

TRURO CITY COUNCIL



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22 December 2020

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

Dear Councillor

NOTICE IS HEREBY GIVEN that a **virtual** meeting of the Parks and Amenities Committee will take place on **MONDAY 11 JANUARY 2021 at 7.00 pm** via Zoom Virtual Meetings (via an email link*) for the transaction of the under mentioned business:

*Members of the public who wish to attend are requested to email: info@truro.gov.uk

AGENDA

- 1 **APOLOGIES**
- 2 **MEMBERSHIP OF PARKS & AMENITIES COMMITTEE**
To note that at the 7 December 2020 Council meeting, Councillor Wilkins was co-opted onto the City Council and appointed as a member of the Parks and Amenities Committee. One vacancy remains on this Committee.
- 3 **DISCLOSURES OR DECLARATIONS OF INTEREST**
- 4 **OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA - VERBAL QUESTIONS (5 minutes)**
Members of the public wishing to attend this meeting should email info@truro.gov.uk
- 5 **MINUTES OF THE PARKS AND AMENITIES COMMITTEE MEETING HELD ON 16 NOVEMBER 2020 HAVING BEEN BEFORE COUNCIL ON 7 DECEMBER 2020**
- 6 **TREMORVAH PLAYING FIELD** Appendix A
Further to the Council meeting held on 7 December 2020, to consider the investigations into the costs of moving the play equipment and replacing the equipment and make a recommendation to Council as appropriate.
Parks & Amenities Manager to report.
- 7 **PROPOSED CHANGING PLACES TOILET AT GREEN STREET**
Item requested by Mayor & Deputy Mayor at the Finance & General Purposes Committee meeting held on 23 November 2020. (Minute 272 (F&GPC) refers.)

- 8 **THE POTENTIAL FOR CHARGED MOTORHOME PARKING AT BOSCAWEN PARK** Appendix B
Item requested by Deputy Mayor. To discuss. At its meeting on 7 September 2020 Members agreed the establishment of an overnight mobile home facility at Boscawen Park be considered by the Towns Fund Board Boscawen Park Project Group. (Minute 152 refers.)
- 9 **ESTIMATES 2021/2022**
To consider the Estimates of Expenditure 2021/2022. Attached.
Town Clerk to report.
- 10 **DATE OF NEXT MEETING**
Monday 8 February 2021 – Virtual Meeting
The agenda for the next Parks and Amenities Committee to be held Monday 8 February 2021 will be prepared on Wednesday 3 February 2021. In accordance with Minute 302, should a member wish an item to be included on this agenda please inform the Town Clerk’s office by Tuesday 2 February 2021 as no items other than those on the agenda can be considered at the meeting.



ROGER GAZZARD
TOWN CLERK

Tremorvah Playing Field

Introduction

At the last meeting of Council on 7 December 2021. Draft Minute 299 refers – see copy overleaf. Members:

“RESOLVED that the Parks & Amenities Manager would:

- (i) continue to monitor the play equipment into the spring, the process of which would include talking to residents about their views;
- (ii) investigate the costs to a) move the equipment within the playing field, to a location away from the residents, and b) move the equipment to Boscawen Park, including associated costs of replacing the equipment with another piece of suitable equipment at Tremorvah;
- (iii) report his findings back to a later meeting of the Council in spring 2021.”

Since the meeting I have requested the details for potential costs of moving the equipment. These costs are awaited, and a report will be made to the Committee meeting.

Recent History

At the Council meeting on 26 October Members had considered a report by the Parks and Amenities Manager on concerns raised by some local residents about play equipment, including one particular item and its use and the history to the extension to the playground. Council:

“RESOLVED that the recommendation within the Parks & Amenities Manager’s report be adopted (that the Council continues to monitor the situation) and an update be reported to Councillors before Christmas, where further monitoring could be considered if necessary.”

Previously the Parks and Amenities Committee had considered a verbal report by the Parks and Amenities Manager at its meeting on 5 October. Minute 207 refers. The Committee:

“RECOMMENDED TO COUNCIL that:

1. The Parks & Amenities Committee noted the verbal report made by the Parks & Amenities Manager to the meeting held on 5 October 2020.
2. The Committee supported the action taken by the Parks & Amenities Manager to date, in response to complaints received.
3. A written report, setting out the action taken in 2. above be submitted by the Town Clerk for consideration by Council at its next meeting on 26 October 2020
4. Cornwall Council’s Environmental Protection Team be requested to undertake recording(s) of noise levels at Tremorvah Play Area.”

At the meeting scheduled for 11 January 2021 the Committee will be requested to consider the results of the investigations referred to above and make a recommendation to Council as appropriate.

Richard Budge
Parks and Amenities Manager
22 December 2020

Draft Minutes – Council 7 December 2020

“297 TREMORVAH PLAYING FIELD

Further to Min 236, Page 111 (26.10.2020), Councillors reviewed the Parks & Amenities Manager’s report and discussed the issue (also raised Minute 291, Page 139 above). Councillors discussed the complaints in more detail, including points pertaining to how long residents had lived by the park without issue and that the problem needed to be addressed sooner rather than later.

The Parks & Amenities Manager informed Members he had seen the videos on social media, and it was clear that the equipment was being misused. The equipment itself was fit for purpose and had passed numerous vigorous safety tests. Only one of the videos related to the new equipment of which the previous noise complaints had been associated with, and the other was a much older piece of equipment. The Parks & Amenities Manager also confirmed the newer piece of equipment had been funded by the Friends of Tremorvah Playing Field group, as well as from Section 106 monies and the City Council. After purchase it was handed to the City Council for management/maintenance and was therefore under City Council ownership.

Members discussed the issue further, including points about careful consideration relating to funding, and that there was a possibility the noise issues would continue regardless of whether the equipment was moved, because it may be more related to unrest during the pandemic. It was also pointed out that it was important to check the sources of anything posted on social media.

Discussion on this item was paused to comply with Standing Orders and the discussion then continued in Minute 299 below.

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299 TREMORVAH PLAYING FIELD

Continuing from Minute 297 above, Councillors felt that the Parks & Amenities Manager’s recommendation in his report (that monitoring of the equipment and any noise disturbances continue into the spring when the equipment was likely to be used to a greater degree due to the better weather) was sensible as only two separate complaints had been received, but that it was also important to investigate other options in the meantime.

It was therefore proposed by Councillor Webb, seconded by Councillor Mrs Stokes and

RESOLVED that the Parks & Amenities Manager would:

- (i) continue to monitor the play equipment into the spring, the process of which would include talking to residents about their views;
- (ii) investigate the costs to a) move the equipment within the playing field, to a location away from the residents, and b) move the equipment to Boscawen Park, including associated costs of replacing the equipment with another piece of suitable equipment at Tremorvah;
- (iii) report his findings back to a later meeting of the Council in spring 2021.”

The Potential for Charged Motorhome Parking at Boscawen Park

At the Parks and Amenities Committee meeting held on 7 September 2020 it was decided that:

“1. The following additional work be considered by the Boscawen Park Project Group: the establishment of an overnight mobile home facility at Boscawen Park.”
Minute 152 refers.

A report was provided on the background research on this subject for consideration by the Boscawen Park Project Working Group. This is a copy of the report for consideration by the City Council’s Parks and Amenities Committee.

Motorhome Parking: Background.

There are an estimated 225,000 motorhome owners in the UK and motorhomes come in a wide variety of shapes and sizes¹. The popularity of motorhome touring by visitors from the UK and Europe is increasing. Both staycations and sales of motor homes and campervans are reported to have risen during the Coronavirus pandemic².

Commercial Providers

Commercial providers generally mean campsites and caravan parks. These facilities charge around £25 - £30 a night³. However, users will expect facilities such as toilets, shower block, disabled facilities, WC chemical disposal point, fresh water, rubbish disposal, internet access, washing-up area and so forth. These kinds of sites would often have access to a shop, playground and public transport to town, or pubs and restaurants nearby. Their target market is often families on holiday and sites are intended for stays of 1 to 2 weeks. Providers have extensive rules around issues such as putting up awnings, pitching a ‘pup’ tent, car parking, car parking by pitch, use of firepit, picnic table and so forth. This is not a comparable service to what is suggested for Boscawen Park – the proposition there would be for ‘Parking’ rather than ‘Camping’.

Stop Over schemes

A more comparable service would be something along the lines of ‘Aires’ provided routinely on the continent. These are low-cost facilities provided for a maximum stay of 1 – 2 nights. The target market tends to be older, self-contained, stop-over visitors who park and visit a local town for cultural and recreational purposes for 1 or 2 days. Rules discourage extra equipment being used such as: awnings, wind breaks, tables, chairs, bbqs. Minimal facilities are still usually expected such as a water point, chemical disposal and rubbish disposal.

Currently in the UK there are a number of ways in which such overnight stopover sites are found:

¹<https://www.caravanclub.co.uk/advice-and-training/guide-to-buying-hiring-vehicles/Buying-a-car-caravan-or-motorhome/buying-a-motorhome/>

² <https://www.expressandstar.com/news/motors/2020/06/08/motorhome-and-caravan-prices-on-the-rise-as-brits-opt-to-holiday-at-home/>

³ See for example pricing at www.pitchup.com for Summer Valley Touring Park, Allet, TR4 9DW. Mid- season From: £18 non-electric to £23 electric, High season £22 non electric to £27.50 electric.

- Users search via the internet for a parking spot, often at short notice via sites such as searchforsites.co.uk⁴ - many listed sites are free or charge a minimal parking charge. See link to listing below for Boscawen Park.
- Users take advantage of listings provided by organisations such as the ukmotorhomes.net stopover listing⁵ which lists ‘sanctioned non-camping’ overnight stop over sites, for example in carparks, pubs and sports clubs, some of which are part of the NIGHT STOP scheme run by practical motorhome Magazine and The Motorcaravanners Club. One local example from the list is the Willow Park Carpark in Mevagissey charging £8 per night.⁶ Charges are generally below £10. Note a listing for Clovelly, July 2020 that says – ‘Motorhome overnight stays are no longer permitted due to the unacceptable behaviour of some’.
- Users join a card access and app-based scheme such as Camping-car Parking, the major operator of Aires in France⁷ with almost 200 sites. This organisation is reported as planning to expand into the UK.⁸ It works on a ‘pass etapes’ card system where you pay a few euros for the card then load it with credit and enter sites via barrier system. 24 hours cost between 7.30 to 15 Euros. A variety of services including electricity, water and wi-fi are provided at sites.

