AGENDA ITEM No 4

TAVISTOCK TOWN COUNCIL BUDGET & POLICY COMMITTEE 19TH NOVEMBER, 2019 BUDGET PREPARATION AND PRECEPT SETTING 2020/21

1. PURPOSE OF THE REPORT

To provide the Committee with an opportunity to consider the emerging draft budget for the 2020/21 financial year prepared pursuant to the Committee's previous deliberations as at October 2019, and subsequent consideration by Council. It should be read in conjunction with that report and the phased budget report as at the end of September, 2019 (half-year).

2. CORPORATE POLICY CONSIDERATIONS

The effective management of resources and appropriate forward planning underpin the delivery of the Council's Strategic Plan 2017-21 and support its commitment to value for money, the promotion of best value and continuous organisational improvement.

3. LEGAL AND RISK MANAGEMENT ISSUES

The Council is under an obligation to consider, approve and adopt a budget including, where appropriate, necessary authority for the issue of a Precept upon the relevant authority.

Related legal and risk management issues continue to be broadly as set out to the Committee at its Meeting in October. They include, in particular, the impact of the reductions in income and associated impact on Precept arising from decisions of the Borough Council (WDBC), more specifically:

- a) the withdrawal of the localisation of Council Tax by the Borough Council¹ (resulting in a loss to the Town Council of £26,670 per year),
- b) the revenue implications of the withdrawal by the Borough Council from the provision of public health services ie public conveniences (resulting in an estimated revenue cost to the Town Council of approx £60,000 per year should it take on the operation of up to two units);
- c) Withdrawal by WDBC of the grounds maintenance contract from public tendering in order to take the service 'in-house' (resulting in a loss of commercial income to the Town Council of £9,000 per year);
- d) Any additional/consequential non-revenue (eg refurbishment, repair) one off or capital costs arising from the Town Council taking over responsibility for public convenience provision.

¹ Notification of withdrawal has been received

The potential impact of a-c above representing a replacement cost of $\pounds95;670^2$ or an increase in the Precept equivalent to approximately $15.2\%^3$ over and above any other budget pressures. In the circumstances the core priority for the Council will necessarily be the maintenance of a prudent approach to, and rigour over, the management of scarce resources.

4. RESOURCE ISSUES

The resource issues associated with this report are as set out in the attachments and in previous reports (and in part indicated in the section above). They principally comprise organisational capacity, inflation, pressure on commercial income streams, the demands of the capital programme and future (revenue) funding aligned to the need to rebuild capital reserves and fund the shortfall arising from the withdrawal from various services/tax contributions made by the Borough Council.

5. ENVIRONMENTAL ISSUES

There are no environmental issues directly arising in connection with this report. However, all areas of spend are subject to review and recommendation at the time of resource allocation through the corporate reporting framework.

6. COMMUNICATION ISSUES

The content of this report has been developed in association with the Council's Management Team and Accountant and is derived from the recent deliberations of the Committee and Council.

7. RECOMMENDATIONS

The Budget & Policy Committee consider, amend and recommend that the Council endorse, as appropriate: -

- The submitted draft Council Budget 2020/21 prepared principally on the basis of increases consistent with meeting the additional costs accruing to the Council from the decisions of the Borough Council (and subject to making a final recommendation in respect of both Budget and Precept at its January meeting) subject to any amendments arising from deliberations at this time and necessary due diligence associated with para 1.3 below;
- 2. Whether or not to reinstate a 'localism' budget line with a budget of up to £20,000 to provide support to new local Council initiatives;
- 3. Any surpluses available as at year end, and not otherwise identified, being carried forward into the Rolling Capital Programme;

² In relation to the current year precept of £629,910

³ The tax base for the next financial year remains to be advised

- 4. The schedules of Fees and Charges for the Council Services to apply in 2020/21;
- 5. Fixed Asset Register;
- 6. Such other related matters as the Committee considers appropriate.

1. BACKGROUND

- 1.1 The approach proposed for the budget setting process has been considered by the Committee and endorsed by Council previously. In particular, the Council has taken the view that with regard to finances and, as a minimum on a like for like basis, the Council should adjust the Precept to avoid the adverse impact of reductions (now removal⁴) of the localisation of Council Tax payments.
- 1.2 This report is intended to be read in conjunction with the report to the last Meeting of the Committee, together with the prior phased budget report submitted to the Council indicating in-year direction of travel and cash flow alongside related appendices.
- programme, the budget reports necessarily represent working drafts subject to Member comment. For example current variables include (but are not limited to) replacement of Town Hall Lift⁵, assessment of potential refurbishment obligations to public conveniences,⁶ the outcome of value engineering in connection with Guildhall Car Park Public Realm⁷ and outcome of an application to borrow⁸. As such it is anticipated the final proposed budget will fall to be considered in January (also because at the time of writing the up to date schedule of Earmarked Reserves and Rolling Capital Programme are not available (these will follow)).

2. ISSUES AND OPTIONS

- 2.1 Attached to this report are appendices giving details of the proposed:-
 - a. Rolling Capital Programme and Schedule of Earmarked Reserves (Appendices 1-2 – to follow);
 - b. Budget detail by:
 - i. Combined Account Code for 2018/19, 2019/20 and proposed for 2020/21 (Appendix 3);
 - ii. Cost Centre for 2018/19, 2019/20 and proposed for 2020/21 and Summary by Centre (Appendix 4);

⁴£26,670

⁵ See elsewhere on the Agenda

⁶ Expected by month end

⁷ Expected by the time of Council

⁸ Approval required from the Secretary of State to borrow £400,000 from the PWLB

- iii. Budget Summary, Gross Revenue and Expenditure for 2019/20 and proposed for 2020/21 (Appendix 5).
- c. Fixed Asset Register (Appendix 6).
- d. Council Fees and Charges current and proposed (Appendix 7);
- e. Other documents to be circulated at your Meeting will include any correspondence from West Devon Borough Council regarding confirmation of the position regarding Council Tax base.
- 2.2 The emerging draft budget has been developed pursuant to the last meeting of this body and following meetings with the Council Management Team and your Accountant. Insofar as possible the intention has been to provide informed projections for:
 - a. Current year end out-turn;
 - b. Spend (budget) in the next financial year.
- 2.3 In drawing up the draft budget your Officers have sought to respect the overall framework and resource envelope of previous years, together with the guidance received at the last Meeting subject to the constraints identified in para 1.3 above. In so doing attention is drawn, in particular, to:

Expenditure

- i. Capital Programme Priority Projects
 The Committee will be aware that
 - Council has been requested to grant authority to proceed to secure funding (£400,000) by way of loan from the Public Works Loan Board in order to meet the funding gap for capital works in connection with the delivery of the Guildhall Gateway Centre Project;
 - o In addition, at the time of writing, the outcome of tenders for the Guildhall Car Park Public Realm Resurfacing are subject to a value engineering exercise. Consequently, there is an unknown factor regarding the extent to which this comes in over the allocated Townscape Heritage Initiative Budget (and thereby incur additional costs to the Council).
- ii. Capital Programme Other Matters Linking to the above the Council will wish to have regard to the potential for unscheduled and/or unavoidable overspends which could arise - either given the scope of projects being undertaken, or in connection with non-programmed repairs and maintenance. For example, elsewhere on this Agenda is a request from the

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General Manager for the reallocation of resources to enable the replacement of the Town Hall Lift. Capital resources are addressed more fully in this report at Appendix 1.

iii. Revenue Funding – WDBC Impacts

As indicated the WDBC contribution arising from the localisation of Council Tax (currently worth 4.23%) will be lost. Also that (with the withdrawal from the provision of public health (public conveniences) services by the Borough Council) the Town Council is expected to take on the delivery of two public toilet units. Whilst there are necessarily both revenue and capital costs associated with such a proposal the appended draft budget only includes provision for revenue costs (ie no provision for refurbishment/repair). Revenue costs necessarily represent an estimate based upon the due diligence previously undertaken and a cost base of in the order of £60,000 has therefore been adopted. The Committee will also note a further loss9 arising from a loss of income pursuant to the decision by the Borough Council to withdraw its Grounds Maintenance services from the open market and thereby terminate the contract it has with the Town Council at year end.

iv. Staffing

The budget shown indicates an increase of in the order of 4%. This is higher than was previously envisaged but is intended to reflect both uncertainty around the current national pay negotiations (the staff side are claiming, amongst other things, a 10% increase across the board), and provide scope to address any potential changes arising from the independent review of the operation of the Councils Job Evaluation Scheme¹⁰.

v. Unforeseen Calls on Funding

There remains the likelihood that, in view of the longstanding impact of austerity measures across the Public Sector, the Council may be called to take on additional services/costs. Similarly, that it has extensive landowner obligations by virtue of the size of its estate which may lead to calls on funding. It is important to recognise, as previously reported, that at the moment the Council has neither the reserves nor the capacity to expand its delivery base.

⁹ Please see income section to follow

¹⁰ It should also be noted that the triannual review of the pension fund takes place this financial year. Early indications are an increase in the primary rate offset by a decrease in the secondary rate which (if it is the case) would leave the position broadly cost neutral. However, the outcome of the judgement in the McCLoud and Sargeant cases will have an impact, though that is potentially till a year or more out.

- vi. Legal Fees
 - Last year the budget head was distorted by substantial non-standard legacy work. Whilst some of that has continued 2019/20 looks to be moving back toward a more routine pattern of work and this is broadly projected to continue in the proposed budget. However, the potential that a case, or cases could arise giving cause for non-standard spend should not be overlooked, also that extant issues carry forward. With regard to Economic Support a provision has again been made in the sum of £50,000 to enable support to be given should it be appropriate/necessary.
- vii. In past years the Council has been able to make a scheduled allocation each year to the Rolling Capital Programme by way of maintaining necessary reserves for capital improvement and essential repair works. Once again a most rudimentary provision of £60,000 is made¹¹.
- viii. Additionally, no provision has yet been made for:-
 - the refurbishment of any public conveniences which the Council might assume responsibility for. This will necessarily be subject to separate consideration as regards funding:
 - the possibility that the Tennis Club might decide to draw down its entitlement in respect of half the cost of refurbishment of a tennis court;
 - costs associated with neighbourhood planning, climate change or related initiatives. The Committee will recall previously discussing the possibility of re-engaging the localism budget for this purpose, perhaps with a working budget of £20,000pa.
- ix. Guildhall The future operating costs of the Guildhall/subsidy to THT fall into two categories firstly the premises running costs which are (in broad terms) those classified in the Service Level Agreement as including certain 'Project Related' and 'Other Costs'. Secondly there is also the other area of commitment¹² ie those classified as 'necessary operating costs¹³'.Regarding the former the budget reflects what are necessarily best estimates in

¹¹ See budget summary paper

¹² Which should be planned for TTC to meet to some degree in the early years

¹³ le necessary staff and volunteer costs, overheads relating to the foregoing, THT insurance costs, their professional accountancy and audit costs and any costs incurred by them in securing statutory compliance.

line with the Business Plan pending and completion of the works and actual operational assessment ¹⁴.

A detailed breakdown showing the proposed configuration of Cost Centre 402 is appended (A refers). Please note – NNDR is expected to be largely reclaimable by THT. Notwithstanding that adjustment the allocation still exceeds the £26,110 past year allocation/commitment by the Council. Furthermore, the non-premises (or 'necessary operating15') costs of THT are not included here but reflected (in line with the future support 'threshold' of £35,000 identified in the SLA) as a grant to THT 16 .

Consideration will therefore need to be given to the extent to which the Council is able to fund above the £61,110 17 total figure previously envisaged on the one hand, balanced against its unlimited liability to supporting THT deliver the approved purposes in years 1-3.

x. Areas of Saving

Specific savings have been identified in relation to Pannier Market lighting (electricity - £15,000) and a reduction in the Property Maintenance Budget (£5,000). These are secured and will be applied on an ongoing basis 18 in order to fund the PWLB 19 loan needed to fund the planned capital shortfall associated with the Guildhall Gateway Centre Project.

More generally reductions have been sought across a range of budget heads including more particularly advertising, training/conferences together with the deletion of redundant budgets wherever possible²⁰.

<u>Income</u>

xi. Market Tolls

¹⁴ However please bear in mind the costs shown are premised on an opening around August ie in part they reflect part year estimates (eg cleaning. Other costs like contract maintenance and gas are likely to be closer to full year apportionments). Also the area occupied by THT will be eligible for charitable (80% mandatory NNDR relief)

¹⁵ By way of information the Business Plan suggests for staff and volunteer costs alone (and based only on a part time permanent position¹⁵) these are likely to be not less than an additional £22,000pa.

¹⁶ See budget summary 'S137 and other grants'

¹⁷ le past operating costs £26,110, £35,000 'threshold' and excluding loan repayments

¹⁸ Together with monies previously budgeted for historic loan repayments that are currently coming to end of term

¹⁹ Public Works Loan Board

 $^{^{20}}$ Notwithstanding areas of uplift, for example an estimated 2.1% on rates and also in the Councillor Allowance budget to reflect a full complement of elected Members.

This matter was discussed at the last meeting of the Committee. There is a clear expectation that Market Tolls will rise but currently, appears to be a general consensus that it would be premature to raise them in the current financial year. This reflects acknowledgement of the extent of disruption that has taken place through major programmed works. If the Committee continues to consider that the appropriate approach it may wish to indicate either specifically or more generally the extent to which market tolls are likely to rise in the following (i.e. 2021/22) financial year.

xii. Rents

Landlords continue to operate in a challenging economic climate. The propensity previously identified toward shorter lease terms, reduced rent levels and greater pressure for tenant break clauses is continuing. Additionally, occupation by the Council of a larger area of the Drake Road Offices during works to the Guildhall both drives down income and introduces additional costs eg NNDR. Similarly, the two void residential properties (Market Road and Cemetery Lodge) are proving an in-year drag on income.

xiii. Car Park Fees

Car parking income has been projected to reduce, taking into account both partial use of the site for works/operations and a decreased footprint following those works for the future. The Council may therefore wish to consider whether it is now appropriate to review charges (currently 60pence per hour, 30pence per half hour). It is understood the present rates have been in situ for 10 or more years.

xiv. Other Fees & Charges

A Schedule (Appendix 7) is appended outlined proposed changes to Fees and Charges for Council services in the areas of Town Hall, Butchers Hall and Cemetery. However, in the current economic environment the ability to increase fees and charges is limited.

3. CONCLUSION

3.1 2020/21 represents the most challenging budget round in recent years and marks a very clear entry into a period of 'austerity'. The start point is a known 15% impact arising from decisions of the Borough Council.

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3.2 As indicated above known unknowns include:

- The accurate cost of supporting early years revenue spend for delivery of the Guildhall Project as THT develop a long term and more sustainable business model;
- The possibility of unscheduled additional costs arising from major capital projects,
- iii) Pressures on income streams previously highlighted;
- iv) Potential for unexpected or unplanned calls on resources²¹.
- 3.3 Additionally, there are the ambitions of the Council in areas such as neighbourhood planning, climate change and elsewhere which are not currently funded.
- 3.4 The budget as circulated shows an increase of in the order of 15% reflecting the impact of WDBC decisions. However, the impact of issues such as those identified elsewhere in the report suggest any final budget will need significant additional funding over and above that level.
- 3.5 It therefore falls to this Committee and Council to consider and determine which areas need to be prioritised and to what extent areas of spend such as those indicated above can be funded.

CARL HEARN TOWN CLERK TAVISTOCK TOWN COUNCIL NOVEMBER, 2019

 $^{^{21}}$ Such as most recently with the Town Hall lift or indeed that WDBC toilets might need capital investment as well as revenue funding.

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														1										
Capital Funds - available Balance from previous year (Incl £597K THI)						518,940		-37,774	21,040	0	0	-0	0) 0	Ö) Ö	Ó	l - 0	-17,659		501,281		1,993,581	2,073,5
2019/20 Budget Allocation Additional RCP Allocation 2017/18						60,000												100			60,000 0		80,000	80,0
						578,940															561,281		2,073,581	2,153,5
HLF Guildhall Funding Grant RCP Funds available 1/4/17						817,800 1,396,740															817,800 379,081		2,073,581	2,153,5
Public Realm G'hall Car Park (THI Funding)						203,500											distribution				203,500			
Public Realm Ghall Car Park (Other Funding) Loan Proceeds (not applied for but agreed)						11,000 400,000															11,000 100,000			
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	Minute	Original_		2018/19	2019/20	2019/20					L				<u> </u>	1	L	<u> </u>		I[
Projects Approved and Funded	Reference	Budget	Code	B/Fwd	Adjustment	Budget Cost				Rε	cord Ac	tual S	pending	Month	ly							•		
Council ICT Infrastructure Guildhall Delivery Phase		20,000	4,811 4,826	6,747 1,456,666	175,000	6,747 1,631,666	4,007.01	1.879.49	31,339,90	5.301.12	 - 4,471.78	10.729.02	 	L	-	ļ		ļ	64,800.30) 1.	6,747			
Town Hall Roof		20,000 25,000	4,831 4,832	10,000		10,000			3,600.00	L] (10,000			
Tennis Court resurfacing Public Realm drainage		25,000 15,000	4,833	14,764		14,764													3,600.00		14,764			
Meadows Resurfacing THI Landfords contins			4,838	10,000	-	10,000							 			-			0	}	10,000			
P Mkt Roof			4,835 4,840	35,975	75,000	35,975 75,000		37,773.90						-					38,698.83		-2,724 75,000			
Public Realm Market Road Resurfacing Guildhall\BCP Area Contingency			4,841		39,797	39,797						1				ļ <u>:</u>			0)	39,797			
Public Realm Guildhall Car Park (TTC Owners)			4,842	-		225,000						 		+		-		 	0	-	25,000 0	,		
NOT FUNDED FROM CAPITAL						-60,000	20,632.67	-1,879.49	-55,979.58	-5,301.12	17,682.30 -22,154.08	-10,729.02	-7,071.98	3					-42,646.22 -46,793.76		17,354			
Guildhall Funded from Grants Funded from Rev Mtce Budget							-24,039.08				-22,154,08								-46,793.76		0			
Funded from other Reserves TOTAL COMMITTED/SPENT				1,538,753		1,993,550	925	37,774	-21,040	0	0	0	0	0	0	0	0	0	17,659.15	* 10	29,098	**		
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TOTAL FUNDING INCL LOANS & GRANT ROLLING CAPITAL FUND ACTUAL BALA	S NCE	! 	<u> </u>									<u> </u>		-					1,993,581		93,581	0		
LOAN AND GRANT FUNDING	-1.V			<u> </u>														Loan+Grant	400,000			Loan het ye	applied for	
Townscape Heritage Inlative Funding												 		ļ				Check Sum	-196,841	* Ci	ecked			
THI Common Fund			334	231,405																				
Grant Funding TTC Funding (ex Loan) - full 5 year commitment																								
				 		236,639							-						<u></u>		36,639			
TTC Owners Fund			329	0 7 1	127 17	0															0			
TTC Project - Butchers Hall				Gross Budget	HLF														0		0			
Pannier Market				630,964	320,000	35,975 35,975	6	Ö	0	0	0	- 0	0	0	0	0	Ô	0	0		35,975 35,975			
Other Capital Funds Available																								
Land Acquisition Brought Forward 1st April] 	l			·	l	I.	September 15-75-76		l	l I		I.	l		50,000			
Budget Allocation				-																	Tipletette T			
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Brought Forward 1st April						10000000									L Park 4.5						71,302 5,648			
Budget Allocation Utilised																					0			
Available to 31st March]	ĺ					l									76,950			
Localism Reserve												-		-										
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THI Sinking Fund £12.5K p.a. Butchers Hall. Brought Forward 1st April	£15K p.a. PMI	<u>K</u>							-												80,000			
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Gulidhell Siuking Fund (Starts 1/4/16 £12750	p.a.)	<u> </u>																			20.250			
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Utilised Available to 31st March																			Capital Fun		51,000 85,450			

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APPENDIX 2

(Prepared 10-11-2019) **Tavistock Town Council** Year Ended 31st March 2021 **Budget Summary** 2019/2020 2020/2021 Budget Budget Incr/Decr **REVENUE EXPENDITURE** -673 Finance & General Purposes 520823 531510 530837 -9672 Properties Leisure/Recreation 53832 62561 52889 57822 Car Parks & Toilets 27895 28800 86622 92431 Buildings (excl Loan Charges) 573246 622081 714512 Markets & Shops (excl Loan Charges) 370593 377152 275828 -101324 38584 1546389 1622104 1660688 INCOME -9467 Finance & General Purposes 78071 97767 88300 -743 53871 Properties Leisure/Recreation 65463 54614 2600 27150 Car Parks & Toilets 35150 24550 -47750 **Buildings (excl Loan Charges)** 35973 74350 26600 915250 8850 Markets & Shops (excl Loan Charges) 903559 906400 -46510 1118216 1157681 1111171 85094 NET REVENUE EXPENDITURE 428173 464423 549517 CAPITAL EXPENDITURE (NET) 2876 3700 3000 -700 Capital Projects (Gross) Less: Loan Proceeds & Grants Less: Funded from Projects Reserve 2876 3700 3000 -700 60000 60000 60000 Rolling Capital Fund Land Acquisition Localism Equipment Replacement 5648 9248 5147 -4101 27500 27500 27500 THI Properties Sinking Fund Guildhall Sinking Fund 12750 12750 12750 Loan charges 15618 15730 25855 10125 Interest Capital 31853 31853 41488 9635 156245 160781 175740 14259 99353 TOTAL NET EXPENDITURE 584418 625204 725257 Financed as follows 350169 520155 447993 General Reserve at 1st April 520155 ** 381530 General Reserve at 31st March 520155 -72162 -31361 Used to Fund Expenditure/Build Reserves <u>-26670</u> -100.00% 26670 26670 Precept Support Grant 95362 725257 15.14% 629910 629895 Precept Required 68692 10.46% TOTAL TAXATION FUNDING REQUIRED 656580 656565 725257 725257 68692 584418 625204 ADJUSTED BASIS Band D Equivalents NYA 4359.84 4359.84 £ 144.48 Precept per Band D Equivalent (£/annum) £166.35 £21.87 15.14% 319.03 277.08 Precept per Band D Equivalent (p/week) **Note: Recommended minimum reserve equal to 12 months 575372 480153 net expenditure 31/03/2021 31/03/2019 31/03/2020 Earmarked Reserves (Available) Actual (Projected) 124483 NOTE 1 518940 64483 Rolling Capital Fund (excl Planned Projects) 50000 50000 50000 Land Acquisition Economic Support/Bad Debts 50000 50000 82097 71302 76950 Equipment Replacement 20000 20000 Irrecoverable VAT 20000 28500 NOTE 2 21000 27000 Elections 457 457 Charter Trees 61117 61117 61117 Extraordinary Maintenance 209787 0 NOTE 1 THI Common Fund 416654 350007 1002603 THI Properties Sinking Fund 135000 107500 80000 63750

Prepared by: DCK Accounting Solutions Ltd

Guildhall Sinking Fund

Prepared for: Tavistock Town Council

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NOTE 1: Assumes ALL THI & Capital Projects fully spent in 2019/20 NOTE 2: Last Election costs not yet notified therefore not deducted

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Tavistock Town Council			(Prepared	10-11-2019)
Budget Summary - Detail Gross Income			Year Ended 31st	March 2019
OTOSS IIICOTRE	2019/	2020	2020/2021	Budget
	Projected	Budget	Proposed	Incr/Decr
Finance & General Purposes	,	(revised)	•	
Administration	9141	12050	4200	-7850
Democratic	2500	2500	2500	0
Town Hall Bar	32080	43617	42000	-1617
Cemetery	30950	36600	36600	0
Corporate Management	3400	3000	3000	0
S137 & Other Grants	0	0	0	0
THI (TTC Costs)	0	0	0	0
	78071	97767	88300	-9467
<u>Properties</u>				
Leisure/Recreation			40	0
Allotments	10	10	10	0
The Meadows	4781	2251 0	2251 0	0
Play Equipment	0 46581	48750	48000	-750
Goose Fair Garden Festival	3000	3000	3000	-750
Community Festival of Food	7984	0	0	0
Open Spaces/Monuments	3107	603	610	7
орыл орасосинельного	65463	54614	53871	-743
One Double & Tallata				
Car Parks & Toilets Car Parks	35150	24550	27150	2600
Car Parks Public Lighting	33130	24000	21130	2000
Public Toilets	0	Õ	ŏ	ō
Fubilic Tollets	35150	24550	27150	2600
Buildings				
Guildhall	0	0	0	0
Town Hail	6763	47150	7200	-39950
Workshop Depot	12810	10800	3000	-7800
General Property Services	0	0	0	0
Court Gate Properties	16400	16400	<u>16400</u>	0
	35973	74350	26600	-47750
Markets & Shops				
Duke Street Shops	206500	206300	206500	200
Pannier Market	473485	487750	473300	-14450
Pannier Market Shops	155850	160850	160850	0
Cattle Market	20600	20500	20600	100
Corn Market	12500	12500	12500	0
Market Road Properties	6600	13500	13500	0 23000
Butchers Hall	28024 903559	5000 906400	28000 915250	8850
Total Income	1118216	1157681	1111171	-46510

NOTES

A 0 0 0 NOTE 1

B C 1500 NOTE 2

F NOTE 1

NOTE 1: upital Projects fully spent in 2019/20
NOTE 2: yet notified therefore not deducted

