85.00 per day
- Medium Booking (1/2 of Quay): £230.00 per day
 - Set up and Pack down days: £105.00 per day
- Large Booking (whole Quay): £290.00 per day
 - Set up and Pack down days: £ 145.00 per day
- Ticketed Events: As above and £1.00 per ticket
 - Based on event capacity not tickets sold

*Set up and Pack down fees only charged if full day is required

**All bookings have a £36.00 +VAT administration fee payable per booking at time of booking as a deposit, administration fees are non-transferable and non-refundable.

Children's Amusement Bookings

- Half Quay: £70.00 per day and £36.00 +VAT administration fee
 - Electricity charged additionally + VAT (see Electricity section)
- Full Quay: £100.00 per day and £36.00 +VAT administration fee
 - Electricity charged additionally +VAT (see Electricity section)

*All bookings have a £36.00 +VAT administration fee payable per booking at time of booking as a deposit, administration fees are non-transferable and non-refundable.

**Multiple dates booked at the same time will only be charged one administration fee.

Electricity

- Small Booking: £ 6.00 per day
- Medium Booking: £ 12.00 per day
- Large Booking: £18.00 per day

*Any events requesting electricity will be charged the appropriate above fixed fee

Cancellation Fees and Charges

- Charity Bookings
 - No charge for cancelling – any administration fees paid as deposits are non-transferable and non-refundable
- Non-Commercial Bookings
 - No charge for cancelling – any administration fees paid as deposits are non-transferable and non-refundable
- Commercial Bookings
 - Bookings cancelled prior to commencement date:
 - 6 months: 25% of total booking fee
 - 3 months: 50% of total booking fee
 - 1 month: 100% of total booking fee
 - All commercial bookings have a £36.00 +VAT administration fee payable at time of booking as a deposit, administration fees are non-transferable and non-refundable.
- Children's Amusement Bookings
 - £36.00 +VAT administration fee still payable for any cancelled dates within the booking, plus 25% of total daily rate for each cancelled day.

Truro Community Library Pricing 2020

-
- Room Hire Charges

| | Large Room + use of community kitchen | Medium Room + use of community kitchen | Training Room + use of community kitchen |
|-----------------------|--|---|---|
| Single Session | £70 (€56) Saturday £60 (€48) | £60 (€48) Saturday £50 (€40) | £60 (€48) Saturday £50 (€40) 2 Consecutive Days Discount £50 (€40) Hourly Rate £15 |
| Double Session | £120 (€96) Saturday £105 (€84) | £90 (€72) Saturday £75 (€60) | £90 (€72) Saturday £75 (€60) 2 Consecutive Days Discount £80 (€64) |
| Hourly Rate | N/A | N/A | £15 (€12) *Only available on selected dates |

Registered charities and voluntary organisations receive a discount of 20% (Prices in Grey)

Monday – Friday

Morning Sessions - **9.00am - 1.00pm**
Afternoon Sessions - **1.00pm - 5.00pm**
All day Session - **9:00am - 5:00pm**

Saturdays

Morning session - **10.00am - 1.00pm**
Afternoon session - **1.00pm - 4.00pm**
All day Session - **10:00am - 4:00pm**

Cancellation Fees and Charges

- Commercial Bookings
 - Bookings cancelled prior to commencement date:
 - 1 month: No charge
 - 14 – 30 days: 25% of total booking fee
 - 4 – 14 days: 50% of total booking fee
 - less than 3 days: 100% of total booking fee

Truro Community Library Pricing 2020

- Room Hire Charges

| | Large Room + use of community kitchen | Medium Room + use of community kitchen | Training Room + use of community kitchen |
|-----------------------|--|---|---|
| Single Session | £70 (€56) Saturday £60 (€48) | £60 (€48) Saturday £50 (€40) | £60 (€48) Saturday £50 (€40) 2 Consecutive Days Discount £50 (€40) Hourly Rate £15 |
| Double Session | £120 (€96) Saturday £105 (€84) | £90 (€72) Saturday £75 (€60) | £90 (€72) Saturday £75 (€60) 2 Consecutive Days Discount £80 (€64) |
| Hourly Rate | N/A | N/A | £15 (€12) *Only available on selected dates |

Registered charities and voluntary organisations receive a discount of 20% (Prices in Grey)

Monday – Friday

Morning Sessions - **9.00am - 1.00pm**
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Saturdays

Morning session - **10.00am - 1.00pm**
Afternoon session - **1.00pm - 4.00pm**
All day Session - **10:00am - 4:00pm**