Local Authority Providers

There are very few local councils that provide parking facilities for motorhomes in the UK. One example is Canterbury. In this case the edge of town New Dover Park and Ride, has 30 extra-large bays for motorhomes with a large turning circle. Fresh water and waste disposal facilities are also available. Security cameras are installed. It costs £3.50 per day (midnight to midnight) and this includes the use of Park and Ride buses. The site opens at 6am and the entry barriers lock at 8pm, but you can exit at any time.⁹ Canterbury coach park in the centre of town has 48 spaces and charges £15 for 12 hours.

Campaign for Motorhome Stopover sites

There is an active campaign called CAMpRA campaigning for Aires in the UK, its facebook page¹⁰ boasts 11, 800 members and is related to 8 other motorhome facebook groups with many tens of thousands of members. Its website that lists campaigning materials including sample letters to councillors¹¹. There is evidence of a growing demand nationwide for motorhome parking facilities.

⁴ Listing for Boscawen Park on this site can be viewed here:
<https://www.searchforsites.co.uk/markerMobile.php?id=32092>

⁵ <https://www.ukmotorhomes.net/uk-stopovers/motorhome-stopover-listing#close>

⁶ Listings are changed frequently and often based on visor reports – this one says updated July 2020.

⁷ See <https://campingcarpark.com/en/>

⁸ <https://www.ukmotorhomes.net/news/camping-car-park-to-expand-into-the-uk#close>

⁹ https://www.canterbury.gov.uk/info/20060/places_to_park/225/coach_and_motorhome_parking

¹⁰ <https://www.facebook.com/groups/campira.uk/>

¹¹ <https://www.campira.org.uk/>

Cornwall Council

Although motorhomes are allowed to park during the day, overnight sleeping is banned in all Cornwall Council car parks and in 70 carparks it is not permitted to park overnight. There is also an overnight parking ban (11pm - 8am) with a £70.00 fine for motorhomes in these car parks¹².

Suitability of Boscawen Park

Any consideration of the suitability of Boscawen Park as a motorhome parking site should note the following risks:

- The current car park is under extreme pressure due to a major increase in park use during Covid-19, (some report estimate 200-300 per cent increase in footfall¹³) increased use of the tennis courts, the popularity of the playpark and unauthorised commuter parking due to new parking restrictions in town. It will come under further pressure due to the new canoe club and tennis pavilion/café facilities.
- The car park itself is generally quite long and relatively thin making a turning circle for large motorhomes difficult to accommodate.
- There is little or no public transport into town (a walking distance of 1.2 miles, 24 minutes to Lemon Quay according to google maps) and there is no adjacent local shop or pub. The Café in the Park or Trennick Mill being the only facilities.
- There is currently no evening/night staff cover to deal with any issues or barrier entry problems etc.
- Investment would need to be made to provide even minimal facilities such as toilets and fresh water and waste water disposal.
- The maximum charge that could be made is likely to be £8 - £10.
- There is a risk of attracting anti-social elements, increasing pressure on the site from litter, rubbish and possibly crime if the site has no security cameras.
- At present the parking is unauthorised and free but tends to be at a low level.
- Possible conflict and pressure on existing resources with little extra capacity such as the existing toilets, cafe, and playpark.

Benefits:

- Possible direct income – at £10 per night and 60 per cent occupancy over the year, 5 pitches would, for example, net £10,950 in revenue per year. However considerable extra investment and on-going costs such as staff time would be required.
- Increase in tourist footfall and spend for Truro, as motorhome visitors spend money in town
- Increased reputation for hospitality and welcome for Town and ‘enlightened approach’.
- Brings Truro in line with twin town Boppard that has minimal motorhome parking facilities¹⁴

¹² <https://www.cornwall.gov.uk/transport-and-streets/parking/cornwall-council-car-parks/motorhome-parking/>.

¹³ <https://www.inyourarea.co.uk/news/parks-and-beaches-across-the-uk-are-busier-than-ever/>

¹⁴ See stopover search entry for Boppard here: <https://www.searchforsites.co.uk/marker.php?id=10160>

Recommendations:

(i) That Boscawen Park is not a suitable site for large motorhomes due to its relative isolation from town, unsuitable car park and pressure on resources.

(ii) That the Council maintain an open and positive approach to this issue and consider recommending further investigation of an alternative site for low-cost motorhome parking facilities as part of any re-development closer to town (or in the park and ride facilities) (with other partners such as Camping-car parking in future).

Further information sources

Clubs etc

Report Author:
Isabelle Risner,
Parks and Amenities Administrator

17 September 2020

Truro City Council

Estimates Report 2021-22 & Financial Forecasts 2022-24

***Draft for Parks & Amenities Committee 11th January 2021
&
Finance & General Purposes Committee 18th January 2021***

Roger Gazzard
Town Clerk

Contents

Introduction	1
Corporate Objectives	2
Action Plan	3
Financial Estimates Overview	8
Finance & General Purposes Committee Estimates	15
Parks & Amenities Committee Estimates	29
Statement of Funds & Reserve	Error! Bookmark not defined.

Estimates 2021-22

Introduction

- 1 The purpose of this report is to enable members to make an informed decision regarding the financial requirements of the Council over the next three years, with particular emphasis on the Precept for the next financial year. It also reviews the current year's financial position and recommends changes to the approved estimates.
- 2 The financial position for the current year has been seriously impacted by the coronavirus and the Council has taken the unprecedented step of reviewing our current year estimates after both the first financial quarter and again after the second. The financial planning work that the Council has carried out to mitigate its income losses has ensured that it will finish the year in a strong position to meet the ongoing challenges in the next.
- 3 The last Council elections took place in May 2017 and the next will be in May 2021.
- 4 The Council is acutely aware of the need to minimise increases in cost to the Council Taxpayer. The recommendations and financial plans in this report will result in the charge to Council Taxpayers for 2021-22 increasing by some 1.9% (£4.93 per annum for Band D) over the 2020-21 charge. Once again this can only be achieved with strong financial controls in place.
- 5 The report analyses the Council's current financial position, including actual income & expenditure for the last financial year, and the money set aside in both the Revenue and earmarked reserves. It therefore enables the Council to make informed decisions on the following matters: -
 - Changes needed to the current financial year's estimates.
 - The Precept required for the next financial year.
 - The likely effect of the action plan on future Precepts and Capital Expenditure.
 - The level of Revenue Reserve and earmarked funds needed for the future.
 - The technical and legal changes that have affected the Precepting process

Corporate Objectives

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

Mission Statement

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

Corporate Objectives

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

Action Plan

In order to focus the attention of the Councils activities upon the agreed objectives an action plan is below. This is a live Plan which will change with the requirements of the Council and respond to external influences. In 2021 this Plan will be update in the form of a four year plan after the May elections in order to focus the activities of the next Council: -

Corporate Objective	Action proposed	Date To be Achieved by	Responsible
To provide a leadership role for the community and promote and enhance the economic, environmental, cultural and social well-being of the City of Truro for the benefit of its residents, business and visitors.	To provide an active Mayoralty	Ongoing	Mayor
	To continue to provide a destination marketing service for the City.	Ongoing	TIC managers
	Continue to provide and support events and activities to generate footfall in the City	Ongoing	Town Clerk
	Continue to provide burial space in the City and maintain the public cemetery to a high standard.	Ongoing	Town Clerk
	To consider opportunities to increase freehold/leasehold interests in properties where the use of the property would assist in the delivery of these objectives. Any proposal to include a full business case.	Ongoing	Town Clerk
	To work closely with other providers of public services in the City; including Cornwall Council the Police and Health & Social Care	Ongoing	Town Clerk
	To encourage the setting up and ongoing work of voluntary groups; particularly resident groups, horticultural groups and environmental groups.	Ongoing	Town Clerk Parks & Amenities Manager Community Development Officer.
	To continue to provide a high standard of floral decoration in the parks, gardens, and City Centre. To enter the RHS South West in Bloom competition in 2021 to provide external benchmarking.	Competition judging in July 2021	Parks & Amenities Manager
	To support and carry out maintenance of the Leats system and other monuments and memorials in the City.	Ongoing	Parks & Amenities Manager

	<p>To continue to provide consultation responses to planning applications in the City.</p> <p>To seek a greater role in the planning system.</p> <p>To support Youth work in the City.</p> <p>To support public transport in the City where there is a direct benefit to residents and visitors.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Town Clerk</p> <p>Town Clerk</p> <p>Town Clerk</p> <p>Town Clerk</p>
<p>To enable people residing, working or visiting the City to enjoy a meaningful, pleasant and safe time.</p>	<p>To continue to operate the Public open space CCTV system</p> <p>Provide Grant funding to voluntary organisations working in the night time economy.</p> <p>Continue to provide public conveniences to serve the City Centre and our parks & gardens. Review the future level of provision in the City Centre.</p> <p>Continue to provide and maintain City Centre street furniture to a high standard.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Working party currently considering future provision.</p> <p>Ongoing</p>	<p>Town Clerk</p> <p>Town Clerk</p> <p>Parks & Amenities Manager and Compliance Officer</p> <p>Parks & Amenities Manager</p>
<p>To provide facilities where everyone can enjoy their leisure time within the City</p>	<p>To maintain and develop the sports and leisure facilities under the control of the Council. Working with sports clubs.</p> <p>To operate a pay and play policy where appropriate and to maintain charges for sporting activities at an affordable level.</p> <p>To replace the Tennis pavilion.</p> <p>To maintain and increase the existing stock of Allotments.</p> <p>To lead the Towns Deal grant funding bid for facilities in Boscawen Park</p>	<p>Ongoing</p> <p>Ongoing</p> <p>New Pavilion by end September 2021 Develop Treffry Road allotments by end September 2021</p> <p>Ongoing</p>	<p>Parks & Amenities Manager</p> <p>Parks & Amenities Manager</p> <p>Town Clerk/ Parks & Amenities Manager</p> <p>Town Clerk/ Parks & Amenities Manager</p> <p>Town Clerk/ Parks & Amenities Manager</p>
<p>To continue to operate the Council in an efficient, economic and sustainable manner, seeking if possible to improve its performance</p>	<p>To ensure the continuance of the administration during the period of absence from the Municipal Offices.</p>	<p>Continue office HQ in Library.</p>	<p>Town Clerk</p>

