

# ELSTREE and BOREHAMWOOD TOWN COUNCIL



Fairway Hall,  
Brook Close,  
Borehamwood,  
Herts. WD6 5BT

Daniel Omisore  
Senior Finance Officer  
Hertsmere Borough Council

18 January 2018

Dear Daniel

## **Elstree and Borehamwood Town Council – 2018/19 Precept Demand and Council Tax**

Please accept this letter as confirmation that sitting in Full Council on 17 January 2018 Elstree and Borehamwood Town Council resolved to agree the Council's Budget for 2018/19 including the setting of the Precept Demand as follows for 2018/19:

<b>Precept Demand</b>	<b>£461,662.32</b>
<b>Band D Yearly</b>	<b>£36.26</b>
<b>Multiplied by tax base</b>	<b>12,732</b>
<b>Thus making the final demand</b>	<b>£461,662.32</b>

This represents a 0% increase of final Demand. The Council's banking details have altered from the previous year and are:

**MetroBank - 25848632 - 23 -05 -80**

Please find attached, as requested, the Council Tax Leaflet information.

May I please take this opportunity to thank Hertsmere Borough Council's Finance Department and to say that all the staff at the Town Council look forward to working with you over the next twelve months.

Yours sincerely

A handwritten signature in black ink, appearing to read 'H R O Jones'.

H R O Jones  
Town Clerk and RFO

cc M Bunyon – Head of Finance

Enc.(s)

<b>Elstree and Borehamwood Town Council Budget</b>		
<b>Tel: 0208 207 1382</b>	<b>2018/19</b>	<b>2017/18</b>
<b>Net Expenditure</b>	<b>£</b>	<b>£</b>
<b><u>Community Services</u></b>		
General Management		
- Democratic Services & Admin	233,732	248,682
- Elections	6,250	6,250
- Community Hall Costs	28,450	20,800
- Contingency	2,500	2,500
Environment & Planning		
- Allotments	8,100	8,417
- High Street Planters	800	800
- Sites & Equipment	9,061	14,420
<b><u>Leisure &amp; Entertainment</u></b>		
Entertainments		
- Civic Festival	20,500	19,770
- Town Crier	29,700	30,600
- Coach Trips	3,931	3,931
- Christmas	28,539	25,759
- Events	23,100	25,400
Grants & Community Support		
- Grants	13,500	13,000
- School Swimming	32,100	32,000
- Town Twinning	1,500	1,000
- Youth Council	500	1,000
- To / (from) reserves	19,399	-861
<b>Total Requirement</b>	<b>461,662</b>	<b>453,468</b>
<b>Per Band D Dwelling</b>	<b>36.26</b>	<b>36.26</b>

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Report for 2018/19

	Last Year		Agreed Budget	Current Year		Next Year Budget
	Budget	Actual		Revised Budget	Actual YTD	
<b>General Management</b>						
<b>101 Precept</b>						
OverHead Expenditure	0	0	0	0	0	
1176 PRECEPT	442,712	442,712	453,468	453,468	461,662	
Total Income	442,712	442,712	453,468	453,468	461,662	
101 Net Expenditure	-442,712	-442,712	-453,468	-453,468	-461,662	
<b>102 Interest</b>						
1296 INTEREST	7,500	7,103	10,747	10,747	4,000	
Total Income	7,500	7,103	10,747	10,704	4,000	
102 Net Expenditure	-7,500	-7,103	-10,747	-10,704	-4,000	
<b>103 Salaries</b>						
1301 SAL-STAFF SALARIES	217,000	234,921	191,000	155,688	196,000	
1302 SAL-EMP'RS NI	0	0	20,000	16,083	20,000	
1303 SAL-EMP'R SUPERANN	0	0	43,000	36,832	47,000	
OverHead Expenditure	217,000	234,921	254,000	208,603	263,000	
103 Net Expenditure	217,000	234,921	254,000	208,603	263,000	
<b>104 Administration</b>						
1402 MEMBERS' ALLOWANCES	3,600	3,600	3,600	3,600	3,600	
1405 CLERK TRAINING	500	416	500	110	500	