Cancellation Fees and Charges

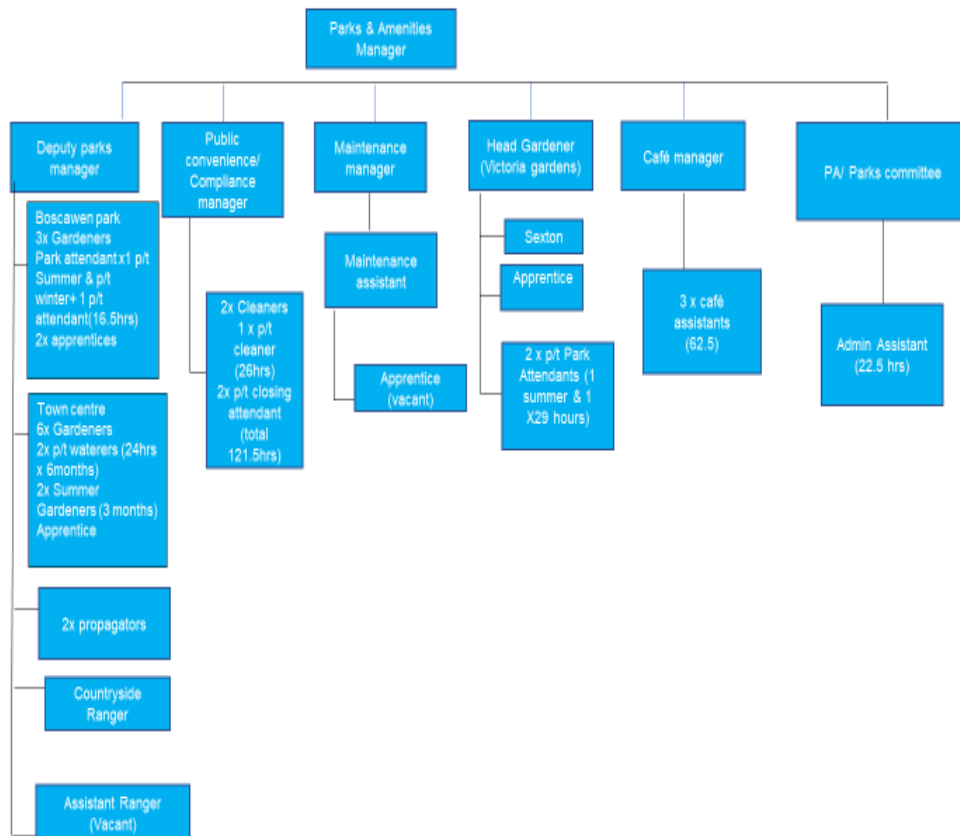
- Commercial Bookings
 - Bookings cancelled prior to commencement date:
 - 1 month: No charge
 - 14 – 30 days: 25% of total booking fee
 - 4 – 14 days: 50% of total booking fee
 - less than 3 days: 100% of total booking fee

Parks & Amenities Committee Estimates

1. The figures below represent the amounts required to maintain the current level of service provision.
2. The table at 5 below summarises the changes to the budget to provide both the revised estimate for the current year, and the estimates for next year. During 2019-20 we anticipate additional work being required, both in area maintained and breadth of work.

3 Staffing Structure

The chart below shows the current establishment for the committee.



Therefore, in summary the establishment of the department shows staff totalling 44 with a full time equivalent of 37.7. The headcount is higher in the Summer due to the temporary attendants and gardeners.

4. The government has announced that from 2010-21 there will be no business rate charge on public conveniences. This will save us just under £20k per annum. This has been removed from the estimates. However, there is a risk to achieving this as the legislation has been delayed and yet to be passed by parliament.

5. Summary of Net Revenue spending

| | 2018-19 Actual | 2019-20 Approved Estimates | 2019-20 Revised Estimates | 2020-21 Estimates |
|-----------------------------|-------------------|----------------------------------|---------------------------------|----------------------|
| | £ | £ | £ | £ |
| Allotments | 10,324 | 7,725 | 7,813 | 8,247 |
| Churchyards | 16,660 | 15,877 | 17,373 | 17,163 |
| Public Cemetery | 41,862 | 36,305 | 45,954 | 48,861 |
| Parks & Open Spaces | 694,908 | 730,248 | 744,112 | 760,621 |
| Public Conveniences | 139,451 | 153,760 | 143,825 | 143,568 |
| Café in the Park | 25,043 | -3,179 | 5,279 | -832 |
| | 928,248 | 940,736 | 964,356 | 977,627 |
| Change from approved budget | | | 23620 | 36891 |