Prepared by: DCK Accounting Solutions Ltd

Prepared for: Tavistock Town Council 15:11 18/11/2019

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Tavistock Town Council			(Prep	ared 10-11-2019)
Budget Summary - Detail Gross Revenue Expenditure			Year Ended	31st March 2019
	2019/	2020	2020/2021	Budget
	Projected	Budget	Proposed	Incr/Decr
Finance & General Purposes	·	(revised)	•	
Administration	172950	176615	165421	-11194
Democratic	81422	88282	80704	-7578
Town Hall Bar	13888	25880	17880	-8000
Cemetery	41835	23903	22249	-1654
Corporate Management	163278	166380	173133	6753
S137 & Other Grants	47450	50450	71450	21000
THI (TTC Loan Costs)	0	0	0	0
	520823	531510	530837	-673
Properties				
Leisure/Recreation				
Allotments	113	0	0	0
The Meadows	4892	7292	3100	-4192
Play Equipment	10790	11047	10800	-247
Goose Fair	31990	38700	35069	-3631
Garden Festival Open Spaces/Monuments	734	850	750	-100
Open Spaces/Monuments	5313	4672	3170	-1502
	53832	62561	52889	-9672
Car Parks & Toilets				
Car Parks	7395	8300	7520	-780
Public Lighting	15500	14500	15500	1000
Public Toilets	5000	6000	63602	57602
	27895	28800	86622	57822
Buildings (excl Loan Charges)				
Guildhall	19646	25958	41250	15292
Town Hall	102493	150615	168512	17897
Workshop Depot	400328	379143	373000	-6143
General Property Services	50732	65878	131750	65872
Court Gate Properties	47	487	0	487
	573246	622081	714512	92431
Markets & Shops (excl Loan Charges)				
Duke Street Shops	5275	3700	2600	-1100
Pannier Market	284596	285063	221020	-64043
Pannier Market Shops	6236	2450	1200	-1250
Cattle Market	0	0	0	0
Corn Market	0	0	0	0
Market Road Properties	1860	2024	420	-1604
Butchers Hall	72626	83915	50588	-33327
	370593	377152	275828	101324
Total Revenue Expenditure	1546389	1622104	1660688	38584
D				
E			0	0
F			64483	NOTE 1

1500 NOTE 2

NOTE 1

NOTE 1: NOTE 2:

apital Projects fully spent in 2019/20 t yet notified therefore not deducted

Prepared by: DCK Accounting Solutions Ltd

Prepared for: Tavistock Town Council 15:11 18/11/2019

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APPENDIX 3

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Tavistock Town Council
Budget Detail - By Combined Account Code
Note : Preliminary Budget Computation 2020/21

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

Page No 1

	Last Year	-		JI.	Current Year		- 45000	Next Year
ı	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Budget
Budget Expenditure								
801 DEP'N LAND & BUILDINGS	0	49,069	0	0	0	0	0	0
	0	24,146	0	0	0	0	0	0
841 DEP'N INFR ASSETS	0	14,294	0	0	0	0	0	0
ιΩ	0	-87,509	0	0	0	0	0	0
	0	10,436	0	0	0	0	0	0
•	0	-87,509	0	0	0	0	0	0
Other Cost/Income	0	-77,073	0	0	0	0	0	0
Budget Expenditure								
4001 SALARIES	733,510	704,322	777,310	0	777,310	364,139	729,208	789,396
	006	0	006	0	006	890	068	006
	24,500	32,836	30,000	0	30,000	6,321	12,850	6,000
·	1,000	20,607	1,000	0	1,000	6,780	6,780	0
		2,676	3,000	0	3,000	2,486	3,000	3,000
_		1,686	5,500	0	5,500	2,406	4,800	4,500
Ī	17,700	7,271	17,700	0	17,700	8,472	10,700	12,950
•	2,550	1,675	2,550	0	2,550	121	2,150	2,250
_	250	66	200	0	200	1,100	1,300	200
_	105,045	75,969	108,760	0	108,760	91,630	138,044	118,080
	11,275	969'9	9,650	0	9,650	2,871	5,683	7,820
	59,200	30,413	55,180	0	55,180	15,272	39,500	41,500
	23,500	21,121	25,320	0	25,320	9,420	28,420	28,820
	43,700	41,306	51,200	0	51,200	22,517	46,300	56,700
_	3,500	3,463	4,050	0	4,050	2,354	3,100	3,350
A PROPERTY AND A PROP			Contin	Continued on Page 2				
		_						

PARK & RIDE EXPEND GEN\WKS MGRS BUDGET IT MAINTENANCE/SUPPORT EQUIPMENT PURCHASE PERFORMING RIGHTS VEHICLE RUNNING COST EQUIPMENT MAINTCE EQUIPMENT HIRE GROUNDS MAINTENANCE PROPERTY MAINTENANCE CIVIC BALL EXPENDTRE PUBLIC RELATIONS CONTRACT MAINTENANCE DRAKE RD UPGRADE WEBSITE DESIGN/M'TCE OTHER ADVERTISING RECRUITMENT ADVTG TOWN ADVERTISING INSURANCE SUBSCRIPTIONS STATIONERY/PRINTING REGALIA Photocopier hire and usage POSTAGE Tel. Calls/Service & Broadband MISC EXPENSES Budget 1,250 11,200 11,500 3,000 11,500 48,562 30,000 22,450 2,900 22,350 13,500 19,800 10,200 1,750 10,000 30,575 10,050 20,600 2,500 3,500 3,580 Last Year 2,750 6,350 750 500 70 Actual 18,308 1,174 15,760 12,655 3,572 9,826 11,013 16,307 15,877 35,169 21,288 25,188 22,332 6,473 3,342 1,845 4,566 3,390 6,486 2,896 9,973 860 760 Agreed Budget 2,900 21,850 15,500 1,750 10,800 13,500 4,000 11,500 5,350 1,750 24,721 5,650 3,630 26,000 24,600 73,935 31,716 10,600 21,150 600 3,500 2,500 7,000 3,100 500 Continued on Page 3 -10,000 20,000 0 0 Current Year 21,850 15,500 1,750 10,800 24,600 93,935 21,716 24,721 600 13,500 3,630 26,000 2,900 10,600 2,500 3,500 1,750 5,350 7,000 5,650 3,100 500 Actual YTD 653 9,139 10,757 4,642 7,835 10,593 69,879 9,050 12,562 24,252 11,498 6,497 1,663 588 9,435 Note: (-) Net Expenditure means Income 3,323 2,767 2,805 1,848 211 190 Projected Actual 93,935 21,716 26,443 4,642 13,438 15,000 23,500 4,000 10,000 15,500 21,514 26,250 6,750 22,032 1,800 12,700 3,100 2,500 3,500 3,500 1,250 3,571 4,780 600 500 is greater than Expenditure 30,000 34,050 15,000 3,050 14,050 16,750 21,100 68,750 24,750 27,000 1,800 2,500 12,000 3,100 22,000 600 3,500 4,000 7,000 500 1,500 3,655 4,700 Next Year

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> Printed on: 08/11/2019 Note: Preliminary Budget Computation 2020/21 Budget Detail - By Combined Account Code Tavistock Town Council

> > Page No

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Printed on: 08/11/2019

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Budget Detail - By Combined Account Code Tavistock Town Council

Page No

Note: Preliminary Budget Computation 2020/21

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

Next Year 12,000 5,000 2,000 5,000 250 41,488 2,500 27,500 1,500 25,000 2,500 900 2,500 009 1,500 1,500 11,300 12,000 1,000 35,000 1,000 4,780 25,855 12,100 5,000 2,000 5,000 6,402 25,000 2,547 600 1,500 1,500 11,300 11,747 1,000 4,000 1,000 31,853 4,500 25,820 15,618 2,500 009 7,000 2,000 5,230 250 1,034 1,000 3,285 242 6,402 0 112 0 5,874 733 1,305 17,464 11,950 159 431 6,056 776 9,790 16,674 Actual YTD Current Year 31,853 4,500 24,700 5,000 2,000 5,000 2,500 14,300 5,430 6,000 25,000 2,000 7,000 1,500 1,500 1,000 5,500 4,000 15,730 250 9 8,687 Revised Budget 0 Net Virement Continued on Page 1,500 14,300 8,687 4,500 24,700 5,430 11,180 2,000 5,000 250 6,000 25,000 2,500 1,200 2,000 909 7,000 1,500 1,000 4,000 15,730 31,853 5,500 3,459 237 1,668 5,655 2,500 5,139 1,642 3,776 420 6,613 898 61,286 4,787 14,225 6,188 2,000 13,700 40,333 2,659 587 17,061 Actual Last Year 1,500 14,300 8,687 1,200 1,500 1,000 1,000 5,000 250 900 7,000 40,333 4,500 15,700 4,380 11,180 2,000 6,000 25,000 2,500 17,117 Budget TOILET CLEANING CONT (WDBC) TOWN HALL ENTERTAINERS Professional Fees - Properties MARKET REEVE BUDGET Civic/Ceremonial Expenses TWINNING EXPENSES TH MANAGER'S BUDGET ANCIENT MONUMENTS LOAN CAPITAL REPAID Professional Fees (other) PATHS MAINTENANCE COMMUNITY GRANTS HR&H&SSUPPORT ACCOUNTANCY FEES MUSEUM GRANT CLLRS ALLOWANCE LEGAL EXPENSES LOAN INTEREST MAYORS ALLCE Cllr IT Allowance TOWN SIGNS THT GRANT **AUDIT FEES** ELECTIONS 4076 4089 4091 4092 4095 4096 4063 4064 4065 4067 4073 4093 4094 4056 4057 4058 4059 4062 4097 4053 4054 4055

TOWN CLERK'S BUDGET
ASST TC BUDGET
TOWN CLOCK CAP-PANNIER MARKET DRAINAGE
CAP - Pannier Market Doors CAP-TENNIS COURT RESURFACING CAP- TH ROOF LEAKS CAP -BUTCHERS HALL REFURB CAP G'hall Delivery Phase CAP Guildhall Refurbishment
CAP - THI PROPERTIES SINKING F CAP - Guildhall Sinking Fund CAP Rundle Room Refurbishment CAP Duke St Repointing etc CAP Council ICT Infrastructure CAP Relocation of Works Depot Bad Debts Written Off TOWN CRIER EXPENSES
TOWN HALL EVENTS COSTS ROLLING CAPITAL FUND PROVISION215,000 Neighbourhood Plan MAYORS F'RAISING DON'N MDO MGRS BUDGET CHRISTMAS LIGHTS TTC Cont'n to THI Projects 350 1,500 25,000 12,750 27,500 94,200 9,000 1,500 1,500 1,500 Last Year 0 0 236 101,131 27,500 110,412 12,750 215,000 20,400 27,576 69,537 68,815 3,680 3,877 1,075 606 27,500 1,631,666 Agreed Budget 10,000 12,750 60,000 6,747 5,000 1,500 1,500 1,500 1,500 1,500 6,000 0 0 0 Continued on Page 5 0 0 0 0 0 0 0 0 0 0 0 0 000 0 0 0 0 0 0 0 **Current Year** 1,631,666 12,750 Revised Budget 14,764 0 10,000 27,500 60,000 4,600 6,747 5,000 1,500 1,500 1,500 1,500 1,500 6,000 0 0 Actual YTD 12,750 64,800 27,500 60,000 3,600 7,265 1,632 1,245 27,500 1,631,666 Projected Actual 14,764 0 10,000 12,750 60,000 4,600 6,747 5,000 1,500 6,000 1,500 1,500 0 0 Budget 27,500 12,750 60,000 58,602 1,500 1,500

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Tavistock Town Council

Printed on: 08/11/2019 At: 16:35

Budget Detail - By Combined Account Code

Note: Preliminary Budget Computation 2020/21

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

Next Year

Page No

Printed on: 08/11/2019

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Budget Detail - By Combined Account Code **Tavistock Town Council**

Note: Preliminary Budget Computation 2020/21

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

Page No

Next Year 0 00 0 0 5,147 0000000000 3,000 0 2,876 5,648 -560,952 75,000 10,203 35,975 10,000 39,797 2,876 -513,595 128,452 8,308 Actual YTD 14,378 6,000 -6,402 5,648 -64,886 18,743 303,017 513,595 -298,066 38,699 Current Year 22,600 3,700 9,248 35,975 10,000 75,000 10,203 39,797 -570,952 Revised Budget 0 00000 0 0 0 0 0 0 0 0 000 0 -20,203 10,203 0 0 Net Virement Continued on Page 9,248 22,600 3,700 0 0 0 0 -570,952 0 0 10,000 75,000 35,975 60,000 Agreed Budget 8,622 -10,436 87,509 513,595 -302,446 6,146 -549,406 47,979 16,225 21,831 2,945 -1,070 -21,638 121,741 8,308 15,091 62,482 75,277 Actual Last Year 22,000 3,400 -94,200 5,587 0 141,250 43,750 25,000 000000 0 0 0 0 0 0 -530,132 520,000 Budget TRANSFER FROM EQPT REPL'T FUND FUNDED FROM ROLLING CAP FUND EXCEPTIONAL MAINTENANCE DEF'D GRANTS OFFSET DEP'N Funding from THI Common Fund From THI Comm.Fund Prior Year TRANSFER FROM RESERVES CAP Guildhall/BCP Contingency Tfr to THI Comm.Fund Pr Year CAP Market Road Resurfacing TRANSFER TO RESERVES CAP - Meadows Resurfacing TFR TO EQPT REPL FUND CAP - PMK Lighting/Heating CAP Play Park Resurfacing DEPRECIATION CHARGE CAP - Pannier Market Roof CAP - PM Surround Addit'l THI Project Support Fees CAP - PMK Internal Units Tfr to THI Common Fund ASSETS CAPITALISED IRRECOVERABLE VAT THI Professional Fees THI Project Manager **BID Levy**

COST OF SALES-DRINK
COST OF SALES-FOOD
BAR SUPPLIES Purchase Promotional Material THI Expenditure Prior Years THI Private - 10 West Street
THI Private - Kingdon House THI Private - 9 West Street THI Private - 81 West Street THI Private - 3 Market Street
THI Private - 1 Church Lane THI Public Realm - Pannier Mkt THI Proj - Pannier Market THI Proj - Butchers Hall THI CM - Story of Tavistock THI CM - Heritage Open Days
THI CM - THI Information THI Public Realm - G'h Square THI CM - Energy Efficiency Sem THI CM - Craft Exp'ce Open Day THI CM - Heritage Skills Trng THI CM - THI Leaflets THI Other Project Costs OverHead Expenditure 3,124,269 126,692 -926,043 50,808 204,262 3,200 22,100 312,840 225,000 603,267 190,000 18,000 375 69,791 53,129 93,016 15,000 4,000 3,000 1,000 500 2,534,812 1,500 314,439 571,891 41,022 -926,042 218,320 14,941 575 847 150 35,296 56,431 22,401 4,252 9,153 3,043,985 Agreed Budget 16,000 700 0 0 0 0 0 000000000000 Continued on Page 0 0 0 000000000000 000 3,043,985 Revised Budget 700 0 0 00000 0 0 00000 -1,429,305 1,250,584 218,320 314,439 573,291 183,571 39,809 46,181 72,996 40,130 5,950 12 5,680 5,350 4,000 9,553 1,285 490 300 Projected Actual 2,967,422 12,000 700 300 000000000000000

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Budget Expenditure

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Tavistock Town Council

Printed on: 08/11/2019 At: 16:35 Last Year Note: Preliminary Budget Computation 2020/21 Budget Detail - By Combined Account Code Current Year Note: (-) Net Expenditure means Income is greater than Expenditure Page No 6 Next Year

Budget

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Tavistock Town Council
Budget Detail - By Combined Account Code
Note: Preliminary Budget Computation 2020/21

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

Page No 7

		<u>Last Year</u>	ar		O	Current Year			Next Year
		Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Budget
	Direct Expenditure	18,875	16,513	16,700	0	16,700	6,752	13,012	16,700
Budget Income	Icome								
1000 IN	INTERMENTS	25,000	28,015	30,000	0	30,000	10,970	25,000	30,000
1010 RE	RENT RECEIVED	454,561	453,815	468,011	0	468,011	325,005	454,411	466,961
1011 IN	NSURANCE RECHARGED	1,900	2,200	2,150	0	2,150	2,100	2,150	2,150
1015 TIC	TICKET SALES	0	678	0	0	0	0	0	0
1020 LE	LETTING INCOME	83,500	67,611	79,000	0	79,000	40,667	51,097	48,000
1021 EC	EQUIPMENT HIRE INC	550	2,185	917	0	917	1,141	2,050	2,050
1022 FC	FORFEITED DEPOSITS	0	768	0	0	0	0	0	0
1023 TH	TH KITCHEN LETTING INCOME	2,000	5,325	6,000	0	6,000	1,748	3,500	4,000
1033 CIV	CIVIC BALL INCOME	2,500	4,178	2,500	0	2,500	24	2,500	2,500
1034 MA	MAYOR'S FUNDRAISING	0	1,113	0	0	0	1,675	0	0
1040 MA	MARKET TOLLS	381,000	340,460	390,500	0	390,500	201,811	390,600	390,600
1041 EL	ELECTRICITY RECOVERY	1,000	1,088	1,150	0	1,150	483	641	009
1043 MA	MARKET STORAGE	2,000	4,493	5,000	0	5,000	2,683	5,000	5,000
1044 MA	MARKET LOCK-UPS	33,360	26,175	33,500	0	33,500	22,240	33,500	33,500
1045 MA	MARKET CARRIER BAGS	200	1,003	200	0	200	585	604	200
1050 CA	CAR PARK FEES	38,000	33,962	25,000	0	25,000	22,151	35,800	24,800
1060 GC	SOOSE FAIR INCOME	41,500	45,826	41,500	0	41,500	40,192	41,500	41,500
1061 PA	PARK & RIDE INCOME	7,250	8,125	7,250	0	7,250	5,081	5,081	6,500
1068 Le	egal Fees Recovered	0	289	0	0	0	1,900	1,900	0
1071 ST	STAFF COSTS RECOVERED	200	1,879	250	0	250	873	1,123	250
1072 Gr	Grant Funding -WHS G'hll Proj	0	17,679	877,800	0	877,800	46,794	877,800	0
1073 GF	SRANT FUNDING HLF	0	4,870	0	0	0	0	0	0
1075 PR	PRECEPT SUPPORT GRANT	29,179	29,179	26,670	0	26,670	26,670	26,670	0
				Continu	Continued on Page 8				

1100 1120 1130 1501 1511 1512 1513 1514 1515 1088 1089 1081 1076 1079 1080 1598 1090 1087 1082 Bar Extension & Licences
THI Grant Funding - HLF
THI Grant Funding - TTC
THI Grant Funding - WDBC
THI Grant Funding - DCC
THI Grant Funding - GD LEAF
THI Grant Funding - S106 WDBC
THI - Owners Funding - TTC
THI - Owners Funding - Private
THI Reserve Funding Prior Year PRECEPT
LOAN PROCEEDS
MISC INCOME Partnership Funding INTEREST RECEIVED THI Funding Prior Years FOOD SALES BAR SALES Play Park Inspections Grounds Mtc Contract - WDBC DEPOT SEAT INCOME Garden Festival Income -926,043 30,000 750 500 984,911 300,000 5,000 80,000 85,000 447,137 224,925 590,814 50,000 5,000 9,000 6,350 3,300 1,500 0 0 -926,042 1,100 605,060 300,147 50,000 5,000 78,695 85,000 408,560 590,814 102,908 20,108 41,639 3,053 1,958 9,000 350 6,266 98 629,895 400,000 6,953 3,000 1,500 40,000 1,000 3,000 9,000 0 0 Continued on Page 9 Virement 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 629,895 400,000 6,953 40,000 1,000 0 0 0 0 9,000 3,000 1,500 3,000 200 678,465 300,147 50,000 5,000 78,695 85,000 447,258 125,887 -96,653 -1,543,229 629,910 15,026 1,984 7,417 1,098 4,691 -500 80 Actual 629,910 400,000 6,342 30,020 1,000 0 0 0 3,400 7,417 9,000 3,000 1,500 80 Budget 725,257 40,000 3,760 1,000 0 0 0 0 3,000 1,500 3,000 0 0

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Last Year		Z		
		Note: Preliminary Budget Computation 2020/21	Budget Detail - By Combined Account Code	Tavistock Town Council
Current Year		Computation 2020/21	ined Account Code	n Council
U Donata	Note: (-) Net Expenditure means income is greater than Expenditure			
Next Year	e is greater than Expenditure			Page No 8

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Tavistock Town Council
Budget Detail - By Combined Account Code
Note : Preliminary Budget Computation 2020/21

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Page No 9

Next Year	Budget	1,836,428	0	
	Projected Actual	3,052,596	-72,162	
	Actual YTD	1,545,268	-287,932	
Current Year	Revised Budget	3,092,046	-31,361	
O	Net Virement	0	0	
	Agreed Budget	3,092,046	-31,361	
= 1	Actual	2,465,026	9,226	
Last Year	Budget	3,008,444	134,700	
		Total Income	Total Net Expenditure	

APPENDIX 4

Note: (-) Net Expenditure means Income is greater than Expenditure Page No 1 Next Year 165,421 4,200 0 80,704 2,500 16,700 -24,120 22,249 161,221 78,204 1,180 42,000 Next Year Budget 172,950 81,422 2,500 12,708 41,835 9,141 163,809 78,922 1,180 32,080 -18,192 Projected Actual Actual YTD 103,151 8,700 94,451 42,046 1,699 40,347 6,448 15,940 -9,108 25,608 384 **Current Year** 23,903 176,615 12,050 0 164,565 2,500 Note: Preliminary Budget Computation 2020/21 88,282 85,782 9,180 16,700 43,617 -17,737 Net Revised Virement Budget Budget Summary - By Committee 0 0 0 0 0 0 0 472 12,844 0 0 12,844 Tavistock Town Council Continued on Page 2 12,050 2,500 16,700 163,771 151,721 88,282 85,782 9,180 43,617 -17,737 23,431 Agreed Budget 174,288 68,954 5,341 63,613 6,470 16,294 46,415 58,009 12,861 161,427 -23,651 Actual Last Year 151,290 13,950 137,340 104,313 2,500 101,813 5,180 18,875 56,630 33,250 -9,195 Budget OverHead Expenditure OverHead Expenditure OverHead Expenditure Net Expenditure OverHead Expenditure Total Income Net Expenditure Total Income Direct Expenditure Net Expenditure Total Income DEMOCRATIC COSTS Finance & General Purposes **ADMINISTRATION** TOWN HALL BAR Printed on 08/11/2019 101 102 104 16:36 CEMETERY ¥ 19 102 104 105

109 108 107 106 GEN CAPITAL PROJECTS S137 & OTHER GRANTS CORPORATE MANAGEMENT THI (TTC COSTS ONLY) 108 109 107 106 Net Expenditure 105 OverHead Expenditure OverHead Expenditure OverHead Expenditure OverHead Expenditure Net Expenditure Net Expenditure Net Expenditure Net Expenditure Total income Total Income Total Income Total Income Total Income Budget 289,425 -463,711 624,993 289,425 161,282 46,450 25,030 31,600 32,116 32,116 46,450 Last Year 0 291,047 -434,896 Actual 291,047 626,384 191,488 22,844 35,165 34,113 32,252 32,252 16,433 17,679 Note: Preliminary Budget Computation 2020/21 0 0 1,400,998 1,277,800 Agreed Budget 123,198 -493,185 659,565 166,380 -13,169 50,450 36,600 31,700 31,700 50,450 Continued on Page 3 Net Virement -10,000 -10,000 1,390,998 472 0 0 0 0 0 0 0 0 0 0 1,277,800 Revised Budget **Current Year** 113,198 -493,185 -12,697 659,565 166,380 36,600 50,450 50,450 31,700 31,700 Actual YTD 114,194 -569,426 658,564 160,988 11,175 89,138 46,794 14,433 11,950 11,950 15,697 15,697 Projected Actual 1,277,800 1,386,574 -496,702 659,980 163,278 108,774 30,950 31,678 31,678 47,450 47,450 10,885 Next Year Budget -555,124 173,133 108,397 108,397 728,257 -14,351 71,450 71,450 36,600 31,150 31,150 Next Year

Printed on At 16:36 08/11/2019 **Budget Summary - By Committee Tavistock Town Council** Note: (-) Net Expenditure means Income is greater than Expenditure Page No 2

Printed on 08/11/2019			Tavistock Town Council	Council				Page No. 3
			Budget Summary - By Committee	By Commit	q q	Note: (-) Net Expe	nditure means Income i	Note: (-) Net Expenditure means Income is greater than Expenditure
		Note:	Note: Preliminary Budget Computation 2020/21	Computatio	ın 2020/21			
	Last Year	Year			Current Year			Next Year
•	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
Finance & General Purposes - Expenditure	865,561	872,914	1,950,892	3,316		455,409	1,939,075	670,384
Income	706,293	743,845	2,032,132	0	2,032,132	746,128	2,012,451	813,557
Net Expenditure	159,268	129,069	-81,240	3,316	-77,924	-290,720	-73,376	-143,173
			Continued on Page 4	Page 4				

Properties Committee

201 ALLOTMENTS 205 204 203 Printed on GOOSE FAIR PLAY EQUIPMENT THE MEADOWS ≱ 16:36 08/11/2019 204 201 205 203 OverHead Expenditure OverHead Expenditure OverHead Expenditure OverHead Expenditure Net Expenditure Net Expenditure Net Expenditure Net Expenditure Total Income Total Income Total Income Budget 48,750 11,147 42,190 11,147 -6,560 2,251 6,878 4,627 -10 Last Year 0 Actual -19,643 53,951 34,308 12,328 12,328 11,007 13,258 2,251 Note: Preliminary Budget Computation 2020/21 0 0 0 **Budget Summary - By Committee** Agreed Budget -10,050 48,750 38,700 11,000 11,000 Tavistock Town Council 3,374 2,251 5,625 Continued on Page 5 10 0 Net Virement 1,667 1,667 47 47 0 0 0 0 0 0 0 Current Year Revised
Budget Actual YTD -10,050 48,750 11,047 11,047 38,700 5,041 2,251 7,292 70 10 -28,350 16,924 45,273 Note: (-) Net Expenditure means Income is greater than Expenditure 4,344 4,344 4,221 4,371 151 103 113 5 Projected Actual -14,591 31,990 46,581 10,790 10,790 4,781 111 4,892 10 113 Next Year
Next Year
Budget -12,931 48,000 35,069 10,800 10,800 3,100 2,251 849 -10 1 Page No 4 Page No 5
Note: (-) Net Expenditure means Income is greater than Expenditure Tavistock Town Council

