

ABINGDON-ON-THAMES TOWN COUNCIL

COMMUNITY SERVICES COMMITTEE

TUESDAY 12th JANUARY 2021

Agenda item 12: Report of the Deputy Town Clerk / RFO

Financial Report for Year to Date and Fees and Charges for 2021-22

1. Introduction

- 1.1 The purpose of this report is to:
- (i) Approve the management accounts for the period 1st April–30th November 2020.
 - (ii) Consider fees and charges for 2021-22.
- 1.2 At the previous meeting, a budget recommendation for 2021-22 was put forward to the Finance and General Purposes Committee. It was agreed that recommendations regarding fees and charges for services within the control of this committee would be delayed until the next meeting. Members are reminded that it is a legal requirement for parish (town) councils to annually consider its fees and charges, and these be approved by Full Council. This committee is therefore required to make a formal recommendation to Full Council (through the Finance and General Purposes Committee) at this January meeting.

2. Management Accounts

- 2.1 Please find attached the management accounts for this committee (**APPENDIX A**). Income and expenditure are reported in the 2020-21 Actual YTD column (column 4).
- 2.2 Expenditure as of 30th November 2020 is £29,041¹. This represents 27.6% of the full year budget of £105,164. There are large areas of the budget which have not been spent this year due to the COVID-19 pandemic, namely expenditure on Fun / Music in the Park, and civic events. Most of the expenditure during the first eight months of the year relates to the community grants awarded £9,500, the Market Place £11,820 (business rates, works team recharges for litter picking etc) and the printing and distribution of the three editions of the Town Crier £7,109.
- 2.3 Income received as of 30th November 2020 is £2,622. The main income budget lines relate to ticket sales / contributions for Music in the Park

¹ Appendix A shows £23,473 adjusted for £5,568 relating to previous year (accounting adjustment)

(£22,322 budget) and income in relation to Market tolls and licences for trading on the Market Place (£31,239 budget). As previously resolved, no Market tolls were charged for the period April – July 2020, and then a discount of 50% was awarded for August 2020 onwards. The national lockdown in November 2020 resulted in less stall holders being allowed to trade, and reduced income to Council for that month also.

- 2.4 The overall position as of 30th November 2020 is reported as a net spend of £26,419², which is 52.9% of the net budget £49,912.
- 2.5 **Members are requested to approve the management accounts for the period 1st April 2020 to 30th November 2020.**

3. Fees and Charges 2021-22

- 3.1 The current charges in relation to the Market Place are:

Regular Monday market	£11.70 per 10-foot stall (no VAT)
Farmers' market	£12.50 per stall (no VAT)
Use of electricity	£12.60 (inc. VAT) per day

Permission to sell alcohol at a market event where the organiser provides a personal licence holder £12.50 (inc. VAT) per day

Permission to sell alcohol at A market event where the organiser does not provide a person licence holder £105.00 (inc. VAT) per day

- 3.2 Changes to the regular Monday market tolls over recent years are listed below:

2017-18	£11.10	
2018-19	£11.30	1.8% increase
2019-20	£11.50	1.75% increase
2020-21	£11.70	1.75% increase

- 3.3 Changes to the Farmers' market tolls over recent years are listed below:

2017-18	£ 9.50	
2018-19	£10.30	8.4% increase
2019-20	£10.50	2% increase
2020-21	£12.50	19% increase

² £20,851 as per Appendix A plus £5,568 prior year entry

3.4 Changes to the electricity use charges over recent years are listed below:

2017-18	£10.00	
2018-19	£10.00	
2019-20	£12.60	26% increase
2020-21	£12.60	

3.5 Changes to the alcohol permission charges over recent years are listed below:

With licence holder

2017-18	£12.00	
2018-19	£12.00	
2019-20	£12.00	
2020-21	£12.50	4.2% increase

Without licence holder

2017-18	£ 60.00	
2018-19	£ 60.00	
2019-20	£100.00	67% increase
2020-21	£105.00	5% increase

3.6 At the Finance and General Purposes Committee meeting in January 2020, it was proposed that market traders could be given a financial incentive to cut single-use plastics. The planned period of consultation with the market traders has been delayed to the COVID pandemic, and the matter was considered again at the meeting of the Green Advisory and Scrutiny Committee on 10th November 2020. It was agreed that a draft Single Use Plastics policy be presented to Full Council to speed up implementation time once the pandemic allows. Members should consider whether recommendations on fees and charges should reflect these intentions now, or alternatively fees and charges could be revisited later in the year.

3.7 ***The committee is requested to agree a recommendation to Full Council (through the Finance and General Purposes Committee) in relation to all fees and charges listed above for the financial year 2021-22.***

Susan Whipp – Deputy Town Clerk / RFO
5th January 2021