6. The reasons for the changes in the above figures are described below:

| | Revised Estimate 2019-20 | Estimate 2020-21 |
|-----------------------------------|--------------------------------|---------------------|
| | £ | £ |
| Pay Awards & Living Wage Increase | 0 | 24804 |
| Inflation on Prices | 0 | 7039 |
| | 0 | 31842 |
| Parks Departments | | |
| Staff Costs | 2000 | 17800 |
| Training | 4000 | 0 |
| Allocation of Insurance costs | 0 | 13465 |
| Receipts of Interest re S106 | 3038 | -12962 |
| Sponsorship of Highway Areas | 3140 | -3000 |
| Public Cemetery Fees | 7000 | 5000 |
| Income from Tennis | 4888 | 0 |
| Public Conveniences | | |
| Staff Costs | 0 | 9927 |
| Business Rates | -6382 | -19627 |
| Water charges | -4000 | -4000 |
| Café | | |
| Staff Costs | -6000 | -5762 |
| Sales | 15000 | 6000 |
| Purchase of Sale Items | 4000 | 2000 |
| Misc | -3064 | -3792 |
| Total | 23620 | 36891 |

7. In addition to the above the Committee is asked to approve the following fund contributions: -

Parks Committee Capital Fund
Page 14 line 14

| | Approved 2019-20 | Revised 2019-20 | Estimate 2020-21 |
|----------------------------------|-----------------------------|----------------------------|-----------------------------|
| Capital Maintenance | 54500 | 54500 | 55500 |
| Play Equipment | 19200 | 19200 | 19600 |
| Vehicles & Plant | 32000 | 32000 | 33000 |
| Re-Surfacing | 17800 | 17800 | 18100 |
| Tennis Courts | 9600 | 9600 | 9600 |
| Public Convenience/Ten year Plan | 10000 | 10000 | 10000 |
| | 143,100 | 143,100 | 145,800 |

9 Additional Items

Prior to consideration of the estimates the committee will be considering the first public convenience redevelopment which may have implications for the above figures.

10 Recommendations of the Parks Committee

- 10.1 to approve the revised estimates for 2019-20
- 10.2 that the estimates for 2020-21 are approved
- 10.3 that the financial forecasts for 2021-22 and 2022-23 are agreed in principle.
- 10.4 that the contributions to the Committee Funds are approved.
- 10.5 that the charges for services on pages 34 and 35 are agreed

Allotments

| Vote No | Description | 2018-19 Actual | 2019-20 Approved Estimate | 2019-20 Revised Estimate | 2020-21 Estimate | 2021-22 Forecast | 2022-23 Forecast |
|---------|--------------------------|----------------|---------------------------|--------------------------|------------------|------------------|------------------|
| | | £ | £ | £ | £ | £ | £ |
| | Employees | | | | | | |
| 5000 | Wages Costs | 2,978 | 3080 | 3,168 | 3,446 | 3,500 | 3,654 |
| | Premises | | | | | | |
| 6100 | Repair & Maintenance | 2,584 | 924 | 924 | 942 | 961 | 971 |
| 6109 | Allotment development* | 6,396 | 6524 | 6,524 | 6,654 | 6,788 | 6,855 |
| 6301 | Water | 1,438 | 349 | 349 | 356 | 363 | 371 |
| | Gross Expenditure | 13,396 | 10877 | 10,965 | 11,399 | 11,613 | 11,851 |
| | Income | | | | | | |
| 4201 | Allotments | 3,072 | 3152 | 3,152 | 3,152 | 3,215 | 3,247 |
| | Gross Income | 3,072 | 3152 | 3,152 | 3,152 | 3,215 | 3,247 |
| | Net Expenditure | 10,324 | 7725 | 7,813 | 8,247 | 8,397 | 8,604 |

* This money has been placed in the estimates to pay for the purchase of land and development to create additional allotments. If not used it is placed in a fund for future use.

