

TOWN AND CINQUE PORT OF HYTHE



Hythe Town Council

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HTC BUSINESS PLAN 2022-2025

This Plan was adopted by the Council at its meeting held on 01 September 2022

Minute no.136/22

This Plan was reviewed by the Standing Orders Committee at its meeting held on 11 October 2022

Minute no.180/22

GOVERNING BODY: HYTHE TOWN COUNCIL, TOWN COUNCIL OFFICES, OAKLANDS, 1 STADE STREET, HYTHE,
KENT. CT21 6BG

Hythe Town Council

Business Plan

BACKGROUND AND INTRODUCTION

The purpose of this Business Plan is to describe our business, providing a statement in relation to key objectives and resources, and giving an overview of the significant documents that detail our actions and aspirations.

BUSINESS SUMMARY

There are 16 Councillors and four wards within the Hythe Town Council area. The Town Council is the first and most local tier of government, with an important role to play in representing our communities, promoting our town and being an excellent partner facilitating the delivery of services.

The Town Council is responsive to the needs of the local community, and we work proactively with partners to ensure we deliver on the key objectives. Hythe Town Council has both a strategic role and as a provider of operational services.

Hythe Town Council has General Power of Competence.

OUR VISION

Hythe is loved for its beauty, and heritage. Hythe is a good place to live, attracting investment and tourism, and providing services that support our residents. Hythe is innovative with environment and climate change projects, working to enhance and protect our community spaces.

The Town Council has developed several different platforms to engage with the community and will continue to engage through a dedicated website, social media, regular content in local publications and noticeboards. We offer opportunities for our customers to feedback at every event.

KEY DOCUMENTS

To support our business priorities, we have several key documents:

- Annual Action Plan; this gives a clear focus of operational activity and a work plan for the standing committees.
- Three-Year Budget Forecast; this sets out funding for our activities and the short to medium-term financial goals.
- Strategic Plan for Hythe; focusing on the activities that the Town Council can directly influence.

The priorities contained within each document are not repeated here, but fit within the **four pillars** that underpin the work of the Town Council:

1) Efficient and responsive services

We endeavour to provide excellent customer service, ensure repeat business, high levels of satisfaction and low numbers of complaints. We will support public and community transport schemes.

2) Growth and development of our community spaces

We will seek to grow the role of the Town Council by enhancing our community facilities whilst addressing climate change issues and protecting and improving leisure and recreational facilities.

3) Excellent Governance

We work to ensure effective planning and robust systems of financial control because of high levels of knowledge acquired through experience and training. Good leadership gives confidence in service delivery and decision-making.

4) APPROPRIATE AND MEANINGFUL COMMUNITY ENGAGEMENT

We will strengthen local democracy, encouraging inclusivity and seeking to engage with communities using a wide range of methods, providing feedback and the opportunity for comment and involvement in decision-making.

RESOURCES

As with many organisations, our greatest asset is our people: our staff, unpaid Councillors, and volunteers. These individuals work tirelessly towards improving the town for the community that they support.

The Town Council manage three key buildings within the town: the Town Hall, Oaklands Building and The Pavilion, South Road. We will use these buildings to generate income and to promote the town.

To enable this work to happen, the Town Council will receive a precept of £369,677 in 2022-23. We also receive income for services provided, and actively seek grants to support our projects. Over the period of this Business Plan, the Town Council will seek additional capital funding (supported by our reserves) for improvements to our buildings and green spaces.

Our financial position at the beginning of 2022-23:

ACCOUNTS AS AT 31 MARCH 2022

Section 2 – Accounting Statements 2021/22 for

HYTHE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	428,252	431,575	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	361,155	359,002	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	58,756	129,721	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	175,096	174,849	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	8,050	7,810	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	233,441	218,905	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	431,575	518,732	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	423,853	532,729	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	3,873,752	3,881,672	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	85,400	81,800	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes ✓	No N/A 	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

G. Abbott

Date

11/05/2022

I confirm that these Accounting Statements were approved by this authority on this date:

19 05 2022

as recorded in minute reference:

24/22

Signed by Chairman of the meeting where the Accounting Statements were approved

[Signature]



Three year Financial forecast				
Income	Budget Income 2022/23	Budget Income 2023/24	Budget Income 2024/25	Budget Income 2025/26
4601 - Sports revenue	£8,576	£8,833	£9,098	£9,371
4602 - Pavilion function revenue	£16,301	£16,790	£17,294	£17,813
Sports & recreation facility hire	£24,877	£25,623	£26,392	£27,184
4603 - Boot Fairs, circuses, funfairs	£6,180	£6,180	£6,180	£6,180
4605 - Property (ex library) rent	£23,000	£23,690	£24,401	£25,133
4610 - Caretaker charge	£2,000	£2,000	£2,000	£2,000
4607 - Wedding Income	£19,760	£19,750	£19,760	£19,760
4609 - Town Hall Lettings	£2,037	£2,037	£2,037	£2,037
4611- Oaklands room rental	£152	£152	£152	£152
Hire of land and properties	£53,129	£53,809	£54,530	£55,262
4100 - Eaton Lands	£7,640	£7,640	£7,640	£7,640
4105 - Twiss Road	£2,222	£2,222	£2,222	£2,222
4110 - Horn Street	£256	£256	£256	£256
4115 - Longbridge	£1,064	£1,064	£1,064	£1,064
Allotment rents	£11,182	£11,182	£11,182	£11,182
4902 - Interest on investments	£600	£618	£637	£656
Other income	£600	£618	£637	£656
4600 - Portland Road car park	£8,579	£8,579	£8,579	£8,579
Income from assets	£98,367	£101,318	£104,358	£107,488
4000 - Precept	£369,677	£380,767	£392,190	£403,956
All income	£468,044	£482,085	£496,548	£511,444