and to continue to adopt good employment practices.	To continue to adopt the “General Power of Competence”	Ongoing	Town Clerk
	To review the office administration procedures to minimise use of paper.	Ongoing	Town Clerk
	To continue to be a Living Wage Foundation employer.	Ongoing	Town Clerk
	To increase the percentage of income the Council gains from contracts and services in order to contribute to the costs of services.	2020-21 – 21% 2021-22 – 23% 2022-23 – 25% 2023-24 – 27%	Town Clerk
	To work on the Parks Development Plan for the next 2, 5, and 10 years. To include: - Boscawen Park Developments Victoria Gardens Improvement Scheme	Ongoing	Parks & Amenities Manager
	Completion of Idless Nursery.	To be complete by Summer 2021	Parks & Amenities Manager
	To minimise the use of pesticides and herbicides in line with operational requirements.	Ongoing	Parks & Amenities Manager
To provide assistance and encouragement to groups within Truro in the promotion and development of their activities, including the pursuit of community assistance.	To continue to provide financial support, particularly using the “Community grants” and “Community Events” budgets.	Ongoing	Town Clerk
	To continue support through the Community Development function.	Ongoing	Community Development Officer
To provide an opportunity for people living and working within the City of Truro to influence the work of the Council by means of consultation and partnership.	To continue active participation in partnership organisations such as “PACT”, Truro Safe, BID, and City of Lights.	Ongoing	Town Clerk
	To continue to allow the public to speak at Council meetings.	Ongoing	Town Clerk
	To continue to support resident and community associations.	Ongoing	Community Development Officer
	To develop and support “friends of...” groups to support the operations of the parks, gardens and open spaces.	Ongoing	Parks & Amenities Manager
	To set up and facilitate a Youth Council, and to increase the feedback from young people to influence the future direction of the City Council.	Youth Council set up January 2020	Mayor/ Community Development Officer

	To provide information on the work and organisation of the Council	Maintain the "Know your Council" portfolio	Town Clerk
To support sustainable growth within the City Centre to serve the day-to-day shopping, leisure, business, service, cultural and educational needs of the local community both for people who live and work in the City and visitors. To develop the relationship and the links between the Newham Industrial Estate and the City community.	To operate a Tourist Information service providing information for visitors and residents alike.	Ongoing	TIC Managers
	To liaise closely with Truro BID, Newham BID, and the Chamber of Commerce to maximise the opportunities and benefits of partnership and joint working.	Ongoing	Town Clerk
	To set up a Community Interest Company to deliver the Towns Fund Project to re-purpose buildings in the City Centre	Ongoing	Town Clerk
To ensure that all the Council's initiatives are sustainable.	To ensure that major projects are backed by a full financial and environmental plan, together with a risk assessment.	As required	Town Clerk
To support and consult the community in achieving involvement in and being responsible, for its own development and sustainability.	To continue the Community Worker Project and support for Community Groups.	Ongoing	Community Development Officer
	Continue support for the Twinning Associations.	Ongoing	Town Clerk
	Work in partnership with voluntary and community organisations to localise the provision of services.	Ongoing	Community Development Officer
	To monitor planning applications to ensure compliance with Neighbourhood Plan.	Ongoing	Town Clerk
	To work with Kenwyn Parish Council to review the Neighbourhood Plan.	Ongoing	Town Clerk
	To work with Cornwall Council and local organisations to consider the development of the Pydar Street Site.	Timetable determined by Cornwall Council	Town Clerk
To strengthen community management and local empowerment. Truro City Council will work with Cornwall Council to implement Devolution of services and assets as appropriate.	To work with Cornwall Council to secure devolution of assets and services in accordance with our objectives. All devolution items to have a full business plan.	As required	Town Clerk
	Where assets have been devolved to work with the local community to maximise the benefit to the community.	As required	Community Development Officer

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

- 1 The estimates are split into the two spending committees of Parks & Amenities and Finance & General Purposes. Within the Committee structure they are further analysed into operational areas.
- 2 As in previous years the estimates are analysed as follows; -
 - The costs of carrying out the current level of services which is analysed into the Committees and detailed in the report. After taking into account estimated income the net cost of this is described as the “Net base expenditure” at line 12 on page 14.
 - In addition to this figure the Council has a number of funds with the function of providing money for specific projects or commitments. In each year the Council has to decide the level of contribution it wishes to make to each. These contributions are added to the Net Base Expenditure in order to arrive at the Precept figure.
- 3 I have included a projection of the Council’s financial position for the two years following the budget year in order that members may more fully consider the impacts of external changes in finance which may impact upon the Council and influence the Precept in future years.
- 4 The financial position of the Council is satisfactory coming into the current financial year and the funds and reserve, on page 42, show a total balance of £1,055K (previous year £967k) of which £187k (previous year £183K) lies in the Revenue Reserve. This Reserve provides a contingency against unanticipated expenditure and for cash flow purposes. The Revenue Reserve is different from the other funds, as it is not earmarked for any project or commitment. It is, therefore, a particularly good measure of the state of the finances.
- 5 The largest single item of expenditure of the Council is the cost of employment with salaries and wages accounting for over 50% of the total revenue costs. Year on year the Council has limited control over these costs for the following reasons:
 - Pay awards are negotiated nationally.
 - The Council is committed to the final salary pension scheme by nationally agreed terms and conditions which in recent years have required significant increases in the level of contribution. The fund is subject to a triennial review by the actuary. This was carried out based on the figures at April 2019 and had resulted in contribution rates continuing at the 2019-20 level for the next three years. This is described in paragraph 11.
- 6 It is important to note that as in previous years the City Council is required to Precept the Principal Authority, Cornwall Council, a fixed sum of money and that is the amount that the City Council will receive. The Principal Authority has to collect the Precept from the taxpayers and carries the risks and rewards of collection.

In deciding how much to charge for each property the Principal Authority has to make some assumptions. Firstly, it has to consider what percentage of the council tax it charges will in fact be collected. Cornwall Council is assuming a 98.50% collection rate in 2021-22 (2020-21 99.10%). Secondly, the number of properties that will be chargeable has to be calculated. This is based upon the position at September in the current year. This is known as the Band D tax equivalents and is 7174.11 for 2021-22 (7,155.33 in 2020-21). The combined impact of this is a reduction in Tax base from 7090.93 in 2020-21 to 7066.50 in 2021-22, equivalent as shown on page 14. This reflects the revenue that will be raised for each £1 charged per property. Therefore,

if the amount we precept Cornwall Council could increase without any increase to individual Council Tax payers. This explains why the proposal is to increase our Precept by 1.5% but the resultant increase to the public is 1.9%.

- 7 The government has now for a number of years applied the Council Tax referendum principles to Cornwall Council and other principal authorities. In 2016-17 it consulted on widening the legislation to cover Town and Parish Councils but the legislation has not been widened, and therefore it does not apply to our 2021-22 estimates.

Localised Council Tax Support

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

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

The Government has agreed that billing authorities will be provided funding in the Local Government Finance Settlement for the local precepting element of council tax support to Town and Parish Councils. Whilst the amount is paid to the principal council, in our case Cornwall Council; both the government and Cornwall Council view this as a “pass through” amount and Cornwall Council pass on 100% of the money it receives. Our figure for 2021-22 is £52k (£58k in 2020-21) which is shown on line 19 on page 14.

We are expecting this support to be phased out so in 2022-3 this is reduced by half to £26k and nil in 2023-24. This reduction in income is a direct loss to us and therefore has to be factored in to our Precept calculations.

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

Purpose	Loan provider	Start Date	Term (years)	Amount of Loan £	Outstanding at 31 March 2020 £
Boscawen Park Sewage Works	P.W.L.B.	31.3.2016	15	77,000	58,881
Tennis Court Project	Lawn Tennis Association	1.4.2019	10	60,000	54,000
Tennis Court project	P.W.L.B	30.4.2019	15	250,500	243,309
Idless Nursery Development	P.W.L.B	Approved, not drawn down	30	320,000	0

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

In addition, the Estimates allow for a loan of £600,000 to be taken out in April 2022 to pay for the external repairs to the Municipal Buildings.

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

Net Base Expenditure

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

- The annual pay award for employees is implemented in April of each year and is the result of national negotiations. The settlement for April 2019 has been implemented at an increase in pay rates of 2.75% on average. The increase for April 2021 has yet to be agreed by the national negotiators and an assumption is of a £250 per annum increase for lower pay points and nil for others.
- The terms and conditions of employees of the Council include a number of employees who are paid the “living wage”. It was a Council policy adopted in 2015-16 to pay the living wage. In 2020-21 the rate per hour was £9.30. I have included in the estimates the increase to £9.50 per hour from 1st April 2021 which has been determined by the Living Wage Foundation.
- The Council’s contribution to the Pension fund has increased in recent years. The Fund Actuaries carry out a triennial valuation that determines the contribution rate for the following three years. The contribution level paid by employees is nationally set. As far as employer rates are concerned these are split into two figures. The first is a percentage of pensionable pay and this funds the ongoing increase in liabilities of the scheme resultant from the employee working. The second, is a lump sum paid by the employer, which reduces the current deficit in the fund between the values of the assets eg. Stocks and shares and the value of the anticipated

liabilities of the funds which are future pension payments to ex-employees. For the current year the percentage of pensionable pay is 18.7% plus a lump sum of £24,500. Following the actuary's review of the scheme at the 1st April 2019 these figures will remain as they are for the next two years: -

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

- Inflation on costs has remained under control nationally and the Consumer Price Index (November 2019 to November 2020) is quoted as showing a 0.6% increase (2.0% increase in 2019). I am proposing that we allow 1% for price inflation in the 2021-22 year except for specific budgets where there is a likelihood there will be a different figure.

Contributions to Funds

12. In addition to this figure the Council has to consider the contributions to the funds. In doing so it needs to consider future projects and any changes to policy. These are shown in lines 13 to 16 on page 14 and an explanation within the individual Committee reports.

Additional Services/Assets

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

Transfers: -

2019-20

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

2018-19

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

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

The question what level do we consider is reasonable for the Revenue Reserve of the Council? We have long considered that a figure of 10% of the expenditure of the Council is sufficient, particularly when supported by earmarked reserves, some of which are not committed and therefore could be brought into use in an emergency. However, this does not meet the statutory guidance of between three and twelve months of expenditure. The current balance of the Revenue Reserve stands at £187k which is 10% of Precept given our current range of services, governance and risks that our current level is adequate, but we should keep this under review when considering the allocation of any variations from planned expenditure at the year end.