Kenwyn Churchyard

| Vote No | Description | 2018-19 Actual | 2019-20 Approved Estimate | 2019-20 Revised Estimate | 2020-21 Estimate | 2021-22 Forecast | 2022-23 Forecast |
|---------|--------------------------------|----------------|---------------------------|--------------------------|------------------|------------------|------------------|
| | | £ | £ | £ | £ | £ | £ |
| | Employees | | | | | | |
| 5000 | Wages Costs | 11,910 | 12,337 | 12,673 | 13,804 | 14,023 | 14,639 |
| | Premises | | | | | | |
| 6100 | Repair & Maintenance | 2,200 | 2,541 | 2,541 | 2,591 | 2,643 | 2,670 |
| | Transport | | | | | | |
| 6200 | Fuel & Oil | 1,250 | 1,291 | 1,291 | 1,317 | 1,343 | 1,357 |
| | Supplies & Services | | | | | | |
| 6303 | Equipment & Materials | 1,400 | 1,418 | 1,418 | 1,446 | 1,475 | 1,490 |
| | Gross Expenditure | 16,760 | 17,587 | 17,923 | 19,159 | 19,485 | 20,155 |
| | Income | | | | | | |
| 4007 | Contract Work | 0 | 550 | 550 | 996 | 1,026 | 1,055 |
| 4104 | Burial Fees | 100 | 1,160 | 0 | 1,000 | 1,020 | 1,030 |
| | Gross Income | 100 | 1,710 | 550 | 1,996 | 2,046 | 2,085 |
| | Net Expenditure | 16,660 | 15,877 | 17,373 | 17,163 | 17,439 | 18,070 |

Public Cemetery

| Vote No | Description | 2018-19 Actual | 2019-20 Approved Estimate | 2019-20 Revised Estimate | 2020-21 Estimate | 2021-22 Forecast | 2022-23 Forecast |
|--------------------------------|-----------------------|----------------|---------------------------|--------------------------|------------------|------------------|------------------|
| | | £ | £ | £ | £ | £ | £ |
| Employees | | | | | | | |
| 5000 | Wages Costs | 47,244 | 50,591 | 51,960 | 56,606 | 57,506 | 60,029 |
| Premises | | | | | | | |
| 6100 | Repair & Maintenance | 2,595 | 1,848 | 1,848 | 1,885 | 1,922 | 1,942 |
| 6102 | Rates | 4,764 | 4,080 | 5,360 | 5,467 | 5,576 | 5,687 |
| Transport | | | | | | | |
| 6200 | Petrol & Oil | 2,532 | 2,582 | 2,582 | 2,634 | 2,687 | 2,713 |
| 6201 | Repair & Maintenance | 1,600 | 1,635 | 1,635 | 1,668 | 1,701 | 1,718 |
| 6202 | Hired Plant | 400 | 410 | 410 | 410 | 410 | 410 |
| Supplies & Services | | | | | | | |
| 6300 | Gas & Electricity | 80 | 80 | 80 | 80 | 80 | 80 |
| 6301 | Water | 0 | 200 | 200 | 200 | 200 | 200 |
| 6303 | Equipment & Materials | 1,700 | 1,666 | 1,666 | 1,700 | 1,734 | 1,751 |
| Establishment Expenses | | | | | | | |
| 6404 | Telephones | 381 | 400 | 400 | 400 | 400 | 400 |
| Gross Expenditure | | 61,296 | 63,492 | 66,142 | 71,049 | 72,215 | 74,930 |
| Income | | | | | | | |
| 4104 | Burial Fees & Charges | 19,434 | 27,188 | 20,188 | 22,188 | 22,632 | 22,858 |
| 4200 | Use of Chapel | 0 | 0 | 0 | 0 | 0 | 0 |
| 4300 | Interest | 0 | 0 | 0 | 0 | 0 | 0 |
| Gross Income | | 19,434 | 27,188 | 20,188 | 22,188 | 22,632 | 22,858 |
| Net Expenditure | | 41,862 | 36,305 | 45,954 | 48,861 | 49,584 | 52,072 |

