

Finance and General Purposes Committee  
7<sup>th</sup> December 2020**REVENUE BUDGET AND CAPITAL PROGRAMME 2021/22****Joint Report of Chief Officer and Treasurer****1. Recommendations:**

That members:

- 1.1 Consider the Revenue Budget outlined below and recommend its approval to the authority.
- 1.2 Recommend to the Authority the approval of the Fees and Charges set out in Table 4;
- 1.3 Review the Assessment of Volatile Budgets at Appendix B and recommend to Authority that the risks, impacts and mitigations be noted.
- 1.4 Recommend to Authority that the projected balances on the General Reserve and Capital Receipts Reserve are noted.

**2. Revenue Budget Summary**

	<b>2020/21 Base Budget</b>	<b>Base Budget Adjustments</b>	<b>Inflation</b>	<b>2021/22 Budget</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Employees	531,900	4,700	0	536,600
Premises	38,600	(4,000)	0	34,600
Transport	18,600	(2,100)	600	17,100
Supplies & Services	75,600	(3,400)	700	72,900
Boat Costs	25,100	(500)	500	25,100
Environmental Research	15,000	2,200	0	17,200
Support	60,900	1,300	0	62,200
Fees & Charges	(25,700)	0	0	(25,700)
	<b>740,000</b>	<b>(1,800)</b>	<b>1,800</b>	<b>740,000</b>
DEFRA Refund	0	0	0	0
Transfer from General Fund	0	0	0	0
<b>Total</b>	<b>740,000</b>	<b>(1,800)</b>	<b>1,800</b>	<b>740,000</b>

- 2.1 Base Budget Adjustments (items over £1,000):
- 2.1.1 Employees - Staff costs £ 4,700 increase in scale points for eligible staff;
  - 2.1.2 Premises – Rents £ (3,000) no longer need Somerset office, Venue hire £ (1,000) reduced based on current year costs;
  - 2.1.3 Transport –Public transport £ (1,700);
  - 2.1.4 Supplies & Services – Insurances - external £ (1,500), External Agency Staff £ (6,800);
  - 2.1.5 Support costs – Support Services £3,000, Legal fees £ (1,700);
  - 2.1.6 Boat Costs – Boat repairs and maintenance £ 1,400;
  - 2.1.7 Research – Internships £ 2,200;
  - 2.1.8 Enforcement – Technical equipment £ (5,500), iVMS £7,500;
  - 2.1.9 Fees & Charges – Fees court cases £ (2,000), Bank Interest £ 2,000;

Detailed explanations are provided in Appendix A

**Budget and Levy for 21/22 represent no change.**

**Staffing:**

	<b>2020/21 Full Time Equivalent Numbers</b>	<b>2021/22 Full Time Equivalent Numbers</b>
Officers:		
Full-time	9.00	9.00
Part-time	1.22	1.22
Secondments	0.00	0.00
Administrative Staff:		
Full time	1.00	1.00
Part-time	0.68	0.68
<b>Total</b>	<b>12.83</b>	<b>12.83</b>

	%
Pay Inflation - Chief Officers (set nationally)	0.00
Pay Inflation – NJC staff (set nationally)	0.00
General	2.40
Travel a & Transport (CPI)	3.00

### 3. Comparison of Levy with New Burdens Funding:

	<b>2020/21 Indicative Levy</b>	<b>Reduction in Levy</b>	<b>2021/22 Indicative Levy</b>	<b>2021/22 New Burdens Funding</b>	<b>Variance</b>
	£	£	£	£	£
Bristol City Council	41,810	0	41,810	50,851	(9,041)
Gloucestershire County Council	107,078	0	107,078	122,428	(15,350)
North Somerset Council	34,262	0	34,262	42,574	(8,312)
Somerset County Council	117,586	0	117,586	133,952	(16,366)
South Gloucestershire Council	30,192	0	30,192	38,110	(7,918)
<b>Total New Authorities</b>	<b>330,928</b>	<b>0</b>	<b>330,928</b>	<b>387,915</b>	<b>(56,987)</b>
Devon County Council	348,466	0	348,466	21,382	327,084
Plymouth City Council	34,780	0	34,780	0	34,780
Torbay Council	25,826	0	25,826	0	25,826
<b>Total Devon Authorities</b>	<b>740,000</b>	<b>0</b>	<b>740,000</b>	<b>409,297</b>	<b>330,703</b>

### 4. Fees & Charges

	<b>2020/21 Charge £</b>	<b>2021/22 Proposed Charge £</b>
Waddeton Fishery Licences (per plot)	260.00	260.00
Charter (per hour including staff)	280.00	280.00
RIB Charter (per hour excluding staff)	95.00	95.00

## 5. Risk Assessment of Volatile Budgets

- 5.1 As part of the budget setting process, the Authority should consider the risks inherent in the budgets set and the adequacy of the measures put in place to manage those risks.
- 5.2 A risk assessment of volatile budgets is included as Appendix B.

