

Agreed at Frome Town Council meeting 19 January 2022

	A	B	C
1	<b>Environment Work Programme and Budget 2022-23</b>	<b>Income budget 2022- 23</b>	<b>Expenses budget 2022-23</b>
2	<b>Allotments - Work with Frome's Allotments Association to provide well-managed allotments in Frome</b>		
3	<b>Staff time - Environment Mgr &amp; Rangers</b>		
4	Provide practical support to the FAA; including completing agreed works in a timely fashion		
5	Regular meetings with FAA to discuss and agree works and to consider future projects		
6	<b>Cleanliness - Help to keep Frome clean, tidy and welcoming</b>		
7	<b>Staff time - Environment Mgr &amp; Rangers</b>		
8	Work in partnership with MDC across the town to ensure the town is clean and tidy		
9	<b>Engagement - Support community involvement in Frome's parks and green spaces</b>		
10	<b>LTA loan repayment</b>		
11	Loan repayment for tennis courts on Mary Baily Playing Field (Yr 6 of 10 - ends Aug 2027)		£1,000
12	<b>Staff time - Environment Mgr &amp; Rangers</b>		
13	Continue to oversee the Critchill Rangers' volunteering; working in more parks and green spaces		
14	Continue to oversee the Discovery volunteering sessions; working across FTC's parks and green spaces		
15	<b>Market Place - Safe operational management of the Market Place in partnership with MDC</b>		
16	<b>Staff time - Environment Mgr &amp; Rangers</b>		
17	Work with MDC to transfer the freehold of the Boyle Cross and the Market Rights		
18	<b>Open spaces - Maintain and improve Frome's parks and green spaces</b>		
19	<b>Boyle Cross Maintenance</b>		
20	Scheduled and reactive upkeep of the fountain		£15,000
21	<b>Community Open Spaces</b>		
22	Continue to maintain high standards in the town's parks and green spaces, working safely and efficiently to deliver everyday upkeep and reactive work		£50,000
23	<b>Contracted bins/litter collect</b>		
24	Emptying bins and litter picking across the FTC estate – including skips as necessary; and dealing with fly-tipping		£27,500
25	<b>Equipment &amp; Vehicle fuel</b>		
26	Fuel for Transit, chainsaws, strimmers, leaf blowers etc.		£3,500
27	<b>Equipment &amp; Vehicle maint</b>		
28	10% increase to reflect additional use of vehicles and equipment with all grass cutting moving in-house		£6,800
29	<b>Equipment replacement</b>		
30	New or replacement tools and equipment		£5,000
31	<b>Floral supplies</b>		
32	Rangers to lead on floral planting in the town centre, including the Market Place - increased to cover planting at C/G Walk; Catherine Hill and Market Place		£10,000
33	<b>INCOME Boyles Cross MDC</b>		
34	No income in future for fountain alone		
35	<b>INCOME VP Cafe rent income</b>		
36	VP Café rent	£2,575	
37	<b>PPE Town Rangers &amp; volunteers</b>		
38	Personal protective equipment & clothing (safety)		£1,000
39	<b>Protective clothing incl H&amp;S</b>		
40	Ranger uniforms - all weathers		£3,500
41	<b>Salaries &amp; Wages</b>		
42	One SCP and 2.5% salary increase - incl 6 mths Kickstart Ranger and weekend VP Toilets cleaner		£265,208
43	<b>Tree planting</b>		
44	Establish and implement the Wild about Trees project, including community planting days in 2022-23		£3,000
45	<b>Vehicle lease repayments</b>		
46	2020 5 year electric maintenance vehicle lease purchase		£8,000
47	Contribution towards new transit or other vehicle savings plus using EMR cfwd.		£3,000
48	<b>Victoria Park Office</b>		
49	All consumables for the VP building, greenhouse & yard - 2022 planning toilet/urinal installation and LED replacement lighting		£4,500

	A	B	C
1	<b>Environment Work Programme and Budget 2022-23</b>	<b>Income budget 2022- 23</b>	<b>Expenses budget 2022-23</b>
50	<b>INCOME Market Place</b>		
51	Market Place income	£0	
52	<b>EMR 334 Play equipment</b>		
53	Budget towards new and replacement play equipment		£15,000
54	<b>VP Toilet servicing</b>		
55	Upkeep and repairs of the public toilets in Victoria Park (relating to the current, existing buildings)		£15,000
56	<b>Market Place Maintenance</b>		
57	New - Market Place maintainence		£5,000
58	<b>Tree surgery</b>		
59	Tree surgery, new trees, related supplies across the estate		£8,000
60	<b>INCOME Grants &amp; Sponsorships</b>		
61	Kickstart Ranger grant in 2022	£4,000	
62	<b>Staff time - Environment Mgr &amp; Rangers</b>		
63	Cyclical reviews of FTC's management plans at Council Matters meetings		
64	Develop an environmental resilience framework		
65	Implement agreed site management plans		
66	Restoration of Victoria Park Toilets to be funded by EMR 326		
67	Support the local communities in developing and delivering plans and improvements for Chapmans Close, Packsaddle & Tower View		
68	Take on responsibility for Egford play area; supporting residents and the local community		
69	<b>Training/Travel &amp; Subsistence</b>		
70	Rangers training/travel & Subsistence		£6,000
71	<b>Contracted mowing/hedge cutting</b>		
72	Everything now in house but reserve for hedge cutting or emergency works		£3,000
73	<b>Grand Total</b>	<b>£6,575</b>	<b>£459,008</b>