Risks

- 15 The current pandemic has increased the financial risks to the Council and below I have analysed the risks and assumptions made in arriving at the estimate figures.

Risk/Assumption	Financial level of risk 2021-22	Mitigation
1 It is assumed that our "trading" income returns to its pre covid levels from April 2021.	The maximum exposure is £239k when cost of sales is taken into account. To lose this amount would only occur if a further total lockdown occurred in which it is reasonable to expect grant support to be available. The risk in reality is a much smaller figure which could be covered by the mitigations.	There is a planned contribution to the general reserve in 2020-21 of £45k and only £15k is committed in 2022-23. In an emergency ear marked reserves could be used to support the precept on a short term basis.
2 Repairs to the Municipal Buildings. The latest estimate of cost for these repairs provided by Cornwall Council is a liability for us of £650k	The estimates assume that on top of the £650k the Council will carry out some internal decoration before moving back in and returning the paintings etc. We have £120k in a reserve to assist with the costs, and the estimates have allowed for a £600k loan taken out on the 1 st April 2022	As well as the £120k in the earmarked reserve the Council has other funds that could be used as financing in the short term prior to taking out the loan. A grant application will be made in February 2021 to the Heritage Lottery with the support of Cornwall Council and the Hall for Cornwall to cover the clocktower element of the costs.

Strategy

- 16 The proposed budget balances the need to provide an efficient and quality service whilst keeping the costs to the Council tax payer at a minimum.
- 17 In summary the proposals to the Committees will result in a Precept rise of £28k. The impact upon a Band "D" property Council tax is £4.93 per year, an increase of 1.9%.

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

	£'000
Inflation on Pay and Prices	23
Misc.	5
Total	28

- 18 What is not apparent from the figures is the level of efficiency savings achieved in the last twelve months. This has taken the form of direct cost savings such as savings on staff appointment and procurement savings. During the year we have responded to the pandemic and made many temporary changes all of which have resulted in the Council achieving a financial breakeven for the year.

However, work has begun to consider how to generate significant, long term, and sustainable reductions to the precept requirements. One opportunity that is presenting itself is the Towns Deal grant and the Council has agreed to leading on two of the five major projects. In particular the Boscawen project may include the potential of cost savings; for instance the flood protection work that needs to be carried out, and income generation which could result from the construction of a horticultural visitor destination with associated sale of plants. This is possible by utilising the legal freedom offered by the “General Power of Competence”.

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

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

Resolutions

- 1 agreement to the Corporate Mission Statement and Objectives.
- 2 that the Council agree the Action Plan
- 3 that the revised estimate for 2020-21 is approved.
- 4 that the estimates for 2021-22 are approved.
- 5 that the Precept is set at £1,890,738 for 2021-22
- 6 That the financial forecasts for 2022-23 and 2023-24 are agreed in principle.

Roger Gazzard
Town Clerk
January 2021

TRURO CITY COUNCIL

17-Dec-20

Estimates 2021-22 & Financial Forecasts 2022-24

Overall Summary of Net Revenue Expenditure

Ref		2019-20	2020-21	2020-21	2021-22	2022-23	2023-24
		Actual	Approved	Revised	Estimates	Forecast	Forecast
		£	£	£	£	£	£
	Finance & General Purposes						
1	Corporate/Democratic & Planning	295,346	294,340	149,673	288,303	367,115	373,401
2	Tourist Information Centre	113,644	112,809	162,941	124,784	127,660	131,107
3	Community Work	124,389	141,153	140,133	150,886	153,330	155,121
4	Truro Library	75,735	174,721	176,979	176,930	182,084	187,622
5	Lemon Quay	-1,295	2,450	43,143	15,176	21,438	22,142
		607,819	725,473	672,869	756,079	851,627	869,394
	Parks Committee						
6	Allotments	9,999	8,246	8,254	4,465	4,554	4,639
7	Churchyards	17,812	17,162	17,239	17,417	17,755	18,058
8	Public Cemetery	47,127	48,862	47,401	49,804	50,905	52,179
9	Parks & Open Spaces	736,891	760,623	706,576	765,141	775,819	790,043
10	Public Conveniences	144,126	143,569	144,814	156,710	159,669	162,213
11	Café in the Park	9,772	-832	25,026	5,877	7,996	10,122
		965,727	977,630	949,310	999,413	1,016,698	1,037,256
12	Net Base Expenditure	1,573,546	1,703,103	1,622,179	1,755,492	1,868,326	1,906,651
	Funds & Reserves						
13	Finance Committee Revenue Fund	33,400	29,700	29,700	45,400	33,300	33,600
14	Finance Committee Buildings Fund	41,400	41,800	41,800	19,300	19,600	19,900
15	Parks Committee Capital Fund	143,100	145,800	181,000	138,000	150,200	152,400
16	Revenue Reserve	-9,038	0	45,724	-15,400	0	0
17	Net Expenditure	1,782,408	1,920,403	1,920,403	1,942,792	2,071,426	2,112,551
	add						
18	Devolution	24,969	0	0	0	0	0
19	less Council Tax Support Grant	64,443	58,068	58,068	52,054	26,027	0
20	Precept	1,742,934	1,862,335	1,862,335	1,890,738	2,045,399	2,112,551

Increase in Precept

1.5%

Impact on Council Tax Payers

	2020-21	2021-22	2022-23	2023-24
	£	£	£	£
Precept	1,862,335	1,890,738	2,045,399	2,112,551
Band D tax base	7,090.93	7,066.50	7,278.50	7,424.06
Annual Band D Council tax	262.64	267.56	281.02	284.55
		Increase	1.9%	5.0%
		Annual Increase	£4.93	1.3%

Finance & General Purposes Committee Estimates



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

2 Municipal Buildings

The current year sees a continuing of the temporary accommodation of the corporate and parks management teams in the Truro Library as well as Council meetings. The effect on the estimates is that the property costs have changed significantly. This is temporary and the assumption in the estimates is that we return to the Municipal Offices in October 2021.

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

The particularly relevant terms of the lease: -

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

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

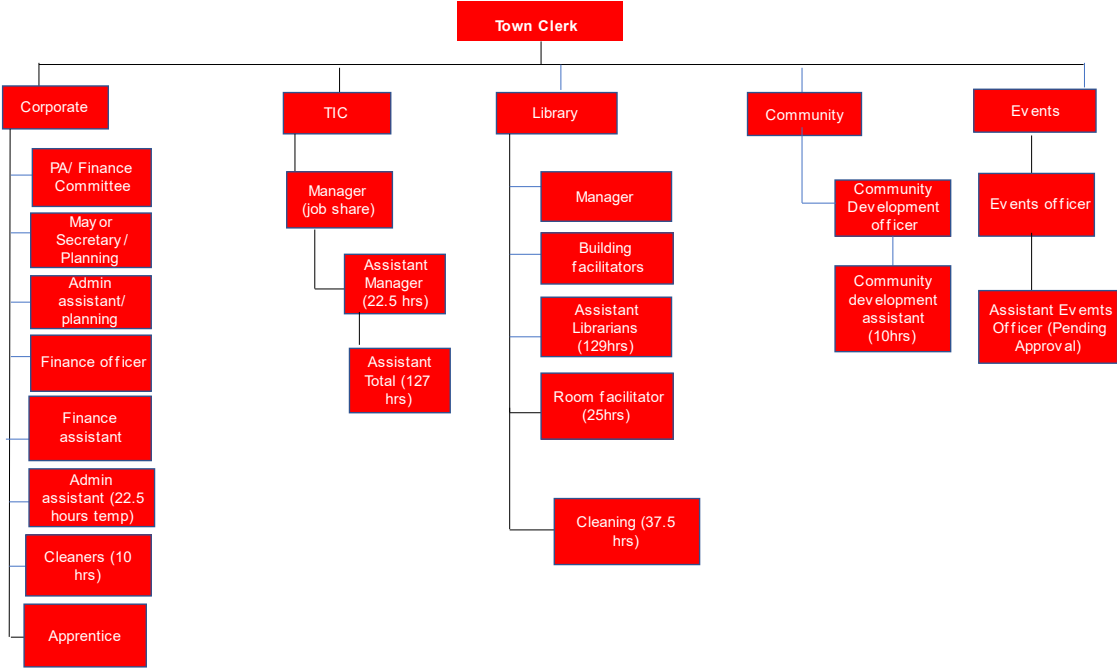
(a) The structure of the building comprising the demised premises and in particular the roofs, foundations, and walls and roof lights thereof

During the construction work on the Hall for Cornwall, Cornwall Council has notified us as landlord that it proposes to carry out significant structural repairs to our leased area, particularly to the roof and clock tower. It makes good financial sense to carry out this work as part of a larger contract when the builder will have the infrastructure in place. We have to contribute 50% of the cost. The work has been tendered as part of the main Hall for Cornwall work but identified separately therefore there will be a firm cost for the works. The latest estimate for the works will result in a legal obligation on the Council to contribute £650k.

We have for some years contributed to a fund to meet the costs or external repairs to the building for just such an eventuality and this will be the first source of finance to meet our obligation. The balance of this fund at 31st March 2021 will be £120k.

I am assuming in the estimates that the repair works result in a charge to us of £650k. The Council has also agreed to change the Town Clock to automatic winding at a cost of £6k. I am further recommending that before the staff or paintings move back in that we carry out painting and decorating. There is also some work that needs to be carried out to the offices. I am allowing a cost of £60k for this work. Therefore, we have a liability of approximately £720k and resources of £120k. I have allowed in the estimates for the cost of borrowing the balance of £600k from the Public Works Loans Board in April 2022 for a period of 15 years.

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



There are 30 employees relating to this Committee amounting to 21.4 full time equivalent positions. The Compliance officer is shown under the Parks Committee but reports to the Town Clerk regarding compliance matters.

5. There are two items that are currently not included in the estimates;

- i) The Council has been asked by the Truro Safe partnership to provide funds to partly support an additional person to assist in the City Centre with incidents of anti social behaviour. There are three options for this and I have provided a separate paper to provide further information. I am suggesting a contribution of up to £10k for one year as a pilot and there is match funding to support this. This could be funded by utilising the community match funding reserve.
- ii) It became clear during the periods of lockdown in 2020 that whilst our computer equipment coped very well with the situation our telephone system did not. The current system was purchased in 2011 and in analogue. Its functionality is not adequate for our current needs. I would like to replace this with a digital system. I will provide costs at the meeting with suggestions how this is to be funded.

