

	Estimate Jan 2020	Estimate April 2020	Transfer to general reserve	Delegation To
Set Up costs				
Furniture	2200	0	2200	Nil
IT equipment	3200	1000	2200	Town Clerk
Website design	1600	1600	0	Full Council
Telephone	500	0	500	Nil
Recruitment	600	450	150	Management Committee
Interim accommodation costs (2 moths prior to first election)	1600	0	1600	Nil
Interim clerk's salary (2 months prior to first election)	6100	6100	0	Management Committee
TOTAL	15800	9150	6650	

Transfer to general reserve = £6,650

Operating costs				
Accommodation and room hire	7400	1000	6,400	Town Clerk
Clerk's salary (10 months)	30200	30200	0	Management Committee
Training (councillors and clerk)	2700	2000	700	Town Clerk
Telephone	700	350	350	Town Clerk
Insurance	1400	1400	0	Management Committee
Audit	700	700	0	Management Committee
Newsletter, publicity, advertising and website maintenance	5400	2800	2,600	Full Council
Postage and stationery [inc. Town Clerk's expenses]	2200	2200	0	Town Clerk
Allowances [£100 per member]	1700	1100	600	Town Clerk
Repairs	700	0	700	Nil
Contingency	10000	0	10000	Nil
TOTAL	63100	41750	21,350	

Transfer to general reserve = £21,350

Service costs (see below)

Projects, Christmas lights, awards, grants	58,000	58,000	0	See below
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SERVICE & SUBSCRIPTION COSTS			
Theme	Amount (£)	Notes	
Air Quality Improvement (e.g. feasibility, green walls)	£4,000	Pilot green wall/screening for two primary schools	Full Council
Allotments (site surveys, repairs, water bill, improvements)	3,000	Separate from the ring-fenced reserve	Allotments Committee
Annual Subscriptions	2,000	See below for breakdown	See below
Christmas Decorations (new tree, lights, switch-on)	4,000	Tree and some new lights for town centre	Full Council
Civic Fund	1,000	E.g. Remembrance	Town Clerk
Climate Emergency Declaration (various)	4,000	Specific projects to be developed	Full Council
Community Cohesion Fund (various)	4,000	Specific projects to be developed	Full Council
COVID-19 support/recovery (various)	4,000	Specific projects to be developed	Full Council
Neighbourhood Planning (plan preparation)	1,000	Eligible for HM Government grant of up to £9,000	Planning Committee
Public Engagement	1,000	Paper survey, etc.	Full Council
Public Realm (e.g. Shipley in Bloom)	4,000	Greening the town centre, highways, etc.	Full Council
Public Toilets (feasibility - revenue)	4,000	Shipley Market and Saltaire	Full Council
Support to local economy (e.g. Shop Local scheme)	4,000	Shop Local initiatives, etc.	Full Council
Sustainable Transport Improvements (various)	4,000	Specific projects to be developed	Full Council
Town Hall Fund	1,000	Hospitality, PA system, etc.	Town Clerk
Visitor Information (e.g. feasibility for Saltaire; marketing)	4,000	Including World Heritage Site	Full Council
Voluntary sector grants (e.g. 10 x £500)	5,000	Grant application scheme of up to £500	Full Council
Youth Service (e.g. extra weekly youth club)	4,000	Specific projects to be developed	Full Council
TOTAL	£58,000		

SUSCRPTIONS		Non-essential subscriptions	
LCR subscription	17	17	Town Clerk
NAALG subscription	66	66	Town Clerk
DIS subscription	108	108	Town Clerk
Open Spaces Society	45	45	Town Clerk
SLCC	49	49	Town Clerk
Welcome to Yorkshire	247	247	Town Clerk
YLCA subscription (essential)	1,455	532	Town Clerk
TOTAL	1,987		Town Clerk

Target general reserve = £25,000* [£27,917] [£24,917]	*Pro-rata 10 months	Full Council
Including £5,000 for local and national emergencies		Town Clerk

**Earmarked Allotments Reserve = £3,000	Full Council
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Balancing Reserve = £4.62	Town Clerk
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Band D equivalents: 4,462
Band D precept: 133,904.62

136,900

** Allotments income estimated at £3,000 by CBMDC