	A	B	C
1	<b>Communities Development Work Programme &amp; Budget 2022-23</b>	<b>Income budget 2022- 23</b>	<b>Expenses budget 2022-23</b>
2	<b>CYPF - Children, Young People and Families Project work to identify and address gaps in services and provision.</b>		
3	<b>Children &amp; YP PO Projects</b>		
4	Delivery of a topic based training programme for community members, parents carers and practitioners to address current issues (drugs, mental health, play, anti social behaviour)		£4,000
5	Develop volunteering opportunities for young people		£500
6	Work with partner organisations and services to identify and fill gaps in a coordinated way		
7	Identify models of best practice that meet needs from elsewhere		
8	To develop and build FIND online and face to face support and advice service - extent subject to external funding		£3,000
9	Continue to map existing and emerging provision and continue to populate FIND		
10	Work with businesses, community organisations and other partners to implement the recommendations of the Play Strategy		£4,500
11	Commission detached youth work, play work and holiday activity projects - with a particular focus on 8 - 12 year olds		£5,000
12	<b>Grants - Provide financial support for Community Organisations</b>		
13	<b>CCTV funding</b>		
14	Contribution to MDC for CCTV funding - in negotiation		£9,289
15	<b>Fair Frome</b>		
16	Fair Frome discretionary grant		£15,000
17	<b>Partnership &amp; Community Grants</b>		
18	Administration of and support for a new Large grant / Multi year agreement fund		£55,000
19	Administration of and support for Mayors Grant (grants up to £300)		£5,000
20	Administration of and support for the Community Grant Scheme (£300 - £3000).		£60,000
21	<b>School crossing patrol</b>		
22	School Crossing Patrol contributions		£5,970
23	<b>Neighbourhoods - To work with residents to develop local initiatives which support cohesion and sustainable solutions to social and environmental issues using an asset based model</b>		
24	<b>Community Development Work</b>		
25	Enable the growth and development of new street and neighbourhood networks - Qty subject to external funding		£0
26	Provide practical resources, support, advice and training for street and neighbourhood groups.		£5,500
27	Support meetings and discussions with partner services and agencies to address issues.		£0
28	Support the delivery and sustainability of neighbourhood ecology projects; to include planting, wildlife and growing initiatives		£2,000
29	Support the delivery of playing out, street parties and other events at a street level		£0
30	Support the development and long term independence of the neighbourhood network		£1,500
31	Support the organisation and delivery of neighbourhood activity days; litter picks, community action days		£2,500
32	Support the growth of the Restorative group		£0
33	<b>Supporting organisations to become resilient and sustainable</b>		
34	<b>Fundraising support</b>		
35	Specialist support to address priority issues (to include bespoke fundraising support)		£15,000
36	<b>Community Group support</b>		
37	Provide one to one, responsive support for community organisations; to include facilitation for trustees and management groups, business planning, partnership working and other support to address priority areas of need.		£3,000
38	Support and advice on fundraising and grant application processes		
39	Review the gaps and opportunities for community organisations to determine future support		£7,500
40	<b>Grand Total</b>		<b>£204,259</b>

	A	B	C
1	<b>Resilience Work Programme &amp; Budget 2022-23</b>	<b>Income budget 2022- 23</b>	<b>Expenses budget 2022-23</b>
2	<b>E-bike hire</b>		
3	<b>Income E-bike hire</b>		
4	Est income from £12 per day regular e-bike hire (separate to Cycling Together) - poss breakeven at best	£1,536	
5	<b>Food &amp; health Sustainability</b>		
6	<b>Staff time:</b>		
7	Explore enabling communities to bulk buy food		
8	Promote food security initiatives and local food production/retail through Frome Food Network project and Somerset Food Trail.		
9	<b>Green &amp; Healthy Future - Lotto Climate Action Fund Grant</b>		
10	<b>Lotto CAF grant</b>		
11	Support local groups and encourage sharing of ideas through Transition Shed project		
12	Promote public transport, volunteer driver scheme, liftshare, car clubs, EV charge point network, sustainable transport, cycle courier & e-cargo bikes, walking, cycling and rickshaws		
13	<b>Lotto CAF grant - Evaluation</b>		
14	External fee to universities for verification		£3,000
15	Marketing and comms		£700
16	Volunteer expenses		£400
17	Climate action researcher/evaluation - included in Central salaries		£0
18	<b>Lotto CAF grant - Healthy Homes</b>		
19	CSE budget for energy efficiency advice, drop-ins, webinars, other Healthy Homes support		£11,422
20	CSE other staff costs - follow up calls, home visits, support (CSE match funding to £12k)		£0
21	CSE Training local community groups		£0
22	FRECO match funding to £4,500		£0
23	Printing, postage, volunteer costs		£3,150
24	Promotion & marketing		£750
25	<b>Lotto CAF grant income</b>		
26	Balance of G&HF Lotto CAF funding (less in year 2 as paid in adv)	£21,000	
27	<b>Lotto CAF project co-ordination</b>		
28	Project co-ordination - FTC match funding contribution in staff time		£18,000
29	<b>Staff time:</b>		
30	Organise events and activities that change behaviour through Green & Healthy Future (Lotto CAF)		
31	<b>Lotto CAF grant - Cycling Together</b>		
32	E-bikes - capital purchase - prepaid out in 21-22		£5,000
33	E-bikes development		£300
34	E-bikes expenses		£225
35	Leaflets and posters		£200
36	Salaries - cycle confidence classes		£1,250
37	Bike insurance, maintenance & storage		£4,500
38	<b>Climate</b>		
39	<b>SCAEF</b>		
40	SCAEF grant towards Resilience Engagement work >30 hrs @ week	£30,000	
41	<b>Enable energy and carbon savings</b>		
42	<b>Staff time:</b>		
43	Develop web pages and external communications on climate action/resilience work		
44	Help schools to reduce energy demands through Energy Sparks programme		
45	Lend thermal imaging camera		
46	Promote energy efficiency retrofit and renewable home energy through Healthy Homes project, supporting low income households. Explore energy saving challenge through Transition Streets model		
47	<b>Enable good business</b>		
48	<b>Staff time:</b>		
49	Conduct and promote Good Business visits and accreditation		
50	Lobby for divestment (SCC Pension Fund)		
51	<b>Enable sustainable transport</b>		
52	<b>Bike Jumble Donations to FML</b>		
53	Promote bike jumble activities to encourage re-use and repair. Develop resource for bike repair & training throughout the year, potentially in partnership with Frome Reuse Centre project		£2,000
54	<b>Local Cycling Walking Infrastructure Planning (LCWIP)</b>		
55	LCWIP development work (match funding)		£0
56	<b>School Streets</b>		
57	School Streets development work (match funding)		£15,000
58	<b>Sustainable transport</b>		
59	Organise School Travel Challenge - Spring & Autumn 2022		£4,000