## 6. Usable Reserves

The Authority is expected to have two usable reserves in 2021/22.

### General Reserve

	<b>2020/21 Projection £</b>	<b>2021/22 Projection £</b>
<b>Balance 1st April</b>	532,166	556,966
<b>Contribution to Reserve</b>	0	0
<b>Transfer from Reserve</b>	0	0
<b>Transfer to Reserve</b>	24,800	0
<b>Balance 31st March</b>	556,966	556,966

### Capital Receipt Reserve

	<b>2020/21 Projection £</b>	<b>2021/22 Projection £</b>
<b>Balance 1st April</b>	52,028	52,028
<b>Transfer from Reserve</b>	0	0
<b>Capital Receipt</b>	0	0
<b>Balance 31st March</b>	<b>52,028</b>	<b>52,028</b>

**Mat Mander**  
Chief Officer

**Mary Davis**  
Treasurer

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

#### List of Background Papers

- 1) The Budget 2021/22
- 2) The Budget Monitoring Reports of 2020/21

## Appendix A

		<b>2020/21 Adjusted Base Budget</b>	<b>Budget Adjustments</b>	<b>Inflation</b>	<b>2021/22 Budget</b>	<b>Reason for Budget Adjustment</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
1	Staff costs (includes National Insurance and Pension Contributions)	523,900	4,700	0	528,600	Increases relate to eligible staff going up the scale points
2	Training (including travel costs)	8,000	0	0	8,000	
3	Advertising for Recruitment	0	0	0	0	
<b>4</b>	<b>EMPLOYEES</b>	<b>531,900</b>	<b>4,700</b>	<b>0</b>	<b>536,600</b>	
5	Rents and Service Charges	34,600	(3,000)	0	31,600	No longer need the Somerset office
6	Hire of rooms	4,000	(1,000)	0	3,000	
7	Furniture & fittings	0	0	0	0	
<b>8</b>	<b>PREMISES</b>	<b>38,600</b>	<b>(4,000)</b>	<b>0</b>	<b>34,600</b>	
9	Vehicle fuel repair and maintenance	7,000	(200)	200	7,000	
10	Vehicle lease hire	0	0	0	0	
11	Public Transport (bus and rail)	5,000	(1,700)	200	3,500	Reduced in accordance with prior year spend
12	Vehicle insurance, road tax	4,600	(100)	100	4,600	
13	Officers Travel Expenses, including car parking	2,000	(100)	100	2,000	
<b>14</b>	<b>TRANSPORT</b>	<b>18,600</b>	<b>(2,100)</b>	<b>600</b>	<b>17,100</b>	

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		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
15	Admin Equipment	1,900	0	0	1,900	
16	Protective Clothing	3,000	(100)	100	3,000	
17	Printing & Design	1,700	0	0	1,700	
18	Advertising (Statutory Notices)	6,000	0	0	6,000	
19	Stationery	1,000	0	0	1,000	
20	Insurances - external	3,800	1,500	100	5,400	Increase based on this year's outturn
21	AIFCA	12,000	(300)	300	12,000	
22	Other memberships (ASERA)	300	0	0	300	
23	Communications	3,000	(3,000)	0	0	Moved to support line as DCC providing.
24	External Agency Staff	3,800	(3,800)	0	0	No PHD Student for this year
25	Internal Audit	1,300	0	0	1,300	
26	Postages	500	500	0	1,000	
27	Telephones	8,000	0	0	8,000	
28	IT hardware, software and support	7,600	(200)	200	7,600	
29	Officers Subsistence	2,000	0	0	2,000	
30	Other Supplies (including hospitality & members allowances)	11,000	0	0	11,000	