Parks & Open Spaces

| Vote No | Description | 2018-19 Actual | 2019-20 Approved Estimate | 2019-20 Revised Estimate | 2020-21 Estimate | 2021-22 Forecast | 2022-23 Forecast |
|---------|--------------------------------|----------------|---------------------------|--------------------------|------------------|------------------|------------------|
| 5000 | Wages Costs | 543,301 | 567,652 | 565,858 | 635,135 | 645,231 | 673,546 |
| 6000 | Training | 10,475 | 7,177 | 11,177 | 7,321 | 7,467 | 7,542 |
| 6001 | Travelling Expenses | 2 | 2,071 | 2,071 | 1,572 | 1,604 | 1,620 |
| 6002 | Protective Clothing | 4,749 | 6,850 | 6,850 | 6,987 | 7,127 | 7,198 |
| 6007 | Contract Work | 4,046 | 0 | | | | |
| | Premises | | | | | | |
| 6100 | Repair & Maintenance | 37,524 | 40,879 | 40,880 | 41,698 | 42,531 | 42,957 |
| 6101 | Rent | 1,252 | 2,226 | 2,226 | 2,271 | 2,316 | 2,339 |
| 6102 | Rates | 576 | 1,182 | 590 | 588 | 721 | 862 |
| 6105 | Play Equipment Repairs | 2,655 | 2,928 | 2,928 | 2,987 | 3,046 | 3,077 |
| 6106 | Seats, Gates ,Fencing | 1,723 | 2,108 | 2,108 | 2,150 | 2,193 | 2,215 |
| 6107 | Gritting | 0 | 2,067 | 1,000 | 1,041 | 1,062 | 1,073 |
| 6109 | Nursery Development Costs* | 16,073 | 16,394 | 16,394 | 16,394 | 16,394 | 16,394 |
| | Transport | | | | | | |
| 6200 | Petrol & Oil | 7,353 | 10,473 | 10,473 | 10,682 | 10,896 | 11,005 |
| 6201 | Repair & Maintenance | 15,325 | 18,806 | 18,806 | 19,182 | 19,565 | 19,761 |
| 6202 | Hired Plant & Equipment | 1,891 | 2,587 | 2,587 | 2,647 | 2,708 | 2,739 |
| 6203 | Licences | 1,678 | 1,800 | 1,800 | 1,836 | 1,873 | 1,891 |
| | Supplies & Services | | | | | | |
| 6300 | Gas & Electricity | 7,401 | 8,041 | 8,041 | 8,203 | 8,369 | 8,538 |
| 6301 | Water | 4,213 | 5,300 | 5,300 | 5,410 | 5,522 | 5,576 |
| 6302 | Plants & Seeds | 14,708 | 14,682 | 14,682 | 14,976 | 15,275 | 15,428 |
| 6303 | Equipment & Materials | 32,977 | 32,369 | 32,369 | 33,016 | 33,676 | 34,013 |
| 6306 | Health & Safety | 7,859 | 6,818 | 6,818 | 6,954 | 7,093 | 7,164 |
| 6404 | Telephones | 1,087 | 1,343 | 1,343 | 1,378 | 1,413 | 1,432 |
| 6407 | Computer Costs | 0 | 0 | 250 | 500 | 500 | 500 |
| 6408 | Parks Ctte (Recharge) | 38,495 | 38,880 | 40,880 | 2,778 | 2,778 | 2,778 |
| | Insurance | 0 | 0 | 0 | 12,392 | 12,640 | 12,766 |
| | Miscellaneous | | | | | | |
| | Loan Repayments - Tennis | 0 | 26,000 | 26,000 | 26,000 | 26,000 | 26,000 |
| 6705 | Summer Activities | 10,869 | 10,321 | 10,321 | 10,527 | 10,738 | 10,845 |
| 6706 | Gardens Competition | 921 | 1,236 | 1,236 | 1,261 | 1,286 | 1,299 |
| 6707 | Britain in Bloom | 8,187 | 5,499 | 5,499 | 5,609 | 5,721 | 5,778 |
| 6709 | Advertising | 4,283 | 4,078 | 4,078 | 4,160 | 4,243 | 4,285 |
| 6799 | Other | 138 | 98 | 98 | 100 | 102 | 103 |
| | Gross Expenditure | 779,761 | 839,865 | 842,662 | 885,753 | 900,091 | 930,724 |
| | Income | | | | | | |
| 4005 | Floral Displays | 23,986 | 26,649 | 26,649 | 26,649 | 27,182 | 27,454 |
| 4007 | Contract Work | 29,668 | 23,786 | 23,786 | 23,340 | 23,797 | 24,016 |
| 4209 | Sponsorship | 0 | 4,000 | 860 | 7,000 | 7,140 | 7,211 |
| 4101 | Use of Pitches | 5,423 | 5,275 | 5,275 | 5,275 | 5,381 | 5,434 |
| 4102 | Tennis | 2,783 | 20,549 | 15,661 | 20,549 | 20,960 | 21,170 |
| 4103 | Trading Rights | 9,062 | 12,860 | 12,860 | 12,860 | 13,117 | 13,248 |
| 4200 | Site Rentals | 5,886 | 3,596 | 3,596 | 3,596 | 3,668 | 3,705 |
| 4300 | Investment Interest | 0 | 5,038 | 2,000 | 18,000 | 18,000 | 18,000 |
| 4900 | Miscellaneous | 468 | 364 | 363 | 363 | 370 | 374 |
| 4008 | County Council Agency | 7,577 | 7,500 | 7,500 | 7,500 | 7,650 | 7,727 |
| | Gross Income | 84,853 | 109,617 | 98,550 | 125,132 | 127,265 | 128,338 |
| | Net Expenditure | 694,908 | 730,248 | 744,112 | 760,621 | 772,827 | 802,386 |