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1	<b>Resilience Work Programme &amp; Budget 2022-23</b>	<b>Income budget 2022- 23</b>	<b>Expenses budget 2022-23</b>
60	Purchase new e-bikes for FTC hire scheme - completed 21-22		£0
61	<b>Staff time:</b>		
62	E bike 'Cycle together' scheme management through Green & Healthy Future (Lotto funded CAF)		
63	Local Cycling & Walking Infrastructure Plan (LCWIP) subject to SCECF funding & use of £7k EMR 20/21		
64	Clean air monitoring network		
65	Explore business model for E-Cargo bikes for Frome businesses		
66	<b>Lead action on climate change</b>		
67	<b>Staff time:</b>		
68	Develop climate change empowerment programme for local schools		
69	Further develop Climate and Ecological Emergency Plan for 2030 and reporting against targets		
70	Promote resilience & reduction of carbon across all FTC activities		
71	Regular engagement with community on CEE through Environmental Resilience Steering Group		
72	<b>Reduce waste</b>		
73	<b>Waste reduction</b>		
74	Community Fridge - increase fridge co-ordinator from £100 @ mth to £200 @ mth		£2,400
75	Explore waste reduction measures across Frome including Terracycle boxes, water refill stations, reusable cups & containers at cafes and venues, Frome Independent		£2,000
76	Organise school uniform swap		£500
77	Summer placements		£600
78	Support and promote sharing initiatives including SHARE library, Streetbank, clothes, toy, present swaps, Community Fridge		
79	Support development of community reuse centre in Frome		£2,000
80	Sustainable Periods campaign- funding secured from Mendip		£0
81	<b>Ecological</b>		
82	<b>Staff time:</b>		
83	Community wildlife survey and development of digital map (Funded by Mendip CEE grant)		
84	<b>Grand Total</b>	<b>£52,536</b>	<b>£77,397</b>

	A	B	C
1	<b>Prosperity &amp; Economic Regeneration Work Programme &amp; Budget 2022-23</b>	<b>Income budget 2022- 23</b>	<b>Expenses budget 2022-23</b>
2	<b>Business - Provide business support, advice and improve access to vocational education</b>		
3	<b>Cheese &amp; Grain Property Maint</b>		
4	Contribution to building insurance premium in line with lease		£3,307
5	<b>EMR 372</b>		
6	Vocational training support - EMR of £2k		
7	<b>Micro enterprises support</b>		
8	Continued work to support economic recovery incl. business and visitor research, advice/information to businesses, showcasing independent businesses, Festival of Commerce in partnership with Frome Chamber and other networking events		£6,618
9	<b>Planning</b>		
10	<b>Continue to lead and campaign to secure the right development for Frome, to secure beneficial S106 funding and encourage initiatives for self -build</b>		
11	Continue to lead and campaign to secure the right development for Frome, to secure beneficial S106 funding and encourage initiatives for self -build - staff time only		
12	<b>Continue to work with new CLT, MDC and others to bring forward new housing development in Frome that is truly affordable with reference to the local earnings profile</b>		
13	Continue to work with new CLT, MDC and others to bring forward new housing development in Frome that is truly affordable with reference to the local earnings profile		
14	<b>Create and maintain a list of strategic demands (translating to S106 projects) to share with MDC</b>		
15	Create and maintain a list of strategic demands (translating to S106 projects) to share with MDC - staff time only		
16	<b>Economic &amp; Community Research</b>		
17	Research to inform a transport strategy working with MDC & SCC		£4,000
18	<b>Monitor S106 agreements to ensure the money is paid to MDC/SCC and that schemes are developed and the money gets spent</b>		
19	Monitor S106 agreements to ensure the money is paid to MDC/SCC and that schemes are developed and the money gets spent - staff time only		
20	<b>Provide planning advice and support for businesses and residents, General planning enquiries, face to face, email &amp; telephone</b>		
21	Provide planning advice and support for businesses and residents, general planning enquiries, face to face, email & telephone - staff time only		
22	<b>Planning Research</b>		
23	NEW - Selwood Garden Community - public engagement to help the community understand the proposals and elicit their views		£2,000
24	<b>Staff time</b>		
25	Continue to influence planning policy, identify the issues on which we will campaign and lobby		
26	Develop a wish list aimed at developers that sets out sustainability and other ambitions drawing on Neighbourhood Plan, Town Design Statement etc. to influence new development		
27	NEW - Cockey Lamp Restoration Project - work with Civic Society to restore historic Cockey Lamps - subject to external funding		
28	<b>Town Centre Regeneration</b>		
29	<b>Staff time</b>		
30	Subject to external funding progress town centre regeneration projects e.g. Western Warehouse		
31	Develop the use of Boyle Cross by the community		
32	<b>Saxonvale - through the Project Board and in other ways continue to influence the scheme with a particular focus on delivering a cultural quarter, open spaces management, microgrid and a footbridge</b>		
33	Saxonvale - continue to influence the scheme to ensure that it aligns with the Council's objectives		
34	<b>Grand Total</b>		<b>£15,925</b>