6 Summary of Net Revenue spending

	Actual	Approved	Revised	Estimates
	£	Estimates	Estimates	£
1 Corporate/Democratic & Planning	295,346	294,340	149,673	288,303
2 Tourist Information Centre	113,644	112,809	162,941	124,784
3 Community Work	124,389	141,153	140,133	150,886
4 Truro Library	75,735	174,721	176,979	176,930
5 Lemon Quay	-1,295	2,450	43,143	15,176
Total	607,819	725,473	672,869	756,079

Change from approved budget -52,604 30,606

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

	Revised	Estimate
	Estimate	Estimate
	2020-21	2021-22
	£	£
Pay Awards & Living Wage Increase	0	2219
Inflation on Prices	0	6603
	0	8822
Corporate/Democratic & planning		
Municipal Offices property Costs	-10786	2700
Travel Costs	-1300	-1000
Loan Costs (Building Repairs)	-5050	-5050
Office Costs	-2200	-500
Civic Functions	-2500	0
Salary Costs	-549	-2714
Grants Received	-121000	0
TIC		
TIC Property Costs	-4108	0
TIC Office Costs	-5550	-450
Reduced Profit on Sales	36000	0
Salary Costs	4357	11563
Loss of Events surplus	20000	0
Truro Guide	-2000	-2240
Library		
Staff costs	-35375	-1472
Premises Costs	-16892	-10500
Income	54425	11869
Lemon Quay		
Staff Costs	-7357	4976
Waste management	0	6000
Supplies & Services	-1950	2300
Rentals	50000	0
Community		
Moresk Day Centre	0	-11550
No contribution from Reserve	0	14000
Reduced Community Navigator Contr	0	-5000
Misc		
	-769	8852
	-52604	30606

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

Page 14 Line 14

Finance Committee Building Maintenance	Approved 2020-21	Revised 2020-21	Estimate 2021-22	Forecast 2022-23	Forecast 2023-24
	£	£	£	£	£
Municipal Buildings	14,400	14,400	4,000	4,100	4,200
Truro Library	14,000	14,000	5,000	5,100	5,200
30 Boscawen Street	8,200	8,200	8,300	8,400	8,500
Zebbs	2,600	2,600	1,000	1,000	1,000
Hendra Hall	2,600	2,600	1,000	1,000	1,000
	0				
	41,800	41,800	19,300	19,600	19,900

Page 14 Line 13

Finance Committee Revenue Reserve

	Approved 2020-21	Revised 2020-21	Estimate 2021-22	Forecast 2022-23	Forecast 2023-24
Election Expenses	0	0	0	6000	6000
MB Internal Works	2000	2000	2000	2000	2000
Computers	11200	11200	11400	11600	11800
Community Projects (Matched Funding)	5500	5500	5600	5700	5800
CCTV	11000	11000	11000	8000	8000
TIC Website rewrite	0	0	15400	0	0
	29,700	29,700	45,400	33,300	33,600

8. Recommendations

- 8.1 to approve the revised estimates for 2020-21
- 8.2 that the estimates for 2021-22 are approved
- 8.3 that the financial forecasts for 2022-23 and 2023-24 are agreed in principle.
- 8.4 that the contributions to the Committee Funds are approved.
- 8.5 the charges are approved

Corporate/Democratic & Planning

Vote No	Description	2019-	2020-21	2020-21	2021-22	2022-23	2023-24
		20 Actual	Approved Estimate	Revised Estimate	Estimate	Forecast	Forecast
5000	Salary & Wage Costs	286,043	247,236	255,087	253,086	261,542	266,772
6000	Training/Conferences	908	311	311	317	324	330
6001	Travelling Expenses	9	1,324	24	350	357	361
6003	Payroll & Personel Costs	18,859	18,257	18,257	18,622	18,995	19,185
	Property						
6100	Repair & Maintenance	2,438	1,000	0	1,020	1,040	1,051
6102	Municipal Building Rates	0	6,833	0	8,970	19,918	20,914
6103	Cleaning	24	100	0	102	104	105
6104	Furniture & Equipment	1,103	353	0	360	367	371
	Supplies & Services						
6300	Gas & Electricity	74	2,166	166	2,209	6,254	6,379
6301	Water	251	800	300	1,516	1,546	1,562
6306	Health & Safety	2,358	3,631	3,631	3,704	3,778	3,815
6307	Insurance	22,067	4,047	3,224	4,128	4,210	4,253
6701	Audit Fees	5,050	5,899	5,699	5,817	5,933	5,993
6703	Legal Fees	-3,003	1,219	1,219	1,243	1,243	1,243
6709	Advertising	864	1,608	108	1,640	1,673	1,690
6710	Planning Advice	1,826	2,143	1,143	2,186	2,186	2,186
	Loan Costs (Municipal Offices)	0	5050	0	0	46,000	46,000
	Office Costs						
6400	Stationery	2,537	1,647	1,147	1,680	1,714	1,731
6401	Printing	3,088	2,697	1,497	2,751	2,806	2,834
6403	Postages	2,554	1,977	1,977	2,017	2,057	2,077
6404	Telephones	1,935	3,010	2,010	1,570	2,602	2,628
6406	Publications	13	126	126	129	131	132
6407	Computer Costs	12,817	11,605	12,605	12,837	13,094	13,225
6408	Planning Committee Recharge	46,015	39,082	39,082	39,082	39,542	40,936
6409	Bank Charges	3,176	3,051	2,551	3,112	3,112	3,112
	Democratic						
6600	Mayoral Allowance	7484	7721	7,721	7,837	7,954	8,034
6601	Town Crier & Macebearers	815	842	842	855	855	855
6602	Members Expenses	384	632	132	641	674	707
6603	Civic Functions	3647	3336	836	3,386	3,454	3,523
6702	Subscriptions	5208	4830	5,530	5,530	5,530	5,530
6799	Miscellaneous	117	200	200	200	204	206
	Gross Expenditure	428,662	382,731	365,425	386,897	459,198	467,739
	Income						
4200	Use of Rooms	22,159	20,000	20,000	20,000	20,400	20,604
	Contribution to salary	0	0	8,400	8,400	0	0
4401	Interest	3,152	3,000	1,000	3,000	3,000	3,000
	Recharges to Operations	108,005	64,898	65,259	66,700	68,180	70,225
4900	Miscellaneous	0	493	93	493	503	508
	Grant Receipts	0	0	120,000	0	0	0
	Furlough Income	0	0	1,000	0	0	0
	Gross Income	133,316	88,391	215,752	98,593	92,083	94,337
	Net Expenditure	295,346	294,340	149,673	288,303	367,115	373,401

Tourist Information Centre

Vote No	Description	2019-20	2020-21	2020-21	2021-22	2022-23	2023-24
		Actual	Approved Estimate	Revised Estimate	Estimate	Forecast	Forecast
		£	£	£	£	£	£
	Employees						
5000	Salary Costs	104,467	116,457	124,314	129,438	132,027	134,668
6000	Training	600	1,085	85	1,107	1,129	1,140
6002	Clothing	0	404	104	412	420	425
	Premises Costs						
6101	Rent	25,158	33,750	31,042	33,750	33,750	33,750
6102	Rates	16,427	16,674	16,674	17,508	18,383	19,302
6103	Cleaning	2,781	1,500	1,500	1,530	1,561	1,592
6300	Power & Water	2,226	1,781	1,781	1,817	1,853	1,890
6100	Repair & Maintenance	1,807	2,000	1,000	2,040	2,081	2,102
6104	Furniture & Equipment	378	500	100	510	520	525
	Office Costs						
6307	Insurance	1,900	1,958	1,490	1,958	1,997	2,017
6400	Stationary	1,856	1,713	513	1,747	1,782	1,800
6401	Printing	1,714	762	362	777	793	801
6403	Postage	37	582	132	144	147	148
6404	Telephone	2,595	2,517	2,517	2,567	2,619	2,645
6407	Computer Costs	3,415	3,711	1,211	3,785	3,861	3,900
6409	Card charges	2,689	2,220	1,220	2,664	2,718	2,745
	Purchase of Sale Items						
6501	Tickets	4,725	16,512	1,512	16,512	16,842	17,011
6502	General sale goods	59,415	69,801	24,801	69,801	71,197	71,909
	Miscellaneous						
	Truro Guide/Publicity						
6709	Costs	42,463	29,240	10,240	10,000	10,200	10,302
6722	Events	89,691	55,000	0	55,000	55,000	55,000
6799	Miscellaneous	1,365	1,152	652	1,175	1,199	1,211
6408	Admin re charge	5,000	5,050	5,050	5,100	5,101	5,254
	Gross Expenditure	370,709	364,368	226,300	359,343	365,179	370,135
	Income						
4000	Sales	99,459	114,665	34,665	114,665	116,958	118,128
4001	Tickets	18,243	17,353	1,353	17,353	17,700	17,877
4202	Events	101,900	75,000	0	75,000	75,000	75,000
4201	Rents	9,600	9,600	7,200	9,600	9,600	9,600
4007	Contract Work	7,500	11,500	11,500	11,500	11,730	11,847
4100	Registration/ Misc Fees	5,482	4,441	4,441	4,441	4,530	4,575
4105	Truro Guide Advertising	12,881	17,000	0	0	0	0
	Parks re charge-Tennis	2,000	2,000	2,000	2,000	2,000	2,000
	Furlough Income	0	0	2,200	0	0	0
	Gross Income	257,065	251,559	63,359	234,559	237,518	239,027
	Net Expenditure	113,644	112,809	162,941	124,784	127,660	131,107