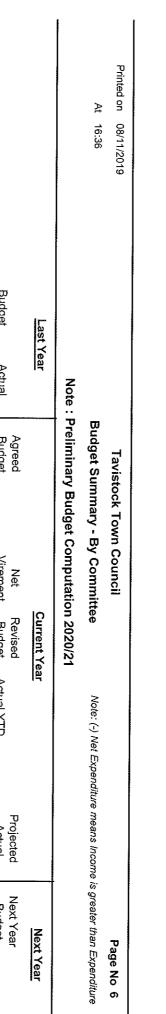
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Note: Preliminary Budget Computation 2020/21

dget Summary - By Committee	
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December Part Par			MANAGEMENT OF THE PROPERTY OF			' I						
Garden Feetivel Actual Acqueed Actual Notes and New Actual YID Acqueed Budget Acqueed Acqueed Budget Acqueed Acqueed Acqueed Acqueed Budget Acqueed				Last)	fear			Current Ye	la.		Next Year	
Quarten Featival 1,450 486 850 0 850 649 734 OverHead Expenditure 1,450 3,000 3,000 1,098 3,000 206 Net Expenditure 1,450 2,567 2,150 0 2,150 4,549 2,266 Community Featival of Food & C OverHead Expenditure 0 0 0 7,864 7,884 7,884 OverHead Expenditure 6,085 3,450 3,775 897 4,672 3,489 5,784 OverHead Expenditure 6,085 2,450 3,172 897 4,069 5,18 7,784 CAR PARK\$ Total Income 8,085 2,450 3,172 897 4,069 5,18 7,784 OverHead Expenditure 10,834 10,655 8,300 6,250 2,1916 7,738 Total Income 35,450 22,257 1-16,250 1-16,250 7-15,329			'	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
Total Income 1,450 486 850 0 850 549 734 734 7451	206	Garden Festival										
206 Net Expenditure 1,860 2,667 2,150 0 2,150 1,989 3,000 206 Net Expenditure -1,860 -2,667 -2,150 0 2,150 -549 2,266 Community Feather of Food & C Community Feather of Food & C Total Income 0 0 7,286 0 OverHead Expenditure 6,685 3,450 3,775 897 4,672 3,488 5,313 CAR PARKS Total Income 600 603 2,989 5,189 3,172 897 4,089 5,189 3,172 CAR PARKS Total Income 600 603 2,989 5,189 3,172 897 4,089 5,189 3,172 Total Income 33,632 2,2450 2,1560 2,196 3,197 3,197 4,089 5,18 3,197 A spenditure 2,2450 2,150 1,6250 2,196		Over	'Head Expenditure	1,450	486	850	0	850		734	750	
206 Net Expenditure -1,850 -2,567 -2,150 -549 -2,266 -2,266 Community Featural of Food & C OverHead Expenditure 0 0 7,265 0 7,266 0 OverHead Expenditure 0 0 0 7,364 7,364 7,364 OverHead Expenditure 5,685 3,450 3,775 0 0 7,364 7,364 OverHead Expenditure 5,685 3,450 3,775 897 4,672 3,489 5,313 CAR PARKS Total Income 6,085 2,246 3,172 897 4,069 5,18 2,206 CAR PARKS Total Income 6,085 2,456 3,107 3,107 3,107 Total Income 6,085 2,456 2,168 5,196 5,196 7,396 Total Income 6,085 2,456 2,456 2,168 3,107 <th colspa<="" th=""><th></th><th></th><th>Total Income</th><th>3,300</th><th>3,053</th><th>3,000</th><th>0</th><th>3,000</th><th></th><th>3,000</th><th>3,000</th></th>	<th></th> <th></th> <th>Total Income</th> <th>3,300</th> <th>3,053</th> <th>3,000</th> <th>0</th> <th>3,000</th> <th></th> <th>3,000</th> <th>3,000</th>			Total Income	3,300	3,053	3,000	0	3,000		3,000	3,000
Community Festival of Food & C OverHead Expenditure 0 0 7.265 0 207 Total Income 0 0 7.284 7.884 OPEN SPACES/MONUMIS OverHead Expenditure 5.685 3.450 3.775 897 4,672 3.488 7.784 CAR PARKS CAR PARKS Total Income 5.085 2.846 3.172 897 4,672 3.488 5.313 CAR PARKS Total Income 5.085 2.846 3.172 897 4,672 3.488 5.310 Total Income 5.085 2.846 3.172 897 4,089 5.18 2.206 301 Net Expenditure 35,450 2.2.977 -16,250 -16,250 -15,329 -15,329 -17,335		206	Net Expenditure	-1,850	-2,567	-2,150	0	-2,150		-2,266	-2,250	
20Fe Net Expenditure 0 0 7,265 0 207 Total Income 0 0 7,264 7,984 7,984 OPEN SPACES/MONUMIS A vertex penditure 5,685 3,450 3,775 897 4,672 3,488 7,384 CAR PARKS Total Income 5,085 2,846 3,172 897 4,069 5,18 5,310 A PARKS Total Income 10,834 10,655 8,300 6,587 4,069 5,18 2,206 A rotal Income 35,460 33,632 24,550 24,550 21,516 21,526 7,385 301 Net Expenditure 22,616 -22,977 -16,250 -16,250 -16,250 -16,329 -16,329 -16,329 -16,329 -16,329 -16,329 -16,329 -16,329 -16,329 -16,329 -16,329 -16,329 -16,329 -16,329 -16,329 -16,329 -16,329 -16,329	207	Community Fest	ival of Food & C									
207 Net Expenditure 0 0 0 7,994 7,984 7,984 OPEN SPACES/MONUMTS CoverHead Expenditure 5,685 3,450 3,775 897 4,672 3,488 7,788 Total Income 600 603 2,846 3,172 897 4,069 518 3,107 CAR PARKS Total Income 10,685 2,846 3,172 897 4,069 518 2,206 A retail income 35,450 33,622 24,550 10,685 1,196 5,396 7,395 7,395 301 Net Expenditure 24,616 22,977 -16,250 1-16,250 -16,250 -16,329		Over	rHead Expenditure	0	0	0	0	0		0	0	
207 Net Expenditure 5,685 3,450 3,775 897 4,672 3,488 -7,984 OverHead Expenditure 5,685 3,450 603 3,775 897 4,672 3,488 5,313 CAR PARKS CAR PARKS Total Income 35,450 2,346 3,172 897 4,069 518 2,206 OverHead Expenditure 10,834 10,655 8,300 0 6,587 7,395 7,395 301 Net Expenditure -22,977 -16,250 0 16,250 -16,250			Total Income	0	0	0	0	0		7,984	0	
Open SPACES/MONUMTS OverHead Expenditure 5,686 3,450 3,775 897 4,672 3,488 5,313 Total Income 600 603 2,969 3,107 3,107 CAR PARKS OverHead Expenditure 10,834 10,655 8,300 0 8,300 6,587 7,395 Total Income 35,450 33,632 24,550 0 24,550 21,916 35,150 27,755 301 Net Expenditure -22,977 -16,250 0 -16,250 -15,329 -27,755 -1		207	Net Expenditure	0	0	0	0	0		-7,984	0	
CAR PARKS Total Income 5,685 3,450 603 6,775 6,672 3,488 6,317 CAR PARKS CAR PARKS Total Income 5,085 2,846 3,172 897 4,069 518 2,206 Total Income 35,450 33,632 24,550 0 6,587 7,395 7,395 301 Net Expenditure -22,977 -16,250 0 -16,250 -16,250 -15,329 -27,755 -1	208	OPEN SPACES/A	MONUMIS									
Total Income 600 603 603 2,969 3,107 3,107 897 4,069 5,969 3,107 2,206 3,107 2,206 3,107 2,206 3,107 2,206 3,107 2,206		Over	rHead Expenditure	5,685	3,450	3,775	897	4,672		5,313	3,170	
CAR PARKS CAR PARKS 3,172 897 4,069 518 2,206 CAR PARKS Total Income 35,450 33,632 24,550 0 24,550 21,916 35,150 27,755 301 Net Expenditure -24,616 -22,977 -16,250 0 -16,250 -15,329 -27,755 -17,755			Total Income	009	603	603	0	603		3,107	610	
CAR PARKS OverHead Expenditure 10,834 10,655 8,300 0 8,300 6,587 7,395 Total Income 35,450 33,632 24,550 0 24,550 21,916 35,150 2 301 Net Expenditure -24,616 -22,977 -16,250 0 -16,250 -15,329 -27,755 -1		208	Net Expenditure	5,085	2,846	3,172	897	4,069		2,206	2,560	
verHead Expenditure 10,834 10,655 8,300 0 8,300 6,587 7,395 Total Income 35,450 33,632 24,550 0 24,550 21,916 35,150 2 Net Expenditure -24,616 -22,977 -16,250 0 -16,250 -15,329 -27,755 -1 Continued on Page 6	301	CAR PARKS										
Total Income 35,450 33,632 24,550 0 24,550 21,916 35,150 Net Expenditure -24,616 -22,977 -16,250 0 -16,250 -15,329 -27,755 Continued on Page 6		Over	rHead Expenditure	10,834	10,655	8,300	0	8,300		7,395	7,520	
Net Expenditure -24,616 -22,977 -16,250 0 -16,250 -15,329 -27,755 Continued on Page 6			Total Income	35,450	33,632	24,550	0	24,550		35,150	27,150	
Continued on Page 6		301	Net Expenditure	-24,616	-22,977	-16,250	0	-16,250		-27,755	-19,630	
Continued on Page 6												
Continued on Page 6												
						Continued	on Page 6					

403 402 303 302 TOWN HALL GUILDHALL PUBLIC LIGHTING PUBLIC TOILETS ≱ 16:36 303 403 402 302 Net Expenditure OverHead Expenditure OverHead Expenditure OverHead Expenditure OverHead Expenditure Direct Expenditure Net Expenditure Net Expenditure Net Expenditure Total Income Total Income Total Income Budget 136,048 86,148 17,834 49,900 35,254 35,254 17,834 6,000 6,000 Last Year Actual 105,332 146,755 41,426 15,111 13,557 18,427 15,111 4,870 6,293 6,293 Note: Preliminary Budget Computation 2020/21 Agreed Budget 143,610 47,150 96,460 25,200 25,200 14,500 14,500 6,000 6,000 Continued on Page 7 Virement 7,005 7,005 758 758 0 0 Revised Budget **Current Year** 103,465 150,615 47,150 14,500 14,500 25,958 25,958 6,000 6,000 Actual YTD 45,275 16,811 62,081 12,152 12,152 Note: (-) Net Expenditure means Income is greater than Expenditure 2,265 2,265 3,388 3,388 Projected Actual 102,489 95,730 19,646 15,500 15,500 19,646 6,763 5,000 5,000 Next Year
Next Year
Budget 161,312 168,512 63,655 63,655 15,500 63,602 63,602 15,500 7,200 0



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	At 16:36			Budget Summary - By Committee	- By Committe	Ð	Note: (-) Net Ex	penditure means Income	Note: (-) Net Expenditure means Income is greater than Expenditure
			Note : I	Preliminary Budget Computation 2020/21	et Computation	2020/21			
		Last Year	<u>ear</u>		0	Current Year			Next Year
	•	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
404	WORKSHOP DEPOT								
	OverHead Expenditure	335,011	351,460	375,050	4,093	379,143	187,573	400,328	373,000
	Total Income	10,800	25,627	10,800	0	10,800	1,176	12,810	3,000
	404 Net Expenditure	324,211	325,833	364,250	4,093	368,343	186,397	387,518	370,000
405	GENERAL PROPERTY SERVICES								
	OverHead Expenditure	30,341	999	136,250	-70,372	65,878	0	50,732	131,750
	405 Net Expenditure	30,341	999	136,250	-70,372	65,878	0	50,732	131,750
406	COURT GATE PROPS								
	OverHead Expenditure	5,328	5,967	2,429	7	2,436	1,764	1,996	359
	Total Income	16,400	16,400	16,400	0	16,400	75	16,400	16,400
	406 Net Expenditure	-11,072	-10,433	-13,971	7	-13,964	1,689	-14,404	-16,041
501	DUKE STREET SHOPS								
	OverHead Expenditure	7,514	10,205	3,700	0	3,700	3,575	5,275	2,600
	Total Income	200,800	204,805	206,300	0	206,300	147,840	206,500	206,500
	501 Net Expenditure	-193,286	-194,601	-202,600	0	-202,600	-144,264	-201,225	-203,900
502	PANNIER MARKET								
	OverHead Expenditure	292,550	247,410	242,450	42,613	285,063	180,959	284,296	221,020
				Continued on Page 8	on Page 8				

506 505 504 503 MARKET ROAD PROPERTIES CORN MARKET CATTLE MARKET PANNIER MARKET SHOPS 506 505 504 503 502 OverHead Expenditure OverHead Expenditure Direct Expenditure Net Expenditure Net Expenditure Net Expenditure Net Expenditure Net Expenditure Total Income Total Income Total Income Total Income Total Income -127,151 -182,810 Budget 150,600 475,360 -12,500 -20,000 23,449 13,500 12,500 20,000 -7,801 5,699 Last Year 0 -163,807 -132,701 411,367 Actual 156,656 -12,500 -20,575 12,925 12,500 20,575 23,955 5,667 Note: Preliminary Budget Computation 2020/21 150 -146,616 -245,300 Agreed Budget 160,850 487,750 -11,780 -12,500 -20,500 13,500 12,500 20,500 14,234 1,720 Continued on Page 9 Net Virement 42,613 2,150 2,150 304 304 0 0 0 0 0 0 -202,687 Revised Budget Current Year -144,466 160,850 487,750 -11,476 -20,500 -12,500 16,384 13,500 12,500 20,500 2,024 Actual YTD -110,170 254,667 -73,408 120,997 -15,446 15,446 10,827 -2,074 -9,375 4,400 2,326 9,375 300 Projected Actual -188,889 -135,770 155,850 473,485 -12,500 -20,600 -4,740 12,500 20,600 20,080 6,600 1,860 300 Next Year Budget -252,280 -146,221 -13,080 160,850 -12,500 473,300 -20,600 13,500 12,500 20,600 14,629 Next Year 420

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Tavistock Town Council Budget Summary - By Committee

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Page No 9
Note: (-) Net Expenditure means Income is greater than Expenditure

Next Year	Next Year Budget	;	50,588	0	28,000	22,588	1,166,044	1,022,871	143,173	
	Projected Actual		72,626	0	28,024	44,602	1,041,359	1,040,145	1,214	
1	Actual YTD		41,153	0	14,313	26,839	552,010	668,569	-116,560	
Current Year	Revised Budget		83,915	0	5,000	78,915	1,106,477	1,059,914	46,563	
	Net Virement		7,515	0	0	7,515	-3,316	0	-3,316	Continued on Page 10
Note: Freinningry Budget Computation 2020/21	Agreed Budget		76,400	0	2,000	71,400	1,109,793	1,059,914	49,879	Continued
	Actual		61,891	65	11,212	50,744	968,512	1,011,854	-43,342	
Last Year	Budget		53,440	0	11,000	42,440	1,026,653	1,051,221	-24,568	
		I	OverHead Expenditure	Direct Expenditure	Total Income	Net Expenditure	Properties Committee - Expenditure	Income	Net Expenditure	

				Continued on Page 11	Continuec			
0	0	119,348	0	0	0	571	0	Net Expenditure
0	0	130,570	0	0	0	709,327	1,250,930	Income
0	0	249,918	0	0	0	709,898	1,250,930	Townscape Heritage Initiative - Expenditure
0	0	103,657	0	0	0	571	0	903 Net Expenditure
0	0	126,679	0	0	0	710,693	1,184,836	Total Income
0	0	230,336	0	0	0	711,265	1,184,836	OverHead Expenditure
								903 THI Projects
0	0	8,421	0	0	0	0	0	902 Net Expenditure
0	0	331	0	0	0	4,456	29,969	Total Income
0	0	8,752	0	0	0	4,456	29,969	OverHead Expenditure
								902 THI Complementary Measures
0	0	7,269	0	0	0	0	0	901 Net Expenditure
0	0	3,560	0	0	0	-5,822	36,125	Total Income
0	0	10,829	0	0	0	-5,822	36,125	OverHead Expenditure
								901 THI Project Management
	- COOK							Townscape Heritage Initiative
Next Year Budget	Projected Actual	Actual YTD	Revised	Net Virement	Agreed Budget	Actual	Budget	
Next Year		15	Current Year			<u>Year</u>	Last Year	
			n 2020/21	lget Computatio	Note: Preliminary Budget Computation 2020/21	Note:		THE STATE OF THE S
is greater than Expenditure	Note: (-) Net Expenditure means Income is greater than Expenditure	Note: (-) Ne	œ œ	Budget Summary - By Committee	Budget Summa			At 16:36
Page No 10				Tavistock Town Council	Tavistock			Printed on 08/11/2019

<u>a</u>	Printed on 08/11/2019			Tavistock Town Council	wn Council				Page No 1
	At 16:40			Budget Detail - By Committee	By Committee		Note: (-) Net Exp	oenditure means Income i	Note: (-) Net Expenditure means Income is greater than Expenditure
			Note:	Note: Preliminary Budget Computation 2020/21	et Computation	2020/21 ב		,	
	- Andrewson	Last Year	ear			Current Year	⊢ ı		Next Year
	1	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
Financ	Finance & General Purposes							(C-1)	
101	ADMINISTRATION								
4001	SALARIES	77,339	81,110	98,300	0	98,300	43,067	86,200	101,121
4005	Temporary/Agency Staff	1,000	20,607	1,000	0	1,000	6,780	082'9	0
4006	PROTECTIVE CLOTHING/UNIFORMS	0	က	0	0	0	0	0	0
4007	CONFERENCES/MEETINGS	2,500	921	2,500	0	2,500	1,356	2,500	2,500
4008	COURSES/TRAINING	5,500	1,823	5,500	0	5,500	295	1,000	2,000
4009	TRAVEL	1,000	1,050	1,000	0	1,000	-121	1,000	1,000
4010	MISC STAFF COSTS	20	88	0	0	0	1,100	1,100	0
4011	RATES	006'9	6,667	6,900	0	6,900	600'6	600'6	9,200
4012	WATER RATES	200	558	200	0	200	174	200	500
4014	ELECTRICITY	5,000	2,556	2,500	0	2,500	1,411	3,000	3,000
4015	GAS	2,000	2,067	2,500	0	2,500	979	2,500	2,500
4016	CLEANING AND RUBBISH	1,200	1,292	1,200	0	1,200	558	1,200	1,200
4017	License - PC Software	3,000	2,624	3,500	0	3,500	2,354	2,750	3,000
4020	MISC EXPENSES	200	482	500	0	200	164	200	200
4021	Tel. Calls/Service & Broadband	3,000	2,731	3,000	0	3,000	1,314	3,000	3,000
4022	POSTAGE	2,750	2,896	3,100	0	3,100	1,848	3,100	3,100
4023	STATIONERY/PRINTING	4,200	3,821	4,200	0	4,200	2,225	4,200	4,200
4024	SUBSCRIPTIONS	1,200	920	1,000	0	1,000	585	1,000	1,000
				Continued on Page	on Page 2				
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1090 1080 1068 1041 4041 4042 4045 1010 4058 4114 4900 4046 4038 4036 4032 4031 4030 4029 4027 INTEREST RECEIVED MISC INCOME Legal Fees Recovered ELECTRICITY RECOVERY RENT RECEIVED WEBSITE DESIGN/M'TCE DEPRECIATION CHARGE ASST TC BUDGET Professional Fees - Properties EQUIPMENT PURCHASE IT MAINTENANCE/SUPPORT EQUIPMENT MAINTICE EQUIPMENT HIRE CONTRACT MAINTENANCE PROPERTY MAINTENANCE OTHER ADVERTISING RECRUITMENT ADVTG TOWN ADVERTISING Photocopier hire and usage OverHead Expenditure Total Income Budget 151,290 13,950 10,100 11,200 3,500 10,000 1,000 1,500 2,500 3,250 1,250 350 600 900 750 501 200 Last Year 174,288 Actual 12,861 11,234 11,013 8,838 1,816 3,250 1,845 6,486 Note: Preliminary Budget Computation 2020/21 1,697 515 809 501 10,800 8,050 3,500 1,500 1,000 2,500 1,250 600 Continued on Page 3 500 600 900 12,844 Revised Budget **Current Year** 12,050 3,500 10,800 12,844 8,050 1,000 1,500 2,500 1,250 7,000 500 600 600 Actual YTD 103,151 12,844 4,142 2,416 1,900 7,798 2,588 1,430 575 163 439 172,950 13,400 12,844 9,141 2,500 1,900 4,500 1,500 1,000 3,000 2,000 1,250 6,750 347 800 585 135 Next Year Budget 165,421 14,000 2,000 1,500 1,000 600 800 600 Next Year 100

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Tavistock Town Council Budget Detail - By Committee

Page No 3
Note: (-) Net Expenditure means Income is greater than Expenditure

	0+:01		Note:	budget Detail - by Committee Note : Preliminary Budget Computation 2020/21	By Comminee et Computation	n 2020/21	Note. (7) Net EXP	פוומותנפ ווופמוזא וווכסווופ ו	vote. (-) wet Experiature means income is greater trian Experiature
	WARRACK AND A STATE OF THE STAT	Last Year	(ear			Current Year	嵩		Next Year
		Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
	Total Income	0	0	0	0	0	0	0	0
	101 Net Expenditure	137,340	161,427	151,721	12,844	164,565	94,451	163,809	161,221
102	DEMOCRATIC COSTS								
4001	SALARIES	44,798	35,426	49,260	0	49,260	20,667	42,000	51,069
4007	CONFERENCES/MEETINGS	2,000	25	2,000	0	2,000	0	750	500
4008	COURSES/TRAINING	2,500	277	2,500	0	2,500	1,732	2,000	2,000
4009	TRAVEL	006	371	006	0	006	242	200	009
4017	License - PC Software	200	0	200	0	200	0	0	0
4020	MISC EXPENSES	200	305	200	0	200	260	200	200
4021	Tel. Calls/Service & Broadband	200	163	200	0	200	97	200	200
4023	STATIONERY/PRINTING	750	0	750	0	750	0	0	0
4024	SUBSCRIPTIONS	0	300	0	0	0	0	0	0
4028	REGALIA	200	0	200	0	200	0	900	200
4029	TOWN ADVERTISING	0	101	0	0	0	0	0	0
4031	OTHER ADVERTISING	178	178	0	0	0	0	0	0
4033	CIVIC BALL EXPENDTRE	3,500	6,473	3,500	0	3,500	211	3,500	3,500
4045	I T MAINTENANCE/SUPPORT	0	0	0	0	0	38	38	20
4062	MAYORS ALLCE	2,000	2,000	2,000	0	2,000	1,000	2,000	2,000
4063	Civic/Ceremonial Expenses	5,000	3,459	5,000	0	5,000	3,285	5,000	5,000
				Case as bounding	0000				
			-						

4004 104 1034 1080 4020 4991 4992 4178 1033 4900 4135 4134 4097 4096 4065 4064 WAGES
MISC EXPENSES TOWN HALL BAR MISC INCOME MAYOR'S FUNDRAISING CIVIC BALL INCOME DEPRECIATION CHARGE MAYORS F'RAISING DON'N TWINNING EXPENSES TRANSFER FROM RESERVES TRANSFER TO RESERVES Neighbourhood Plan TOWN CRIER EXPENSES Clir IT Allowance CLLRS ALLOWANCE ELECTIONS 102 OverHead Expenditure Net Expenditure Total Income Budget 250 101,813 25,000 3,500 0 2,500 8,687 6,000 2,500 1,000 350 Last Year 0 0 0 0 68,954 63,613 6,000 Note: Preliminary Budget Computation 2020/21 5,341 1,113 4,178 5,139 5,655 50 Agreed Budget 85,782 88,282 7,500 0 6,000 2,500 5,000 8,687 2,500 1,000 Continued on Page 5 0 0 0 0 0 Revised Budget Current Year 85,782 7,500 2,500 6,000 1,000 8,687 0 Actual YTD 42,046 -6,402 1,675 6,000 1,632 5,874 6,402 0 0 Projected Actual 78,922 81,422 11,747 2,500 6,402 2,500 5,000 1,000 0 0 0 0 0 Next Year Budget 12,000 78,204 80,704 1,000 1,500 2,500 2,500 Next Year ၾ 0 0 0 0 0 0 0

08/11/2019 Budget Detail - By Committee Tavistock Town Council Note: (-) Net Expenditure means Income is greater than Expenditure Page No 4