	A	B	C
1	<b>Marketing &amp; Communications Work Programme &amp; Budget 2022-23</b>	<b>Income budget 2022- 23</b>	<b>Expenses budget 2022-23</b>
2	<b>Discover Frome - Improve the image of and pride in the town making it attractive for residents, visitors and investors</b>		
3	<b>Discover Frome</b>		
4	b) Manage Information point and volunteers with a focus on Arts, Culture, events and walking & cycling		
5	c) Discover Frome Info Point - rent, phone, stationery & consumables		£4,300
6	d) Discover Frome website & social media - develop maintenance and content development		£2,000
7	e) Discover Frome website accessibility work (carried over)		£5,000
8	f) Saleable stock		£1,545
9	g) Support the Arts community through strategic links and partnerships		£2,000
10	h) Promote walking and cycling as a visitor attraction		
11	h) The Annual - subject to additional funding		£0
12	i) You're Welcome - venue grants to extend and promote toilet facilities for residents and visitors across the town		£3,000
13	a) Ensure that events are supported through the Discover Frome brand for the benefit of residents and visitors, arts and culture sector		
14	<b>INCOME Discover Frome</b>		
15	Discover Frome sales	£1,442	
16	<b>EMR-390 Discover Frome App &amp; Screen development</b>		
17	Develop interactive screen for the information point - EMR 390		£0
18	Discover Frome App - EMR 390		£0
19	<b>Discover Frome Makers</b>		
20	DFM market, brand, shop window development. EU funded via MDC = cost neutral to FTC.		
21	<b>Engagement - Enable participative engagement with the town</b>		
22	<b>Engaging Young People</b>		
23	Make it Happen Youth Conferences		£8,000
24	<b>Participatory Budgeting</b>		
25	People's Budget Events		£25,000
26	People's Budget Town Vote - Platinum Jubilee		£15,000
27	<b>Internal communications</b>		
28	<b>System development</b>		
29	Continue to contribute to CRM development		
30	Ensure a high level of comms between staff and staff & Cllrs		
31	<b>Marketing &amp; Comms - Provide information to residents about FTC projects, activities and services for engagement, well being and civic pride</b>		
32	<b>Marketing general</b>		
33	a) Use all communication channels (digital, print, and face to face) to provide clear and timely information. Wherever possible, all comms to include 'why' FTC is doing something.		£7,350
34	b) Support all FTC projects where resources allow across the work programme		
35	d) Work with noticeboard ambassadors to ensure up to date notices to support community, educational and performance based events. Increase number of noticeboards as necessary.		
36	c) FTC website general maintenance - regularly updated with new relevant content		£2,500
37	<b>Marketing Resilience Comms</b>		
38	Resilience comms - FTC's match commitment projects costs to the SCAEF grant		£3,700
39	<b>Strategic Marketing &amp; Communications</b>		
40	<b>Marketing general</b>		
41	Review the Comms and Marketing Strategy Jan 2022		
42	<b>Town Events - Deliver Town Events to support the strategic aims of the council</b>		
43	<b>Christmas Event</b>		
44	Deliver a town Christmas event		£10,000
45	<b>Christmas Lights</b>		
46	Christmas Lights		£11,000
47	<b>Town Events</b>		
48	Apple Day		£1,000
49	Business Festival		£1,000
50	Christmas Promotions		£500
51	Frome Busks		£1,000
52	Green Breather days		£10,000
53	History Festival		£0
54	Made differently days - FTC engagement		£0
55	Opportunity events - Remembrance		£2,000
56	Visitor Conference		£1,000

	A	B	C
1	<b>Marketing &amp; Communications Work Programme &amp; Budget 2022-23</b>	<b>Income budget 2022- 23</b>	<b>Expenses budget 2022-23</b>
57	Walking Festival		£1,000
58	Women's Conference		£1,000
59	Accelerate conference		
60	Cycle Festival		£5,000
61	Workwear (events/outdoor) for central staff plus carried fwd £2k if unspent from 21-22		£1,000
62	Town business promotions		£500
63	<b>Town Hall - Market &amp; manage presentation of the Town Hall</b>		
64	<b>Info Centre shop sales</b>		
65	Info Centre shop sales	£1,030	
66	<b>Info Centre commission</b>		
67	Info Centre commission	£515	
68	<b>Town Hall Marketing</b>		
69	a) Ensure that the Town Hall is fit for purpose and can deliver events: Open, accessible, good quality experience.		
70	b) Ensure quality stewardship of all meetings and activities at the Town Hall		
71	c) Manage cleaning/caretaking team to ensure excellent standards in cleanliness.		
72	d) Implement Town Hall marketing strategy		£3,000
73	<b>Grand Total</b>	<b>£2,987</b>	<b>£128,395</b>