Truro Library

Vote No	Description	2019-20 Actual	2020-21 Approved Estimate	2020-21 Revised Estimate	2021-22 Estimate	2022-23 Forecast	2023-24 Forecast
		£	£	£	£	£	£
	Employees						
5000	Salary Costs	90,560	186,720	184,345	185,759	189,474	193,263
	Premises Costs						
6002	Protective Clothing	239	100	100	100	200	200
6100	Repair & Maintenance	4,992	12,000	6,000	6,000	6,120	6,212
6102	Rates	11,222	24,024	22,819	25,225	26,486	27,811
6103	Cleaning Materials	2,760	0	2,000	2,000	2,040	2,060
6300	Power & Water	19,895	20,000	15,000	20,000	20,400	20,808
6303	Equipment & Materials	978	500	500	700	700	700
6307	Insurance	3,213	9,077	2,390	2,377	2,425	2,473
	Supplies & Services						
6104	Waste Collection	1,040	3,000	3,000	3,000	3,060	3,091
6404	Telephones	51		100	100	100	100
6407	Computer costs	0		0	500	500	500
	Miscellaneous						
6408	Admin Re-Charge	2,500	5,000	5,000	5,000	5,050	5,202
	Gross Expenditure	137,450	260,421	241,254	250,761	256,555	262,420
	Income						
4201	Rents	24,374	53,700	27,275	41,831	41,831	41,831
4200	Room lettings	10,476	16,000	2,000	16,000	16,320	16,483
4202	Fees and Charges	6,865	16,000	2,000	16,000	16,320	16,483
4203	Grant	20,000	0	0	0	0	0
	Furlough Income	0	0	33,000	0	0	0
	Gross Income	61,715	85,700	64,275	73,831	74,471	74,797
	Net Expenditure	75,735	174,721	176,979	176,930	182,084	187,622

Lemon Quay/Events

Vote No	Description	2019-20 Actual	2020-21 Approved Estimate	2020-21 Revised Estimate	2021-22 Estimate	2022-23 Forecast	2023-24 Forecast
		£	£	£	£	£	£
	Expenditure						
5000	Salaries & Wages	34691	52892	35,535	57,868	59,025	60,206
	Property						
6100	Repair & Maintenance	772	1,020	520	1,040	1,061	1,072
6103	Cleaning & Waste management	0	6,000	6,000	12,000	18,240	18,240
	Supplies & Services						
6300	Gas & Electric	722	1,020	320	1,040	1,061	1,072
6301	Water	89	1,020	320	340	347	351
6307	Insurance	0	507	457	517	527	533
6407	Computer Costs	2,750	0	3,000	3,000	3,060	3,091
6408	Administration Recharge	4,000	4,040	4,040	4,080	4,120	4,243
6704	Event Costs	6,536	7,140	4,140	7,283	7,428	7,503
6720	Community Events	9,611	9,611	9,611	9,803	9,999	10,099
6799	Miscellaneous	0	200	200	204	208	210
	Gross Expenditure	59,171	83,450	64,143	97,176	105,078	106,619
	Income						
	Rental (from Leases)	23,822	20,000	10,000	20,000	20,400	20,604
4200	Event rentals	36,644	51,000	11,000	51,000	52,020	52,540
	Contribution to Salary	0	10,000	0	11,000	11,220	11,332
	Gross Income	60,466	81,000	21,000	82,000	83,640	84,476
	Net Expenditure	-1,295	2,450	43,143	15,176	21,438	22,142

Community Work

Vote No	Description	2019-20 Actual	2020-21 Approved Estimate	2020-21 Revised Estimate	2021-22 Estimate	2022-23 Forecast	2023-24 Forecast
		£	£	£	£	£	£
Expenditure							
5000	Salaries & Wages	38449	39488	39,562	40,018	40,818	41,635
6000	Training / Conferences	0	104	104	106	108	109
6001	Travelling	37	61	61	62	63	64
Supplies & Services							
6304	Grant Advice	2,257	2,164	2,164	2,207	2,251	2,274
6305	Xmas Tree	300	408	408	500	510	515
6307	Insurance	0	651	521	664	677	684
6308	CCTV	34,230	35,054	35,054	35,755	36,470	36,835
6404	Telephones	0	8	0	0	0	0
6407	Computer Costs	360	334	234	341	347	351
6408	Administration Recharges	5,305	5,358	5,358	5,412	5,466	5,630
6410	Culture Strategy	5,000	5,100	5,100	5,202	5,306	5,359
	Moresk Day Centre	0	11,550	11,550	0	0	0
Grants And Donation							
6712	Citizens Advice Bureau Donation	2,500	5,130	5,500	5,500	5,500	5,500
6713	Public Transport contn.	5,200	5,304	5,304	5,410	5,410	5,410
6714	Twinning Associations	1,060	897	897	915	933	943
6716	Street Pastors	6,000	5,106	5,106	5,208	5,312	5,365
6717	Music Festival	2,100	2,221	2,221	2,265	2,311	2,334
6719	Young People Cornwall	25,000	25,531	25,531	26,042	26,562	26,828
6720	Community Events	0	0	0	0	0	0
6721	Community Grants	8,701	8,875	8,875	9,053	9,053	9,053
6722	Community Navigator	10,000	5,000	5,000	10,000	10,000	10,000
6799	Miscellaneous	924	810	210	226	231	233
	Gross Expenditure	147,423	159,153	158,760	154,886	157,330	159,121
Income							
3040	Contribution from Funds	19,000	14,000	14,627	0	0	0
	Rents from buildings	4,034	4,000	4,000	4,000	4,000	4,000
	Gross Income	23,034	18,000	18,627	4,000	4,000	4,000
	Net Expenditure	124,389	141,153	140,133	150,886	153,330	155,121

**USE OF THE TOWN HALL, MUNICIPAL BUILDINGS
SCHEDULE OF LETTING CHARGES 2021-22**

	COMMERCIAL USERS £	CHARITIES AND NON COMMERCIAL USERS £	LOCAL HEALTH AND FITNESS GROUPS £	TRURO BRANCHES OF CHARITIES AND NON- COMMERCIAL ORGANISATIO NS £
Morning 9.00 am – 1.00 pm	167.00 (162.00)	51.00 (49.00)	51.00 (49.00)	29.00 (28.00)
Afternoon 2.00 pm – 5.30 pm	167.00 (162.00)	51.00 (49.00)	51.00 (49.00)	29.00 (28.00)
Morning and Afternoon 9.00 am – 5.30 pm	231.00 (225.00)	85.00 (83.00)	85.00 (83.00)	45.00 (44.00)
Evenings Exceeding two hours up until 9.00 pm	167.00 (162.00)	85.00 (83.00)	41.00 (40.00)	33.00 (32.00)
Daytime Sessions between 9.00 am and 5.00 pm not exceeding two hours or Early evening sessions between 5.00 pm and 8.00 pm not exceeding two hours	-	33.00 (32.00)	35.00 (34.00)	31.00 (30.00)
Extension of Caretakers hours after 9.00 pm and up to 10.30 pm Monday - Thursday or after 6.00 pm on Fridays Saturday and Sundays by negotiation	Additional 30.00 per hour or part	Additional 30.00 per hour or part	Additional 30.00 per hour or part	Additional 30.00 per hour or part
Extension of Caretakers hours During weekends (excluding Bank Holidays) If there is a coffee morning in the building, the hourly rate will come into effect from 1.00 pm	30.00 per hour or part in addition to hiring charge	30.00 per hour or part in addition to hiring charge	30.00 per hour or part in addition to hiring charge	30.00 per hour or part in addition to hiring charge
Use of the Kitchen	£11.00 (£11.00) per session plus VAT			

Please note the above times should be adhered to and include setting up and vacating the room. Additional costs incurred, e.g. waste disposal, will be charged at cost.

SCHEDULE OF LETTING CHARGES – 2021-22

MUNICIPAL BUILDINGS

With effect from 1 April 2021 (previous charges in brackets)

SINGLE SESSION

	COMMERCIAL USERS £	NON COMMERCIAL USERS £	CHARITIES £
COMMITTEE ROOM	£82.00 (80.00)	41.00 (40.00)	20.00 (20.00)
TOWN HALL	See attached sheet	See attached sheet	See attached sheet
COUNCIL CHAMBER	130.00 (126.00)	65.00 (63.00)	23.00 (22.00)
USE OF KITCHEN	11.00 + VAT (£11.00)	11.00 + VAT (11.00)	11.00 + VAT (£11.00)

DOUBLE SESSION

COMMITTEE ROOM	124.00 (120.00)	62.00 (60.00)	27.00 (26.00)
TOWN HALL	See attached sheet	See attached sheet	See attached sheet
COUNCIL CHAMBER	202.00 (196.00)	98.00 (95.00)	33.00 (32.00)
USE OF KITCHEN	11.00 (11.00) + VAT	11.00 (11.00) + VAT	11.00 (11.00) + VAT

Please note that the normal hiring sessions for the rooms are as follows:-

Morning	9.00 am to 1.00 pm
Afternoon	2.00 pm to 5.30 pm
Evening	6.00 pm to 9.00 pm

Lemon Quay Pricing 2021

Charity bookings

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

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

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

Non-Commercial Bookings

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

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

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

Commercial Bookings

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

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

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

Children's Amusement Bookings

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

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

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

Electricity

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

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

Cancellation Fees and Charges

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

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

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

- Children's Amusement Bookings
 - £36.00 +VAT administration fee still payable for any cancelled dates within the booking, plus 25% of total daily rate for each cancelled day.

Truro Community Library Pricing 2021

-
- Room Hire Charges (no increase from 2020)

	Large Room + use of community kitchen	Medium Room + use of community kitchen	Training Room + use of community kitchen
Single Session	£70 (€29) Saturday £60 (€29)	£60 (€29) Saturday £50 (€29)	£60 (€29) Saturday £50 (€29) 2 Consecutive Days Discount £50 (€29) Hourly Rate £15
Double Session	£120 (€45) Saturday £105 (€45)	£90 (€45) Saturday £75 (€45)	£90 (€45) Saturday £75 (€45) 2 Consecutive Days Discount £80 (€45)
Hourly Rate	N/A	N/A	£15 (€12) *Only available on selected dates