Expenditure	Budget Expenditure 2022/23	Budget Expenditure 2023/24	Budget Expenditure 2024/25	Budget Expenditure 2025/26
5000 - Grounds maintenance	£53,900	£55,517	£57,183	£58,898
5001 - CCTV costs	£5,000	£5,150	£5,305	£5,464
5003 - Tree audit and works	£13,395	£13,797	£14,211	£14,637
5005 - Allotment maintenance	£1,000	£1,000	£1,000	£1,000
GROUNDS MAINTENANCE	£73,295	£75,464	£77,698	£79,999
5200 - Civic allowance	£2,000	£1,500	£1,500	£1,500
5201 - Civic attire	£250	£250	£250	£250
5203 - Civic entertainment	£1,500	£1,200	£1,200	£1,200
CIVIC	£3,750	£2,950	£2,950	£2,950
5220 - Band concerts	£4,900	£5,000	£5,000	£5,000
5226 - National commemorations	£5,500	£500	£500	£500
5228 - Grant monies donated by HTC	£19,500	£19,500	£19,500	£19,500
5230 - Town Council initiatives	£4,000	£4,000	£4,000	£4,000
EVENTS	£33,900	£29,000	£29,000	£29,000
5100 - Playground Equipment maintenance	£5,000	£6,500	£6,500	£6,500
5101 - Skate Park Repairs	£2,500	£2,575	£2,652	£2,732
6105 - Car park expenditure	£1,600	£1,600	£1,600	£1,600
6201 - Advertising	£2,100	£2,163	£2,228	£2,295
6900 - Miscellaneous expenses	£100	£100	£100	£100
MISC	£11,300	£11,639	£11,988	£12,348
7000 - Salaries	£147,084	£154,438	£159,071	£163,843
7005 - Employer's NI (15.05%)	£13,015	£13,405	£13,808	£14,222
7007 - Employee medical	£450	£450	£450	£450
7010 - Employer's superannuation	£32,358	£46,955	£48,363	£49,814
STAFF	£192,907	£215,248	£221,692	£228,329
7102 - Water rates	£3,708	£3,819	£3,934	£4,052
7103 - General rates	£44,349	£45,679	£47,050	£48,461
7104 - Insurance - premises & public Liability	£18,000	£18,540	£19,096	£19,669
7105 - Refuse collection	£1,380	£1,422	£1,464	£1,508
7200 - Electricity	£5,150	£7,725	£11,588	£17,381
7201 - Gas	£4,120	£6,180	£9,270	£13,905
UTILITIES	£76,707	£83,365	£92,401	£104,976
7304 - Parking expenses	£50	£50	£50	£50
7400 - Travel	£1,000	£1,030	£1,061	£1,093
Personal EXPENSES	£1,050	£1,080	£1,111	£1,143
7500 - Printing and copying costs	£1,450	£1,494	£1,538	£1,584
7501 - Postage and carriage	£700	£500	£500	£500
7502 - Telephone	£3,500	£3,605	£3,713	£3,825
7503 - IT and computer costs	£2,500	£2,575	£2,652	£2,732
7504 - Office stationery	£1,000	£1,030	£1,061	£1,093
7505 - Books	£500	£500	£500	£500
OFFICE COSTS	£9,650	£9,704	£9,965	£10,234
7600 - Legal fees	£2,000	£2,060	£2,122	£2,185
7601 - Audit and accountancy fees	£2,200	£2,266	£2,334	£2,404
7602 - Consultancy Fees	£2,500	£2,575	£2,652	£2,732
7603 - Professional fees	£1,000	£1,030	£1,061	£1,093
PROFESSIONAL	£7,700	£7,931	£8,169	£8,414
7700 - Equipment hire	£2,500	£2,575	£2,652	£2,732
7702 - Equipment purchases	£1,000	£1,030	£1,061	£1,093
7799 - Equipment Maintenance / service	£910	£937	£965	£994
7301 - Lift repairs and servicing	£2,000	£2,060	£2,122	£2,185
7800 - Property repairs / renewals	£8,000	£8,240	£8,487	£8,742
7801 - Cleaning	£8,000	£8,240	£8,487	£8,742
7802 - Laundry	£50	£50	£50	£50
7803 - Premises expenses	£2,000	£2,060	£2,122	£2,185
7804 - Premises Security	£1,500	£1,545	£1,591	£1,639
PREMISES	£25,960	£26,739	£27,541	£28,367
7900 - Bank interest paid	£200	£206	£212	£219
7901 - Bank charges	£500	£515	£530	£546
7902 - Loan principal paid	£3,600	£0	£0	£0
7903 - Loan interest paid	£4,200	£0	£0	£0
BANK AND LOANS	£8,500	£721	£743	£765
8201 - Subscriptions	£7,125	£7,339	£7,559	£7,786
8203 - Training costs	£6,000	£6,180	£6,365	£6,556
8205 - Refreshments	£200	£206	£212	£219
TRAINING, SUBSCRIPTIONS	£13,325	£13,725	£14,136	£14,561
CONTINGENCY	£10,000	£5,000	£5,000	£5,000
COSTS, PROJECTS AND CONTINGENCY	£468,044	£482,565	£502,394	£526,085