	A	B	C
	<b>Central Services</b>	<b>Income</b>	<b>Expenses budget</b>
1	<b>Work Programme &amp; Budget 2022-23</b>	<b>budget 2022-23</b>	<b>2022-23</b>
2	<b>Civic activities</b>		
3	<b>Civic</b>		
4	Civic		£750
5	<b>CLlr's allowances</b>		
6	Cllrs Allowances		£550
7	<b>Election costs</b>		
8	Double expense if 2023 elections a year early in 2022		£20,000
9	<b>Mayor's allowance</b>		
10	Mayor's allowance		£515
11	<b>Twinning</b>		
12	Twinning		£2,000
13	<b>Finance - Maintain sound financial management</b>		
14	<b>INCOME Bank account interest</b>		
15	Interest rates anticipated to be close to zero	£1,000	
16	<b>HR management - resource, policies &amp; processes</b>		
17	<b>Legal &amp; professional fees</b>		
18	Keep recruitment procedures under regular review & maintain up to date DBS checks		£2,000
19	<b>Salaries &amp; Wages</b>		
20	All salaries (excl Environment) - Central teams, Discover Frome, Cleaners and Stewards		£862,802
21	<b>Subscriptions &amp; advertising</b>		
22	Professional subscriptions, recruitment advertisements, legal subscription relating to Staff Contracts, Handbook, Policies and other HR matters		£7,987
23	<b>Training/Travel &amp; Subsistence</b>		
24	Staff training, travel & subsistence budget		£22,000
25	<b>Internal Controls - Internal control &amp; managing risk, incl Risk Register &amp; GDPR policies &amp; procedures</b>		
26	<b>Audit fees - external</b>		
27	External auditors annual inspection		£2,700
28	<b>Audit fees - internal</b>		
29	Internal auditors visit x 4 a year to audit accounts and review processes		£1,900
30	<b>Insurance &amp; bank chgs</b>		
31	Insurance (Yr 3 of 3 yr agreement), bank, card and online payment facilities charges		£14,000
32	<b>Policies, systems, connectivity &amp; efficiency</b>		
33	Review & update the business continuity plans, including business/staff relocation as necessary		
34	<b>Internal controls &amp; managing risk, incl Risk Register &amp; GDPR policies &amp; procedures</b>		
35	<b>Policies, systems, connectivity &amp; efficiency</b>		
36	GDPR policies - review strategy & update policies e.g. cyber-attack policy		
37	Keep under review, improving internal systems regularly - in 2021-22 primarily through the central database & CRM+ project		
38	Purchase Order system/Accounting software/Town Hall Bookings processes		
39	Risk Strategy reviews & Register update		
40	<b>IT &amp; office systems - Ensure IT &amp; office equipment fit for purpose and future planning in place</b>		
41	<b>Database CRM+ project</b>		
42	Central database software 'engine' for internal and external use - FIND and other search functions via the websites, GDPR efficiency tool, internal systems connectivity, data efficiency and reporting.		£10,000
43	<b>IT hardware &amp; office equipment</b>		
44	Ensure IT adequate for FTC's needs, review regularly for efficiency upgrades, budget for & update as necessary		£5,000
45	<b>IT subscriptions &amp; support</b>		
46	Audio Visual equipment install £9k, plus £9k annual support		£18,000
47	Software subscriptions (Office 365 licences for 36 staff, 17 Cllrs, plus Adobe for 4, Pear Mapping, Zoom & Zoom Room, EARNIE, Rialtas (accounts), Leave Planner plus IT mthly support (22-23 yr 2 of 3)		£19,948
48	<b>Stationery/printing &amp; postage</b>		
49	Stationery/printing & postage		£3,000
50	<b>Telephone/bband/equip hire</b>		
51	Telephone (VOIP) service for 30 staff including some with mobiles, using SIM only tariffs and refurbished mobiles where possible		£15,903
52	<b>Legal &amp; Professional</b>		
53	<b>Legal &amp; professional fees</b>		
54	Tenants lease reviews, land transfers and miscellaneous advice		£15,000
55	<b>Maintain sound financial management</b>		
56	<b>New projects research</b>		
57	Finance comparisons, research, modelling and analysis		
58	<b>Year End External reporting</b>		
59	Annual Governance & Accountability Return (AGAR) preparation & submission to external auditors		

	A	B	C
1	<b>Central Services</b>	<b>Income</b>	<b>Expenses budget</b>
	<b>Work Programme &amp; Budget 2022-23</b>	<b>budget 2022-23</b>	<b>2022-23</b>
60	<b>Keep under review &amp; improve processes relating to:</b>		
61	Asset Register maintenance		
62	Budget monitoring monthly with all budget holders		
63	Business Rates - revaluation project for the Town Hall		
64	Day to day bookkeeping		
65	Financial controls, finance modelling, analysis, monthly reporting, year end forecasting and five year forecasting		
66	FTC's Financial Regulations		
67	Month-end accounts and reconciliations		
68	Monthly payroll build, processing & reporting		
69	Pension liaison with Peninsula group, maintain pressure to divest from fossil fuels.		
70	Preparation of annual budget & Precept submission		
71	Town Hall front desk, telephone lines & customer services		
72	<b>Public Works Loan Board loans</b>		
73	<b>INCOME PV (C&amp;G) Income</b>		
74	Cheese & Grain PV panels	£7,850	
75	<b>PWLB C&amp;G bldg (22-38)</b>		
76	480735 (Dec 2022)		£16,712
77	486578 (Dec 2026)		£11,112
78	486730 (Dec 2027)		£14,279
79	487642 (Dec 2027)		£3,839
80	502473 (2038)		£32,971
81	<b>PWLB C&amp;G Tower (37)</b>		
82	505650 (PV Panels income covers this) (Jan 2037)		£8,277
83	<b>PWLB Garsdale/Saxonvale (23)</b>		
84	501876 (Mar 2023)		£29,518
85	<b>PWLB Showfield (40)</b>		
86	504397 (Oct 2040)		£7,260
87	<b>PWLB Town Hall (40-41)</b>		
88	504181 (July 2040)		£32,870
89	505639 (Oct 2041)		£11,016
90	<b>Town Hall budget - Monitoring the income &amp; expenditure of the Town Hall</b>		
91	<b>Equip Hire &amp; Refreshments cost</b>		
92	Town Hall hires equipment & refreshments		£2,000
93	<b>FTH - Annual Maintenance</b>		
94	Continue to implement a programme of building maintenance requirements for the next 5 years - in particular saving towards roof works		£34,000
95	<b>FTH - Cleaning and Recycling</b>		
96	Town Hall waste & recycling collections		£8,000
97	<b>INCOME Car parking</b>		
98	Car park income	£657	
99	<b>INCOME Council Chamber hire</b>		
100	Support Stewards billed out	£1,560	
101	Council Chamber hire	£12,384	
102	<b>INCOME Equip Hire&amp;Refreshments</b>		
103	Equipment hire & refreshment sales	£2,300	
104	<b>INCOME Meeting room hire</b>		
105	Meeting room hire	£8,000	
106	<b>INCOME TH Cafe rent</b>		
107	Café desk rental	£0	
108	<b>INCOME Town Hall Tenants</b>		
109	Long term tenants	£25,680	
110	<b>Utilities incl rates</b>		
111	Electricity, gas, water, business rates		£25,135
112	<b>Unitary - Research &amp; plan resources and finances for Unitary changes</b>		
113	<b>Unitary resources planning</b>		
114	Research & plan staff resources and finances for Unitary changes		
115	<b>Use of General Reserves</b>		
116	<b>INCOME Grants or Reserves</b>		
117	Use of general reserves and EMRs for revenue expenditure in the year 2022-23	£163,871	£0
118	<b>Grand Total</b>	<b>£223,302</b>	<b>£1,261,044</b>