At 10:12

**Budget Detail - By Committee**

**Note : Budget Report for 2018/19**

*Note: (-) Net Expenditure means Income is greater than Expenditure*

	Last Year		Current Year		Actual YTD	Next Year	
	Budget	Actual	Agreed Budget	Revised Budget		Next Year Budget	Next Year Budget
1407 ADM-OFFICERS TRAININ	1,000	457	3,000	3,000	1,312	3,000	3,000
1408 ADM-OFFICERS TRAVEL	200	18	200	200	190	200	200
1410 ADM-Kitchen Supplies	900	607	800	800	483	800	800
1411 ADM-RECRUITMENT FEE	0	0	0	0	0	1,000	1,000
1415 HEALTH & SAFETY	2,000	2,315	3,000	3,000	2,555	3,000	3,000
1420 ADM-TELEPHONES	2,300	2,066	2,300	2,300	1,793	2,300	2,300
1421 ADM-POSTAGE	1,650	1,393	1,650	1,650	2,198	1,700	1,700
1422 ADM-STATIONERY	1,800	2,021	1,500	1,500	1,035	1,500	1,500
1423 ADM-SUBS & PUBS	3,600	3,605	3,600	3,600	3,503	3,750	3,750
1424 ADM-INSURANCE	5,500	5,384	5,500	5,500	5,584	5,600	5,600
1426 ADM-HOSPITALITY	800	507	500	500	419	1,000	1,000
1427 FLOWERS ETC-SICKNESS/CONDOL	100	24	100	100	72	150	150
1429 MEETING COSTS	1,000	1,225	1,000	1,000	0	0	0
1430 BRITISH LEGION - R SUNDAY	125	85	366	366	264	500	500
1434 ADM-MAYORAL ALLOW	950	950	950	950	950	950	950
1435 ADM-MEMBERS TRAINING	500	145	500	500	115	250	250
1438 PHOTOCOPIER & PRINTING	2,100	2,671	2,500	2,500	1,550	2,700	2,700
1439 I.T.SERVICES	5,500	2,032	3,000	3,000	2,472	3,000	3,000
1440 SOFTWARE SUPPORT	2,000	2,091	2,000	2,000	1,706	2,000	2,000
1446 OFFICE FURNITURE & REFUB PURC	0	0	0	0	0	2,000	2,000
1451 ADM-BANK CHARGES	250	300	250	250	200	300	300
1456 ADM-REP & LEGAL FEES	1,500	971	1,500	1,500	300	2,000	2,000
1457 ADM-AUDIT	2,000	2,000	2,000	2,000	712	2,000	2,000
1459 ADVERTISING-PUBLICITY	0	0	0	0	0	1,000	1,000
1483 CIVIC REGALIA	1,200	1,583	2,000	2,000	366	2,000	2,000
1484 PARTNERSHIP WORKING	2,000	565	2,000	2,000	1,000	2,000	2,000

Budget Detail - By Committee

Note : Budget Report for 2018/19

Note: (-) Net Expenditure means Income is greater than Expenditure

	Last Year		Agreed Budget	Current Year		Next Year Budget
	Budget	Actual		Revised Budget	Actual YTD	
1485 Neighbourhood Planning	15,000	2,750	0	0	0	0
1486 Business Forum	0	0	600	600	0	600
1487 MERCHANDISING	0	0	0	0	0	1,000
<b>OverHead Expenditure</b>	<b>58,075</b>	<b>39,781</b>	<b>44,916</b>	<b>44,916</b>	<b>32,489</b>	<b>50,400</b>
1498 Return of Long Term Investment	0	0	0	0	100,000	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>0</b>
<b>104 Net Expenditure</b>	<b>58,075</b>	<b>39,781</b>	<b>44,916</b>	<b>44,916</b>	<b>-67,511</b>	<b>50,400</b>
<b>106 Community Hall</b>						
1602 COM-TEMP STAFF CONTACTOR	800	451	500	500	639	1,500
1611 COM-BUSINESS RATES	5,200	3,812	4,000	4,000	0	4,000
1612 COM-WATER RATES	750	407	750	750	576	750
1613 COM-ELECTRICITY	2,500	1,929	2,000	2,000	1,596	2,000
1614 COM-GAS	3,300	3,495	3,300	3,300	1,633	3,300
1616 CONSUMABLE SUPPLIES	1,000	686	1,000	1,000	1,116	1,000
1617 COM-REFUSE COLLECTIO	2,100	2,052	2,100	2,100	2,086	2,100
1625 COM-PUBLICITY	350	31	350	350	350	500
1628 COM-LICENSES	800	192	800	800	319	800
1637 COM-MAINTENANCE	4,000	3,622	4,000	4,000	2,736	4,000
1640 COM-REFURBISHMENT	0	0	2,000	2,000	2,214	8,500
<b>OverHead Expenditure</b>	<b>20,800</b>	<b>16,677</b>	<b>20,800</b>	<b>20,800</b>	<b>13,264</b>	<b>28,450</b>
1681 COM-LETTINGS	43,565	32,760	38,000	38,000	30,125	35,000
1682 Neighbourhood Planning	0	40,000	0	0	0	0