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

Monday – Friday

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

Saturdays

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

Cancellation Fees and Charges

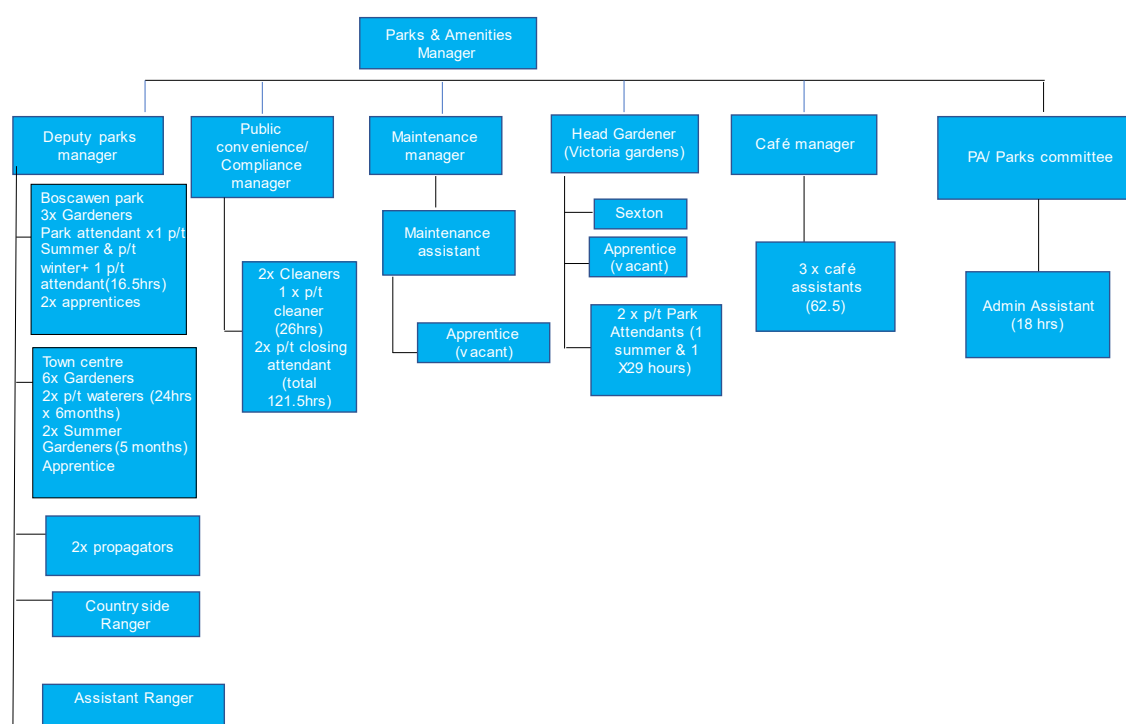
- Commercial Bookings
 - Bookings cancelled prior to commencement date:
 - 1 month: No charge
 - 14 – 30 days: 25% of total booking fee
 - 4 – 14 days: 50% of total booking fee
 - less than 3 days: 100% of total booking fee

Parks & Amenities Committee Estimates

1. The figures below represent the amounts required to maintain the current level of service provision.
2. The table at 5 below summarises the changes to the budget to provide both the revised estimate for the current year, and the estimates for next year. During 2021-22 we anticipate additional work being required, both in area maintained and breadth of work.

3 Staffing Structure

The chart below shows the current establishment for the committee.



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

5. Summary of Net Revenue spending

	2019-20 Actual	2020-21 Approved Estimates	2020-21 Revised Estimates	2021-22 Estimates
	£	£	£	£
Allotments	9,999	8,246	8,254	4,465
Churchyards	17,812	17,162	17,239	17,417
Public Cemetery	47,127	48,862	47,401	49,804
Parks & Open Spaces	736,891	760,623	706,576	765,141
Public Conveniences	144,126	143,569	144,814	156,710
Café in the Park	9,772	-832	25,026	5,877
	965,727	977,630	949,310	999,413

Change from approved budget -28320 21783

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

	Revised Estimate 2020-21 £	Estimate 2021-22 £
Pay Awards & Living Wage Increase	0	6814
Inflation on Prices	0	6560
	0	13375
Parks Departments		
Staff Costs	-47828	-1889
Premises Costs	-2344	-2853
Allocation of Insurance costs	0	-3042
Transport costs	-5000	0
Supplies & Services	-12700	-4100
Loan Repayments	-3000	
Activities	-19000	0
Income Reduction	35227	6227
Public Conveniences		
Staff Costs	911	1735
Health & Safety	0	7725
Café		
Staff Costs	-10750	3035
Sales	42000	0
Purchase of Sale Items	-5000	0
Misc		
	-836	1570
Total	-28320	21783

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

**Parks Committee Capital Fund
Page 14 line 15**

	Approved 2020-21	Revised 2020-21	Estimate 2021-22	Forecast 2022-23	Forecast 2023-24
Capital Maintenance	55500	65500	46000	56500	57000
Play Equipment	19600	19600	20000	20400	20800
Vehicles & Plant	33000	63000	34000	35,000	36000
Re-Surfacing	18100	18100	18400	18700	19000
Tennis Courts	9600	4800	9600	9600	9600
Public Convenience/Ten year Plan	10000	10000	10000	10000	10000
	145,800	181,000	138,000	150,200	152,400

9 Recommendations of the Parks Committee

- 9.1 to approve the revised estimates for 2020-21
- 9.2 that the estimates for 2021-22 are approved
- 9.3 that the financial forecasts for 2022-23 and 2023-24 are agreed in principle.
- 9.4 that the contributions to the Committee Funds are approved.
- 9.5 that the Schedule of Fees and Charges for set out on pages 38 - 41 be approved.

Allotments

Vote No	Description	2019-20 Actual	2020-21 Approved Estimate	2020-21 Revised Estimate	2021-22 Estimate	2022-23 Forecast	2023-24 Forecast
		£	£	£	£	£	£
	Employees						
5000	Wages Costs	3,278	3446	3,453	3,545	3,616	3,688
	Premises						
6100	Repair & Maintenance	1,170	942	942	921	940	949
6109	Allotment development*	6,524	6654	6,654	2,787	2,843	2,871
6301	Water	2,126	356	356	363	371	378
	Gross Expenditure	13,098	11398	11,406	7,617	7,769	7,887
	Income						
4201	Allotments	3,099	3152	3,152	3,152	3,215	3,247
	Gross Income	3,099	3152	3,152	3,152	3,215	3,247
	Net Expenditure	9,999	8246	8,254	4,465	4,554	4,639

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

Kenwyn Churchyard

Vote No	Description	2019-20 Actual	2020-21 Approved Estimate	2020-21 Revised Estimate	2021-22 Estimate	2022-23 Forecast	2023-24 Forecast
		£	£	£	£	£	£
	Employees						
5000	Wages Costs	13,112	13,804	13,814	14,181	14,464	14,754
	Premises						
6100	Repair & Maintenance	2,541	2,591	2,591	2,533	2,584	2,610
	Transport						
6200	Fuel & Oil	1,291	1,317	1,137	1,343	1,370	1,384
	Supplies & Services						
6303	Equipment & Materials	1,418	1,446	1,246	1,355	1,383	1,396
	Gross Expenditure	18,362	19,158	18,789	19,413	19,801	20,144
	Income						
4007	Contract Work	550	996	550	996	1,026	1,055
4104	Burial Fees	0	1,000	1,000	1,000	1,020	1,030
	Gross Income	550	1,996	1,550	1,996	2,046	2,085
	Net Expenditure	17,812	17,162	17,239	17,417	17,755	18,058

Public Cemetery

Vote No	Description	2019-20 Actual	2020-21 Approved Estimate	2020-21 Revised Estimate	2021-22 Estimate	2022-23 Forecast	2023-24 Forecast
		£	£	£	£	£	£
	Employees						
5000	Wages Costs	52,732	56,606	55,256	56,723	57,857	59,014
	Premises						
6100	Repair & Maintenance	1,888	1,885	1,885	1,842	1,879	1,898
6102	Rates	5,361	5,467	6,112	6,356	6,610	6,874
	Transport						
6200	Petrol & Oil	2,582	2,634	2,274	2,687	2,740	2,768
6201	Repair & Maintenance	1,635	1,668	1,508	1,701	1,735	1,753
6202	Hired Plant	410	410	410	410	410	410
	Supplies & Services						
6300	Gas & Electricity	152	80	80	80	80	80
6301	Water	245	200	200	200	200	200
6303	Equipment & Materials	1,666	1,700	1,465	1,593	1,624	1,641
	Establishment Expenses						
6404	Telephones	348	400	400	400	400	400
	Gross Expenditure	67,019	71,050	69,589	71,992	73,537	75,037
	Income						
4104	Burial Fees & Charges	19,892	22,188	22,188	22,188	22,632	22,858
4200	Use of Chapel	0	0	0	0	0	0
4300	Interest	0	0	0	0	0	0
	Gross Income	19,892	22,188	22,188	22,188	22,632	22,858
	Net Expenditure	47,127	48,862	47,401	49,804	50,905	52,179

Parks & Open Spaces

Vote No	Description	2019-	2020-21	2020-21	2021-22	2022-23	2023-24
		Actual	Approved Estimate	Revised Estimate	Estimate	Forecast	Forecast
5000	Wages Costs	576,624	635,135	618,176	634,585	647,277	660,223
6000	Training	8,571	7,321	8,571	8,717	7,642	7,718
6001	Travelling Expenses	53	1,572	1,572	1,603	1,636	1,652
6002	Protective Clothing	5,062	6,987	3,987	5,127	5,229	5,282
6007	Contract Work	2,405	0	2,000	2,000	2,040	2,060
	Premises						
6100	Repair & Maintenance	40,182	41,698	41,698	40,762	41,577	41,993
6101	Rent	1,252	2,271	1,271	1,316	1,343	1,356
6102	Rates	589	588	599	623	718	820
6105	Play Equipment Repairs	3,151	2,987	1,987	3,047	3,108	3,139
6106	Seats, Gates ,Fencing	1,115	2,150	1,150	2,193	2,237	2,259
6107	Gritting	0	1,041	1,041	1,062	1,083	1,094
6109	Nursery Loan Repayment	16,394	16,394	16,394	16,394	16,394	16,394
	Transport						
6200	Petrol & Oil	7,537	10,682	9,222	10,896	11,114	11,225
6201	Repair & Maintenance	18,225	19,182	17,342	19,566	19,957	20,157
6202	Hired Plant & Equipment	1,481	2,647	1,647	2,708	2,771	2,802
6203	Licences	1,898	1,836	1,836	1,873	1,910	1,929
	Supplies & Services						
6300	Gas & Electricity	11,828	8,203	8,203	8,369	8,538	8,710
6301	Water	2,104	5,410	5,410	5,522	5,636	5,691
6302	Plants & Seeds	16,761	14,976	8,976	15,276	15,581	15,737
6303	Equipment & Materials	31,739	33,016	28,451	30,937	31,556	31,872
6306	Health & Safety	6,192	6,954	7,954	8,093	8,255	8,337
6404	Telephones	606	1,378	978	1,414	1,450	1,468
6407	Computer Costs	539	500	700	700	700	700
6408	Parks Ctte (Recharge)	40,880	2,778	2,000	2,834	2,834	2,834
6409	Commission	375	0	500	500	500	500
	Insurance	0	12,392	9,392	9,840	10,037	10,137
	Miscellaneous						
6708	Loan Repayments - Tennis	15,720	26,000	23,000	26,000	26,000	26,000
6705	Summer Activities	12,676	10,527	527	10,738	10,952	11,062
6706	Gardens Competition	1,023	1,261	1,261	1,286	1,312	1,325
6707	Britain in Bloom	5,245	5,609	609	5,721	5,836	5,894
6709	Advertising	1,404	4,160	160	4,243	4,328	4,371
6799	Other	97	100	100	102	104	105
	Gross Expenditure	831,728	885,755	826,713	884,046	899,652	914,846
	Income						
4005	Floral Displays	26,602	26,649	24,649	26,649	27,182	27,454
4007	Contract Work	23,593	23,340	21,786	23,340	23,797	24,016
4209	Sponsorship	822	7,000	3,000	4,000	7,000	7,000
4101	Use of Pitches	4,399	5,275	2,275	5,275	5,381	5,434
4102	Tennis	14,849	20,549	20,549	20,549	20,960	21,170
4103	Trading Rights	9,353	12,860	9,633	9,633	9,826	9,924
4200	Site Rentals	5,210	3,596	596	3,596	3,668	3,705
4300	S106 Contribution	2,000	18,000	0	18,000	18,000	18,000
4900	Miscellaneous	432	363	363	363	370	374
4008	County Council Agency	7,577	7,500	7,500	7,500	7,650	7,727
	Furlough Income	0	0	29,786	0	0	0
	Gross Income	94,837	125,132	120,137	118,905	123,833	124,803
	Net Expenditure	736,891	760,623	706,576	765,141	775,819	790,043