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Tavistock Town Council

ลก Expenditure		Next Year	t ar	200	0	089	0	1,180	000	0	700	700	0	1,000	40,000	0	1,000	42,000	120		8,659		
is greater th		Z	Next Year Budget	4.0		3		-	16,000			16,700		<u>.</u> .	40,		-	42,	-24,120		φ		
iture means Income			Projected Actual	500	0	089	0	1,180	12,000	∞	200	12,708	0	1,000	30,000	80	1,000	32,080	-18,192		25,378		
Note: (-) Net Expenditure means Income is greater than Expenditure			Actual YTD	44	0	340	0	384	5,950	∞	490	6,448	0	654	15,006	80	200	15,940	-9,108		12,639		
	2020/21	Current Year	Revised Budget Ad	1,000	0	089	0	9,180	16,000	0	700	16,700	117	2,500	40,000	0	1,000	43,617	-17,737		8,350		
Committee	omputation	ઇ	Net F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	Page 6	
Budget Detail - By Committee	Preliminary Budget Computation 2020/21		Agreed Budget	1,000	0	680	0	9,180	16,000	0	200	16,700	117	2,500	40,000	0	1,000	43,617	-17,737		8,350	Continued on Page 6	
	Note:	ear	Actual	461	23	089	737	6,470	14,941	909	847	16,294	117	3,500	41,600	86	1,100	46,415	-23,651		22,697		
		Last Year	Budget	1,000	0	089	0	5,180	18,000	375	200	18,875	0	2,000	30,000	750	200	33,250	-9,195		40,701		
				CHASE	S		CHARGE	 OverHead Expenditure	S-DRINK	S-FOOD	40	Direct Expenditure	HRE INC				& Licences	Total Income	4 Net Expenditure				
At 16:40				EQUIPMENT PURCHASE	LEGAL EXPENSES	AUDIT FEES	DEPRECIATION CHARGE	Ove	COST OF SALES-DRINK	COST OF SALES-FOOD	BAR SUPPLIES		EQUIPMENT HIRE INC	MISC INCOME	BAR SALES	FOOD SALES	Bar Extension & Licences		104	CEMETERY	SALARIES		

1010 1000 4898 4900 4046 4037 4024 4036 4023 4020 4021 4016 4014 4003 4008 4012 4011 RENT RECEIVED INTERMENTS RATES DEPRECIATION CHARGE EXCEPTIONAL MAINTENANCE EQUIPMENT PURCHASE GROUNDS MAINTENANCE PROPERTY MAINTENANCE SUBSCRIPTIONS STATIONERY/PRINTING Tel. Calls/Service & Broadband MISC EXPENSES ELECTRICITY WATER RATES CLEANING AND RUBBISH COURSES/TRAINING Pension Added Years 105 OverHead Expenditure Net Expenditure Total Income Budget 25,030 31,600 25,000 6,600 1,000 2,187 3,000 5,800 1,000 361 200 250 500 180 550 Last Year 22,844 13,895 35,165 28,015 58,009 7,150 8,622 2,187 Note: Preliminary Budget Computation 2020/21 1,449 339 798 465 651 -13,169 36,600 30,000 23,431 6,600 1,716 2,500 6,350 1,000 Continued on Page 7 250 500 185 180 200 550 750 472 Current Year -12,697 30,000 6,600 36,600 23,903 2,500 6,350 1,000 Actual YTD 11,175 14,433 10,970 25,608 3,463 1,200 1,678 1,291 6,864 115 210 254 148 Projected Actual 10,885 30,950 25,000 41,835 5,950 1,200 1,678 3,000 6,864 700 210 115 500 250 550 Next Year Budget -14,351 36,600 30,000 22,249 6,600 7,010 700 3,000 500 250 180

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Budget Detail - By Committee Note: (-) Net Expenditure means Income is greater than Expenditure

Page No 7	Note: (-) Net Expenditure means Income is greater than Expenditure	Next Year	Next Year Budget		0 90,033	0 200	0 0	48 0	1,800	0 27,000	0 2,500	1,000	4,000	2,500	27,500	4,100	3,000	5,000	2,500	1,500	0	173,133
	Expenditure means Inco		Projected Actual		84,930	700		4	1,800	26,250	2,500	1,000	4,000	4,500	24,000	4,550		5,000	2,500	1,500		163,278
	Note: (-) Net		Actual YTD		42,415	418	0	48	1,709	24,252	0	0	1,862	1,305	15,644	436	0	1,034	0	15	0	89,138
	n 2020/21	Current Year	Revised Budget		86,950	1,200	0	0	1,800	26,000	2,500	1,000	4,000	2,500	24,000	4,750	3,180	5,000	2,000	1,500	0	166,380
Tavistock Town Council	Budget Detail - By Committee Preliminary Budget Computation 2020/21	-	Net Virement		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Continued on Page 8
avistock	et Deta		et d		86,950	1,200	0	0	1,800	26,000	2,500	1,000	4,000	2,500	24,000	4,750	3,180	5,000	2,000	1,500	0	166,380 Continu
ľ	Budg		Agreed Budget		ŏ	•				5					(/1							16
1 1	Budg Note: Prelimit		Actual Budge		84,607	-1,444	504	111	1,672	25,188 26	0	0	3,380	2,368	60,628	4,107	360	6,188	3,776	1,113	-1,070	191,488
7	Budg Note : Prelimi	Last Year					0 504	0 111									7,180 360	4,000 6,188	2,000 3,776	1,500 1,113	0	161,282 191,488
Printed on 08/11/2019 Ta	At 16:40 Budg		Actual	CORPORATE MANAGEMENT	84,607	-1,444			1,672	25,188	0	0	3,380	2,368	60,628	4,107						191,488

1072 4095 4099 4092 4031 4067 107 1080 1075 1076 1090 Grant Funding -WHS G'hll Proj INTEREST RECEIVED S137 & OTHER GRANTS PRECEPT THT GRANT MUSEUM GRANT TOILET CLEANING CONT (WDBC) COMMUNITY GRANTS OTHER ADVERTISING MISC INCOME PRECEPT SUPPORT GRANT ≱ 16:40 106 107 OverHead Expenditure Net Expenditure Net Expenditure Total Income Total Income Budget 29,179 -463,711 590,814 624,993 25,000 7,000 46,450 14,300 46,450 5,000 150 Last Year 0 -434,896 590,814 Actual 626,384 13,700 6,613 11,300 17,679 16,433 17,679 34,113 29,179 6,261 2,500 Note: Preliminary Budget Computation 2020/21 130 Budget Detail - By Committee Agreed Budget -493,185 659,565 629,895 50,450 50,450 14,300 25,000 7,000 26,670 3,000 4,000 Continued on Page 9 0 Net Virement 0 0 0 0 Current Year Revised Budget -493,185 659,565 629,895 50,450 25,000 7,000 14,300 4,000 26,670 50,450 3,000 Actual YTD -569,426 629,910 658,564 11,950 26,670 11,950 11,950 Note: (-) Net Expenditure means Income is greater than Expenditure 1,984 0 Projected Actual -496,702 629,910 659,980 26,670 47,450 47,450 11,300 25,000 3,400 4,000 7,000 Next Year Budget -555,124 725,257 728,257 25,000 71,450 11,300 71,450 35,000 3,000 Next Year 0

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Tavistock Town Council

Page No 9
Note: (-) Net Expenditure means Income is greater than Expenditure

Tavistock Town Council Budget Detail - By Committee Note: Preliminary Budget Computation 2020/21

	Next Year	Next Year Budget		11,150	20,000	0	0	0	31,150	31,150		60,000	0	0	0	0	0	27,500	0	12,750	0	ANN ANNANA POPUPEHLIHIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
		Projected Actual		11,678	20,000	0	0	0	31,678	31,678		60,000	0	6,747	0	0	0	27,500	1,631,666	12,750	0	NOVINCHI PROGRAMMA AND AND AND AND AND AND AND AND AND AN
		Actual YTD		5,697	10,000	0	0	0	15,697	15,697		000'09	0	0	0	0	0	27,500	64,800	12,750	0	ANDALAN KATELONG KAT
170707	Current Year	Revised Budget /		11,700	20,000	0	0	0	31,700	31,700		60,000	0	6,747	0	0	0	27,500	1,631,666	12,750	0	
Comparance	Oį	Net Virement		0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	n Page 10
lemmary Dadger Comparation Edger		Agreed Budget		11,700	20,000	0	0	0	31,700	31,700		60,000	0	6,747	0	0	0	27,500	1,631,666	12,750	0	Continued on Page 10
. 2101	sar	Actual		12,252	20,000	68,815	-11,413	-57,403	32,252	32,252		215,000	69,537	0	3,680	0	0	27,500	110,412	12,750	27,576	
	Last Year	Budget		12,116	20,000	94,200	-94,200	0	32,116	32,116		215,000	0	0	0	0	0	27,500	0	12,750	25,188	
		•	THI (TTC COSTS ONLY)	LOAN INTEREST	LOAN CAPITAL REPAID	TTC Cont'n to THI Projects	TRANSFER FROM RESERVES	FUNDED FROM ROLLING CAP FUND	OverHead Expenditure	108 Net Expenditure	GEN CAPITAL PROJECTS	ROLLING CAPITAL FUND PROVISION 215,000	CAP Relocation of Works Depot	CAP Council ICT Infrastructure	CAP Duke St Repointing etc	CAP Rundle Room Refurbishment	CAP Guildhall Refurbishment	CAP - THI PROPERTIES SINKING F	CAP G'hall Delivery Phase	CAP - Guildhall Sinking Fund	CAP -BUTCHERS HALL REFURB	
			108	4053	4054	4501	4992	4997			109	4800	4810	4811	4812	4821	4823	4825	4826	4827	4828	

1079 1072 4839 4840 4841 4842 4901 4903 4992 4996 4996 4838 4837 4836 4835 4834 4833 4832 4831 LOAN PROCEEDS Grant Funding -WHS G'hll Proj BID Levy TRANSFER FROM RESERVES FUNDED FROM ROLLING CAP FUND ASSETS CAPITALISED CAP - PM Surround Addit'l CAP Guildhall/BCP Contingency CAP Market Road Resurfacing CAP Play Park Resurfacing CAP - Meadows Resurfacing CAP - PMK Internal Units CAP - PMK Lighting/Heating CAP - Pannier Market Roof CAP - Pannier Market Doors CAP-PANNIER MARKET DRAINAGE CAP-TENNIS COURT RESURFACING CAP- TH ROOF LEAKS OverHead Expenditure Total Income 289,425 5,587 3,400 Last Year 0 0 0 0 0 0 291,047 -492,004 Actual 101,131 -16,225 16,225 47,979 62,482 75,277 20,400 6,146 2,945 Note: Preliminary Budget Computation 2020/21 0 1,400,998 1,277,800 877,800 -560,952 400,000 60,000 75,000 10,000 35,975 14,764 10,000 9,248 3,700 4,600 Continued on Page 11 -20,203 10,203 0 1,277,800 0 **Current Year** 1,390,998 400,000 877,800 -560,952 10,203 39,797 75,000 35,975 10,000 14,764 10,000 9,248 3,700 4,600 Actual YTD -54,886 46,794 160,988 46,794 38,699 5,648 2,876 3,600 Projected Actual 1,386,574 1,277,800 877,800 400,000 -560,952 10,203 39,797 75,000 35,975 10,000 14,764 10,000 5,648 2,876 4,600 Next Year Budget 108,397 5,147 3,000 Next Year 0 0 0 0 0 0 0 0 0 0 0 0

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Printed on 08/11/2019			Tavistock Town Council	vn Council				Page No 11
At 16:40			Budget Detail - By Committee	y Committee		Note: (-) Net Expen	iditure means Income i	Note: (-) Net Expenditure means Income is greater than Expenditure
THE PROPERTY OF THE PROPERTY O		Note:	Note: Preliminary Budget Computation 2020/21	t Computatio	n 2020/21			
	<u>Last Year</u>	Year			Current Year	-1		Next Year
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
		0	> 	> 	0	0	0	0
Total Income	о ше 0	0	0	0	0	0	0	0
109 Net Expenditure	liture 289,425	291,047	123,198	-10,000	113,198	114,194	108,774	108,397
Finance & General Purposes - Expenditure	iiture 865,561	872,914	1,950,892	3,316	1,954,208	455,409	1,939,075	670,384
Inc	Income 706,293	743,845	2,032,132	0	2,032,132	746,128	2,012,451	813,557
Net Expenditure	liture 159,268	129,069	-81,240	3,316	-77,924	-290,720	-73,376	-143,173
			Continued on Page 12	Page 12				
на н		_					_	

201 4038 4050 4058 4900 4058 Properties Committee 1010 4037 4036 4012 203 1010 RENT RECEIVED Professional Fees - Properties RENT RECEIVED ALLOTMENTS THE MEADOWS PROPERTY MAINTENANCE WATER RATES DEPRECIATION CHARGE Professional Fees - Properties POOP SCOOP CONTRACT MAINTENANCE GROUNDS MAINTENANCE At 16:40 201 OverHead Expenditure OverHead Expenditure Net Expenditure Total Income Budget 1,687 0 2,251 6,878 5,000 150 42 10 Last Year 5 9 0 0 Actual 13,258 Note: Preliminary Budget Computation 2020/21 2,251 5,825 5,477 0 82 42 1,687 144 0 0 0 **Budget Detail - By Committee** Agreed Budget **Tavistock Town Council** 5,500 0 0 2,251 5,625 Continued on Page 13 125 10 10 0 0 0 Net Virement 1,667 0 Revised Budget Current Year 2,251 5,500 7,292 1,667 9 10 10 Actual YTD Note: (-) Net Expenditure means Income is greater than Expenditure 1,691 4,371 35 0 1,667 840 1,704 125 103 <u>...</u> 11 33 3 10 Projected Actual 100 0 1,667 1,000 2,000 125 0 2,251 4,892 103 113 3 6 Next Year Budget 1,000 2,000 2,251 Next Year 3,100 100 10 10 6 0

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Tavistock Town Council Budget Detail - By Committee Note: Preliminary Budget Computation 2020/21

Page No 13 Note: (-) Net Expenditure means Income is greater than Expenditure

	Next Year	Next Year Budget	0	2,251	849		0	800	10,000	0	0	0	10,800	10,800		5,069	0	18,500	11,500	0	35,069		
		Projected Actual	2,530	4,781	<u></u>		47	743	10,000	0	0	0	10,790	10,790		3,490	0	18,500	10,000	0	31,990		
		Actual YTD	2,530	4,221	151		47	743	3,554	0	0	0	4,344	4,344		1,745	0	9,738	1,000	4,440	16,924		
1.7/0707	Current Year	Revised Budget A	0	2,251	5,041		47	1,000	10,000	0	0	0	11,047	11,047		6,700	0	17,500	11,500	3,000	38,700		
t Computation	δl	Net F Virement	0	0	1,667		47	0	0	0	0	0	47	47		0	0	0	0	0	0	n Page 14	
Note: Preliminary Budget Computation 2020/21		Agreed Budget	0	2,251	3,374		0	1,000	10,000	0	0	0	11,000	11,000		6,700	0	17,500	11,500	3,000	38,700	Continued on Page 14	
Note: F	ar	Actual	0	2,251	11,007		147	725	8,659	770	-8,000	10,028	12,328	12,328		3,481	288	17,866	9,826	2,847	34,308		
	Last Year	Budget	0	2,251	4,627		147	1,000	10,000	0	0	0	11,147	11,147		9,790	0	17,500	11,500	3,400	42,190		
			LETTING INCOME	Total Income	203 Net Expenditure	PLAY EQUIPMENT	GROUNDS MAINTENANCE	CONTRACT MAINTENANCE	EQUIPMENT MAINT'CE	EQUIPMENT PURCHASE	DEF'D GRANTS OFFSET DEP'N	DEPRECIATION CHARGE	OverHead Expenditure	204 Net Expenditure	GOOSE FAIR	SALARIES	WAGES	MISC EXPENSES	PARK & RIDE EXPEND	IRRECOVERABLE VAT	OverHead Expenditure		
			1020			204	4037	4038	4042	4046	4899	4900			205	4001	4004	4020	4048	4902			

1020 4136 207 4031 4902 1060 1061 1081 4020 206 LETTING INCOME GOOSE FAIR INCOME PARK & RIDE INCOME TOWN HALL EVENTS COSTS Garden Festival Income Community Festival of Food & C IRRECOVERABLE VAT MISC EXPENSES Garden Festival OTHER ADVERTISING 206 205 OverHead Expenditure OverHead Expenditure Net Expenditure Net Expenditure Total Income Total Income Budget 41,500 48,750 -1,850 -6,560 3,300 7,250 3,300 1,450 600 650 200 Last Year 0 0 0 Actual -19,643 53,951 45,826 -2,567 8,125 3,053 Note: Preliminary Budget Computation 2020/21 3,053 283 486 0 Agreed Budget -10,050 -2,150 48,750 41,500 7,250 3,000 3,000 Continued on Page 15 350 500 0 850 0 0 0 0 0 0 0 0 0 Revised Budget 41,500 Current Year -10,050 48,750 7,250 -2,150 3,000 3,000 500 850 0 0 Actual YTD -28,350 Note: (-) Net Expenditure means Income is greater than Expenditure 45,273 40,192 5,081 7,265 7,265 1,098 1,098 -549 567 271 549 45 Projected Actual -14,591 41,500 46,581 -2,266 5,081 3,000 3,000 567 500 734 0 Next Year Budget -12,931 41,500 48,000 -2,250 6,500 3,000 3,000 500 Next Year 250 750 0 0 0

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Budget Detail - By Committee Page No 14

Page No 15 Note: (-) Net Expenditure means Income is greater than Expenditure Tavistock Town Council Budget Detail - By Committee Note : Preliminary Budget Computation 2020/21

	Next Year	ted Next Year	7,417 0	7,984 0	-7,984 0		02 99	0 268	0	1,250 0	0	009 009	1,000 1,000	1,500 1,500	5,313 3,170	3,050 550	92 60	3,107 610	2,206 2,560			-
		Projected TD Actual	7,417	7,984	-719		99	897	30	1,250	0	0	0	1,245	3,488	2,913	57	2,969	518			
	Current Year	Revised Budget Actual YTD	0 7,	0 7,	0		75	897	0	0 1,	0	1,200	1,000	1,500 1,	4,672 3,	550 2,	53	603 2,	4,069			
	ŌΙ	Net F Virement	0	0	0		0	268	0	0	0	0	0	0	897	0	0	0	897		Continued on Page 16	
reminiary badge		Agreed Budget	0	0	0		75	0	0	0	0	1,200	1,000	1,500	3,775	550	53	603	3,172		Continued	
i anoni	ear	Actual	0	0	0		64	1,910	0	525	364	0	587	0	3,450	250	53	603	2,846			
	Last Year	Budget	0	0	0		75	1,910	0	0	0	1,200	1,000	1,500	5,685	550	50	009	5,085			
			Partnership Funding	Total Income	207 Net Expenditure	OPEN SPACES/MONUMTS	WATER RATES	GROUNDS MAINTENANCE	POOP SCOOP	Professional Fees - Properties	PATHS MAINTENANCE	TOWN SIGNS	ANCIENT MONUMENTS	TOWN CLOCK	OverHead Expenditure	RENT RECEIVED	MISC INCOME	Total Income	208 Net Expenditure			
			1089			208	4012	4037	4050	4058	4073	4076	4102	4117		1010	1080					

1010 1050 4073 4900 4058 1080 4042 4038 4037 4036 4021 4012 4011 301 MISC INCOME RENT RECEIVED CAR PARK FEES RATES DEPRECIATION CHARGE EQUIPMENT MAINT'CE PROPERTY MAINTENANCE WATER RATES CAR PARKS PATHS MAINTENANCE Professional Fees - Properties CONTRACT MAINTENANCE GROUNDS MAINTENANCE Tel. Calls/Service & Broadband At 16:40 301 OverHead Expenditure Net Expenditure Total Income Budget -24,616 35,450 35,000 10,834 1,500 1,000 6,675 680 300 150 200 750 Last Year 29 Actual 33,082 33,632 10,655 2,094 Note: Preliminary Budget Computation 2020/21 400 625 173 626 0 680 179 29 Agreed Budget -16,250 24,550 24,000 8,300 1,000 5,450 Continued on Page 17 150 400 900 200 750 0 0 0 0 Current Year Revised
Budget Actual YTD -16,250 150 24,000 24,550 8,300 5,450 -15 329 150 21,766 21,916 6,587 1,017 47 Projected Actual -27,755 35,150 35,000 7,395 5,401 1,017 700 200 0 47 30 Next Year Budget -19,630 27,150 24,000 3,150 7,520 1,050 200 Next Year 750 0

Budget Detail - By Committee Tavistock Town Council Note: (-) Net Expenditure means Income is greater than Expenditure Page No 16

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	At 16:40			Budget Detail - By Committee	By Committee		Note: (-) Net Exp	oenditure means Income	Note: (-) Net Expenditure means Income is greater than Expenditure
			Note:	Note: Preliminary Budget Computation 2020/21	et Computation	n 2020/21			
		Last Year	rear			Current Year	5 1		Next Year
		Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
302	PUBLIC LIGHTING								
4014	ELECTRICITY	5,000	5,624	5,000	0	5,000	2,904	6,000	6,000
4036	PROPERTY MAINTENANCE	334	334	0	0	0	0	0	0
4038	CONTRACT MAINTENANCE	2,000	1,982	2,000	0	2,000	484	2,000	2,000
4042	EQUIPMENT MAINT'CE	1,500	0	1,500	0	1,500	0	1,500	1,500
4108	CHRISTMAS LIGHTS	000'6	3,877	6,000	0	6,000	0	6,000	6,000
4900	DEPRECIATION CHARGE	0	3,294	0	0	0	0	0	0
	OverHead Expenditure	17,834	15,111	14,500	0	14,500	3,388	15,500	15,500
	302 Net Expenditure	17,834	15,111	14,500	0	14,500	3,388	15,500	15,500
303	PUBLIC TOILETS								
4016	CLEANING AND RUBBISH	6,000	3,818	6,000	0	6,000	2,265	5,000	5,000
4120		0	0	0	0	0	0	0	58,602
4900	DEPRECIATION CHARGE	0	2,475	0	0	0	0	0	0
	OverHead Expenditure	6,000	6,293	6,000	0	6,000	2,265	2,000	63,602
	303 Net Expenditure	9 6,000	6,293	000'9	0	6,000	2,265	5,000	63,602
402	GUILDHALL								
4011	RATES	7,400	7,320	7,550	0	7,550	7,488	7,488	7,650
				Continued	Continued on Page 18				

4001 4004 403 4055 4900 4054 4053 4038 4036 4021 4020 4016 4015 4014 1073 4012 SALARIES WAGES TOWN HALL GRANT FUNDING HLF GAS DEPRECIATION CHARGE PROPERTY MAINTENANCE Tel. Calls/Service & Broadband MISC EXPENSES CLEANING AND RUBBISH ELECTRICITY WATER RATES Professional Fees (other) LOAN INTEREST CONTRACT MAINTENANCE OAN CAPITAL REPAID 402 OverHead Expenditure Net Expenditure Total Income Budget 71,726 2,500 35,254 10,000 3,500 2,000 5,000 1,000 1,000 5,000 204 150 Last Year 0 Actual 69,542 5,712 13,557 18,427 4,870 4,870 4,406 Note: Preliminary Budget Computation 2020/21 1,007 2,689 204 99,450 25,200 25,200 3,500 7,000 4,000 2,000 1,000 1,000 2,500 Continued on Page 19 500 150 0 758 0 0 Current Year Revised Budget 99,450 25,958 4,000 2,000 1,000 7,000 3,500 2,500 Actual YTD 24,395 1,914 12,152 12,152 2,186 Projected Actual 48,790 19,646 19,646 4,000 7,000 2,000 1,500 300 100 Next Year Budget 125,862 63,655 11,204 11,201 10,000 4,000 7,500 1,800 7,500 4,000 2,500 300 0

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Budget Detail - By Committee Note: (-) Net Expenditure means Income is greater than Expenditure Page No 18

Page No 19	s greater than Expenditure		Next Year	Next Year Budget	0	200	10,400	1,250	5,500	4,000	3,000	300	1,100	0	0	0	4,000	1,500	2,000	1,500	0	0	0	0	009			
	Note: (-) Net Expenditure means Income is greater than Expenditure	•		Projected Actual	260	200	10,188	1,250	5,500	3,600	3,000	300	1,100	2,576	0	6,834	4,000	1,500	3,621	1,500	0	0	1,750	120	009			
	Note: (-) Net E			Actual YTD	260	135	10,188	539	2,117	770	1,734	140	643	2,576	0	6,834	2,014	185	3,621	643	0	0	1,750	120	0			
		2020/21	Current Year	Revised Budget	0	200	10,260	2,500	5,500	4,500	3,000	200	1,100	2,435	0	4,569	2,500	1,500	800	1,500	0	0	700	0	009			
Tavistock Town Council	Budget Detail - By Committee	Preliminary Budget Computation 2020/21	01	Net Virement	0	0	0	0	0	0	0	0	0	2,435	0	4,569	0	0	0	0	0	0	0	0	0		on Page 20	
Tavistock T	Budget Detail	Preliminary Bude		Agreed Budget	0	200	10,260	2,500	5,500	4,500	3,000	200	1,100	0	0	0	2,500	1,500	800	1,500	0	0	700	0	009		Continued on Page	
		Note:	ear	Actual	399	330	096'6	3,023	5,378	3,583	2,733	429	1,103	9,295	25	6,681	3,618	2,211	0	2,587	166	7,000	445	0	420			
			<u>Last Year</u>	Budget	0	200	9,250	1,900	4,200	5,000	3,500	200	1,000	9,294	0	6,681	1,750	2,000	800	1,500	446	7,000	200	0	009			
Printed on 08/11/2019	At 16:40				PROTECTIVE CLOTHING/UNIFORMS	COURSES/TRAINING	RATES	WATER RATES	ELECTRICITY	GAS	CLEANING AND RUBBISH	MISC EXPENSES	Tel. Calls/Service & Broadband	OTHER ADVERTISING	WEBSITE DESIGN/M'TCE	PROPERTY MAINTENANCE	CONTRACT MAINTENANCE	EQUIPMENT MAINT'CE	PERFORMING RIGHTS	EQUIPMENT PURCHASE	LOAN INTEREST	LOAN CAPITAL REPAID	LEGAL EXPENSES	Professional Fees - Properties	TOWN HALL ENTERTAINERS			
Ÿ					4006	4008	4011	4012	4014	4015	4016	4020	4021	4031	4032	4036	4038	4042	4044	4046	4053	4054	4056	4058	4091			

