

DAPTC DISCUSSION PAPER

Date & Time:	22 September 2022
Meeting:	Executive Committee
Topic:	Annual General Meeting – Subscription Recommendations
Presenter:	Neil Wedge
Sensitivity:	Open / Controlled / Confidential

Agenda Item: 4d Subscription Recommendations for the AGM 2022

Objective:

To make a recommendation at the AGM for the following years subscriptions providing members suitable time to consider their membership before 31 January 2023.

Background:

DAPTC now puts forward a proposed subscription increase for the AGM to vote upon. The Treasurer and the DAPTC undertake some analysis of subscription proposals for NALC and other bodies before providing the Executive Committee with some options.

Information to consider:

County Association Comparison

In a recent survey originated by Leicestershire & Rutland the following information on subscription levels was submitted by 29 out of the 43 county associations.

	All CALCs			Dorset
	Lowest figure	Highest figure	Average figure	
Number of Staff	1	8	4	3
Staff Full Time Equivalent (FTE)	0.20	5.80	3.00	2.14
Number of Councils in CALC area	34	372 (791) ⁽¹⁾	203	161
Number of Councils in CALC membership	23	359 (559) ⁽²⁾	191	155
% of Councils in CALC Membership	68%	100%	84%	96%
Cost to member by electorate number:				
150	£15.00	£171.00	£93.00	£55.04
500	£50.00	£325.00	£187.50	£186.57
1000	£100.00	£627.40	£363.70	£387.06
3000	£155.00	£1,380.00	£767.50	£676.47
6000	£165.00	£1,750.00	£957.50	£762.60

- (1) **Note:** Yorkshire has highest number of councils with 791 which is exceptional. The next highest is 372 so this figure has been used for average.
- (2) **Note:** Yorkshire has highest number of councils with 559 which is exceptional. The next highest is 359 so this figure has been used for average.

Additional Comments:

- Many CALCS are VAT registered so fees will be higher.
- Northampton ALC doubled it's fees in 2015 with no loss of any member.
- All CALCs struggle with keeping fees reasonable for smaller councils, without larger councils paying over the odds.

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If we were to review the charging scale for Dorset there is probably scope to increase the charges to those with an electorate over 6,000. The above is some additional context.

DAPTC Budgets and Options to Consider

In the appendices are the full budget profit and loss with notes to show the review undertaken by the DAPTC team and Donna Yea. The summary options are below with some other points to consider.

	Current	74,725			Current	74,725		removal of DC & CCG grant
	Increase in subscriptions:	Additional funding raised:	Budget bottom line:		Increase in subscriptions:	Additional funding raised:	Budget bottom line:	
	%	£	£		%	£	£	
	0.0	-	-4,599		0.0	-	-46,874	
	1.0	747	-3,852		1.0	747	-46,127	
	NALC	3.2	2,391	-2,208	NALC	3.2	2,391	-44,483
		4.8	3,587	-1,012		4.8	3,587	-43,287
		7.0	5,231	632		7.0	5,231	-41,643
	CPI (Aug-22)	10.1	7,547	2,948	CPI (Aug-22)	10.1	7,547	-39,327
	RPI (Aug-22)	12.3	9,191	4,592	RPI (Aug-22)	12.3	9,191	-37,683
		14.00	10,462	5,863		65.0	48,571	1,697
RPI:	retail price index is a measure of inflation published monthly by the Office for National Statistics. It measures the change in the cost of a representative sample of retail goods and services.							
CPI:	consumer price index measures changes in the price level of market basket of consumer goods and services purchased by households.							

Whilst we haven't yet seen wholesale increases in supplier and utility charges, we feel this is only a matter of time so have made some working assumptions for the budget for 2023/24.

We have also identified cost lines where we could stop/freeze expenditure if the Executive Committee wished to support a lower percentage increase and approve a budget returning a deficit (3.2% or 4.8%). These are all marked in the illustration in the appendices. At the time of this report we are not clear on the continuation of the grants from DC and the NHS so an illustration above to the right shows the impact if that is removed.

Items for consideration/decision by Executive Committee for 3b:

No.	Requiring a decision and guidance from Executive Committee	Meeting Date
1	Consider a recommendation from the within the red marked area above	22/9/22
2		

Actions to be agreed:

No.	Action	Date
1	Chief Executive to action the recommendation and include it in the AGM information pack.	23/9/22
2		

Scroll down for the appendices:

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Budget Monitoring					
Dorset Association of Parish & Town Councils					
April 2023 to March 2024					
Actuals 2021/2022	Budget 2022-23	Account	Forecast year end position	2023-24 Draft Budget	Notes
Income					
£0.00	£6,500.00	Annual Events (230)	£6,500.00	£7,475	15% increase applied
£0.00	£1,000.00	Annual Sponsorship Agreements (241)	£3,830.00	£3,830	
		CILCA Mentoring Support (208)	£2,830.00	£2,830	
		Climate Training (212)	£660.00		
£2,480.00	£2,400.00	Communications & GDPR Training (215)	£2,400.00	£2,520	5% increase applied
£797.65	£800.00	Consultation (235)	£800.00	£840	5% increase applied
£10,519.50	£9,000.00	DAPTC Training (205)	£9,000.00	£9,450	5% increase applied
£1,314.82	£1,200.00	E-Learning (225)	£1,200.00	£1,260	5% increase applied
£0.00	£2,000.00	Event Exhibitors (242)	£2,000.00	£2,100	5% increase applied
£0.00	£1,056.00	Fasthosts 5GB Re-charge (251)	£1,056.00	£1,135	matches expenditure
£2,139.00	£1,920.00	Finance Training (210)	£1,920.00	£2,016	5% increase applied
£3.60	£10.00	Interest (250)	£10.00	£10	
£300.00	£200.00	Job Adverts (243)	£200.00	£200	
£1,617.00	£0.00	LCR Publication (245)	£0.00	£0	
£72,570.91	£74,725.00	Membership Subscriptions (200)	£74,725.00	£74,725	No increase applied
£248.00	£120.00	Other Publications (246)	£120.00	£120	
£10,380.00	£7,200.00	Planning Training (220)	£7,200.00	£7,560	5% increase applied
£102,370.48	£108,131.00	Total Income	£114,451.00	£116,071	
Less Cost of Sales					
		CILCA - DAPTC Bursary (336)	£705.00	£758	7.5% increase applied
		CILCA Associated Training Costs (335)	£250.00	£269	7.5% increase applied
£2,567.94	£2,400.00	E-Learning Costs (330)	£2,400.00	£2,400	7.5% increase applied
£1,566.00	£1,512.00	External Trainer Costs Communications (326)	£1,512.00	£1,625	7.5% increase applied
£840.00	£756.00	External Trainer Costs Finance (325)	£756.00	£813	7.5% increase applied
£5,280.00	£3,660.00	External Trainer Costs Planning (327)	£3,660.00	£3,935	7.5% increase applied
£0.00	£1,056.00	Fasthosts 5GB Email Cost (352)	£1,056.00	£1,135	
£1,122.00	£0.00	LCR Magazine (350)	£0.00	£0	
£23,550.60	£23,786.00	NALC Affiliation Subscription (300)	£23,786.00	£24,371	3.2% increase
£565.75	£0.00	Other NALC Publications (351)	£0.00	£0	
£1,863.60	£2,100.00	Software and Applications Subscriptions (310)	£2,100.00	£2,258	
£0.00	£1,200.00	Training Course Expenses (321)	£1,330.00	£1,430	
£310.00	£4,800.00	Venue Hire (315)	£4,800.00	£5,520	15% applied
£37,665.89	£41,270.00	Total Cost of Sales	£42,355.00	£44,512	
£64,704.59	£66,861.00	Gross Profit	£72,096.00	£71,559	
Other Income					
£12,500.00	£12,500.00	Dorset CCG Grant (257)	£12,500.00	£12,500	
£29,775.00	£29,775.00	Dorset Council Grant (255)	£29,775.00	£29,775	
£42,275.00	£42,275.00	Total Other Income	£42,275.00	£42,275	
Less Operating Expenses					
£0.00	£344.00	Recognition (411)	£344.00	£344	
£0.00	£344.00	Total Operating Expenses	£344.00	£344	
Less Overheads					
£260.00	£2,400.00	Advertising & Marketing Costs (410)	£2,400.00	£1,500	reduced by £900
£0.00	£125.00	Andrea Pellagram SLA (418)	£125.00	£138	increase applied
£35.00	£400.00	Area Committee Meeting Costs (427)	£400.00	£400	potential saving
£900.00	£800.00	Area Committee Sec. Honorariums (429)	£800.00	£800	
£80.00	£80.00	Auditor Fees (450)	£80.00	£80	
£245.25	£220.00	Bank Fees (451)	£220.00	£120	reduction re new account
£0.00	£185.00	DAPTC Exec Comm Meeting Costs (425)	£185.00	£185	potential saving
£0.00	£586.00	DAPTC Exec Comm Member Expenses (426)	£586.00	£586	potential saving
£136.00	£600.00	DAPTC Team Personal Development (441)	£600.00	£1,000	increase applied
£628.34	£750.00	Insurance (407)	£750.00	£863	15% increase
£2,800.61	£3,000.00	Managed Office Charge (401)	£3,000.00	£3,750	increase applied
£0.00	£470.00	National Conference Expenses (440)	£470.00	£470	potential saving
£468.53	£100.00	Office Equipment (405)	£100.00	£100	
£0.00	£200.00	Other print costs (403)	£200.00	£200	potential saving
£223.91	£240.00	Photocopier & Print Charges (402)	£240.00	£240	
£100.52	£60.00	Postage Costs (406)	£60.00	£60	
£93,018.25	£89,902.00	Salaries (305)	£89,902.00	£99,540	LGPS contribution???????
£0.00	£3,000.00	Salaries - Additional Hours (306)	£3,000.00	£3,000	
		Salaries - CILCA Trainer Hours (307)	£960.00	£960	
£206.00	£230.00	SLCC Affiliation (415)	£230.00	£253	10% increase
£122.40	£200.00	Staff Travelling Expenses (408)	£325.00	£325	potential saving
£132.99	£100.00	Stationery & General Office Expenses (409)	£100.00	£100	
£534.00	£558.00	SW Councils HR (419)	£558.00	£614	10% increase
		SWALCs Membership (416)	£0.00	£0	
£222.69	£14.00	Telephone costs (404)	£14.00		
£0.00	£415.00	The Parkinson Partnership SLA (417)	£415.00	£457	10% increase
£750.00	£750.00	Treasurer's Honorarium (435)	£850.00	£850	
£480.00	£6,400.00	Website Maintenance & Development (340)	£6,400.00	£1,500	one-off in 22/23
£101,344.49	£111,785.00	Total Overheads	£112,970.00	£118,089	
£101,344.49	£112,129.00	Total Expenses	£113,314.00	£118,433	
£5,635.10	£2,993.00	Surplus / Deficit	£1,057.00	£4,599	