		<b>2020/21 Adjusted Base Budget</b>	<b>Budget Adjustments</b>	<b>Inflation</b>	<b>2021/22 Budget</b>	<b>Reason for Budget Adjustment</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
31	Subscriptions (Fishing News and MCSS access)	1,200	0	0	1,200	
32	Enforcement	7,500	2,000	0	9,500	iVMS Succofish, additional support and equipment
<b>33</b>	<b>SUPPLIES</b>	<b>75,600</b>	<b>(3,400)</b>	<b>700</b>	<b>72,900</b>	
34	Boat Moorings / Berths	4,100	(100)	100	4,100	
35	Boat and R.I.B. Fuel	6,000	(100)	100	6,000	
36	Boat Repairs & Maintenance	5,000	(100)	100	5,000	
37	Black Jack	0	0	0	0	
38	Boat Insurance	8,500	(200)	200	8,500	
39	Boat technical equipment	1,500	0	0	1,500	
<b>40</b>	<b>BOAT COSTS</b>	<b>25,100</b>	<b>(500)</b>	<b>500</b>	<b>25,100</b>	
<b>41</b>	<b>ENVIRONMENTAL RESEARCH</b>	<b>15,000</b>	<b>2,200</b>	<b>0</b>	<b>17,200</b>	Internship budget added
42	Support Services – Finance/HR	20,900	3,000	0	23,900	DCC Comms included
43	Legal fees	40,000	(1,700)	0	38,300	Reduced in accordance with 20/21 outturn
<b>44</b>	<b>SUPPORT</b>	<b>60,900</b>	<b>1,300</b>	<b>0</b>	<b>62,200</b>	Increased based on average yearly spend
45	Fixed Penalty Notices	0	0	0	0	
46	Fees Court cases	(10,000)	(2,000)	0	(12,000)	Increased based on 20/21 outturn
47	Fuel Duty Rebates	(1,200)	0	0	(1,200)	

		<b>2020/21 Adjusted Base Budget</b>	<b>Budget Adjustments</b>	<b>Inflation</b>	<b>2021/22 Budget</b>	<b>Reason for Budget Adjustment</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
48	Permit fees	(10,000)	0	0	(10,000)	
49	Licence fees	(1,500)	0	0	(1,500)	
50	Bank Interest	(3,000)	2,000	0	(1,000)	reduced interest based on 20/21 outturn
<b>51</b>	<b>FEES AND CHARGES (INCOME)</b>	<b>(25,700)</b>	<b>0</b>	<b>0</b>	<b>(25,700)</b>	
<b>52</b>	<b>TOTAL</b>	<b>740,000</b>	<b>(1,800)</b>	<b>1,800</b>	<b>740,000</b>	
53	Transfer from general fund	0	0	0	0	
54	DEFRA reimbursement chief officer secondment	(73,600)	73,600	0	0	Secondment ended
<b>55</b>	<b>TOTAL LEVY FUNDING</b>	<b>666,400</b>	<b>71,800</b>	<b>1,800</b>	<b>740,000</b>	



## Appendix B

### Risk Assessment of Volatile Budgets

<b>Budget Amount</b>	<b>Budget Description</b>	<b>Risk</b>	<b>Mitigating Actions</b>
£536,600	Employees	Pay award  An additional 1% in pay or superannuation rates would have a £5,366 effect	National negotiation will be followed closely. The outcome of the award is outside of the control of the authority. If pay award higher than the 0% budgeted, use active budget management to reduce spending on other lines. If lower, use a saving to offset budget pressures elsewhere or add to General Reserve.
£7,000	Vehicle fuel, repair and maintenance	Fuel price changes  A 10p change in price / litre has a £700 effect  Unexpected maintenance on current vehicles	Try to meet from any underspend, otherwise fund from General Reserve with authority approval.
£2,000	Officers travel expenses	Increase/decrease in mileage 1,000 miles +/- £200  Increase in parking charges	Try to meet from any underspend, otherwise fund from General Reserve with authority approval.
£6,000	Boat Fuel	Fuel price changes  Black Jack +/- 5p/litre has £400 effect net of recoverable excise duty, RIBS +/- 10p/litre has £200 effect.	Fuel prices will be monitored closely. The difference in price/litre relates to the respective fuels used (5p/litre diesel and 10p/litre petrol).
£6,500	Boat Repairs & Maintenance	Unexpected maintenance on boat repairs	Significant repair costs can be funded from the General Reserve, with the Authority's approval
£ (1,000)	Bank Interest	Increase/decrease in bank interest rates	If higher, use income to offset budget pressures elsewhere or add to General Reserve.
£38,300	Legal fees	Additional costs due to more cases taken and not all costs recovered, fees in 17/18, 18/19 & 19/20 over £50,000	Try to meet from any underspend, otherwise fund from General Reserve with authority approval.