	A	B	C
	<b>Relationships Work Programme &amp; Budget 2022-23</b>	<b>Income budget 2022- 23</b>	<b>Expenses budget 2022-23</b>
1			
2	<b>Relationships</b>		
3	<b>Building Relationships</b>		
4	Bring together local parish councils to share priorities and issues as and when required.		
5	Frome Councillors Forum - Continue to bring together Frome councillors from three tiers of local government to explore joint priorities.		
6	Meetings & engagement enhancement - Continue to experiment with meetings to improve public participation and engagement using different room layouts, amplification, live streaming, improved promotion and reporting back.		
7	<b>Business development</b>		
8	<b>Legal &amp; professional fees</b>		
9	Carry out an Equality Impact Assessment of the work programme		£10,000
10	<b>Staff time:</b>		
11	Continue to contribute to the development of the new Unitary authority		
12	To develop proposals for the devolution of assets and services as part of the Unitary process		
13	Supporting the delivery of a pilot Local Community Network for the Frome area		
14	Evaluation work - subject to additional funding		
15	<b>Grand Total</b>		<b>£10,000</b>

<b>Proposal to Council 19/1/22</b> <b>Frome Town Council</b> <b>DRAFT BUDGET</b> <b>2022-23</b>		<b>2022/23 Precept</b> Income £285,400 Expenses £2,156,028	<b>£1,870,628</b> <b>2022-23 Budget</b> <b>Summary</b>	<b>£208.80</b> <b>8,959</b> <b>3.68%</b> <b>£6.79</b> <b>£0.13</b>	Band D rate payable 22/23 Tax Base 22/23 (households) All bands % increase Band D increase yearly Band D increase weekly
				Variance to prev yr	Variance notes:
<b>500</b>	<b>Environment/Open Spaces</b>				
500-1010	INCOME Grant Funding		£0	£0	No sponsorship expected
500-1019	INCOME Boyles Cross MDC		£0	-£7,500	No MDC income any longer
500-1116	INCOME Market Place		£0	£0	Sponsorship unlikely in first year
	Environment/Open Spaces :- Income		£0	-£7,500	
500-4033	Community Open Spaces		£50,000	-£11,000	Moved £15k to play equip 4034 and increased by 10% due to more open spaces
500-4034	Play Equipment repair & replacement		£15,000	£15,000	New separate play equipment code
500-4035	Contracted mowing/hedge cutting		£3,000	-£9,000	Less contracted out, most mowing by Rangers
500-4036	Contracted bins/litter collect		£27,500	£2,500	Increase due to more spaces to manage
500-4037	Contracted VP Toilet servicing		£15,000	£0	Continue to save towards refurbished bldgs
500-4039	Floral supplies		£10,000	£2,000	Increase due to more spaces to manage
500-4040	EMR S106 ML - Cycling		£0	£0	
500-4047	LTA loan repayment		£1,000	£0	
500-4069	EMR River Corridor		£0	£0	
500-4073	S106 Southfield Farm		£0	£0	
500-4118	Boyle Cross Maintenance		£15,000	£0	
500-4116	Market Place Maintenance		£5,000	£5,000	New Market Place responsibilities
500-4908	Tree maintenance		£8,000	£1,500	
500-4909	Tree planting		£3,000	£0	
	Environment/Open Spaces :- Expenditure		£152,500	£6,000	
<b>501</b>	<b>Environment Team</b>				
501-1001	INCOME VP Cafe rent income		£2,575	£0	
501-1010	INCOME Grant Funding		£4,000	£361	For Kickstart Ranger 2022 (50% of cost)
501-1075	INCOME Sale of assets		£0	£0	
	Environment Team :- Income		£6,575	£361	
501-4001	Salaries & Wages		£265,208	£15,403	
501-4006	Protective clothing incl H&S		£3,500	£500	
501-4007	PPE Town Rangers & volunteers		£1,000	-£200	
501-4008	Training/Travel & Subsistence		£6,000	£0	
501-4028	Equipment & Vehicle maint		£6,800	£0	
501-4029	Equipment & Vehicle fuel		£3,500	£500	
501-4435	Victoria Park Office		£4,500	£2,250	
501-4901	Equipment replacement		£5,000	-£1,500	
501-4925	Vehicle lease repayments		£11,000	-£2,900	New G4 leased in 21/22, bal to EMR, reduced 22/23 budget
	Environment Team :- Expenditure		£306,508	£14,053	
<b>502</b>	<b>Town Events</b>				
502-1050	INCOME Christmas Event		£0	-£375	
	Town Events :- Income		£0	-£375	No change
502-4320	Town events		£25,000	-£3,000	No History Festival & outdoor event wear
502-4325	Christmas Event		£10,000	£0	
502-4333	Christmas Lights		£11,000	-£8,000	Palmer St lights to be done in 21-22
502-4745	Peoples Budget - Events		£25,000	£0	
502-4747	Peoples Budget - Town Vote		£15,000	£5,000	Town Vote returns
	Town Events :- Expenditure		£86,000	-£6,000	
<b>600</b>	<b>Community Funding</b>				
600-4750	CCTV funding		£9,289	£0	
600-4790	School crossing patrol		£5,970	£0	
	Community Funding :- Expenditure		£15,259	£0	
<b>601</b>	<b>Community Development</b>				
601-1111	INCOME Lotto Grant Match fund		£0	£0	
	Community Development :- Income		£0	£0	No change
601-4397	EMR Vision for Frome		£0	£0	
601-4706	Community Development Work		£11,500	£0	
601-4711	Children & YP PO Projects		£17,000	£0	
601-4713	EMR Youth Work		£0	£0	
601-4725	Fundraising support		£15,000	£0	
601-4729	Community Group support		£10,500	£0	
601-4731	Engaging Young People		£8,000	-£8,000	Returns to one event 22-23
601-4738	EMR Community Resources		£0	£0	
	Community Development :- Expenditure		£62,000	-£8,000	
<b>602</b>	<b>Community Multi Year Agreement</b>				
602-4052	Fair Frome		£15,000	£0	
602-4800	Partnership & Community Grants		£120,000	£0	
602-4850	Harry's Hydro MYA		£0	-£8,000	
	Community Multi Year Agreement :- Expenditure		£135,000	-£8,000	Harrys Hydro grant ended