4023 1015 1020 1021 1022 1022 1023 1041 1071 4201 4136 3002 4902 4900 4093 TICKET SALES

LETTING INCOME

EQUIPMENT HIRE INC

FORFEITED DEPOSITS STATIONERY/PRINTING MISC INCOME COST OF SALES-FOOD IRRECOVERABLE VAT TH MANAGER'S BUDGET STAFF COSTS RECOVERED ELECTRICITY RECOVERY TH KITCHEN LETTING INCOME DEPRECIATION CHARGE Bad Debts Written Off TOWN HALL EVENTS COSTS ₽ 16:40 403 OverHead Expenditure Direct Expenditure Net Expenditure Total Income Total Income Budget 136,048 86,148 44,000 5,000 2,500 1,500 1,500 250 Last Year 105,332 146,755 33,188 Note: Preliminary Budget Computation 2020/21 1,568 9,044 678 606 Budget Detail - By Committee 143,610 47,150 40,000 6,000 2,000 1,500 1,500 Continued on Page 21 500 500 150 0 7,005 Current Year 103,465 150,615 47,150 40,000 2,000 1,500 0 Actual YTD 45,275 13,295 62,081 Note: (-) Net Expenditure 16,811 1,748 1,069 275 150 Projected Actual 102,489 2,500 3,500 1,500 550 150 is greater than Expenditure Next Year Budget 161,312 168,512 2,500 1,500

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Tavistock Town Council Budget Detail - By Committee Note : Preliminary Budget Computation 2020/21

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

	Next Year	Next Year Budget		269,200	3,000	750	6,500	400	100	24,350	009	3,000	1,500	12,000	350	700	3,500	300	1,500	0	0	5,000		
		Projected Actual		269,204	2,608	200	6,000	400	100	46,314	009	3,000	4,500	11,000	350	200	4,500	300	0	1,933	4,319	5,000		
		Actual YTD		134,602	2,094	0	5,892	0	0	0	115	945	2,165	6,283	0	358	2,452	0	0	1,933	4,319	2,953		
2020/21	Current Year	Revised Budget		274,450	3,000	1,000	6,500	400	100	22,250	1,000	3,500	4,500	12,000	350	700	3,500	300	200	1,813	2,281	3,000		
st Computation	SI	Net Virement		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,813	2,281	0	on Page 22	
Note: Preliminary Budget Computation 2020/21		Agreed Budget		274,450	3,000	1,000	6,500	400	100	22,250	1,000	3,500	4,500	12,000	350	700	3,500	300	200	0	0	3,000	Continued on Page 22	
Note: F	ear	Actual		256,877	2,140	740	5,998	87	12	608-	524	1,903	5,005	10,527	335	986	2,772	0	0	9,376	4,765	2,118		_
	Last Year	Budget		240,268	3,000	1,000	6,500	400	100	11,800	300	4,000	0	12,000	300	400	3,000	300	200	9,377	4,766	3,000		
			WORKSHOP DEPOT	SALARIES	PROTECTIVE CLOTHING/UNIFORMS	CONFERENCES/MEETINGS	COURSES/TRAINING	TRAVEL	MISC STAFF COSTS	RATES	WATER RATES	ELECTRICITY	GAS	CLEANING AND RUBBISH	License - PC Software	MISC EXPENSES	Tel. Calls/Service & Broadband	SUBSCRIPTIONS	RECRUITMENT ADVTG	PROPERTY MAINTENANCE	GROUNDS MAINTENANCE	CONTRACT MAINTENANCE		
			404	4001	4006	4007	4008	4009	4010	4011	4012	4014	4015	4016	4017	4020	4021	4024	4030	4036	4037	4038		

4031 405 1087 1088 1021 1071 1082 1080 4041 4042 4073 4900 4058 4047 4046 4043 OTHER ADVERTISING GENERAL PROPERTY SERVICES Play Park Inspections Grounds Mtc Contract - WDBC DEPOT SEAT INCOME MISC INCOME STAFF COSTS RECOVERED EQUIPMENT HIRE INC DEPRECIATION CHARGE PATHS MAINTENANCE EQUIPMENT PURCHASE VEHICLE RUNNING COST EQUIPMENT MAINT'CE Professional Fees - Properties GEN\WKS MGRS BUDGET EQUIPMENT HIRE 16:40 OverHead Expenditure Net Expenditure Total Income Budget 324,211 335,011 10,800 -2,003 13,500 9,000 1,500 3,000 6,000 7,000 2,500 2,000 300 Last Year 0 325,833 Actual 351,460 11,150 14,318 25,627 16,307 9,000 Note: Preliminary Budget Computation 2020/21 1,958 1,648 1,520 1,105 3,572 5,835 4,891 1,711 350 Agreed Budget 364,250 375,050 24,000 10,800 15,500 9,000 1,500 3,000 7,000 2,500 8,000 2,000 Continued on Page 23 300 0 -8,403 4,093 Current Year Revised Budget 368,343 379,143 15,597 10,800 15,500 9,000 1,500 7,000 2,500 3,000 8,000 2,000 300 Actual YTD 186,397 187,573 10,757 2,812 1,176 9,201 -500 810 112 866 502 0 0 0 Projected Actual 387,518 400,328 11,700 10,000 15,500 12,810 9,000 1,500 3,000 7,000 1,500 2,500 1,000 810 Next Year Budget 370,000 373,000 24,000 16,750 10,000 2,500 3,000 1,500 1,500 7,000 1,000

08/11/2019 **Budget Detail - By Committee** Tavistock Town Council Note: (-) Net Expenditure means Income is greater than Expenditure Page No 22

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Tavistock Town Council Budget Detail - By Committee Note: Preliminary Budget Computation 2020/21

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Page No 23 Note: (-) Net Expenditure means Income is greater than Expenditure

	Next Year	Next Year Budget	0	68,750	30,000	0	000'6	131,750	131,750		0	0	75	284	0	0	0	359	16,400	16,400	-16,041		
		Projected Actual	0	24,056	12,666	0	2,310	50,732	50,732		0		96	1,853	40	0	0	1,996	16,400	16,400	-14,404		
		Actual YTD	0	0	0	0	0	0	0		0	7	43	1,674	40	0	0	1,764	75	75	1,689		
2020/21	Current Year	Revised Budget	0	27,963	13,818	200	8,000	65,878	65,878		480	7	96	1,853	0	0	0	2,436	16,400	16,400	-13,964		
er Computation	O	Net Virement	0	-45,787	-16,182	0	0	-70,372	-70,372		0	7	0	0	0	0	0		0	0	7	on Page 24	
Note: Preliminary Budget Computation 2020/21		Agreed Budget	0	73,750	30,000	900	8,000	136,250	136,250		480	0	96	1,853	0	0	0	2,429	16,400	16,400	-13,971	Continued on Page 24	
Note : F	ear	Actual	0	ω	250	408	0	999	999		48	0	384	3,333	0	-2,036	4,239	5,967	16,400	16,400	-10,433		
	<u>Last Year</u>	Budget	20	13,401	14,373	200	4,000	30,341	30,341		1,600	0	395	3,333	0	0	0	5,328	16,400	16,400	-11,072		
			DRAKE RD UPGRADE	PROPERTY MAINTENANCE	GROUNDS MAINTENANCE	CONTRACT MAINTENANCE	Professional Fees - Properties	OverHead Expenditure	405 Net Expenditure	COURT GATE PROPS	ELECTRICITY	PROPERTY MAINTENANCE	LOAN INTEREST	LOAN CAPITAL REPAID	Professional Fees - Properties	DEF'D GRANTS OFFSET DEP'N	DEPRECIATION CHARGE	OverHead Expenditure	RENT RECEIVED	Total Income	406 Net Expenditure		
												4036	4053		4058	4899	4900		1010				

4001 502 1010 1011 4055 4058 4036 4038 4012 4014 4015 1068 4011 501 SALARIES PANNIER MARKET RATES MISC INCOME INSURANCE RECHARGED RENT RECEIVED Professional Fees - Properties Professional Fees (other) CONTRACT MAINTENANCE ELECTRICITY WATER RATES Legal Fees Recovered PROPERTY MAINTENANCE DUKE STREET SHOPS At 16:40 OverHead Expenditure Net Expenditure Total Income Budget -193,286 130,673 200,800 199,500 1,300 7,514 2,200 3,364 500 600 100 750 Last Year -194,601 112,292 Actual 202,806 204,805 10,205 1,350 4,816 3,364 1,476 Note: Preliminary Budget Computation 2020/21 291 200 450 175 Agreed Budget 205,000 206,300 97,750 3,700 1,300 2,200 Continued on Page 25 500 600 300 100 Net Virement 0 0 Current Year Revised
Budget Actual YTD -202,600 205,000 206,300 97,750 1,300 3,700 2,200 100 300 500 600 0 -144,264 146,390 1,250 147,840 60,358 3,575 2,675 200 738 128 0 0 0 Projected Actual -201,225 205,000 120,716 206,500 1,300 5,275 2,675 1,500 200 500 400 100 Next Year Budget -203,900 104,295 205,000 206,500 1,300 2,600 1,500 200 500 400

Tavistock Town Council
Budget Detail - By Committee Note: (-) Net Expenditure means Income is greater than Expenditure

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Budget Detail - By Committee
Note : Preliminary Budget Computation 2020/21

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Page No 25 Note: (-) Net Expenditure means Income is greater than Expenditure

		Last Year	ear			Current Year	L .		Next Year
		Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4004	WAGES	18,500	22,278	18,500	0	18,500	4,407	8,850	2,000
4006	PROTECTIVE CLOTHING/UNIFORMS	0	134	0	0	0	93	93	0
4007	CONFERENCES/MEETINGS	0	0	0	0	0	1,050	1,050	750
4008	COURSES/TRAINING	200	100	200	0	200	0	0	750
4009	TRAVEL	250	167	250	0	250	0	250	250
4010	MISC STAFF COSTS	100	0	100	0	100	0	100	100
4011	RATES	45,800	29,580	43,950	0	43,950	46,788	46,788	47,800
4012	WATER RATES	200	311	200	0	200	208	200	900
4014	ELECTRICITY	25,000	7,503	25,000	0	25,000	4,605	10,000	10,000
4015	GAS	6,000	7,621	6,000	0	6,000	3,673	10,000	10,000
4016	CLEANING AND RUBBISH	20,000	22,319	25,000	0	25,000	11,548	25,000	27,000
4020	MISC EXPENSES	200	681	200	0	200	194	200	500
4021	Tel. Calls/Service & Broadband	1,100	1,104	1,100	0	1,100	631	1,200	1,200
4023	STATIONERY/PRINTING	1,200	746	200	0	200	370	370	500
4024	SUBSCRIPTIONS	0	318	350	0	350	358	356	375
4029	TOWN ADVERTISING	10,000	1,935	5,000	0	5,000	1,663	3,500	4,000
4031	OTHER ADVERTISING	6,109	6,109	0	3,042	3,042	3,262	3,262	0
4032	WEBSITE DESIGN/M'TCE	0	0	0	0	0	45	15	0
4036	PROPERTY MAINTENANCE	5,028	5,028	0	38,741	38,741	38,755	38,755	0
4037	GROUNDS MAINTENANCE	340	340	0	830	830	830	830	0
4038	CONTRACT MAINTENANCE	2,500	4,334	7,500	0	7,500	2,137	7,500	7,500
				Continued on Page 26	Page 26				
					,				

1043 1044 1010 1020 1040 1041 4046 4058 4094 4899 4900 4902 4997 4042 4044 LETTING INCOME
MARKET TOLLS MARKET CARRIER BAGS MARKET LOCK-UPS MARKET STORAGE ELECTRICITY RECOVERY Purchase Promotional Material RENT RECEIVED FUNDED FROM ROLLING CAP FUND DEPRECIATION CHARGE DEF'D GRANTS OFFSET DEP'N MARKET REEVE BUDGET Professional Fees - Properties EQUIPMENT PURCHASE PERFORMING RIGHTS EQUIPMENT MAINTCE IRRECOVERABLE VAT ≱ 16:40 OverHead Expenditure Direct Expenditure Budget 381,000 292,550 33,360 28,500 15,000 23,000 5,000 1,500 1,000 500 500 450 Last Year 14,716 23,477 339,885 Actual 247,410 26,175 16,403 4,493 4,185 1,668 1,529 Note: Preliminary Budget Computation 2020/21 268 -400 675 150 150 **Budget Detail - By Committee** Agreed Budget 390,000 242,450 -10,000 33,500 34,000 23,000 16,500 5,000 1,500 1,000 Continued on Page 27 450 500 42,613 Current Year Revised Budget 390,000 285,063 -10,000 33,500 34,000 16,500 5,000 1,500 1,000 500 450 Actual YTD 201,366 180,959 -10,000 Note: (-) Net Expenditure means Income is greater than Expenditure 17,250 9,987 2,683 7,977 1,184 300 300 112 0 390,000 284,296 23,000 20,000 5,000 1,500 1,184 1,000 300 300 477 0 Next Year Budget 20,000 390,000 250 221,020 5,000 33,500 500 23,000 1,500 1,000 Next Year 0

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Tavistock Town Council
Budget Detail - By Committee
Note : Preliminary Budget Computation 2020/21

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

	Next Year	Next Year Budget	800	250	0	473,300	-252,280		0	200	1,000	0	3,429	10,000	0	14,629	160,000	850	0	0	160,850	-146,221		
•		Projected Actual	800	250	85	473,485	-188,889		0	200	1,000	2,150	3,844	10,000	2,886	20,080	155,000	850	0	0	155,850	-135,770		
	5 -1	Actual YTD	385	0	85	254,667	-73,408		0	120	356	2,150	316	5,000	2,886	10,827	120,147	850	0	0	120,997	-110,170		
ZUZU/Z I	Current Year	Revised Budget	1,000	250	0	487,750	-202,687		0	0	300	2,150	3,934	10,000	0	16,384	160,000	850	0	0	160,850	-144,466		TO THE PROPERTY OF THE PROPERT
r computation	O ₁	Net Virement	0	0	0	0	42,613		0	0	0	2,150	0	0	0	2,150	0	0	0	0	0	2,150	n Page 28	
Temmary Duager Computation 2020/21		Agreed Budget	1,000	250	0	487,750	-245,300		0	0	300	0	3,934	10,000	0	14,234	160,000	850	0	0	160,850	-146,616	Continued on Page 28	
NOTE: L	ear	Actual	881	231	258	411,367	-163,807		4,800	119	455	869	4,259	10,000	3,454	23,955	155,529	820	165	112	156,656	-132,701		THE PROPERTY OF THE PROPERTY O
	<u>Last Year</u>	Budget	3,000	200	0	475,360	-182,810		7,220	200	1,000	869	4,160	10,000	0	23,449	150,000	009	0	0	150,600	-127,151		MALIWAMINA TRALIVATORI IN CARLO PROPERTY AND A STATE OF THE PROPERTY AND A STATE OF TH
TO PROPERTY OF THE PROPERTY OF			CAR PARK FEES	STAFF COSTS RECOVERED	MISC INCOME	Total Income	502 Net Expenditure	PANNIER MARKET SHOPS	RATES	WATER RATES	ELECTRICITY	PROPERTY MAINTENANCE	LOAN INTEREST	LOAN CAPITAL REPAID	Professional Fees - Properties	OverHead Expenditure	RENT RECEIVED	INSURANCE RECHARGED	ELECTRICITY RECOVERY	Legal Fees Recovered	Total Income	503 Net Expenditure		
			1050	1071	1080			503	4011	4012	4014	4036	4053	4054	4058		1010	1011	1041	1068				E DIESPANIAN PROPERTY

4014 4015 4036 4037 505 1010 1040 504 4902 4058 506 1010 IRRECOVERABLE VAT Professional Fees - Properties GROUNDS MAINTENANCE PROPERTY MAINTENANCE ELECTRICITY MARKET ROAD PROPERTIES RENT RECEIVED CORN MARKET MARKET TOLLS RENT RECEIVED CATTLE MARKET At 16:40 505 504 OverHead Expenditure Net Expenditure Net Expenditure Total income Total Income Budget -12,500 -20,000 12,500 12,500 20,000 20,000 5,699 3,585 0 914 900 300 Last Year Actuai -12,500 -20,575 20,000 575 12,500 20,575 12,500 5,667 1,012 Note: Preliminary Budget Computation 2020/21 3,585 156 914 Budget Detail - By Committee Agreed Budget -12,500 -20,500 20,000 500 12,500 20,500 **Tavistock Town Council** 12,500 1,100 1,720 Continued on Page 29 320 300 0 0 0 Net Virement 304 0 0 0 0 0 0 0 0 0 **Current Year** Revised Budget -12,500 -20,500 12,500 20,000 12,500 20,500 2,024 1,100 300 500 304 320 Actual YTD -15,446 Note: (-) Net Expenditure means Income is greater than Expenditure 15,000 -9,375 15,446 2,326 1,050 846 9,375 9,375 390 446 Projected Actual -12,500 -20,600 20,000 600 12,500 20,600 12,500 1,860 1,050 0 100 320 390 0 Next Year
Next Year
Budget -12,500 -20,600 12,500 20,000 12,500 20,600 600 420 320 100 Page No 28

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	At 16:40			Budget Detail - By Committee	By Committee		Note: (-) Net Exp	enditure means Income	Note: (-) Net Expenditure means Income is greater than Expenditure
			Note:	Note: Preliminary Budget Computation 2020/21	et Computation	2020/21 ב			
		Last	Last Year		•	Current Year		· · · · · · · · · · · · · · · · · · ·	Next Year
		Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1010	RENT RECEIVED	13,500	12,925	13,500	0	13,500	4,400	6,600	13,500
	Total Income	ne 13,500	12,925	13,500	0	13,500	4,400	6,600	13,500
	506 Net Expenditure	rre -7,801	-7,258	-11,780	304	-11,476	-2,074	-4,740	-13,080
207	BUTCHERS HALL								
4001	SALARIES	32,488	38,290	56,100	0	56,100	24,250	48,500	34,088
4006	PROTECTIVE CLOTHING/UNIFORMS	RMS 0	0	0	0	0	39	39	0
4011	RATES	4,100	7,016	5,950	0	5,950	5,892	5,892	6,050
4012	WATER RATES	400	141	400	0	400	62	150	250
4014	ELECTRICITY	6,000	3,583	6,000	0	6,000	844	5,500	5,500
4016	CLEANING AND RUBBISH	0	574	3,000	0	3,000	128	1,000	1,000
4020	MISC EXPENSES	0	180	200	0	200	57	200	200
4021	Tel. Calls/Service & Broadband	0	450	450	0	450	263	450	450
4031	OTHER ADVERTISING	4,920	4,921	0	2,925	2,925	3,191	3,191	0
4036	PROPERTY MAINTENANCE	4,707	4,708	0	4,530	4,530	4,530	4,530	0
4037	GROUNDS MAINTENANCE	325	325	0	09	09	90	09	0
4038	CONTRACT MAINTENANCE	200	593	1,500	0	1,500	1,223	2,000	2,000
4044	PERFORMING RIGHTS	0	411	200	0	200	544	544	550
4046	EQUIPMENT PURCHASE	0	268	200	0	200	0	200	500
4056	LEGAL EXPENSES	0	190	0	0	0	7.0	02	0
				Continued on Page 30	n Page 30				

1020 1022 1045 4119 3002 4058 LETTING INCOME
FORFEITED DEPOSITS
MARKET CARRIER BAGS
MISC INCOME
BAR SALES Properties Committee - Expenditure MDO MGRS BUDGET COST OF SALES-FOOD Professional Fees - Properties At 16:40 507 OverHead Expenditure Direct Expenditure Net Expenditure Net Expenditure Total Income Income 1,026,653 1,051,221 Budget -24,568 42,440 53,440 11,000 11,000 Last Year 0 0 1,011,854 968,512 -43,342 50,744 10,946 61,891 11,212 Note: Preliminary Budget Computation 2020/21 243 148 20 65 65 0 Budget Detail - By Committee 1,109,793 1,059,914 71,400 76,400 5,000 5,000 1,500 Continued on Page 31 0 0 0 0 -3,316 -3,316 7,515 7,515 0 0 0 **Current Year** 1,106,477 1,059,914 Revised Budget 46,563 78,915 83,915 1,500 5,000 5,000 Actual YTD 0 668,569 552,010 Note: (-) Net Expenditure 26,839 14,290 14,313 41,153 20 0 means Income is greater than Expenditure 1,040,145 1,041,359 44,602 28,024 28,000 72,626 1,214 20 4 0 0 0 1,022,871 Next Year Budget 1,166,044 22,588 28,000 50,588 28,000 Next Year

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Page No 31 Note: (-) Net Expenditure means Income is greater than Expenditure

Tavistock Town Council
Budget Detail - By Committee
Note : Preliminary Budget Computation 2020/21

		Last Year	ear		-•	Current Year	ar		Next Year
		Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
Town	Townscape Heritage Initiative								
901	THI Project Management								
4055	Professional Fees (other)	0	0	0	0	0	0	0	0
4986	From THI Comm.Fund Prior Year	0	0	0	0	0	51,947	0	0
4989	Funding from THI Common Fund	-71,400	-51,947	0	0	0	-51,482	0	0
5001	THI Project Manager	141,250	121,741	0	0	0	128,452	0	0
5002	THI Project Support Fees	43,750	8,308	0	0	0	8,308	0	0
5003	THI Professional Fees	25,000	15,091	0	0	0	18,743	0	0
5004	THI Other Project Costs	0	3,461	0	0	0	3,461	0	0
5299	THI Expenditure Prior Years	-102,475	-102,475	0	0	0	-148,600	0	0
	OverHead Expenditure	36,125	-5,822	0	0	0	10,829	0	0
1501	THI Grant Funding - HLF	138,600	96,653	0	0	0	100,213	0	0
1598	THI Reserve Funding Prior Year	0	0	0	0	0	-96,653	0	0
1599	THI Funding Prior Years	-102,475	-102,475	0	0	0	0	0	0
	Total Income	36,125	-5,822	0	0	0	3,560	0	0
	901 Net Expenditure	0	0	0	0	0	7,269	0	0
905	THI Complementary Measures								
4986	From THI Comm.Fund Prior Year	0	0	0	0	0	5,774	0	0
					;				
				Continued on Page 32	Page 32				

5101 5103 5110 5107 5106 5104 4989 1511 1501 5299 5111 4986 4988 4985 903 1599 Tfr to THI Comm.Fund Pr Year From THI Comm.Fund Prior Year Tfr to THI Common Fund THI CM - Craft Exp'ce Open Day THI CM - Heritage Skills Trng THI CM - THI Leaflets THI CM - THI Information THI CM - Heritage Open Days Funding from THI Common Fund THI Funding Prior Years THI Grant Funding - TTC THI Grant Funding - HLF THI Expenditure Prior Years THI Projects THI CM - Story of Tavistock THI CM - Energy Efficiency Sem ₽ 16:40 902 OverHead Expenditure Net Expenditure Total Income 520,000 -16,422 31,878 29,969 3,200 22,100 15,000 -1,909 -1,909 4,000 3,000 1,000 Last Year 0 0 0 513,595 1,500 -1,908 -5,774 -1,909 Note: Preliminary Budget Computation 2020/21 9,153 6,217 4,456 600 629 147 0 0 0 **Budget Detail - By Committee** Agreed Budget Continued on Page 33 0 Current Year Revised Budget 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 Actual YTD -5,774 -513,595 245,296 513,595 -12,138 Note: (-) Net Expenditure -6,364 4,000 9,553 1,285 6,548 8,752 5,350 8,421 147 0 0 Projected Actual 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 is greater than Expenditure Next Year Budget Next Year 0 0 0 0 0 0 0 0 0 0 0 0 0

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Tavistock Town Council Budget Detail - By Committee Note: Preliminary Budget Computation 2020/21

Page No 33 Note: (-) Net Expenditure means Income is greater than Expenditure

	Next Year	Next Year Budget	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
		Projected Actual	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		-
	Lı	Actual YTD	-240,811	314,439	573,291	183,571	5,680	40,130	218,320	0	39,809	72,996	46,181	-1,268,566	230,336	571,705	300,000	50,000	5,000	78,695	85,000	447,258		
202021	Current Year	Revised Budget	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
t Computation	ŌΙ	Net F Virement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n Page 34	
Preliminary Budget Computation 2020/21		Agreed Budget	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Continued on Page	
Note: 1	ear	Actual	-244,725	314,439	571,891	22,401	0	4,252	218,320	0	35,296	56,431	41,022	-821,659	711,265	502,190	300,000	50,000	5,000	78,695	85,000	408,560		-
	<u>Last Year</u>	Budget	-442,310	312,840	603,267	190,000	225,000	50,808	204,262	93,016	53,129	69,791	126,692	-821,659	1,184,836	814,433	300,000	20,000	5,000	80,000	85,000	447,137		
			Funding from THI Common Fund	THI Proj - Butchers Hall	THI Proj - Pannier Market	THI Public Realm - Pannier Mkt	THI Public Realm - G'h Square	THI Private - 3 Market Street	THI Private - 1 Church Lane	THI Private - 81 West Street	THI Private - 9 West Street	THI Private - 10 West Street	THI Private - Kingdon House	THI Expenditure Prior Years	OverHead Expenditure	THI Grant Funding - HLF	THI Grant Funding - TTC	THI Grant Funding - WDBC	THI Grant Funding - DCC	THI Grant Funding - GD LEAF	THI Grant Funding - S106 WDBC	THI - Owners Funding - TTC		
			4989	5201	5202	5211	5212	5222	5223	5224	5225	5226	5229	5299		1501	1511	1512	1513	1514	1515	1521		