*Nursery development costs. This is a sum set aside for the development of a replacement nursery

Public Conveniences

| Vote No | Description | 2018-19 Actual | 2019-20 Approved Estimate | 2019-20 Revised Estimate | 2020-21 Estimate | 2021-22 Forecast | 2022-23 Forecast |
|---------|--------------------------------|----------------|---------------------------|--------------------------|------------------|------------------|------------------|
| | | £ | £ | £ | £ | £ | £ |
| | Employees | | | | | | |
| 5000 | Salary Costs | 68,047 | 69,719 | 69,719 | 81,870 | 84,326 | 86,855 |
| 6000 | Training | 0 | 224 | 224 | 228 | 233 | 235 |
| 6103 | Clothing | 185 | 530 | 530 | 541 | 551 | 557 |
| | Premises Costs | | | | | | |
| 6100 | Repair & Maintenance | 9,330 | 7,806 | 7,806 | 7,962 | 8,121 | 8,203 |
| 6102 | Rates | 12,948 | 19,627 | 13,245 | 0 | 0 | 0 |
| 6103 | Cleaning Materials | 16,228 | 17,895 | 18,172 | 18,253 | 18,618 | 18,804 |
| | Transport | | | | | | |
| 6200 | Fuel | 625 | 638 | 638 | 651 | 664 | 670 |
| 6201 | Repair & Maintenance | 909 | 596 | 596 | 608 | 620 | 626 |
| 6203 | Licences | 253 | 296 | 296 | 302 | 308 | 311 |
| | Supplies & Services | | | | | | |
| 6300 | Gas & Electricity | 1,655 | 2,446 | 2,446 | 2,495 | 2,545 | 2,596 |
| 6301 | Water | 17,563 | 22,192 | 18,192 | 18,636 | 19,009 | 19,199 |
| 6306 | Health & Safety | 1,480 | 1,511 | 1,511 | 1,541 | 1,572 | 1,588 |
| 6307 | Insurance Premiums | 551 | 562 | 562 | 573 | 585 | 591 |
| | Office Costs | | | | | | |
| 6405 | Telephone | 165 | 224 | 224 | 228 | 233 | 235 |
| 6408 | Administration (recharge) | 5,252 | 5,305 | 5,305 | 5,358 | 5,412 | 5,574 |
| | Miscellaneous | | | | | | |
| 6708 | Loan Charges | 6,060 | 6,060 | 6,060 | 6,060 | 6,060 | 6,060 |
| 6799 | Miscellaneous | 0 | 99 | 99 | 101 | 103 | 104 |
| | Gross Expenditure | 141,251 | 155,731 | 145,625 | 145,407 | 148,959 | 152,208 |
| | Income | | | | | | |
| 4007 | Contract Work | 1,800 | 1,969 | 1,800 | 1,839 | 1,876 | 1,895 |
| | Gross Income | 1,800 | 1,969 | 1,800 | 1,839 | 1,876 | 1,895 |
| | Net Expenditure | 139,451 | 153,760 | 143,825 | 143,568 | 147,083 | 150,313 |

Café in the Park

| Vote No | Description | 2018-19 Actual | 2019-20 Approved Estimate | 2019-20 Revised Estimate | 2020-21 Estimate | 2021-22 Forecast | 2022-23 Forecast |
|---------|--------------------------|----------------|---------------------------|--------------------------|------------------|------------------|------------------|
| | | £ | £ | £ | £ | £ | £ |
| | Expenditure | | | | | | |
| 5000 | Wages | 68,430 | 68,401 | 62,401 | 64,568 | 66,505 | 68,501 |
| 6004 | Purchase of Sale Items | 32,995 | 26,232 | 30,232 | 28,757 | 29,619 | 30,508 |
| 6100 | Repairs & Maintenance | 1,054 | 2,592 | 2,000 | 2,644 | 2,697 | 2,724 |
| 6102 | Local Authority Rates | 2,496 | 2,200 | 2,550 | 2,594 | 2,672 | 2,752 |
| 6300 | Electricity | 606 | 1,100 | 800 | 1,122 | 1,122 | 1,122 |
| 6301 | Water Charges | 0 | 696 | 696 | 710 | 738 | 768 |
| | Admin. Recharge | 5,000 | 5,000 | 1,000 | 1,100 | 1,151 | 1,304 |
| 6307 | Insurance | 0 | 0 | 0 | 1,073 | 1,094 | 1,105 |
| | Gross Expenditure | 110,581 | 106,221 | 99,679 | 102,568 | 105,599 | 108,783 |
| | Income | | | | | | |
| 4004 | Sales | 85,538 | 109,400 | 94,400 | 103,400 | 103,400 | 103,400 |
| | Gross Income | 85,538 | 109,400 | 94,400 | 103,400 | 103,400 | 103,400 |
| | Net Expenditure | 25,043 | -3,179 | 5,279 | -832 | 2,199 | 5,383 |

The café staff provide a management function for the tennis courts for which no income is credited to the café.

Schedule of Fees and Charges 2020/2021

Sports Facilities

| | Present 2019 £ | Recommended from 1 April 2020 £ |
|---|----------------------|--|
| Tennis Courts (Including VAT) | | |
| Hire of Court for an hour | 6.00 | 6.00 |
| Floodlit Courts anytime including lights | 8.00 per court | 8.00 per court |
| Annual Household Membership | 35.00 | 36.00 |
| Football | | |
| Per match – up to age 16 | 16.50 | 16.50 |
| Per match – age 16 and over | 23.00 | 23.00 |
| Mini Soccer | | |
| Per match up to age 12 years (Including use of the pavilion) | 14.00 | 14.00 |
| Use of Dressing Rooms/ Showers | 13.50 | 13.50 |
| Cricket Pitch (excluding VAT) (Including use of pavilion) | | |
| Per match – maximum 24 overs each side | 30.00 | 30.00 |
| Matches of 25 overs and above each side | 40.00 | 40.00 |
| (Concession of 25% to Truro Cricket Club) | | |

Schedule of Fees and Charges – 2020/2021

| | Present £ | Recommended From 1 April 2020 £ |
|---|--------------|--|
| Cemeteries & Churchyards | | |
| Interment | | |
| Child stillborn or aged up to and including 16 years | No charge | No charge |
| Person over 16 years | 370 | 380 |
| Cremated remains | 107 | 110 |
| Purchase of Burial Rights (Body or cremated remains) | | |
| Child up to and including 16 years | No charge | No charge |
| Person over 16 years | 296 | 300 |
| Rights for cremated remains (small plots) | 117 | 120 |
| Gravestone and Memorials | | |
| Headstone up to 3' | 103 | 106 |
| Wooden Cross up to 3' | 64 | 66 |
| Desktop (for cremated remains plots only) | 43 | 44 |
| Other Charges | | |
| Reinstatement of Grass surface on grave space | 112 | 115 |
| Surcharge for Bank Holiday, Weekend or Friday pm (1 October – 31 March) | 257 | 265 |
| Burial Search | 25 | 25 |
| Re-printing of Permit | 48 | 48 |
| Permit to remove headstone | 80 | 80 |
| Reservation Fees* | | |
| Grave Plot | 200 | 200 |
| Cremated Remains | 89 | 89 |
| * The Reservation Fees will be deducted from the fee payable at the time of Interment. | | |
| Allotment Rentals (from 1 April 2021) | | |
| Plots to be charged £0.31p (2019 £0.30p) per square metre with effect from 1 st April 2021. In accordance with legal requirements all allotment holders have to be given twelve months' notice of a rent increase. | | |
| City Boxes, Baskets and Tubs | | |
| Scheme | | |
| Hanging Baskets | 20 | 20 |
| Hayracks | 29 | 29 |
| Window Boxes | 21 | 21 |
| Tubs | 25 | 35 |
| Other items/areas | By agreement | By agreement |
| Spring Bedding | As above | As above |
| Watering items-Summer | 20 | 20 |
| Watering items- Winter | 12 | 12 |
| Provision of Floral Decorations | | |
| Hire of planted tubs – each | 30 | 35 |
| Contract Work | | |
| To be priced individually | | |

Events Parks Pricing 2020

Charity bookings

- Charity Collection Only Rate: £0.00 (Free)
 - No set up – bucket collection only
- Charity Rate: £36.00 +VAT collection (Administration fee only)
 - Small space booked by charity for an event, promotion or collection
- Charity Event Rate: £55.00per day and £36.00+VAT per booking (Administration Fee)
 - Medium to large space booked for Charity event

*Charity Event Rate has a £36.00 +VAT administration fee per booking payable at time of booking as a deposit, administration fees are non-transferable and non-refundable.