Proposal to Council 19/1/22 Frome Town Council DRAFT BUDGET 2022-23		2022/23 Precept	£1,870,628	£208.80	Band D rate payable 22/23
		Income	£285,400	8,959	Tax Base 22/23 (households)
		Expenses	£2,156,028	3.68%	All bands % increase
		2022-23 Budget		£6.79	Band D increase yearly
		Summary		£0.13	Band D increase weekly
					Variance to prev yr
					Variance notes:
91	608	<b>Resilience/Sustainability</b>			
92	608-1112	INCOME Lotto CAF project	£21,000	-£42,266	Lotto CAF grant pre-paid 21-22
93	608-1042	INCOME E Bike Hire	£1,536	£0	
94	608-1044	INCOME ElectricVehicleCharging	£0	£0	
95	608-1046	INCOME Bike Jumble	£0	£0	
96	608-1047	INCOME Bike events	£0	£0	
97	608-1113	INCOME SCAEF	£30,000	£30,000	
98		Resilience/Sustainability :- Income	£52,536	-£12,266	
99					
100	608-4001	Salaries (match funding) - Green & Healthy Future - Lotto CAF	£18,000	-£361	
101	608-4444	Sustainability Events & Plmnts	£0	£0	
102	608-4446	Waste reduction projects	£7,500	£5,500	Increased budget
103	608-4447	Renewable energy projects	£0	£0	
104	608-4448	Sustainable transport	£4,000	-£4,000	Move budget to School Streets
105	608-4449	School streets	£15,000	£6,000	Increased budget
106	608-4450	LCWIP - LocalCyclingWalkingIP	£0	-£7,000	Grant funded 22/23
107	608-4451	Food/Health Sustainability	£0	£0	
108	608-4452	Climate Change Emergency	£0	£0	
109	608-4453	Green & Healthy Future - Lotto CAF project	£30,897	-£14,008	Expenditure higher in first year 21/22
110	608-4455	Bike Jumble Donations to FML	£2,000	£1,850	
111		Resilience/Sustainability :- Expenditure	£77,397	-£12,019	
112					
113	610	<b>Frome Town Hall</b>			
114	610-1055	INCOME Town Hall Tenants	£25,680	-£7,258	WHY left Oct21
115	610-1062	INCOME Meeting room hire	£8,000	£0	Extra hires from Rm4/ex-WHY not yet shown
116	610-1063	INCOME Council Chamber hire	£13,944	£0	
117	610-1064	INCOME TH Cafe rent	£0	-£4,200	No regular café rentals - community meetings
118	610-1065	INCOME Car parking	£657	£0	
119	610-1071	INCOME Bar sales	£0	£0	
120	610-1073	INCOME Equip Hire&Refreshment	£2,300	£0	
122		Frome Town Hall :- Income	£50,581	-£11,458	
123					
124	610-4503	EMR Town Hall Investment	£0	£0	
125	610-4505	Utilities incl rates	£25,135	£1,135	Elec tariff held Aug20 - Aug23
126	610-4530	FTH - Cleaning and Recycling	£8,000	-£2,500	Surplus est in 21/22
127	610-4531	FTH - Annual Maintenance	£34,000	£4,000	Salix loan repmts included
128	610-4535	Equip Hire & Refreshments cost	£2,000	£0	
130		Frome Town Hall :- Expenditure	£69,135	£2,635	
131					
132	700	<b>Prosperity/Economic Dev</b>			
136					
137	700-4086	EMR New Projects Research	£0	£0	
138	700-4117	Market Place Phase 3	£0	£0	
139	700-4119	EMR Market Place Phase 2	£0	£0	
140	700-4120	Planning research	£2,000	£2,000	More research costs incurred
141	700-4122	Economic & Community Research	£4,000	-£618	
142	700-4137	Micro enterprises support	£6,618	£618	Reduction above & increase here
143	700-4420	Cheese & Grain Property Maint	£3,307	£0	
144	700-4716	EMR Fingerpost signage	£0	£0	
146		Prosperity/Economic Dev :- Expenditure	£15,925	£2,000	
147					
148	710	<b>PWLB loans</b>			
149	710-1025	INCOME PV (C&G) Income	£7,850	£350	
151		PWLB loans :- Income	£7,850	£350	
152					
153	710-4050	PWLB Showfield (40)	£7,260	£0	
154	710-4053	PWLB C&G bldg (22-38)	£78,913	£0	
155	710-4063	PWLB C&G Tower (37)	£8,277	£0	
156	710-4066	PWLB Garsdale/Saxonvale (23)	£29,518	£0	
157	710-4510	PWLB Town Hall (40-41)	£43,886	£0	
159		PWLB loans :- Expenditure	£167,854	£0	No change
160					
161	800	<b>Civic Services</b>			
162	800-4301	Mayor's allowance	£515	£0	
163	800-4303	Cllr's allowances	£550	£0	
164	800-4312	Civic	£750	£0	
165	800-4321	Election costs	£20,000	£15,500	Elections one year early
166	800-4715	Twinning	£2,000	£1,000	Unspent in 21/22, doubled budget 22/23
168		Civic Services :- Expenditure	£23,815	£16,500	
169					
170	802	<b>Central Services</b>			
171	802-1099	INCOME Use of General Reserves & EMRs	£163,871	£95,781	More EMRs/Reserves use in 22-23
172	802-1090	INCOME Bank account interest	£1,000	£1,000	
173	802-1098	INCOME Donations received	£0	£0	
175		Central Services :- Income	£164,871	£96,781	
176					