Townscape Heritage Initiative - Expenditure 1522 1599 THI Funding Prior Years THI - Owners Funding - Private Total Budget Expenditure 3,143,144 Net Expenditure Net Expenditure Net Expenditure Total Income Income 1,184,836 3,008,444 1,250,930 134,700 1,250,930 Budget 224,925 -821,659 Last Year 0 0 2,465,026 2,551,325 -821,659 Actual 102,908 709,898 709,327 710,693 86,299 Note: Preliminary Budget Computation 2020/21 571 3,092,046 3,060,685 Agreed Budget -31,361 0 0 0 0 -31,361 -287,932 0 3,092,046 0 0 0 0 3,060,685 **Current Year** et Actual YTD
0 125,887
0 -1,536,865 0 0 0 1,545,268 1,257,336 119,348 249,918 130,570 103,657 126,679 3,052,596 Projected Actual 2,980,434 -72,162 0 0 0 0 Next Year Budget 1,836,428 1,836,428 Next Year 0 0 0 0 0

Printed on At 16:40 08/11/2019 Tavistock Town Council
Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure Page No 34



Tavistock Town Council (Prepared 10-11-2019) **Budget Summary** Year Ended 31st March 2021 2019/2020 2020/2021 Budget Projected Budget Proposed Incr/Decr REVENUE EXPENDITURE (revised) Finance & General Purposes 520823 531510 530837 -673 Properties Leisure/Recreation 53832 62561 52889 -9672 Car Parks & Toilets 27895 28800 86622 57822 Buildings (excl Loan Charges) 573246 622081 714512 92431 Markets & Shops (excl Loan Charges) 370593 377152 275828 -101324 1546389 1622104 1660688 38584 INCOME Finance & General Purposes 78071 97767 88300 -9467 Properties Leisure/Recreation 65463 54614 53871 -743 Car Parks & Toilets 35150 24550 27150 2600 Buildings (excl Loan Charges) 35973 74350 26600 -47750 Markets & Shops (excl Loan Charges) 903559 906400 915250 8850 1118216 1157681 1111171 -46510 NET REVENUE EXPENDITURE 428173 464423 549517 85094 CAPITAL EXPENDITURE (NET) Capital Projects (Gross) 2876 3700 3000 -700 Less: Loan Proceeds & Grants 0 0 Less: Funded from Projects Reserve 0 0 0 2876 3700 3000 -700 Rolling Capital Fund 60000 60000 60000 0 Land Acquisition 0 0 Localism 0 0 0 **Equipment Replacement** 5648 9248 5147 -4101 THI Properties Sinking Fund 27500 27500 27500 0 Guildhall Sinking Fund 12750 12750 12750 0 Loan charges 0 0 Interest 15618 15730 25855 10125 Capital 31853 31853 41488 9635 156245 160781 175740 14259 TOTAL NET EXPENDITURE 584418 625204 725257 99353 Financed as follows General Reserve at 1st April 447993 350169 520155 General Reserve at 31st March 520155 381530 520155 ** Used to Fund Expenditure/Build Reserves -72162 -31361 Precept Support Grant 26670 26670 -26670 -100.00% 0 Precept Required 629910 629895 725257 95362 15.14% **TOTAL TAXATION FUNDING REQUIRED** 656580 656565 725257 68692 10.46% 584418 625204 725257 68692 **ADJUSTED BASIS** Band D Equivalents 4359.84 4359.84 NYA £ 144.48 Precept per Band D Equivalent (£/annum) £166.35 £21.87 15.14% Precept per Band D Equivalent (p/week) 277.08 319.03 Recommended minimum reserve equal to 12 months net expenditure 443791 480153 575372

Prepared by: DCK Accounting Solutions Ltd

Prepared for: Tavistock Town Council

14:57 15/11/2019



Tavistock Town Council			(Prepa	red 10-11-2019)
Budget Summary - Detail Gross Revenue Expenditure			Year Ended 3	31st March 2019
	<u>2019/</u>	2020	2020/2021	Budget
-	Projected	Budget	Proposed	Incr/Decr
Finance & General Purposes		(revised)	•	
Administration	172950	176615	165421	-11194
Democratic	81422	88282	80704	-7578
Town Hall Bar	13888	25880	17880	-8000
Cemetery	41835	23903	22249	-1654
Corporate Management	163278	166380	173133	6753
S137 & Other Grants	47450	50450	71450	21000
THI (TTC Loan Costs)	0	0	0	0
	520823	531510	530837	-673
<u>Properties</u>				· · · · · · · · · · · · · · · · · · ·
Leisure/Recreation				
Allotments	113	0	0	0
The Meadows	4892	7292	3100	-4192
Play Equipment	10790	11047	10800	-247
Goose Fair	31990	38700	35069	-3631
Garden Festival	734	850	750	-100
Open Spaces/Monuments	5313	4672	3170	-1502
	53832	62561	52889	-9672
Car Parks & Toilets			-	
Car Parks	7395	8300	7520	-780
Public Lighting	15500	14500	15500	1000
Public Toilets	5000	6000	63602	57602
	27895	28800	86622	57822
Buildings (excl Loan Charges)				
Guildhall	19646	25958	41250	15292
Town Hall	102493	150615	168512	17897
Workshop Depot	400328	379143	373000	-6143
General Property Services	50732	65878	131750	65872
Court Gate Properties	47	487	0	-487
	573246	622081	714512	92431
Markets & Shops (excl Loan Charges)				-
Duke Street Shops	5275	3700	2600	-1100
Pannier Market	284596	285063	221020	-64043
Pannier Market Shops	6236	2450	1200	-1250
Cattle Market	0	0	0	0
Corn Market	0	0	0	0
Market Road Properties	1860	2024	420	-1604
Butchers Hall	72626	83915	50588	-33327
	370593	377152	275828	-101324
Total Revenue Expenditure	1546389	1622104	1660688	38584

Prepared by: DCK Accounting Solutions Ltd

Prepared for: Tavistock Town Council 14:57 15/11/2019



Tavistock Town Council			(Prepai	red 10-11-2019)
Budget Summary - Detail Gross Income			Year Ended 3	1st March 2019
<u>Orosa maama</u>	<u>2019/2</u>	<u> 1020</u>	2020/2021	Budget
	Projected	Budget	Proposed	Incr/Decr
Finance & General Purposes	((revised)		
Administration	9141	12050	4200	-7850
Democratic	2500	2500	2500	0
Town Hall Bar	32080	43617	42000	-1617
Cemetery	30950	36600	36600	0
Corporate Management	3400	3000	3000	0
S137 & Other Grants	0	0	0	0
THI (TTC Costs)	0 	<u>0</u> 97767	<u> </u>	-9467
	70071	97707	80300	
<u>Properties</u>				
Leisure/Recreation	40	40	40	0
Allotments	10 4781	10 2251	10 2251	0
The Meadows	4/81	2251 0	0	0
Play Equipment Goose Fair	46581	48750	48000	-750
Goose Fair Garden Festival	3000	3000	3000	0
Community Festival of Food	7984	0	0	0
Open Spaces/Monuments	3107	603	610	7
	65463	54614	53871	-743
Car Parks & Toilets				
Car Parks	35150	24550	27150	2600
Public Lighting	0	0	0	.0
Public Toilets	0	0_	0_	0
	35150	24550	27150	2600
Buildings				
Guildhall	0	0	0	0
Town Hall	6763	47150	7200	-39950
Workshop Depot	12810	10800	3000	-7800
General Property Services	0	0	0	0
Court Gate Properties	16400	16400	<u>16400</u> 26600	-47750
	35973	74350	20000	
Markets & Shops				000
Duke Street Shops	206500	206300	206500	200
Pannier Market	473485	487750	473300	-14450
Pannier Market Shops	155850	160850	160850 20600	0 100
Cattle Market	20600 12500	20500 12500	12500	0
Corn Market	6600	13500	13500	0
Market Road Properties Butchers Hall	28024	5000	28000	23000
Dutchets Hall	903559	906400	915250	8850
Total Income	1118216	1157681	1111171	-46510

Prepared by: DCK Accounting Solutions Ltd

Prepared for: Tavistock Town Council 14:57 15/11/2019



Tavistock Town Council	Budget Detail - By Centre
Printed on 11/11/2019	At 09:03

Page No 1
Note: (-) Net Expenditure means Income is greater than Expenditure Budget Detail - By Centre Note : Preliminary Budget Computation 2019/20

Next Year	Next Year Budget		7,650	2,500	4,000	10,000	7,500	300	1,800	0	7,500	11,201	11,204	0	0	63,655	0	0	63,655	63,655	0	63,655
	Projected Actual		7,488	200	2,000	7,000	100	300	1,500	758	0	0	0	0	0	19,646	0	0	19,646	19,646	0	19,646
	Actual YTD		7,488	182	630	2,116	0	220	751	758	0	0	0	0	0	12,144	0	0	12,144	12,144	0	12,144
Current Year	Revised Budget		7,550	2,500	3,500	7,000	1,000	150	200	758	1,000	0	0	2,000	0	25,958	0	0	25,958	25,958	0	25,958
Öl	Net Kirement		0	0	0	0	0	0	0	758	0	0	0	0	0	758	0	0	758	758	0	758
	Agreed Budget		7,550	2,500	3,500	7,000	1,000	150	200	0	1,000	0	0	2,000	0	25,200	0	0	25,200	25,200	Q	25,200
ar	Actual		7,320	171	1,740	2,689	22	281	1,007	204	588	0	0	0	4,406	18,427	4,870	4,870	13,557	18,427	4,870	13,557
Last Year	Budget		7,400	5,000	3,500	10,000	1,000	150	1,000	204	5,000	0	0	2,000	0	35,254	0	0	35,254	35,254	0	35,254
		GUILDHALL	RATES	WATER RATES	ELECTRICITY	GAS	CLEANING AND RUBBISH	MISC EXPENSES	Tel. Calls/Service & Broadband	PROPERTY MAINTENANCE	CONTRACT MAINTENANCE	LOAN INTEREST	LOAN CAPITAL REPAID	Professional Fees (other)	DEPRECIATION CHARGE	OverHead Expenditure	GRANT FUNDING HLF	Total Income	402 Net Expenditure	Total Budget Expenditure	Income	Net Expenditure
		402	4011	4012	4014	4015	4016	4020	4021	4036	4038	4053	4054	4055	4900		1073					



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APPENDIX 6

Tariotok Town Council Tixed Assets Register	_															THICAL	31 X	0	
Land & Buildings (Land)	Dep'n Rate	01/04/2019	Additions I	Cost or Valu	····	Dioposalo	20/02/2022	04/04/0040	Descrided	Depreciat		A B:		Book V			oital Charge		Cost
Operational (At Dep repl Price)	Nate L	0 1/04/20 19	Auditoris II	правняеть В	Revaluation	Disposals	30/03/2020	01/04/2019	Provided	Impairment Re	evaluation	On Disp	30/03/2020	01/04/2019	30/03/2020	Rate Not Int	Dep'n	Total	Centre
Council Offices 93000	2.00%	654,680.00					654,680.00	112,340.00	11,234.00				123574.00	542,340.00	531,106.00	n	11,234	11,234	404
Town Hall 0	-100,0	452,200.00					452,200.00	90,440.00	9,044.00				99484.00	361,760.00	352,716.00	0	9,044	9,044	101 403
Court Gate 18600 Tennis Pavilion 0		128,747.00 116,144.00					128,747.00	21,774.00	2,203.00				23977.00	106,973.00	104,770.00	0	2,203	2,203	406
Chapel 9300		404,380.00					116,144.00 404,380.00	23,230.00 79,020.00	2,323.00 7,902.00				25553.00 86922.00	92,914.00 325,360.00	90,591.00 317,458.00	0	2,323 7,902	2,323 7,902	203
Pixon Lane Car Park	2.00%	104,720.00					104,720.00	20,940.00	2,094.00				23034.00	83,780.00	81,686.00	0	2,094	2,094	105 301
Pannier Market Toilets Pixon Lane Land	2.00%	123,760.00 50,000.00					123,760.00	24,750.00	2,475.00				27225.00	99,010.00	96,535.00	0	2,475	2,475	303
Guildhall Complex	2.00%	220,281.00					50,000.00 220,281.00	0.00 21,782.00	0.00 4,406.00				0.00 26188.00	50,000.00 198,499.00	50,000.00 194,093.00	0	0 4,406	0 4,406 ⊟	402
Works Depot (formerly Molly Owen Centre)	2.00%	369,380.00					369,380.00	14,776.00	7,388.00				22164.00	354,604.00	347,216.00	0	7,388	7,388	404
	-	0.00 2,624,292.00	0.00	0.00	0.00	0	2,624,292.00	0.00 409,052.00	0.00 49,069.00	0.00	0.00		0.00	0.00	0.00	0	0	0	
RETAIL PROPERTY PRICE INDEX	Γ			0.00	0.00		2,024,292.00	409,002.00	43,003,00	0.00	0.00		458,121,00	2,215,240.00	2,166,171.00				
Non - Operational (At Mkt Value)	_					_													
Court Gate Cottage 9-18 Duke Street	0.00%	56,500.00					56,500.00	0.00	0.00				0.00	56,500.00	56,500.00	0	0	0	406
NE Market Shops	0.00% 0.00%	2,300,000.00 242,000.00					2,300,000.00 242,000.00	0.00 0.00	0.00 0.00				0.00 0.00	2,300,000.00 242,000.00	2,300,000.00	0	0	0	501
Library	0.00%	200,000.00					200,000.00	0.00	0.00				0.00	200,000.00	242,000.00 200,000.00	0	0	0	503 503
Auction Rooms/Shops Pannier Market	0.00% 0.00%	900,000.00 1,440,000.00					900,000.00	0.00	0.00				0.00	900,000.00	900,000.00	0	ō	Ö	503
Corn Market	0.00%	126,875.00					1,440,000.00 126,875.00	0.00 0.00	0.00 0.00				0.00 0.00	1,440,000.00 126,875.00	1,440,000.00 126,875.00	0	0	0	502
Court Gate Shop	0.00%	66,000.00					66,000.00	0.00	0.00				0.00	66,000.00	66,000.00	0	0	0	505 406
Cattle Market Sandy Park Farm	0.00% 0.00%	245,000.00 22,000.00					245,000.00	0.00	0.00				0.00	245,000.00	245,000.00	0	0	0	504
East End Stores	0.00%	750,000.00					22,000.00 750,000.00	0.00 0.00	0.00				0.00 0.00	22,000.00 750,000.00	22,000.00 750,000.00	0	0	0	503 503
1 Market Road	0.00%	175,538.00					175,538.00	0.00	0.00				0.00	175,538.00	175,538.00	0	0	0	506
2 Market Road 82 West Street (ex Wessex Heritage)	0.00% 0.00%	164,722.00 1.00	1.00				164,722.00 2.00	0.00	0.00				0.00	164,722.00	164,722.00	0	0	0	506
83 West Street (ex Wessex Heritage)	0.00%	1.00	1.00				2.00	0.00 0.00	0.00				0.00 0.00	1.00 1.00	2.00 2.00	0	0	0	508 508
	_	0.00 6,688,637,00	2.00	0.00	0.00		0.000.000.00		A 00							v	· ·	v	000
TOTAL LAND P DINE DINCE	_			0.00		0	6,688,639.00	0.00	0.00	0.00	0.00	0	0.00	6,688,637.00	6,688,639.00				
TOTAL LAND & BUILDINGS	_	9,312,929.00	2.00	0.00	0.00	0	9,312,931.00	409,052.00	49,069.00	0.00	0.00	0	458,121.00	8,903,877.00	8,854,810.00				
Vehicles and Equipment	Dep'n Rate																		
Plant and Tools	20.00%	66,246.00					66,246.00	66,246.00					66246.00	0.00	0.00	0	0	0	404
Town Hall Contents	20.00%	107,791.00					107,791.00	107,791.00					107791.00	0.00	0.00	0	0	0	404
Council Offices F & E Pannier Market F & E	20.00% 20.00%	15,161.00 36,872.00					15,161.00 36,872.00	15,161.00	450.00				15161.00	0.00	0.00	0	0	0	101
Car Park Machine	20.00%	2,730.00					2,730.00	36,872.00 2,730.00	452.00				37324.00 2730,00	0.00 0.00	-452.00 0.00	0	452 0	452 0	502 301
Cherry Picker ERV Wood Chipper	20.00%	5,000.00					5,000.00	5,000.00					5000.00	0.00	0.00	ő	ő	ŏ	404
Grave Shoring Equipment	10.00% 15.00%	7,995.00 3,934.00					7,995.00 3,934.00	7,995.00 3,934.00					7995.00 3934.00	0.00	0.00	0	0	0	404
Isuzu Box - ERV WJ 02 OUW	15.00%	15,760.00					15,760.00	15,760.00					15760.00	0.00	0.00 0.00	0	0	0	105 404
New Holland TCE 55 Tractor HP ERV WA 06 KMJ Takeuchi TB016 Mini Excavator ERV	15.00% 15.00%	17,750.00 9,850.00					17,750.00	17,750.00					17750.00	0.00	0.00	0	Ō	Ö	404
E Machine EM570 PC	20.00%	1,880.00					9,850.00 1,880.00	9,850.00 1,880.00					9850.00 1880.00	0.00 0.00	0.00 0.00	0	0	0	404
Twose QFT30 HedgeTrimmer	15.00%	3,500.00					3,500.00	3,500.00					3500.00	0.00	0.00	0	0	0	101 404
Fire Alarm Court Gate Pannier Market Marquee	10.00% 10.00%	1,679.00 8,822.00					1,679.00	1,679.00					1679.00	0.00	0.00	0	0	0	406
Isuzu NKR Tipper ERV AY 58 HPK	15.00%	9,995.00					8,822.00 9,995.00	8,822.00 8,994.00	1,001.00				8822.00 9995.00	0.00 1,001.00	0.00 0.00	0	0 1,001	0 1,001	502 404
Play Equipment	40.000	04.4=0.00											0000.00	1,001.00	0.00	0	0	0	404
Whitchurch Some Scrapped Bishopsmead	10.00% 20.00%	21,473.00 2,500.00					21,473.00 2,500.00	18,508.00 2,500.00	1,482.00 0.00				19990.00	2,965.00	1,483.00	0	1,482	1,482	204
Ransom Way - New	10.00%	13,596.00					13,596.00	13,596.00	0.00				2500.00 13596.00	0.00 0.00	0.00 0.00	0	0	0	204 204
The Meadows - New The Meadows - Trimtrail	10.00%	114,317.00					114,317.00	31,437.00	1,249.00				32686.00	82,880.00	81,631.00	0	1,249	1,249	204
Bannawell Street	10.00% 20.00%	17,284.00 6,413.00					17,284.00 6,413.00	11,261.00 6,413.00	1,728.00 0.00				12989.00 6413.00	6,023.00 0.00	4,295.00 0.00	0	1728	1728	204
Bannawell Street - New	10.00%	8,469.00					8,469.00	8,469.00	0.00				8469.00	0.00	0.00	0	0	0 0	204 204
Monksmead - New Basketball Courts 4	10.00% 10.00%	16,806.00 36,672.00					16,806.00	16,806.00	0.00				16806.00	0.00	0.00	0	Ō	Õ	204
Skate Park	10.00%	73,510.00					36,672.00 73,510.00	36,672.00 73,510.00	0.00				36672.00 73510.00	0.00 0.00	00.00 00.00	0	0	0	204 204
Courtlands Road (Toddlers) Courtlands Road	10.00%	40,000.00					40,000.00	40,000.00	0.00				40000.00	0.00	0.00	0	0	0	204
Workshop/Depot Computer	10.00% 20.00%	55,735.00 2,076.00					55,735.00	55,735.00	0.00				55735.00	0.00	0.00	0	0	0	204
Market Barrows (6)	10.00%	4,380.00					2,076.00 4,380.00	2,076.00 4,380.00	0.00 0.00				2076.00 4380.00	0.00 0.00	0.00 0.00	0 n	0	0	404 502
Chamber Furniture Chamber Mike System	10.00%	3,055.00					3,055.00	3,055.00	0.00				3055.00	0.00	0.00	0	0	ő	101
Chamber Wike System Chamber Camera/Streaming Eqpt	10.00% 10.00%	7,845.00 9,500.00		-			7,845.00 9,500.00	3,442.00 3,800.00	785.00 950.00				4227.00 4750.00	4,403.00	3,618.00 4,750.00	. 0	785	785	102
Meadows Footbridge Lights	10.00%	62,679.00					62,679.00	62,679.00	0.00				62679.00	5,700.00 0.00	4,750.00	U n	950 0	950 0	102 203
Orwak Cardboard Compactor Orwak In-Bin Compactor	10.00% 10.00%	5,091.00					5,091.00	4,581.00	510.00	-			5091.00	510.00	0.00	ŏ	510	510	502
Museum Display Cases	10.00%	5,095.00 20,359.00					5,095.00 20,359.00	4,590.00 18,324.00	505.00 2,035.00				5095.00 20359.00	505.00 2,035.00	0.00 0.00	0	505 2,035	505 2,035	502 406
Pannier Market Marquees	20.00%	3,668.00					3,668.00	3,668.00	0.00				3668.00	0.00	0.00	0	2,035	2,035	406 502
Town Hall Mobile Bar etc Iveco Daily Versalift ERV MX 07 UEM	10.00% 15.00%	7,371.00 10,000.00					7,371.00	5,896.00	737.00				6633.00	1,475.00	738.00	Ő	737	737	104
Ford Connect ERV YT 10 SXF	15.00%	4,750.00					10,000.00 4,750.00	7,500.00 2,139.00	1,500.00 713.00				9000.00 2852.00	2,500.00 2,611.00	1,000.00 1,898.00	0	1,500 713	1,500 713	404 404
Ford Transit Tipper ERV SN 16 VOH	15.00%	16,225.00					16,225.00	2,434.00	2434.00				4868.00	13,791.00	11,357.00	0	2434	2434	404 404
Christmas Lights - Pannier Mkt Christmas Lights - Town Centre Used	20.00% 50.00%	3,886.00 2,804.00					3,886.00	2,331.00	777.00				3108.00	1,555.00	778.00	Ō	777	777	502
	VV.VV /8	£,004.00					2,804.00 0.00	2,804.00 0.00	0.00 0.00				2804.00 0.00	00.0 00.0	0.00 0.00	0 n	0	0 0	501
Prepared by:								epared for:						3.00	0.00	· ·	v	16:36 15/11/2019	
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Prepared for: Tavistock Town Council

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Tavistock Town Council - Fixed Assets Register

(Land)

Dep'n Rate

N3∃

Capital Charges Cost
Rate Not Int Dep'n Total Centre

| Pack Value | Pac

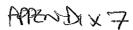
Page 2 16/11/2019 16:36

Tavistock Town Council - Fixed Assets Register

Tavistock Town Council - I	rixed Assets	Register																		
Land & Buildings		(Land)	Dep'n Rate	01/04/2019	Additions	Cost or Valu		posals	20/02/2000	04/04/0040	Devilded 1	Deprecia				k Value	Ca	pital Charges		Cost
Infrastructure Assets		(Faire)	ruto L	0110412010	Additions	impaiment 1	evaluation Dis	posais	30/03/2020	01/04/2019	Provided	Impairment F	devaluation (On Disp 30/03/20	20 01/04/2019	30/03/2020	Rate Not Int	Dep'n T	otal C	Centre
Market Road Down Road Triangle Bus Shelters Street Lights Wayside Seats Picnic Tables Litter Bins Public Lighting Town Signs Heritage Signs Meadows Footbridge Market Road Lighting Pannier Market LED Lights Cemetery Soakaway	6 66 140 4 22 25	1500 356 200 100 50 230	0 20.00% 0 20.00% 0 20.00% 0 20.00%	1.00 1.00 9,000.00 23,100.00 28,000.00 400.00 1,100.00 5,750.00 1,022.00 7,995.00 70,037.00 32,938.00 15,054.00 59,926.00 0.00	0.00	0.00	0.00	0	1.00 1.00 9,000.00 23,100.00 28,000.00 400.00 1,100.00 5,750.00 1,022.00 7,995.00 70,037.00 32,938.00 59,926.00 0.00 254,324.00	0.00 0.00 9,000.00 23,100.00 28,000.00 400.00 1,100.00 5,750.00 1,022.00 7,995.00 45,526.00 23,058.00 4,515.00 11,986.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 3,502.00 3,294.00 1,505.00 5,993.00	0.00	0.00	9000 23100 28000 400 1100 5750 1022 7995 49028 26352 6020	.00 0.00 .00 0.00 .00 0.00 .00 0.00 .00 0.00 .00 0.00 .00 0.00 .00 0.00 .00 0.00 .00 47,940.00 .00 0.00	0 1.00 0 0.00 0 41,009.00 0 41,947.00	0 0 0 0 0 0 0 0 0 0	3,294 1,505	0 0 0 0 0 0 0 0 0 0 3,502 3,294 1,505 5,993 0	302 302 208 208 208 302 208 208 203 302 502 105
Community Assets																				
War Memorial Duke of Bedford's Statue Drake's Statue Old Cemetery New Cemetery The Meadows Bensons Meadow Pearses Meadow Monksmead Open Space Abbey Rise Plantation Whitchurch Play Area Abbotsfield Play Area Abbotsfield Open Space Bishopsmead Play Area Ransom Way Play Area Bannawell St Open Space St Johns Avenue Gardens Cannons Meadow Open Space Courtlands Road Open Space Parish Churchyard Whitchurch Down Allotments Guildhall Car Park BG Tower/Still Tower			- -	11,000.00 26,000.00 51,000.00 1.00 1.00 1.00 1.00 1.00 1.00 1	0.00	0.00	0.00	0	11,000.00 26,000.00 51,000.00 1.00 1.00 1.00 1.00 1.00 1.00 1	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00	0.00	0.00	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	00 1.00 00 145,000.00 00 0.00 00 0.00 00 0.00	26,000.00 51,000.00 1.00 1.00 1.00 1.00 1.00 1.00 1	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			208 208 208
Capital Work in Progress				0.00		•			0.00											
					*******				3.00					0.	0.00	0.00				
TOTAL FIXED ASSETS Deferred Grants Various - re Skate Park DALC - for Heritage Signs WDBC - Meadows Bridge Lights WDBC - Meadows Trimtrail DCC - Playbuilder (Courtlands) DCC - Museum Display Cases WDBC - Whitchurch Play Park WDBC - Meadows Play Eqpt PMK Traders for Christmas Lights Wessex heritage 82/83 West Street	t.	Centre 204 208 203 203 204 406 204 204 502	Rate 10.00% 20.00% 10.00% 10.00% 10.00% 10.00% 20.00%	01/04/2019 56,940.00 5,000.00 21,102.00 5,000.00 45,000.00 20,359.00 7,500.00 27,498.00 2,000.00 190401.00	2.00 Rec'd	0.00 Returned	0.00	0	30/03/2020 56,940.00 5,000.00 21,102.00 5,000.00 45,000.00 20,359.00 7,500.00 27,498.00 2,000.00 2.00 190401.00		80,221.00 Released 0.00 2,035.00 750.00 2,750.00 400.00 0.00 5,935.00 ary 0 3,500 0 2,035 5,535 400	0.00	0.00	0 1,413,296.1 30/03/20; 56,940.1 5,000.1 21,102.1 5,000.0 45,000.0 20,359.0 6,760.0 16,500.0 800.0 0.0	00 0.00 00 0.00 00 0.00 00 0.00 00 2,035.00 00 1,500.00 1,500.00 1,600.00 00 2.00	30/03/2020 0.00 0.00 0.00 0.00 0.00 0.00 750.00 10,998.00 1,200.00 2.00	0 Summary 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	11,234 11 1,735 1 737 13,895 13 5,825 5 4,459 4 0 2,094 2 3,294 3 2,475 2 4,406 4 9,044 9 13,036 13 4,238 4 0 3,749 3 0 0	0,221 1,234 1,735 737 1,895 1,459 0 1,094 1,475 1,406 1,044 1,036 1,749 0 0 0 0 1,221	101 102 104 105 203 204 208 301 302 303 402 403 404 406 501 502 503 504 505