Public Conveniences

Vote No	Description	2019-20 Actual	2020-21 Approved Estimate	2020-21 Revised Estimate	2021-22 Estimate	2022-23 Forecast	2023-24 Forecast
		£	£	£	£	£	£
	Employees						
5000	Salary Costs	75,032	81,870	88,105	85,559	87,270	89,016
6000	Training	229	228	228	233	237	240
6002	Clothing	337	541	341	552	563	568
	Premises Costs						
6100	Repair & Maintenance	7,477	7,962	7,962	8,121	8,284	8,367
6102	Rates	13,245	0	0	0	0	0
6103	Cleaning Materials	15,083	18,253	18,253	18,618	18,990	19,180
	Transport						
6200	Fuel	638	651	651	664	677	684
6201	Repair & Maintenance	1,811	608	608	620	633	639
6203	Licences	263	302	302	308	314	317
	Supplies & Services						
6300	Gas & Electricity	2,182	2,495	2,495	2,545	2,596	2,648
6301	Water	17,359	18,636	18,636	19,009	19,389	19,583
6306	Health & Safety	144	1,541	1,541	9,297	9,483	9,578
6307	Insurance Premiums	562	573	1,108	1,084	1,106	1,117
	Office Costs						
6405	Telephone	135	228	228	233	237	240
6408	Administration (recharge)	5,305	5,358	5,358	5,412	5,466	5,630
	Miscellaneous						
6708	Loan Charges	6,060	6,060	6,060	6,060	6,060	6,060
6799	Miscellaneous	65	101	101	103	105	106
	Gross Expenditure	145,926	145,408	151,977	158,417	161,410	163,972
	Income						
4007	Contract Work	1,800	1,839	1,839	1,707	1,741	1,758
	Furlough Income	0	0	5,324	0	0	0
	Gross Income	1,800	1,839	7,163	1,707	1,741	1,758
	Net Expenditure	144,126	143,569	144,814	156,710	159,669	162,213

Café in the Park

Vote No	Description	2019-20 Actual	2020-21 Approved Estimate	2020-21 Revised Estimate	2021-22 Estimate	2022-23 Forecast	2023-24 Forecast
		£	£	£	£	£	£
	Expenditure						
5000	Wages	54,158	64,568	67,603	69,281	70,667	72,080
6002	Protective Clothing	354	0	0	0	0	0
6004	Purchase of Sale Items	28,771	28,757	23,757	29,332	29,919	30,517
6100	Repairs & Maintenance	236	2,644	1,644	2,697	2,751	2,778
6102	Local Authority Rates	2,553	2,594	2,594	2,646	2,686	2,726
6103	Cleaning Materials	579	0	100	100	100	100
6300	Electricity	800	1,122	622	1,144	1,144	1,144
6301	Water Charges	696	710	510	724	760	798
6303	Equipment & Materials	869	0	250	250	250	250
6404	Telephones	702	0	800	800	800	800
6408	Admin. Recharge	1,000	1,100	1,100	1,100	1,100	1,100
6409	Card Machine Charges	339	0	350	350	350	350
6307	Insurance	0	1,073	881	852	870	878
	Gross Expenditure	91,057	102,568	100,211	109,277	111,396	113,522
	Income						
4004	Sales	81,285	103,400	61,400	103,400	103,400	103,400
	Furlough Income	0	0	13,785	0	0	0
	Gross Income	81,285	103,400	75,185	103,400	103,400	103,400
	Net Expenditure	9,772	-832	25,026	5,877	7,996	10,122

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

Schedule of Fees and Charges 2021/2022

Sports Facilities

	Present 2020 £	Recommended from 1 April 2021 £
Tennis Courts (Including VAT)		
Hire of Court for an hour	6.00	7.00
Floodlighting tokens		5.00
Annual Household Membership	36.00	37.00
Football		
Per match – up to age 16	16.50	17.00
Per match – age 16 and over	23.00	23.50
Mini Soccer		
Per match up to age 12 years (Including use of the pavilion)	14.00	14.50
Use of Dressing Rooms/ Showers	13.50	14.00
Cricket Pitch (excluding VAT) (Including use of pavilion)		
Per match – maximum 24 overs each side	30.00	31.00
Matches of 25 overs and above each side	40.00	41.00
(Concession of 25% to Truro Cricket Club)		

Schedule of Fees and Charges – 2021/2022

	Present	Recommended From 1 April 2021
	£	£
Cemeteries & Churchyards		
Interment		
Child stillborn or aged up to and including 16 years	No charge	No charge
Person over 16 years	380	390
Cremated remains	110	113
Purchase of Burial Rights		
(Body or cremated remains)		
Child up to and including 16 years	No charge	No charge
Person over 16 years	300	310
Rights for cremated remains (small plots)	120	123
Gravestone and Memorials		
Headstone up to 3'	106	110
Wooden Cross up to 3'	66	68
Desktop (for cremated remains plots only)	44	46
Other Charges		
Reinstatement of Grass surface on grave space	115	120
Surcharge for Bank Holiday, Weekend or Friday pm (1 October – 31 March)	265	275
Burial Search	25	26
Re-printing of Permit	48	50
Permit to remove headstone	80	83
Reservation Fees*		
Grave Plot	200	206
Cremated Remains	89	90
* The Reservation Fees will be deducted from the fee payable at the time of Interment.		
Allotment Rentals (from 1 April 2021)		
Plots to be charged £0.32p (2020 £0.31p) per square metre with effect from 1 st April 2022. In accordance with legal requirements all allotment holders have to be given twelve months' notice of a rent increase.		
City Boxes, Baskets and Tubs Scheme		
Hanging Baskets	20	20
Hayracks	29	29
Window Boxes	21	21
Tubs	35	35
Other items/areas	By agreement	By agreement
Spring Bedding	As above	As above
Watering items-Summer	20	20
Watering items- Winter	12	12
Provision of Floral Decorations		
Hire of planted tubs – each	35	35
Contract Work		
To be priced individually		

Events Parks Pricing 2021

Charity bookings/Community Groups

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

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

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

Non-Commercial Bookings

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

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

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

Commercial Bookings

- Small Event: £120.00 per day
 - Set up and Pack down days: £ 60.00 per day
- Medium Event: £160.00 per day
 - Set up and Pack down days: £80.00 per day
 - Medium events with heavy machinery or the erection of a marquee will be charged a bond fee between £5,000.00
- Large Event: £200.00 per day
 - Set up and Pack down days: £ 100.00 per day
 - Large events with heavy machinery or the erection of a marquee will be charged a bond fee of between £2,500 - £5,000.00
- Ticketed Events: As above and £1.00 per ticket
 - Based on event capacity not tickets sold

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

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

Electricity

- Small Booking: £ 6.00 per day

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

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

Cancellation Fees and Charges

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

Statement of Funds & Reserve

	£		
Revenue Reserve		Parks Committee Fund	
Balance as at 1st April 2020	187,312	Balance as at 1st April 2020	363,888
		add	
Contribution 2020-21	<u>45,724</u>	Contribution 2020-21	181,000
Balance as at 31st March 2021	233,036	Income to 31st October 2020	9,062
add		less	
Contribution 2021-22	<u>-15,400</u>	Expenditure to 31st October 2020	246,257
Balance as at 31 March 2022	<u>217,636</u>		
		Balance	307,693
Finance Committee Revenue Fund		add	
Balance as at 1st April 2020	141,838	Contribution 2021-22	<u>138,000</u>
		Available Resource 31st March 2022	<u>445,693</u>
add			
Contribution 2020-21	29,700	Hendra Development	
Income to 31st October 2020	0	Balance as at 1st April 2020	419
less		add	
Expenditure to 31st October 2020	<u>5,590</u>	Contribution 2020-21	0
Balance	165,948	Income to 31st October 2020	0
add		less	
Contribution 2021-22	<u>36,000</u>	Expenditure to 31st October 2020	3,667
Available Resource 31st March 2022	<u>201,948</u>		
		Balance	-3,248
Finance Committee Building Maintenance Fund		add	
Balance as at 1st April 2020	347,421	Contribution 2021-22	0
add			
	0	Available Resource 31st March 2022	<u>-3,248</u>
Contribution 2020-21	41,800		
	0	Community Development	
Expenditure to 31st October 2020	9,164	Balance as at 1st April 2020	14,627
Income to 31st October 2020	<u>0</u>	add	
Balance	380,057	Contribution 2020-21	-14,627
add		Income to 31st October 2020	0
Contribution 2021-22	<u>19,300</u>	less	
Available Resource 31st March 2022	<u>399,357</u>	Expenditure to 31st October 2020	0
		Balance	0
		add	
		Contribution 2021-22	<u>0</u>
		Available Resource 31st March 2022	<u>0</u>