<b>Proposal to Council 19/1/22</b> <b>Frome Town Council</b> <b>DRAFT BUDGET</b> <b>2022-23</b>				<b>2022/23 Precept</b> Income £285,400 Expenses £2,156,028	<b>£1,870,628</b> <b>£208.80</b> <b>8,959</b> <b>3.68%</b> <b>£6.79</b> <b>£0.13</b>	Band D rate payable 22/23 Tax Base 22/23 (households) All bands % increase Band D increase yearly Band D increase weekly
				<b>2022-23 Budget</b> <b>Summary</b>	Variance to prev yr	Variance notes:
177	802-4001	Salaries & Wages		£862,802	£132,359	Same staff as at March 22 plus two year term Planning Officer
178	802-4008	Training/Travel & Subsistence		£22,000	£0	
179	802-4023	Stationery/printing & postage		£3,000	£500	
180	802-4024	Subscriptions & advertising		£7,987	£487	
181	802-4025	Insurance & bank chgs		£14,000	£507	Higher bank charges est with Unity
182	802-4027	IT subscriptions & support		£37,948	£19,641	Incls £18k Chamber AV upgrade
183	802-4055	Audit fees - external		£2,700	£0	
184	802-4056	Audit fees - internal		£1,900	£0	
185	802-4058	Legal & professional fees		£27,000	£8,500	Incls Equality Impact Assessment project
186	802-4074	IT hardware & office equipment		£5,000	-£4,600	Reduced budget for replacement laptops
187	802-4129	Database CRM+ project		£10,000	£0	First quote rcvd between £44k - £66k
188	802-4520	Telephone/bband/equip hire		£15,903	-£1,697	Est savings in 21/22
190		Central Services :- Expenditure		£1,010,240	£155,697	
191						
192	803	Marketing & Communications				
193	803-1011	INCOME Info Centre shop sales		£1,030	£0	
194	803-1013	INCOME Mendip Tourism (or future dept)		£0	£0	Discover Frome Makers - EU funded project via MDC of £14k, neutral cost to FTC
195	803-1018	INCOME Info Centre commission		£515	£0	
196	803-1020	INCOME Discover Frome		£1,442	£0	
198		Marketing & Communications :- Income		£2,987	£0	
199						
200	803-4128	Marketing general		£9,850	£350	
201	803-4532	Frome Town Hall Marketing		£3,000	£0	
202	803-4456	Marketing Resilience Comms		£3,700	£3,700	New in 2nd yr of Somerset Climate Action Emergency Fund (SCAEF) project
203	803-4950	Discover Frome		£17,845	£2,300	Incls You're Welcome scheme
205		Marketing & Communications :- Expenditure		£34,395	£6,350	
206						
207	804	Emergency Covid 19 Expenses				
208	804-1084	INCOME Grants		£0	£0	
209	804-1201	INCOME Emergency Food Parcels		£0	£0	
210	804-1202	INCOME Bespoke Shop Receivers		£0	£0	
211						
212		Emergency Covid 19 Expenses :- Income		£0		
213						
214	804-4003	Covid-19 contingency for costs		£0	-£35,000	No Covid-19 contingency in 22-23
215	804-4007	PPE Town Rangers & volunteers		£0	£0	
216	804-4008	Training/Travel & Subsistence		£0	£0	
217	804-4023	Stationery/printing & postage		£0	£0	
218	804-4025	Insurance & bank chgs		£0	£0	
219	804-4026	Office Equipment		£0	£0	
220	804-4027	IT subscriptions & support		£0	£0	
221	804-4033	Community Open Spaces		£0	£0	
222	804-4037	Contracted VP Toilet servicing		£0	£0	
223	804-4074	IT hardware & office equipment		£0	£0	
224	804-4128	Marketing general		£0	£0	
225	804-4150	Emergency Food Deliveries		£0	£0	
226	804-4151	Bespoke Shopping to Volunteers		£0	£0	
227	804-4520	Telephone/bband/equip hire		£0	£0	
228	804-4530	FTH - Cleaning and Recycling		£0	£0	
229	804-4531	FTH - Annual Maintenance		£0	£0	
230	804-4940	Frome Community Drivers		£0	£0	
231	804-4950	Discover Frome		£0	£0	
232						
233		Emergency Covid 19 Expenses :- Expenditure		£0	-£35,000	No Covid Contingency budgeted 22-23
234						
235	The proposed Precept demand is: £1,870,628 and the tax base for 2022-23 is estimated at: 8,959 (from MDC Nov21)					
236						
237	Band D is the nationally used mid-range band for all the calculations. 76% of Frome households are in Bands A, B and C.					
238	Frome household figures provided by MDC/Capita at November 2022 (only 37 higher than 2021 - 8,922): 8,959					
239	Figs as at Nov20 - Of the 12,926 households in Frome 76% (77% in 2020/21) pay less than the Band D amount					
240	2021/22 figs (22/23 figs not available at 6/1/Annual Frome portion 2022/23 rate					
241	Band A	2,388 households	19%	pay 6/9 of Band D	£139	
242	Band B	4,074 households	32%	pay 7/9 of Band D	£162	
243	Band C	3,391 households	26%	pay 8/9 of Band D	£186	
244	Band D	1,732 households	13%	pay 100% of Band D	£209	Band D payable for Frome portion of CTax bill 2022/23
245	Band E	1,004 households	8%	pay 11/9 of Band D	£255	
246	Band F	221 households	2%	pay 13/9 of Band D	£302	
247	Band G	75 households	1%	pay 15/9 of Band D	£348	
248	Band H	4 households	###	pay 18/9 of Band D	£418	