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Tavistock Pannier Market

Tavistock Town Council -Working for the local community

Tavistock Pannier Market Fees & Charges 2020/2021

Hire Charge	Current Fee	New Fee	comments
Table Rent	£9 per table per day.	Under Review	To be reviewed by Market Reeve & General Manager for endorsement by Council.
Lock Up Unit	£360 per calendar Month.	To be Reviewed	Ensure costs are in keeping with Market Toll increase.
Parking Space daily hire charge	£200 per calendar Month.	No Change Day Rate £20 per day.	Day rate changed to be in line with Bedford Square charges.
Bedford Square Hire. Half Square Hire.	£400 per day	No Change	Variations on fixed amount like half rental space or Sunday trading.
Bedford Square Marquee Hire	£20	No Change	Reviewed and increased from £18 to £20 in April 2019.
Market Hall Hire	£300 per day	No Change	Increased in April 2019 from £250 to £300
Market Storage	£5 - £30	No Change	Storage units currently at capacity.
Bio-Degradable Carrier Bags.	£3 Per 100	No Change	No Change dependent on cost price for next order.
Hessian Bags.	£3.50 each	No Change	
Rear of Market Parking.	£3.50 per day	No change	No parking around perimeter, two spaces outside howell's available

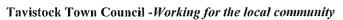
Your privacy is important to Tavistock Town Council which is subject to the General Data Protection Regulation. To view a copy of the Council's Privacy Notice and related information visit the 'Council Rules Policies & Procedures' section of the website at www.tavistock.gov.uk or telephone 01822 613529.



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Tavistock Town Hall





Town Hall Charges

1st April 2020- 31st March 2021

For more information please contact the Town Hall & Events Manager on 01822 617232 or email: townhall@tavistock.gov.uk

MAIN HALL

(Prices include: exclusive hire of the Main Hall, tables, chairs, glasses, bar and bar staff, room set up and pack down)

64ft x 42ft - Maximum Capacity: 190 Dining, 400 Standing, 200 Theatre Style

Event Type	Additional information	Price (£)
Wedding Ceremony and Reception (Booklngs for Civil Ceremonies must be made direct with Devon County Council Registration Service)	Access time: 10am - Midnight (Bar closes at 11pm)	£540
Dinner Dances/Gala Dinners	Access Time: 12pm - Midnight (Bar closes at 11pm)	£360
Evening Parties	Access Time: 6pm - Midnight (Bar closes at 11pm)	£270
Exhibitions/Sales/Conferences/ Performances	Mon to Sat-Half Day (6 hours) Full Day (10 hours) Three Consecutive Day Five Consecutive Day	£132 £240 £576 £960
Civil Ceremonies & Civil Partnerships Only (Bookings for Civil Ceremonies must be made direct with Devon County Council Registration Service)	Up to 3 hours	£250.00

RUNDLE ROOM

(Prices include: exclusive hire of the Rundle Room, tables, chairs, room set up and pack down)

37ft x 16ft - Maximum Capacity: 60 Standing, 40-45 Theatre Style

Event Type	Additional information	Price (£)
Civil Ceremonies & Civil Partnerships (Bookings for Civil Ceremonies must be made direct with Devon County Council Registration Service)	Up to 3 hours	£90
Exhibitions/Sales/Conferences/ Performances	Mon to Sat—Half Day (6 hours) Full Day (10 hours)	£60 £90
Evening Parties	Access Time: 6pm - Midnight (Bar closes at 11pm)	£120

TOWN HALL KITCHEN

(An excellent facility for any caterer of your choice)

Event Type	Additional information	Price (£)
Wedding Receptions, Dinner Dances & Gala Dinners	Full exclusive use of the kitchen, cutlery, crockery & Swansoft Banquet Roll (a linen alternative)	£3.50 per day guest
Conference, Sales Fayres, performances etc.	Basic use of kitchen for light refreshments	£48
Day & Evening Functions (with catering)	Full exclusive use of the kitchen, cutlery & crockery (excluding Banquet Roll)	£90 (up to 100 guests)



Tavistock Town Hall

Tavistock Town Council -Working for the local community



OPTIONAL EXTRA HIRE CHARGES

All room hire charges include Wi-fi, tables, chairs, heating, lighting & basic set up of rooms as requested on the booking forms and full clean up as agreed with prior arrangement with the hirer (kitchen facilities and cleanliness) is down to the caterer/hirer & must be left as found)

	must be left as found)	
<u>Event Type</u>	Additional information	Price (£)
Access to Tea & Coffee Making Facilities (Cups, Saucers, Mugs, Dishwashers, Spoons & Hot Water Flasks)	For the provision of your own beverages - hirers must ensure facilities are left clean	£12
Tea, Coffee & Biscuits	Town Hall staff to prepare, provide and serve from station	£1.20 per delegate
Tea & Coffee	Town Hall staff to prepare, provide and serve from station	£1.00 per delegate
Event/Bar Licence Extension	From midnight - 1am (Bar closes at 12am)	£120.00
Stage Extension/Cat Walk	Comes in 4x4 blocks Full or half height of original stage	£90 per set up & break down
PA System	Microphones, AMP, Loop, CD/MP3 player	£18
Basic lighting Rig and Spots		£18
DMX Moving Heads Light System x4		£30
Technical Support/Lighting Operator		£18 per hour
Portable Bar	Including additional Staff	£90
Event Promotion: Banners (12' x 2.6')	Weekly	£36
Event Promotion: Posters (5ft x 3ft)	Weekly	£24
Swansoft Banquet Roll (a linen alternative)	Round Tables - 5ft diameter	£6 per table
fa much ance native)	Rectangular tables - 6ft x 2.6ft	£3 per table
DEPOSITS	, CANCELLATIONS and DIS	COUNTS
Denosits A 50% denosit is	required at the time of heaking /unless ather	

Deposits A 50% deposit is required at the time of booking (unless otherwise agreed by management such as in cases of multiple bookings. However, the 'next' booking will always be subject to payment in accordance with council policy) with the balance due 28 days prior to the event. **Cancellation Charges** Cancellation charges will be applied as detailed in the Town Hall Terms and Conditions **Charity Discounts** 25% discount for registered charity groups (subject to the agreement of Management) Community Class Rate For a community class (as agreed by management) with no more than 35 attendees, a £20 per hour rate will be applied based on a maximum 3 hour hire. Other Charges For any hour or part hour before/after the sessions, an additional charge of £36 per hour will be charged. Corkage charges to be applied to all events where hirers bring in their own alcohol, subject to the agreement of Management. Authority is delegated to the Town Hall & Events Manager to agree rates for multiple venue bookings, TTC corkage and drinks packages etc. Hirers must leave the Town Hall in a reasonable condition, any additional cleaning after an event will be Penalty Cleaning Charges charged at £42 per hour. Should damage/loss occur during the hire of the Town Hall, the hirer shall pay the venue the amount requested to make good or remedy any such loss or damage.

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Tel: 01822 813941 | 01822 616134 Mob: 07714 222346 becky.hadfield@tavistock.gov.uk www.tavistock.gov.uk

BUTCHERS HALL CHARGES

1st April 2020 - 31st March 2021

Event Type	<u>Price</u>
Prices include: Use of the tables, chairs, venue Wi-Fi, PA syst unloading & loading parking arrangements, and use of Additional staffing charges may apply for Sundays of	of the recycling area.
One Day Hire (7.30am - 17.00, then hourly rate applies)	£360
Three Day Consecutive Hire (7.30am - 17.00, then hourly rate applies)	£864
Five Day Hire (7.30am - 17.00, then hourly rate applies) — rate is based on five day consecutive & or non consecutive hire within a 1. month period	£1,440
Pop Up Day Hire (entrance area only, up to & including the kitchenette, 7.30am - 17.00, then hourly rate applies)	£90
Pop Up Three Day Consecutive Hire (entrance area only, up to & including the kitchenette, 7.30am - 17.00, then hourly rate applies)	£216
Pop Up Five Consecutive Hire (entrance area only, up to & includin the kitchenette, 7.30am - 17.00, then hourly rate applies)	g £360
Additional Hourly rate for day hire	£36 (per hour)
Two to Five Hour Hire	£36 (per hour)
Half Venue One Day Hire (7.30am - 17.00, then hourly rate applies,	£216
Wedding Receptions & Evening Functions *in light of the premises licence having not yet been extended and the challenges surrounding the hire of Butchers' Hall for evening functions it is proposed that authority be delegated to the Town Hall and Events Manager to agree charges (for those services not already listed above) on a case by case basis.	BESPOKE PACKAGE TAILORED TO YOUR
Broadly consistent with the Town Hall pricing structure.	







Gateway to Cornwall and West Devon mining World Heritage site



Tel: 01822 813941 | 01822 616134 Mob: 07714 222346 becky.hadfield@tavistock.gov.uk www.tavistock.gov.uk

In House Themed Markets & Events		<u>Price</u>
Prices include Wi-Fi, allocated heating, free unloading & loadi of the recycling area. All hire charges are daily. Full payment		
Table Hire (6ft x 2.5ft)	£15	
Pitch (2m x 3m)	£30	
Pitch (3mx3m)	£36	
Butcher's Hall Outside Perimeter Trading (2mx3m) * this brings our outside trading rate down (previously £30) to fall in line with the Pannier Market rates*	£20	
Optional Extra Hire Char	ges	
Access to Tea & Coffee Making Facilities (cups, saucers, mugs, s dishwasher & hot water Flasks)	poons,	£12
Tea, Coffee & Biscuits (TTC staff to provide, prepare & serve fro	m station)	£1.20 per person
	1	
Tea & Coffee (TTC staff to provide, prepare & serve from station))	£1.00 per person
Tea & Coffee (TTC staff to provide, prepare & serve from station Event Promotion Banner Space (12' x 2.6')	1)	£1.00 per person
Event Promotion Banner Space (12' x 2.6')	1)	
	1)	£36 per week £24 per week Available under
Event Promotion Banner Space (12' x 2.6') Event Promotion Poster Space (5ft x 3ft)	n)	£36 per week £24 per week









Gateway to Cornwall and West Devon mining World Heritage site



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	Deposits, Cancellations and Discounts
Event Deposits	A 50% deposit is required at the time of booking (unless otherwise agreed by management such as in cases of multiple bookings. However, the 'next' booking will always be subject to payment in accordance with council policy) with the balance due 28 days prior to the event.
Cancellation Charges	Cancellation charges will be applied as detailed in the Butchers' Hall Terms and Conditions
Other Charges	For any hour or part hour before/after the sessions, an additional charge of £36 per hour will be charged. Corkage charges to be applied to all events where hirers bring in their own alcohol (subject to the agreement of Management). Authority is delegated to the Town Hall & Events Manager to agree rates for multiple venue bookings, TTC corkage and drinks packages etc.
Charity Discount	25% discount for registered charity groups is available (subject to the agreement of Management).
Community Class Rate	For a community class with no more than 35 attendees, as agreed by management a £20 per hour rate will be applied based on a maximum 3 hour hire.
Penalty Cleaning Charges	Hirers must leave Butchers' Hall in a reasonable condition, any additional cleaning after an event will be charged at £42 per hour. Should damage/loss occur during the hire of the Butchers' Hall, the hirer shall pay the venue the amount requested to make good or remedy any such loss or damage.

For more information please contact the Town Hall & Events Manager on 01822 616134 or email: <u>butchershall@tavistock.gov.uk</u>

Butchers' Hall can be hired between the hours of 07.30 to 22.30 Monday to Saturday, with opening hours to the public set between 09.00 to 21.30. Please note events held on a Sunday or Bank Holiday may be subject to a change in operating and opening times as well as additional staff costs.

Please note all charges include VAT







Gateway to Cornwall and West Devon mining World Heritage site

Works Department			2019/2020	2020/2021	Notes
Note - parishioner rates a	Note - parishioner rates are set at 40% non parishioner rates (with the	er rates (with the exception of commemorative benches)			
Cemetery					
Internments	Coffin - parishioner		£ 177.00	£ 185.85	
	Coffin - non parishioner		£ 443.21	£ 465.37	
	Cremated remains in burial plot - parishioner	plot - parishioner	£ 156.00	£ 163.80	
	Cremated remains in burial plot - non parishioner	plot - non parishioner	£ 389.00	£ 408.45	
	Cremated remains in Garden of Rest - parishioner	n of Rest - parishioner	£ 156.00	£ 163.80	
	Cremated remains in Garde	Cremated remains in Garden of Rest - non parishioner	£ 389.00	£ 408.45	
	Burial plots	Standard plot (up to two burials) - parishioner	£ 479.00	£ 502.95	
		Standard plot (up to two burials) - non parishioner	£ 1,198.42	£ 1,258.34	
		Child's plot - parishioner	£ 184.12	£ 193.32	
		Child's plot - non parishioner	£ 460.85	£ 483.89	
		Garden of Rest plot - parishioner	£ 219.40	£ 230.37	
		Garden of Rest plot - non parishioner	£ 547.94	£ 575.34	
		Grant of Right Commonwealth War Graves Commission			
		or Ministry of Defence			
	Walled Graves	Standard Plot - parishioner	£ 479.00	£ 502.95	
		Standard Plot -non parishioner	£ 1,198.42	£ 1,258.34	
		Child's plot - parishioner	£ 324.14	£ 340.34	
		Child's plot - non parishioner	£ 811.00	£ 851.55	
	Monuments, Gravestones,				
	Tablets and Monumental				
	Inscriptions				
	Ledger	Parishioner	£ 156.00	£ 163.80	
		Non parishioner	£ 389.00	£ 408.45	
	Headstone or Scroll Book	Parishioner	£ 156.00	£ 163.80	

Non parishioner

Kerbstones or Border Stones

Parishioner Non parishioner

Monuments

Parishioner Non parishioner

Tablets

Boulders

Parishioner

Parishioner Non parishioner

Non parishioner Inscription - parishioner Inscription - non parishioner

Miscellaneous

Use of Chapel - parishioner/non parishioner
Search fees
Transfer of body after faculty obtained (par/non parish)
Entry of Transfer Deed - parishioner
Entry of Transfer Deed - non parishioner
Issue of grant of Exclusive Right of Burial - parishioner
Issue of grant of exclusive Right of Burial - non parish
Commemorative Seats - paishioner/non parishioner
Commemorative plaque on an existing bench
Memorial Tree

													Remove	Remove	Remove	Remove			Excl. cost	of	replacem	ent	
£ 408.45	£ 163.80	£ 408.45	£ 50.94	£ 128.10	£ 100.71	£ 252.36	£ 103.95	£ 259.31	£ 58.80	£ 145.86	£ 73.50		£ 26.25	£ 64.83	31	£ 78.72	£ 850.00	£ 75.00	£ 200.00	,			
389.00	156.00	389.00	48.51	122.00	95.92	240.35	99.00	246.96	26.00	138.92	70.00		25.00	61.74	29.77	74.97	550.00	77	4				
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Book of Remembrance

2 line entry - parishioner 2 line entry - non parishioner Additional lines - parishioner Additional lines - non parishioner

5 line memorial entry - parishioner 5 line memorial entry - non parishioner 8 line memorial entry - parishioner 8 line memorial entry - non parishioner Floral Emblems

5 line memorial entry - parishioner 5 line memorial entry - non parishioner 8 line memorial entry - parishioner 8 line memorial entry - non parishioner Badge/ Crest or Shield

Illuminated Capital

5 line memorial entry - parishioner 5 line memorial entry - non parishioner 8 line memorial entry - parishioner 8 line memorial entry - non parishioner

Full Coat

8 line memorial entry - parishioner 8 line memorial entry - non parishioner of Arms

The Meadows - commercial rate per day Staffing of events (i.e. Dickensian Evening) - min. charge is £15/hr Play Park charges NEG = negotiable

Hire

Inspections (for other Parish

Councils) - min. charge £15/hr 5.5. tonne MEWP inc operator HALF DAY

																				per hour	per hour	
£ 40.95	£ 103.03	£ 20.84	£ 51.45	£ 163.80	£ 408.45	£ 215.32	£ 537.60	£ 163.80	£ 408.45	£ 215.32	£ 537.60	£ 177.12	£ 443.37	233.	£ 582.75	£ 253.05	£ 632.06		£ 175.00	£ 15.00	2	£ 100.00
£ 39.00	£ 98.12	£ 19.85	£ 49.00	£ 156.00	£ 389.00	£ 205.07	£ 512.00	£ 156.00	£ 389.00	£ 205.07	£ 512.00	£ 168.68	£ 422.26	£ 222.00	£ 555.00	£ 241.00	£ 601.97					

5.5. tonne MEWP inc operator WHOLE DAY
Nifty Lift inc operator HALF DAY
Nifty Lift inc operator WHOLE DAY
Extra operator - min. charge £15/hr
Large marquee hire
Watering hanging baskets i.e. two operators 210.00 per day

Orange crowd barriers @ £3 per barrier for max 1 week. Signage e.g. 'Road Closed' £3.00 each for a max 1 week Equipment hire

Car Park

1/2 hour's parking 1 hour's parking Disabled parking (pay for 1/2 hour, get one hour's parking)

N.B. - Goose Fair Fees and Charges not included.

			per hour		per day		per week	per week			
£ 200.00	£ 100.00	£ 200.00	£ 15.00	POA	£ 210.00		£ 3.00	£ 3.00			



Tavistock Town Council – working for the local community

TAVISTOCK TOWN COUNCIL

TOWN HALL Terms and Conditions 2020-2021

 All bookings made by persons in respect of rooms at Tavistock Town Hall are accepted by Tavistock Town Council upon the following Terms and Conditions, which shall form the contract between the Council and the Hirer.

Definitions

- 2. In these terms and conditions:
 - i) "TTC" means Tavistock Town Council.
 - ii) "Room" refers to the main hall and rundle rooms within Tavistock Town Hall.
 - iii) "Events office" means the office located within Tavistock Town Hall.
 - iv) "Management" means the management team of TTC (Town Hall & Events Manager, Market Reeve DPS, General Manager)
 - v) "Client" means the person in contact with the management team.
 - vi) "Hirer" means any person, persons or representatives of the organisation named in a room booking invoiced by TTC.

Use of rooms

3. Use of any rooms is by permission of TTC who reserve the right to refuse any booking or admission at their discretion.

Room bookings

- 4. The charges shall be in accordance with the tariff of charges fixed by the TTC from time to time and / or management discretion.
- A room booking can be provisionally reserved with the events office. A provisional
 reservation will be held for 10 working days but will be released unless confirmation in
 writing (email/fax/post) is received by the events office.
- Following confirmation of the reservation by the client, TTC will issue an initial deposit request payable within 30 days by the hirer. The percentage of deposit to be confirmed with the management at point of first contact.
- Payment of the initial deposit request and written acceptance of these terms and conditions of hire constitute confirmation of the booking. If the deposit is not paid in time, the room may be resold upon notice to the client.
- 8. The hirer shall remit to TTC the remainder of the pre-payment up to the value of 100% of the anticipated final price of the room, kitchen hire and any anticipated extras (event extension etc.) will be due one calendar month prior to the event date subject to other terms and conditions.
- 9. The hirer further agrees to pay TTC any such other charges as arise in accordance with these terms and conditions.
- 10. All bookings are based on the current schedule of charges and may be subject to change. Please note TTC fees and charges are reviewed annually and depending on when the booking falls within the civic year, those reviewed charges (whether an increase or decrease) will be applied. In exceptional circumstances TTC will consider a reimbursement of the booking deposit.

Cancellation by TTC

- 11. TTC reserves the right to cancel the booking forthwith and without any liability on its part in the event of the hirer failing to perform any of the obligations contained within these terms and conditions.
- 12. If for any reason beyond its control, but not limited to strike, labour dispute, accident, act of war, act of God, fire, flood or other emergency condition, TTC is unable to perform its obligations in connection with any booking, such non performance is excused and TTC may terminate this contract without further liability of any nature, upon re-imbursement of any sums paid by the Hirer. In no event, shall TTC be liable for consequential damages.
- 13. TTC reserves the right to cancel the booking forthwith and without any liability on its part subject to giving reasonable notice to the hirer

Cancellation by the hirer

- 14. The hirer may cancel a room hire booking by giving notice in writing. In the event that the hirer cancels a room hire booking, TTC reserves the right to impose cancellation charges (calculated as an estimate of TTC losses particularly in the event that it is unable to obtain an alternative booking) as follows......
 - Cancellation outside of 4 calendar months of the event = full loss of deposit.
 - i) Cancellation within 4 calendar months of the event = loss of deposit plus remainder of room hire fee and 50% of the estimated total kitchen and beverage revenue.
 - iii) In each above case if suitable alternative booking can be made then a full refund will apply.
- 15. The hirer is in breach of this contract if:
 - He/she fails to pay to TTC any sum of money payable to TTC on the due date.
 - ii) The function is presented or conducted by the hirer other than in accordance with the event content notified to TTC at the time of the booking and approved by the management.

Caterers

- 16. The hirer who sources their own caterer will be subject to:
 - i) The chosen caterer passing TTC's food safety and hygiene audits.
 - ii) The caterer and hirer agreeing to TTC's external catering terms and conditions which shall then be deemed to be incorporated into these terms and conditions.

Hours of use

- 17. The charges quoted relate to the following hours of hire.
 - i) Receptions, dinner dances = 12-hour period (12pm to midnight as standard/bar closes at 11pm).
 - ii) Exhibition, sales, performances & conferences full day = 10-hour period.....half day = 6-hour period.
 - iii) Permitted hours for bar activity = Monday Saturday 11am 11pm
 Sundays and good Fridays Noon 10.00pm
 Christmas day Noon 3pm & 7pm 10.00pm
 iv) Event extension (receptions, dances, performances only) can be applied for in
 - iv) Event extension (receptions, dances, performances only) can be applied for in writing.
- v) If an event extension is requested, then the event can finish 1 hour later than standard times. The Town Hall bar will close up to 1 hour later than the standard times. Subject to agreement by management.
 - 18. The hire charges quoted relate to the times of the function booking. Functions which continue beyond these times will incur additional hire charges which will equate to our hourly rate. 15% of the half day rate per half-hour. In addition, if an event exceeds the

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contracted period of hire and causes a conflict with a following event and despite notice, does not end, then TTC reserves the right to enter the room and end the event forthwith.