**Multiple dates booked at the same time will only be charged one administration fee.

Non-Commercial Bookings

- Promotion Only Rate: £0.00 (Free)
 - No set up – Handing out flyers only
- Small Event Rate: £45.00per day and £36.00+VAT per booking (Administration fee)
 - Small space booked for an event, promotion or collection
- Event Rate: £65.00per day and £36.00 +VAT per booking (Administration Fee)
 - Medium to large space booked for an event
 - Medium to large events with heavy machinery or the erection of a marquee will be charged a bond fee of between £2,500.00 - £5,000.00

*Stall Rate and Event Rate have a £36.00 +VAT administration fee per booking payable at time of booking as a deposit, administration fees are non-transferable and non-refundable.

**Multiple dates booked at the same time will only be charged one administration fee.

Commercial Bookings

- Small Event: £120.00 per day
 - Set up and Pack down days: £ 60.00 per day
- Medium Event: £160.00 per day
 - Set up and Pack down days: £80.00 per day
 - Medium events with heavy machinery or the erection of a marquee will be charged a bond fee between £5,000.00
- Large Event: £200.00 per day
 - Set up and Pack down days: £ 100.00 per day
 - Large events with heavy machinery or the erection of a marquee will be charged a bond fee between £5,000.00

- Ticketed Events: As above and £1.00 per ticket
 - Based on event capacity not tickets sold

*Set up and Pack down fees only charged if full day is required

**All bookings have a £36.00 +VAT administration fee payable per booking at time of booking as a deposit, administration fees are non-transferable and non-refundable.

Electricity

- Small Booking: £ 6.00 per day
- Medium Booking: £ 12.00 per day
- Large Booking: £18.00 per day

*Any events requesting electricity will be charged the appropriate above fixed fee

Cancellation Fees and Charges

- Charity Bookings
 - No charge for cancelling – any administration fees paid as deposits are non-transferable and non-refundable

- Non-Commercial Bookings
 - No charge for cancelling – any administration fees paid as deposits are non-transferable and non-refundable

- Commercial Bookings
 - Bookings cancelled prior to commencement date:
 - 6 months: 25% of total booking fee
 - 3 months: 50% of total booking fee
 - 1 month: 100% of total booking fee
 - All commercial bookings have a £36.00 +VAT administration fee payable at time of booking as a deposit, administration fees are non-transferable and non-refundable.

Statement of Funds & Reserve

| | £ | | |
|--|-----------------------|---|-----------------------|
| Revenue Reserve | | Parks Committee Fund | |
| Balance as at 1st April 2019 | 183,000 | Balance as at 1st April 2019 | 302,673 |
| add | | add | |
| Contribution 2019-20 | <u>0</u> | Contribution 2019-20 | 143,100 |
| Balance as at 31st March 2020 | 183,000 | Income to 31st October 2019 | 1,069 |
| add | | less | |
| Contribution 2020-21 | <u>0</u> | Expenditure to 31st October 2019 | 146,289 |
| Balance as at 31 March 2021 | <u>183,000</u> | | |
| Finance Committee Revenue Fund | | Balance | 300,553 |
| Balance as at 1st April 2019 | 107,641 | add | |
| add | | Contribution 2020-21 | <u>145,800</u> |
| Contribution 2019-20 | 33,400 | Available Resource 31st March 2021 | <u>446,353</u> |
| Income to 31st October 2019 | 0 | Hendra Development | |
| less | | Balance as at 1st April 2019 | 847 |
| Expenditure to 31st October 2019 | <u>16,977</u> | add | |
| Balance | 124,064 | Contribution 2019-20 | 0 |
| add | | Income to 31st October 2019 | 2,100 |
| Contribution 2020-21 | <u>29,700</u> | less | |
| Available Resource 31st March 2021 | <u>153,764</u> | Expenditure to 31st October 2019 | 2,520 |
| Finance Committee Building Maintenance Fund | | | |
| Balance as at 1st April 2019 | 265,735 | Balance | <u>427</u> |
| add | | add | |
| | 0 | Contribution 2020-21 | 0 |
| Contribution 2019-20 | 41,400 | Available Resource 31st March 2021 | <u>427</u> |
| less | | Community Development | |
| Expenditure to 31st October 2019 | 64,000 | Balance as at 1st April 2019 | 33,627 |
| Income to 31st October 2019 | <u>0</u> | add | |
| Balance | 243,135 | Contribution 2019-20 | -19,000 |
| add | | Income to 31st October 2019 | 0 |
| Contribution 2020-21 | <u>41,800</u> | less | |
| Available Resource 31st March 2021 | <u>284,935</u> | Expenditure to 31st October 2019 | <u>0</u> |
| | | Balance | 14,627 |
| | | add | |
| | | Contribution 2020-21 | <u>-14,000</u> |
| | | Available Resource 31st March 2021 | <u>627</u> |