At 10:12

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1683 COM-CAR PARK RENT	1,870	1,636	1,870	1,870	-779	1,870
Total Income	45,435	74,397	39,870	39,870	29,346	36,870
106 Net Expenditure	-24,635	-57,719	-19,070	-19,070	-16,082	-8,420
<u>108 Cost of Elections</u>						
1800 TO ELECTION FUND	6,250	0	6,250	6,250	0	6,250
OverHead Expenditure	6,250	0	6,250	6,250	0	6,250
108 Net Expenditure	6,250	0	6,250	6,250	0	6,250
<u>109 Contingency</u>						
1900 GENERAL CONTINGENCY	2,500	1,207	2,500	2,500	2,500	2,500
OverHead Expenditure	2,500	1,207	2,500	2,500	2,500	2,500
109 Net Expenditure	2,500	1,207	2,500	2,500	2,500	2,500
<b>General Management - Expenditure</b>	304,625	292,587	328,466	328,466	256,856	350,600
Income	495,647	524,212	504,085	504,085	593,518	502,532
Net Expenditure	-191,022	-231,625	-175,619	-175,619	-336,662	-151,932

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	Budget	Actual		Revised Budget	Actual YTD	
<b>Environment &amp; Planning</b>						
<b>201 Allotments</b>						
2112	ALL-WATER RATES	1,000	450	800	800	800
2116	ALL-SUPPLIES	1,000	34	1,000	955	1,000
2117	TROPHIES	130	37	100	0	500
2118	CAR PARK NOTICE BOARD	0	0	0	0	1,000
2140	ALL-SITE IMPROVEMENT	2,000	734	0	10	3,000
2141	TREE MAINTENANCE	3,200	0	2,000	0	1,000
2142	ALL-SKIP HIRE	1,000	875	1,000	630	1,000
2143	ALL-MOWER MAINT	300	247	300	90	300
2155	STAPLETON GARDENS RENOVATIC	10,000	-952	6,517	15,482	3,000
	<b>Overhead Expenditure</b>	<b>18,630</b>	<b>1,424</b>	<b>11,717</b>	<b>17,373</b>	<b>11,600</b>
2185	ALL-RENT RECEIPTS	3,000	2,717	3,300	4,184	3,500
	<b>Total Income</b>	<b>3,000</b>	<b>2,717</b>	<b>3,300</b>	<b>4,184</b>	<b>3,500</b>
	<b>201 Net Expenditure</b>	<b>15,630</b>	<b>-1,292</b>	<b>8,417</b>	<b>13,189</b>	<b>8,100</b>
<b>202 War Memorials</b>						
2203	WAR MEM-MAINTENANCE	1,000	308	1,000	238	1,000
	<b>Overhead Expenditure</b>	<b>1,000</b>	<b>308</b>	<b>1,000</b>	<b>238</b>	<b>1,000</b>
	<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>202</b>	<b>Net Expenditure</b>	<b>1,000</b>	<b>308</b>	<b>1,000</b>	<b>238</b>	<b>1,000</b>

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	Budget	Actual		Revised Budget	Actual YTD	
<b>203 Churchyards</b>						
2337 TREE WORKS	1,000	940	1,000	1,000	0	500
2339 CHU-MAINTENANCE	1,000	47	1,000	1,000	425	1,000
<b>OverHead Expenditure</b>	<b>2,000</b>	<b>987</b>	<b>2,000</b>	<b>2,000</b>	<b>425</b>	<b>1,500</b>
2377 CHU-BOROUGH GRANT	1,867	1,589	1,589	1,589	0	1,589
2378 SECTION 106-AGREEMT	1,600	2,083	2,100	2,100	0	2,100
<b>Total Income</b>	<b>3,467</b>	<b>3,672</b>	<b>3,689</b>	<b>3,689</b>	<b>0</b>	<b>3,689</b>
<b>203 Net Expenditure</b>	<b>-1,467</b>	<b>-2,684</b>	<b>-1,689</b>	<b>-1,689</b>	<b>425</b>	<b>-2,189</b>
<b>205 Clocks</b>						
2538 CLO-MAINTENANCE	400	437	4,820	4,820	4,870	500
<b>OverHead Expenditure</b>	<b>400</b>	<b>437</b>	<b>4,820</b>	<b>4,820</b>	<b>4,870</b>	<b>500</b>
<b>205 Net Expenditure</b>	<b>400</b>	<b>437</b>	<b>4,820</b>	<b>4,820</b>	<b>4,870</b>	<b>500</b>
<b>206 Street Furniture</b>						
2637 STR-MAINTENANCE	300	77	300	300	0	300
2646 STR-NEW/REPLACEMENT	300	0	300	300	0	300
2647 NOTICE BOARDS	3,000	780	3,000	3,000	647	3,000
<b>OverHead Expenditure</b>	<b>3,600</b>	<b>857</b>	<b>3,600</b>	<b>3,600</b>	<b>647</b>	<b>3,600</b>
<b>206 Net Expenditure</b>	<b>3,600</b>	<b>857</b>	<b>3,600</b>	<b>3,600</b>	<b>647</b>	<b>3,600</b>



At 10:12

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<b>207 Equipment</b>						
2746 EQU-NEW TOOLS/EQUIPM	1,000	742	1,000	1,000	218	1,500
Overhead Expenditure	1,000	742	1,000	1,000	218	1,500
207 Net Expenditure	1,000	742	1,000	1,000	218	1,500
<b>209 Van</b>						
2943 VAN-SERVICE, MOT & REPAIR	1,000	1,000	1,000	1,000	0	1,750
2944 VAN-PETROL	800	778	850	850	599	900
2945 VAN- TAX & INSURANCE	1,200	1,200	1,000	1,000	635	1,000
2947 VAN-REPLACEMENT FUND	1,000	0	1,000	1,000	0	1,000
Overhead Expenditure	4,000	2,978	3,850	3,850	1,235	4,650
209 Net Expenditure	4,000	2,978	3,850	3,850	1,235	4,650
<b>303 Town Centre - Initiatives</b>						
3302 High St Planter Maintenance	800	800	800	800	0	800
3303 Teddy's Trails	0	0	500	500	0	0
Overhead Expenditure	800	800	1,300	1,300	0	800
Overhead Expenditure	0	0	0	0	0	0
303 Net Expenditure	800	800	1,300	1,300	0	800
<b>Environment &amp; Planning - Expenditure</b>						
Income	6,467	6,388	6,989	6,989	4,184	7,189
Net Expenditure	24,963	2,146	22,298	33,250	20,823	17,961

At 10:12

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<b>Leisure &amp; Entertainment</b>						
<b>301 Entertainments</b>						
3101	ENT-STAFF SALARIES	3,000	3,000	3,000	3,000	3,000
3110	EVENT STAFF	1,150	1,201	1,150	1,301	1,400
3125	ENT-PUBLICITY	500	422	500	404	450
3126	BAND & HALL CHRISTMAS	1,100	1,100	1,100	1,000	1,100
3127	EVENTS-HOSPITALITY	1,500	390	1,500	1,282	1,500
3130	ENT-FIREWORKS DISPLA	10,000	10,000	10,000	10,000	10,000
3131	FIREWORKS SOUND	0	0	900	800	900
3142	EQUIPMENT PURCHASE & HIRE	1,000	1,283	1,600	1,356	1,600
3143	British Red Cross-First Aider	550	806	700	566	700
3144	Film Night Studios Anniversary	1,500	797	0	0	0
3145	150 YEARS RAILWAY STATION	0	0	3,000	3,000	0
3146	TV SHOW 60 YEARS ANNIVERSARY	0	0	1,500	0	0
3147	New Initiatives	1,500	1,405	1,500	0	2,500
3191	Beacon Lighting Event	0	0	0	0	1,000
	<b>OverHead Expenditure</b>	<b>21,800</b>	<b>20,404</b>	<b>26,450</b>	<b>22,708</b>	<b>24,150</b>
3148	Fireworks Sponsorship	500	500	500	0	500
3186	TICKET SALES CHRISTMAS	600	720	550	760	550
	<b>Total Income</b>	<b>1,100</b>	<b>1,220</b>	<b>1,050</b>	<b>760</b>	<b>1,050</b>
	<b>301 Net Expenditure</b>	<b>20,700</b>	<b>19,184</b>	<b>25,400</b>	<b>21,948</b>	<b>23,100</b>
<b>302 Civic Festival</b>						
3210	EVENT STAFF	1,500	1,500	1,500	1,486	1,500

Budget Detail - By Committee

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	Last Year		Current Year		Next Year	
	Budget	Actual	Revised Budget	Actual YTD	Next Year Budget	
3225 CIV-PUBLICITY	450	420	450	163	450	
3229 CIV-EVENT/ARTISTE FEES	13,000	12,821	13,000	14,205	14,000	
3232 CIV-PRIZES/TROPHYS	0	0	370	302	300	
3235 FLOATS-F/ASSISTANCE	1,500	1,050	1,500	830	1,500	
3241 CIV-PREMISES HIRE	550	364	550	484	550	
3248 ITEM PURCHASE/HIRE	3,500	3,194	3,500	3,863	4,000	
<b>Overhead Expenditure</b>	<b>20,500</b>	<b>19,349</b>	<b>20,870</b>	<b>21,332</b>	<b>22,300</b>	
3287 Ticket Sales-Others	750	140	0	1,038	1,000	
3290 CIV-DONATION/SPONSOR	1,500	0	500	0	500	
3291 STALLS HIRE-F/DAY	600	400	600	250	300	
<b>Total Income</b>	<b>2,850</b>	<b>540</b>	<b>1,100</b>	<b>1,288</b>	<b>1,800</b>	
<b>302 Net Expenditure</b>	<b>17,650</b>	<b>18,809</b>	<b>19,770</b>	<b>20,044</b>	<b>20,500</b>	
<b>405 Town News</b>						
4566 Town Crier Production	30,500	25,494	30,500	18,351	28,000	
4568 Town Crier Distribution	3,600	3,530	3,600	1,765	3,700	
<b>Overhead Expenditure</b>	<b>34,100</b>	<b>29,024</b>	<b>34,100</b>	<b>20,116</b>	<b>31,700</b>	
4581 Town Crier Adverts	4,000	2,739	3,500	674	2,000	
<b>Total Income</b>	<b>4,000</b>	<b>2,739</b>	<b>3,500</b>	<b>674</b>	<b>2,000</b>	
<b>405 Net Expenditure</b>	<b>30,100</b>	<b>26,285</b>	<b>30,600</b>	<b>19,442</b>	<b>29,700</b>	
<b>407 Coach Trips</b>						
4767 COA-COACH HIRE/ADMIN	9,125	8,487	9,125	8,660	9,125	
<b>Overhead Expenditure</b>	<b>9,125</b>	<b>8,487</b>	<b>9,125</b>	<b>8,660</b>	<b>9,125</b>	

At 10:12

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4787 COA-TICKET SALES	4,953	4,285	5,194	5,194	5,194
<b>Total Income</b>	4,953	4,285	5,194	4,627	5,194
407 Net Expenditure	4,172	4,203	3,931	4,033	3,931
<b>408 Christmas Decorations</b>					
<b>Total Income</b>	0	0	0	0	0
4846 CHR-HIRE CHARGE	8,000	8,315	9,255	7,577	11,010
4847 SWITCH ON CEREMONY	4,000	4,190	4,000	4,989	5,000
4868 CHR-CONTRACT	9,500	9,255	9,904	9,904	9,904
4869 CHR-MAINT/ELECTICITY	600	604	600	0	625
4870 CHR-REWIRING/TIME C	2,500	3,186	2,500	2,336	2,500
<b>OverHead Expenditure</b>	24,600	25,550	26,259	24,806	29,039
4881 Christmas Sponsorship	500	1,000	500	0	500
<b>Total Income</b>	500	1,000	500	0	500
<b>408 Net Expenditure</b>	24,100	24,550	25,759	24,806	28,539
<b>Leisure &amp; Entertainment - Expenditure</b>	110,125	102,814	116,804	97,623	116,314
<b>Income</b>	13,403	9,783	11,344	7,349	10,544
<b>Net Expenditure</b>	96,722	93,031	105,460	90,274	105,770

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	Last Year		Agreed Budget	Current Year		Next Year Budget
	Budget	Actual		Revised Budget	Actual YTD	
<b>Grants &amp; Community Support</b>						
<b>401 Grants</b>						
4161	Community Grant Awards	10,000	6,701	10,000	4,725	10,000
4166	Budgeted Grant - Bwood FC	1,000	1,000	1,000	1,000	1,000
4167	Budgeted Grant - First Impress	0	0	1,000	1,000	1,000
4190	Budgeted Grant - BETTA	1,000	1,000	1,000	1,000	1,500
	<b>OverHead Expenditure</b>	<b>12,000</b>	<b>8,701</b>	<b>13,000</b>	<b>7,725</b>	<b>13,500</b>
	<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>401 Net Expenditure</b>	<b>12,000</b>	<b>8,701</b>	<b>13,000</b>	<b>7,725</b>	<b>13,500</b>
<b>403 School Swimming</b>						
4363	SWI-TRANS & ADMITANC	32,940	32,096	32,000	22,127	32,100
	<b>OverHead Expenditure</b>	<b>32,940</b>	<b>32,096</b>	<b>32,000</b>	<b>22,127</b>	<b>32,100</b>
	<b>403 Net Expenditure</b>	<b>32,940</b>	<b>32,096</b>	<b>32,000</b>	<b>22,127</b>	<b>32,100</b>
<b>404 Town Twinning</b>						
4464	TWI-ACTIVITIES	1,000	239	1,000	956	1,500
	<b>OverHead Expenditure</b>	<b>1,000</b>	<b>239</b>	<b>1,000</b>	<b>956</b>	<b>1,500</b>
	<b>404 Net Expenditure</b>	<b>1,000</b>	<b>239</b>	<b>1,000</b>	<b>956</b>	<b>1,500</b>
<b>406 Youth Council</b>						
4666	YOU-ACTIVITIES	1,000	998	1,000	-250	500
	<b>OverHead Expenditure</b>	<b>1,000</b>	<b>998</b>	<b>1,000</b>	<b>-250</b>	<b>500</b>

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Report for 2018/19

	Last Year		Agreed Budget	Current Year		Next Year Budget
	Budget	Actual		Revised Budget	Actual YTD	
<b>Total Income</b>	0	0	0	0	0	0
<b>406 Net Expenditure</b>	1,000	998	1,000	1,000	-250	500
<b>Grants &amp; Community Support - Expenditure</b>	46,940	42,034	47,000	47,000	30,558	47,600
Income	0	0	0	0	0	0
<b>Net Expenditure</b>	46,940	42,034	47,000	47,000	30,558	47,600
<b>Total Budget Expenditure</b>	493,120	445,970	521,557	532,509	410,043	539,664
Income	515,517	540,383	522,418	522,418	605,050	520,265
<b>Net Expenditure</b>	-22,397	-94,414	-861	10,091	-195,008	19,399