Other Points

- 19. The hirer agrees to confirm to the events office in writing (by post, Fax or E-Mail) the final numbers attending by no later than midday, 1 month prior to the function. The number given at this time will be the number invoiced, unless numbers increase. If numbers are not notified by this time TTC reserves the right to charge the original estimate of numbers attending, or actual numbers attending whichever is the higher.
- Final invoice payment must be received by TTC within 30 days from the date of the final invoice.
- 21. In the event of late or part payment of any invoiced charges, TTC reserves the right to charge interest, on a daily basis, from the due date of each invoice.
- 22. In the event of the full balance (including the interest charges) failing to reach TTC within the timescale referred to above. The hirer will be susceptible with legal action at the Small Claims Court.
- 23. TTC operates a no-smoking policy throughout its properties.
- 24. TTC does not endorse or support the meeting programmes and/or content of any external function held its premises.
- 25. The hirer shall not sub-let the hired rooms.
- Prices of hire & beverage may be subject to change under certain exceptional circumstances.
- 27. TTC reserve full right for their Officers to be present during all functions at any time, and any order given by them shall be strictly observed.
- 28. The management reserves the right to monitor and request that sound levels from bands / discos be adjusted to a level that they think acceptable.
- 29. It is not permitted for any beverages to be brought onto the premises for either sale or consumption by hirer or guest unless a corkage charge is agreed with the management prior to the event. Any beverages brought onsite without prior knowledge or agreement with the management, TTC reserves the right to charge the hirer the current corkage and beverage rates.
- 30. Any beverages which are to be brought onsite & / or TTC drinks packages will require a 100% corkage deposit upon delivery. Any differences will either require a new payment from the client upon collection of the goods, or a refund will be issued by TTC. Any other bottles which have been consumed on the day which haven't been recorded will be invoiced to the hirer.
- 31. All exits, passages and stairways, whether marked for emergency use or not, shall be kept clear of obstruction at all times. No warning or other notice shall be removed or defaced and no decoration or sign shall be so placed or be of such material, colour or brilliance as to obscure or detract from the warning value of any notice.
- 32. The maximum number of persons admitted to functions in the main hall shall be as follows:

When used for: -

- Dancing 400 when stage extension has been removed; 310 when stage extension is in position.
- ii) Theatre or display purposes (where seats are close positioned in rows) 200 when stage extension is in position; 220 when stage extension has been removed.
- iii) Table seated functions 190 for functions where tables and chairs are used with the stage extension removed; 155 for function where tables and chairs are used with the stage extension in position.

In each case the number admitted would depend on how much of the stage extension has been erected. Ready access to the emergency exit doors shall be maintained at all times at the minimum width of 3ft 6ins in the clear.

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- 33. In the event of any public performances or commercial function, the hirer is responsible for the maintenance of good order and for this purpose must provide an adequate number of stewards, the numbers of which to be as recommended after risk assessment by hirer.
- 34. Parking to unload / load items into the building by hirer or trader shall be restricted to loading bays only unless consent is given by TTC after a risk assessment.
- 35. The hirer must not do or permit to be done in the room or any grounds owned by TTC anything which is illegal or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to TTC or any owner or occupier of neighbouring property
- 36. The hirer acknowledges that it shall occupy the room as a licensee and that no relationship of landlord and tenant is created between TTC and the hirer by this licence;
- 37. This licence granted by this agreement is personal to the hirer and is not assignable
- 38. TTC gives no warranty that the room possesses the necessary planning consents, authorisations, certificates or approvals required for the intended use of the room by the hirer

Insurance

- 39. The hirer must effect and maintain public liability insurance (sales and exhibition events only), with a minimum indemnity of five million pounds, which will indemnify the hirer, the hirer's contractors and TTC against any claims, costs, proceedings, charges and expenses incurred in respect of any injury to any person or loss of or damage to property, which occurs while the hirer, its employees, guests or contractors are on or about the premises of TTC. The hirer shall at the request of TTC produce to TTC the policy of insurance together with evidence of the payment of the current premium.
- 40. Any persons not being an employee of TTC who, with or without permission, uses or moves any of TTC's plant, equipment, furniture, electrical apparatus, ladders etc. shall as a condition of the use of such equipment, furniture, electrical apparatus, ladders etc. be assumed by TTC to have adequate insurance cover whilst carrying out any operations, whether included above or not, within the building.

Damage to TTC property and items not permitted in rooms

- 41. The hirer shall take all reasonable precautions to ensure that no damage occurs to the property of TTC or its employees. In the event of any damage occurring, TTC reserves the right to render the hirer liable for the replacement or repair of any or all property damaged.
- 42. In the event of any member of staff of TTC being injured by the hirer or by anyone attending the function the hirer shall be liable for any claims arising.
- 43. The hirer shall ensure that nothing is fixed to the floors, walls, ceilings or any other interior or exterior of the buildings by means of nails, screws, drawing pins, blue tack, glue or any other means unless agreed in writing with the management team prior to the function.
- 44. All decorations, canopies, scenery shall be of fireproof or flame-resistant material or shall be rendered and maintained flame-resistant. Cotton wool or other flammable material shall not be used under any circumstances. The hirers to seek the advice of the management on the type of materials which will be permitted. No naked flames, smokefog or dry ice machines, lasers or pyrotechnics shall be used. Pyrotechnics means apparatus or other devices used to produce smoke, coloured smoke or firework type effects.
- 45. The kitchen area shall not be used for purposes other than the preparation and serving of food. Any caterers using the kitchen on behalf of the hirer should be aware that any costs arising from breakages, misuse or inadequate clear-up after use will be charged to the hirer.
- 46. The hirer will ensure that all users will wear appropriate footwear of good condition during their visit to the premises. I.e. stilettos heals must not be worn to cause damage to floor etc.

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47. The hirer is not to make any alteration or addition to the room.

Equipment

- 48. TTC accepts no responsibility for any hired equipment or conference equipment provided by, for, or on behalf of the hirer, left unattended prior to, during, or after the function.
- 49. TTC cannot accept responsibility for any items lost or mislaid on the premises.
- 50. All items stored are at the hirer's risk.
- 51. Any items not collected within 24 hours of the end of the function will be disposed of unless prior arrangements have been made. Items stored outside these times may incur additional charges.
- 52. TTC will not be responsible for any item sent by courier that gets lost or damaged or for any items left at TTC after the event has taken place.
- 53. Hirers will be responsible for ensuring that electrical certificates are available in respect of all electrical equipment to be used during the period of their booking. This will apply not only to personal electrical equipment, but that to be brought onto the premises by caterers, discos, bands etc.

Insurance of property of hirer and hirer's guests

54. The hirer acknowledges that any such objects, equipment, furniture, stock, or other property of any sort will remain under the control and care of the hirer and/ or guests and the hirer is responsible for insuring such property and accordingly TTC excludes liability for losses.

Conduct

55. The hirer shall ensure that the function is conducted in an orderly fashion without causing a nuisance and in full compliance with the directives and requirements of management and with all applicable laws, ordinances and regulations.

Right to exclude or eject persons

- 56. TTC reserves the right to exclude or eject, as it thinks reasonable, any persons from the function, the room or the premises of TTC whom it shall consider objectionable (including any engaged by the hirer to provide duties or entertainment) and the hirer will be liable for any liability arising.
- 57. The events office must be informed prior to the function that of the ages of any young persons due to attend. A young person is defined as any person under the age of 18. Alcohol will not be served to any young person.

Data Protection Act

58. The details of the hirer, and where different, the client will be held by TTC on its computer database for use by its accounts department for maintaining proper records and by the events office for marketing purposes. It will not be passed onto any third parties.

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I acknowledge that I ha	ive read and	received	а сору	of the	terms an	d conditions	and a	agree to
abide by them.								•

Name: Printed
Signature
Date of signing
Company/ Organisation Name:
Position within Company:
Date of Event:



Your privacy is important to Tavistock Town Council which is subject to the General Data Protection Regulation. To view a copy of the Council's Privacy Notice and related information visit the 'Council Rules Policies & Procedures' section of the website at www.tavistock.gov.uk or telephone 01822 613529



Tel: 01822 813941 | 01822 616134 Mob: 07714 222346 becky.hadfield@tavistock.gov.uk www.tavistock.gov.uk

BUTCHERS' HALL THEMED MARKET AND EVENTS TERMS AND CONDITIONS

Before submitting an application to trade or hire, please ensure you read the Terms and Conditions relating to Butchers' Hall. Should your application be successful you will be required to confirm your agreement to adhere to the Terms and Conditions set by Tavistock Town Council.

The following Terms and Conditions govern the themed market and other event activities in respect of Butchers' Hall bookings and form the contract between the Council and Trader/Hirer.

DEFINITIONS

In these Terms and Conditions

- 1. "TTC" means Tavistock Town Council
- 2. "Council" means Tavistock Town Council or Officer exercising delagted powers on its behalf
- 3. "Management" means the management team of Butchers' Hall
- 4. "Trader" means Market Trader/Exhibitor
- 5. "Hirer" means any person, persons, promoters or representatives of a person or organisation hiring Butchers' Hall.
- 6. "Booking" means the booking taken for either a venue hire &/or booking and Council managed markets and events.
- 7. "Venue" means Butchers' Hall
- 8. "Management" means the Town Hall & Events Manager or Market Reeve

BOOKINGS

To secure a booking in Butchers' Hall, the following payment schemes apply:

Themed Markets: Full payment is required at the time of booking.

Venue Hire/Event Bookings: A 50% deposit is required at the time of booking (unless otherwise agreed by management such as in cases of multiple bookings. However, the 'next' booking will always be subject to payment in accordance with council policy) with the balance due 28 days prior to the event taking place. If a booking is made within 28 days of the event the full balance will be required at that time. The hirer agrees to pay Tavistock Town Council any such other charges as arise in accordance with these Terms and Conditions.

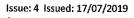
Payments will be accepted via Cash, Cheque, Debit Card or BACS, please note the following methods of payment:

BACS/Bank Transfer Details: Bank: Barclays Bank PLC Sort Code: 20-50-40 Account: 40422401 Cheques: Should be made payable to TAVISTOCK TOWN COUNCIL and sent to the correspondence address above. Debit Card: Payments can be made to the Town Council office (Please note no credit cards) on 01822 613529. Office opening hours between 8.45am-5.15pm Monday-Thursday and 8.45am-4.45pm on a Friday.









When making payment, please use the specific reference you are provided by TTC with and inform management when a payment has been made.

All booking enquiries must be submitted on the current TTC form. No places are reserved if bookings are not submitted on the correct form and if payment is not made by the payment deadline.

All bookings are based on the current schedule of charges and may be subject to change. Please note TTC fees and charges are reviewed annually and depending on when the booking falls within the civic year, those reviewed charges (whether an increase or decrease) will be applied. In exceptional circumstances TTC will consider a reimbursement of the booking deposit.

Authority is delegated to the Town Hall & Events Manager to agree rates for commercial bookings e.g. large events, TTC corkage and drinks packages etc.

YOUR COMMITMENT TO A BOOKING

Final details about the event will be sent to all traders/hirers prior to the event, all traders/hirers must read these guidelines and raise any queries prior to the booking.

At the end of the event, traders/hirers must vacate/breakdown within one hour of the specified closure to allow time for handover of the venue back to TTC unless there has been prior agreement in writing with management.

Vehicles should be removed from the loading bay on Market Road immediately upon loading or unloading. Please note the market perimeter is pedestrianised and there should be no unauthorised vehicles in the area unless authorised by management.

Traders/Hirers must ensure that nothing shall be done to cause nuisance or annoyance to members of the public, the Council's representatives, neighbours or other traders, or to contravene any statute, by-law or regulation of the Council.

Traders/Hirers must ensure that no litter is unnecessarily deposited and take all reasonable steps to prevent the deposit of such. All refuse generated by traders from trading operations in Butchers' Hall is to be disposed of in the Tavistock Town Council designated recycling area or taken off site by traders/hirers. All cardboard boxes must be flattened and placed in the cardboard receptacles. Cardboard must not be cross contaminated with any other product (paper, plastics etc.). Any trader/hirer generating refuse that falls outside the Council's Certificate of Registration under the Control of Pollution (Amendment Act 1989) or any subsequent/revised Act shall be responsible for the prompt removal of such refuse at their own expense from Butchers' Hall. If in doubt regarding what constitutes acceptable rubbish, advice must be sought from the Town Hall & Events Manager. Failure to abide by the Council's waste rules may cause a trader to be barred from trading.

There is a no smoking policy in all Council buildings. No one may smoke in Butchers' Hall.

All traders/hirers shall comply with any reasonable instruction by management on all matters concerning the operation of Butchers' Hall. Should any trader/hirer be dissatisfied, then written representation must be made to the General Manager in the first instance. If dissatisfied with the General Manager's ruling, traders can appeal in writing to the Town Clerk. If still dissatisfied, the matter can be progressed through the Council's Complaints Procedure. Until such time as the trader/hirer is in receipt of a written decision concerning any appeal made under the Complaints Procedure, the Town Clerks decision will stand.

The final decision on the management and use of Butchers' Hall is vested in Tavistock Town Council. In the event of a dispute about the interpretation of these regulations the Council's decision will be final.



Traders must at all times abide by normally accepted social standards and good conduct towards Council staff, other traders and the general public. If traders cause such abuse, alarm or concerns towards others, due to their actions, omissions or the goods / services they are providing, management has the right to ban that person from trading on Council premises or on premises controlled by the Council.

Building out beyond the limitations of the allocated stall area will not be permitted. Sub-Letting of any market pitch is not permitted.

Markets Traders who trade from a van/marquee are allowed to bring these inside Butchers' Hall subject to management's agreement. If your pitch is larger than 3mx3m please ensure you contact management and/or specify on your booking form.

Table fee is based on a 6ft x 2.5ft table. Pitch fee is based on a 2m x 3m or 3mx3m space.

DOCUMENTATION

Traders/hirers must adopt safe working practices, comply with the safety guidelines of the event and cooperate with TTC Officers. Traders/hirers will be required to provide information regarding food hygiene, health & safety risk assessment, sale of alcohol etc. where appropriate at the time of booking.

Traders/hirers conducting a food business as defined in any current food hygiene regulations and any subsequent legislation shall comply with such legislation AND must be registered with a local authority. Any breach or breaches may result in being disqualified from trading in Butchers' Hall.

No naked flame may be used for heating, lighting, cooking or for any other purposes within Butchers' Hall unless permission is granted by management in writing. Management will be guided by the TTC Safety Advisor and in consultation with our insurers. Traders/Hirers who require permission must inform the management at the time of making an application to trade/hire the venue and provide the relevant supporting documentation. Gas Appliances must be Gas Safety Tested.

Traders/hirers wishing to use a generator must seek prior authority and be risk assessed. Details of size, means of noise suppression and details of certification must be available for inspection.

Traders/hirers who do require a heat source which has been granted permission must have an appropriate fire extinguisher readily available on their pitch throughout the event.

INSURANCE

Tavistock Town Council is not responsible for any loss, theft, or damage to your property or stock during the use of Butchers' Hall. All traders/hirers must carry adequate insurance and provide a copy of their Public Liability Insurance with a minimum indemnity of five million pounds at the time of booking, which will indemnify the hirer, the hirer's contractors and TTC against any claims, costs, proceedings, charges and expenses incurred in respect of any injury to any person or loss of or damage to property, which occurs while the hirer, its employees, guests or contractors are on the premises of TTC. The hirer shall at the request of management produce the policy of insurance.

Any persons not being an employee of TTC who, with or without permission, uses or moves any of TTC's plant, equipment, furniture, electrical apparatus, ladders etc. shall as a condition of the use of such equipment, furniture, electrical apparatus, ladders etc. be assumed by TTC to have adequate insurance cover whilst carrying out any operations, whether included above or not, within the building.

ELECTRICITY

Butchers' Hall has a three phase power supply & each pitch has access to power. All personal electrical equipment must be in possession of a current PAT certificate which must be made available if requested by management.



ALCOHOL

TTC operates a strict Challenge 25 Policy which all traders/hirers of Butchers' Hall must adhere to.

During an event which involves alcohol, a notice must be displayed at the premises advising visitors that they may be required to prove their age before purchasing/drinking alcohol.

If a young person, who appears to be 25 years or under asks for alcohol, they will be required to prove their age before they are served, unless the staff/premises traders/hirers are certain (from personal knowledge or because they have seen proof of age on a previous occasion) that the person is 18 years or over.

The forms of proof of age that will be accepted are; a passport, a photo driving licence, or a proof-of-age card that has the PASS accreditation hologram. Photocopies will not be accepted.

In regards to Off Sales of alcohol, all off sales must be in sealed containers.

Alcohol sellers are required to agree to the following:

As a retailer/trader I will be responsible for the lawful running of my stall. I will at all times keep the Premises Licence Holder and the designated Officer fully indemnified against all actions, proceedings, claims, fines, costs and expenses, which they or any of them may be liable to incur arising out of any offence committed under the Licensing Act 2003 and any other applicable legislation, with respect to my participation at an event.

Traders/hirers are required to document and inform management immediately of any individuals who are refused alcohol. A description of the customer and reason for refusal must be recorded.

CANCELLATION POLICY

TTC CANCELLATION

TTC reserves the right to cancel any booking and without any liability on its part in the event of the trader/hirer failing to perform any of the obligations contained within these Terms and Conditions. If, for any reason beyond its control, TTC is unable to perform its obligations in connection with any booking, such non-performance is excused and TTC may terminate with reasonable cause this contract without further liability of any nature, upon re-imbursement of any sums paid by the Hirer. In no event, shall TTC be liable for consequential damages.

COUNCIL MANAGED MARKETS AND EVENTS

Reservations of market stands will lapse if payment is missed, 100% of the fee is required before any stand space is confirmed.

No refunds can be made for circumstances beyond our control (e.g. bad weather / number of customers etc.).

CANCELLATION BY THE HIRER

The hirer may cancel a booking by giving notice in writing. In the event that the hirer cancels a venue booking, TTC reserves the right to impose the following cancellation charge:

- Cancellation outside of 4 calendar months of the event = full loss of deposit.
- Cancellation within 4 calendar months of the event = loss of deposit plus remainder of room hire fee

The hirer is in breach of this contract if:

He/she fails to pay TTC any sum of money payable to TTC on the due date.

• The function is presented or conducted by the hirer other than in accordance with the event content notified to TTC at the time of the booking and/or approved by the management.

DAMAGE TO TTC PROPERTY & ITEMS NOT PERMITTED IN BUTCHERS' HALL

The hirer/trader shall take all reasonable precautions to ensure that no damage occurs to the property of TTC or its employees. In the event of any damage occurring, TTC reserves the right to render the hirer/trader liable for the replacement or repair of any or all property damaged.

In the event of any member of staff of TTC being injured by the hirer/trader or by anyone attending the function the hirer/trader shall be liable for any claims arising.

The hirer/trader shall ensure that nothing is fixed to the floors, walls, ceilings or any other interior or exterior of the buildings by means of nails, screws, drawing pins, blue tack, glue or any other means unless agreed in writing with the management team prior to the function.

All decorations, doors, canopies, scenery shall be of fireproof or flame-resistant material or shall be rendered and maintained flame-resistant. Cotton wool or other flammable material shall not be used under any circumstances. The trader/hirer to seek the advice of the management on the type of materials which will be permitted. No smoke-fog or dry ice machines, lasers or pyrotechnics shall be used. Pyrotechnics means apparatus or other devices used to produce smoke, coloured smoke or firework type effects.

The kitchenette area shall not be used for purposes other than what is specified at the time of booking. Any caterers using the kitchen on behalf of the trader/hirer should be aware that any costs arising from breakages, misuse or inadequate clear-up after use will be charged to the hirer.

Traders/hirers are not to make any alteration or addition to Butchers' Hall which includes the door, heating and lighting settings as well as the audio system.

All exits whether marked for emergency use or not, shall be kept clear of obstruction at all times. No warning or other notice shall be removed or defaced and no decoration or sign shall be so placed or be of such material or colour as to obscure or detract from the warning value of any notice. Fire and health and safety equipment should not be covered up or tampered with.

Corkage charges in respect of functions held in Butchers' Hall will be applied. It is not permitted for any beverages to be brought onto the premises for either sale or consumption by hirer or guest unless a corkage charge is agreed with the management prior to the event. Any beverages brought onsite without prior knowledge or agreement with the management, TTC reserves the right to charge the hirer the current corkage and beverage rates.

EQUIPMENT

TTC accepts no responsibility for any hired equipment or conference equipment provided by, for, or on behalf of the hirer, left unattended prior to, during, or after the function.

TTC cannot accept responsibility for any items lost or mislaid on the premises.

All items stored are at the hirer's/trader's risk.

Any items not collected within 24 hours of the end of the event will be disposed of unless prior arrangements have been made. Items stored outside these times may incur additional charges.

TTC will not be responsible for any item sent by courier that gets lost or damaged or for any items left at TTC after the event has taken place.

Hirers/traders will be responsible for ensuring that electrical certificates are available in respect of all electrical equipment to be used during the period of their booking. This will apply not only to personal electrical equipment, but that to be bought onto the premises by caterers, discos, bands etc.

PUBLIC VENUE HIRE AND EVENTS

This section is in reference to those who hire Butchers' Hall as a venue for an event. The following Terms and Conditions apply specifically to hirers of the venue:

The maximum number of persons admitted to functions in Butchers' Hall shall be as follows:

- o Standing 200
- O Theatre Style (dependent on layout) between 124 160
- o Table seated functions (dependent on layout) 100

In each case the number admitted would depend on the layout of the event and be subject to management agreement. Ready access to the emergency exit doors shall be maintained at all times at the minimum width of 3ft 6ins in the clear. It is the hirers' responsibility to control attendee numbers to their event.

The hirer agrees to confirm to management in writing (by post or E-Mail) the final numbers attending the event by no later than midday, 1 month prior to the function. If numbers are not notified by this time TTC reserves the right to charge for the possibility of additional staff resources or cancel the booking entirely.

In the event of late or part payment of any invoiced charges, TTC reserves the right to charge interest, on a daily basis, from the due date of each invoice.

In the event of the full balance (including the interest charges) failing to reach TTC within the timescale referred to above. The hirer will be susceptible to legal action for recovery.

TTC reserve full rights for their Officers to be present during all functions at any time, and any reasonable instruction given by them shall be strictly adhered to.

The management reserves the right to monitor and request that sound levels from bands, discos or other noise producing paraphilia be adjusted to a level that they think acceptable.

CATERERS

The hirer who sources their own caterer will be subject to:

• The caterer and hirer agreeing to TTC's external catering Terms and Conditions which shall then be deemed to be incorporated into these Terms and Conditions.

HOURS OF USE

The charges quoted relate to the following hours of hire

- Butchers' Hall can be hired between the operating hours of 07.30 to 22.30 Monday to Saturday, with opening hours to the public set between 09.00 to 21.30.
- Sundays & Bank Holidays may be subject to reduced operating and opening times which will be discussed at the point of a booking enquiry.
- An hourly rate is applied to all bookings which continue beyond the set hours of hire and hours of clearance (e.g. day hire is set between the hours of 07.30 to 18.00). In addition, if an event exceeds the contracted period of hire and causes a conflict with a following event and despite notice, does not end, TTC reserves the right to enter the premises and end the event immediately.
- The sale of alcohol is not permitted after the hours of 21.00.



In the event of any public performances or commercial function, the hirer is responsible for the maintenance of good order and for this purpose must provide an adequate number of stewards, the numbers of which to be as recommended after risk assessment by hirer and agreed with management.

The hirer must not do or permit to be done in Butchers' Hall or any grounds owned by TTC anything which is illegal or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to TTC or any owner or occupier of neighbouring property.

The hirer acknowledges that it shall occupy the room as a licensee and that no relationship of landlord and tenant is created between TTC and the hirer by this licence;

This licence granted by this agreement is personal to the hirer and is not assignable.

TTC reserves the right to exclude or eject, as it thinks reasonable, any persons from the function, or the premises of TTC whom it shall consider objectionable (including any engaged by the hirer to provide duties or entertainment) and the hirer will be liable for any liability arising.

COUNCIL MANAGED MARKETS AND EVENTS

This section is in reference to markets and events which are organised by in house by TTC.

All traders must occupy their table/pitch by the official opening time to the public, either 9.00am Monday to Saturday or 10.00am on Sundays and Bank Holidays (unless otherwise stated by management). If a trader fails to comply, then the table/pitch may be re-let for that day. Should a trader arrive late with no prior notice an alternative table/pitch may be offered if available, if not they will be turned away for that day and no refund will be granted.

The set layout of an in house event should not be altered unless agreed by management.

Traders are required to trade with stock in situ until the official closure of Butchers' Hall to the general public. Unless otherwise stated, closure to the general public is 4.30pm Monday to Saturday and 4pm on Sundays and Bank Holidays.

No trader shall keep any live animal at their table/pitch without permission from management.

All facilities associated with Butchers' Hall belonging to the Council and provided for the use of the traders shall be used only for the purposes for which they are provided. The cost of repair occasioned by misuse or deliberate damage to the facilities by a trader will be recharged to the trader.

All charges for Butchers' Hall are fixed by Tavistock Town Council. Exceptionally in extreme weather conditions or such other events, managament has the authority to vary rates.

Free use of any table/pitch not hired on any market day shall be at the discretion of management. No trader shall make any material change regarding the products/services sold as specified on the application form &/or subsequent written notice.

No trader shall hawk or carry about any article for sale within the Butchers' Hall or any associated area without permission by management. An appropriate charge may be made for such activity. No trader's children under the age of 16 shall be allowed to accompany the trader in Butchers' Hall without permission by management.

All traders must provide management with full contact details. This information will be recorded in line with GDPR.

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Any trader who is absent due to sickness must inform management at the earliest possible opportunity and keep management informed of their progress. There will be a requirement that all traders/hirers of Butchers' Hall shall conduct themselves whilst operating as a trader responsibly and lawfully. They are expected to exhibit a high degree of personal integrity, ethics and professionalism at all times when trading in and around Butchers' Hall. Whilst doing so they are expected to abide by these regulations. The details of the trader/hirer will be held by TTC on its computer database for use by its accounts department for maintaining proper records and by management for administrative purposes. Data held will comply with GDPR and it will not be passed onto any third parties. Tavistock Town Council has the right to revise and amend the Terms and Conditions as and when deemed appropriate. Any amendments to the Terms and Conditions will be communicated to all parties involved. I acknowledge that I have read and received a copy of the Terms and Conditions and agree to abide by them. Name: Signature: Date of signing: Company/ Organisation Name (if applicable): Position within Company (if applicable):

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Date of Booking:

