

COPYTHORNE PARISH COUNCIL MEETING

TUESDAY 11th DECEMBER 2018

ITEM NO: 10a – Budget and Precept Report

The Finance Working Party met on two occasions recently to produce Budget proposals for Council to consider for 2019-2022, and to recommend the sum to be applied for in the Precept Request. Following an iterative process, Budget and Precept calculations and workings for 2019/2020 were finalised and these are all included in the Budget & Precept Workbook. **Appendix A**

The Clerk/RFO has reviewed the predicted year end for 2018/19 based on actuals to the Second Quarter (September 2018) and calculated (where possible) educated estimates of the anticipated additions to year end.

The 2019/20 budget is based on a combination of actuals and quotation estimates obtained for as many areas as possible. The workings are explained in **Appendix B** Budget Background Papers under the headings and detail reported in the Workbook. There is some contingency built in.

There are two major one-off expenses proposed in the budget: Council Election costs and the Paperless Council project which between them come to £4,889.00. The current reserves earmark £2,500.00 for elections and it is proposed that £2,000 is transferred into the budget from reserves to contribute to the £2,273 costs projected by NFDC. Election costs are provided to us by NFDC based on the size of our electorate. We do not control these figures.

The current reserve funding for IT equipment is £1,000.00 but the council laptop is only two and a half years old so will not need replacement for some time. It is proposed that £800 of this reserve is transferred into the budget, together with £500 originally reserved for the eventual replacement of the Speedwatch device. The Local Speedwatch Group has an alternative plan to obtain a Speedwatch device. It is proposed that this £1300 is topped up with £1,316 to meet the estimated cost of equipping councillors and clerk with tablet devices to facilitate moving to a Paperless Council.

The Paperless Council project is designed to reduce operating costs over time from an initial investment in technology to replace the need to generate paper documents. The costs associated with the use of paper are escalating as more information is received by the Council in only e-format – roughly 90% of communication is now in this form and increasing. The paper, toner and most importantly Clerking time associated with paper based communication are now consuming a significant proportion of administration costs and the Paperless Council project is designed to reduce this need.

The Parish Council agreed last year to make the Payment of a grant to assist with the Stanley's Own Building Refurbishments at a rate of £500 a year, for three years. The 2019/20 payment shown in the budget spreadsheet will be the second of three.

These calculations predict an increase in Precept of £2,249 to the 2018/19 Precept of £18,675 (i.e. a total of £20,924) and equates to an increase of £1.79 per annum on a Band D property (3.4p per week / 0.99p per annum per registered elector).

It remains the case that no Government cap applies currently on Town/Parish Council percentage increases. There is no guarantee that this will continue and for Councils such as Copythorne who start

from a very low Precept value, in part due to historical decision making in respect of past Precept calculations, any cap could make it very difficult for the Council to raise funding to cover projects and costs in the future, as our administration costs would progressively rise, consuming the majority of the budget, leaving no funds for any development activity.

The Designated Reserves spreadsheet-**Appendix C proposes the** allocation of £11,450 of our current reserves to future activities. It would be planned in future years to replenish the election and IT maintenance reserves so to ensure adequate funds are available for future demand.

The following table sets out comparisons with the previous year Budget and Precept request.

Year	Precept £	Rise on previous year £	Rise per annum on Band D property	Per week per property	per registered elector per annum
2018/19	18,675	1,615	£1.36 pa	2.6 pence	0.70p per annum
2019/20(proposed)	20,924	2,249	£1.79 pa	3.4 pence	0.99p per annum

It is a proposed that the Council agree the Budget for 2019/20 and approve the Precept request of £20,924.

Suzanne Middleton

Clerk/RFO to Copythorne Parish Council

1st December 2018

**COPYTHORNE PARISH COUNCIL
BUDGET MONITORING 2018/19**

Staff / Office Costs													YTD Totals	Est Year End Totals	Poss 19/20
Item	Clerk Salary	Clerk Tax/NI/Pens	Room All	Mileage	Payroll	Office/ Admin	Office Phone/ BB	Pr Clerk Phone/bb	IT/Equip	Antivirus	Data Prot	Totals			
Budget	7276.00	0.00	320.00	450.00	120.00	100.00	275.00	280.00	100.00	40.00	40.00	9,001.00			
1Q17/18	1818.96	0.00	80.01	84.60	30.00	142.07	55.13	104.04	0.00	0.00	0.00				
2Q17/18	2917.17	309.98	116.01	160.20	30.00	0.00	54.95	113.29	33.25	0.00	0.00				
3Q17/18															
4Q17/18															
Actuals	4736.13	309.98	196.02	244.80	60.00	142.07	110.08	217.33	33.25	0.00	0.00	6,049.66	6,049.66		
Year End Est	7884.90	1123.65	305.00	450.00	120.00	250.00	0.00	217.33	100.00	40.00	40.00	10,530.88		10,530.88	
Precept	8164.00	0.00	300.00	127.80	120.00	150.00	275.00	0.00	100.00	40.00	40.00	9,316.80			9,316.80
reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
Total	8164.00	0.00	300.00	127.80	120.00	150.00	275.00	0.00	100.00	40.00	40.00				
General Admin															
Item	PH Room Hire/ BB	Print/Phot	Stationary/Postage	Bank Charges	News Letter	S/O Mag	Recruit Clerk	Advert	APM	Web site	Totals				
Budget	460.00	120.00	240.00	50.00	220.00	110.00	0.00	100.00	50.00	400.00	1,750.00				
1Q17/18	102.00	78.31	57.71	0.00	0.00	0.00	0.00	0.00	24.63	90.00					
2Q17/18	86.00	58.31	25.57	0.00	100.80	0.00	398.00	84.00	0.00	90.00					
3Q17/18															
4Q17/18															
Actuals	188.00	136.62	83.28	0.00	100.80	0.00	398.00	84.00	24.63	180.00	1,195.33	1,195.33			
Year End Est	400.00	136.62	175.00	50.00	201.60	110.00	398.00	84.00	24.63	360.00	1,939.85		1,939.85		
Precept	607.00	150.00	200.00	50.00	513.20	120.00	0.00	100.00	50.00	400.00	2,190.20			2,190.20	
reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
Total	607.00	150.00	200.00	50.00	513.20	120.00	0.00	100.00	50.00	400.00					
Subscriptions/Mandatory/Grants															
Item	HALC/Nalc Sub	SLCC Sub	NFDC GIS	Int Audit Fees	Ext Audit Fees	Insurance	Elections	Training	Grants	Wreath	Mag Subs	Totals			
Budget	765.00	110.00	110.00	200.00	0.00	559.00	500.00	500.00	750.00	30.00	50.00	3,574.00			
1Q18/19	773.00	0.00	100.00	230.00	0.00	525.52	0.00	160.00	250.00	0.00	0.00				
2Q18/19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
3Q18/19															
4Q18/19															
Actuals	773.00	0.00	100.00	230.00	0.00	525.52	0.00	160.00	250.00	0.00	0.00	2,038.52	2,038.52		
Year End Est	773.00	110.00	100.00	230.00	0.00	525.52	0.00	500.00	750.00	30.00	50.00	3,068.52		3,068.52	
Precept	637.00	110.00	110.00	250.00	0.00	555.00	273.00	1000.00	250.00	30.00	50.00	3,265.00		3,265.00	
reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
Total	637.00	110.00	110.00	250.00	0.00	555.00	273.00	1000.00	250.00	30.00	50.00				
Misc															
Item	Chair's Allow	Asset Purch	External Asset Maint	Notice Boards	Tel Boxes	Tel Boxes Insurance	Splitwind Pond	L'man Copy	L'man other	L'man fees	VAT	Totals			
Budget	375.00	0.00	250.00	50.00	200.00	0.00	360.00	1,000.00	0.00	0.00		2,235.00			
1Q18/19		0.00	0.00	0.00	0.00	0.00	0.00	0.00			324.34				
2Q18/19		0.00	0.00	0.00	0.00	0.00	0.00	0.00			123.70				
3Q18/19															
4Q18/19															
Actuals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	448.04	448.04	448.04		
Year End Est	0.00	0.00	250.00	50.00	200.00	0.00	320.00	1,000.00	0.00	0.00	478.04	1,820.00		1,820.00	
Precept	0.00	0.00	250.00	50.00	50.00	0.00	600.00	2,000.00	0.00	0.00	0.00	2,950.00		2,950.00	
reserves	375.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
Total	375.00	0.00	250.00	50.00	50.00	0.00	600.00	2000.00	0.00	0.00	0.00				
Playground															
Item	Insurance	RP11 Op Insp	Visual Insp.Trng	Maint Fund	Legal Review	Inspection	Maint. Res.	Totals							
Budget	0.00	90.00	355.00	100.00	0.00	0.00	0.00	545.00							
1Q18/19	0.00				200.00										
2Q18/19															
3Q18/19															
4Q18/19															
Actuals	0.00	0.00	0.00	0.00	200.00	0.00	0.00	200.00	200.00	200.00					
Year End Est	0.00	90.00	355.00	100.00	200.00	0.00	0.00	0.00	0.00	745.00					
Precept	0.00	90.00	0.00	200.00	0.00	96.00	500.00	0.00	0.00	886.00			886.00		
reserves															
Total															
Additional Items for Consideration															
Item	Grant Don Scout Hut	WW1 Comm	Logo Comp	Other	Paper less	Chain of Office	Flooding	First Respon	CSW	Reserves Pmts	D/C Cllr GPmt	Totals			
Budget	500.00	370.00	200.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,570.00			
1Q18/19	500.00	281.50								3,755.42					
2Q18/19															
3Q18/19															
4Q18/19															
Actuals	500.00	281.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3755.42	0.00	4,536.92	4,536.92		
Year End Est	500.00	281.50	50.00	0.00	0.00	0.00	0.00	0.00	0.00	3755.42	0.00	4,586.92		4,586.92	
Precept	500.00	0.00	0.00	500.00	1,316.00	0.00	0.00	0.00	0.00	0.00	0.00	2,316.00		2,316.00	

reserves	0.00	0.00	0.00	0.00	1,300.00	375.00	0.00	0.00	0.00	0.00				
total	500.00	0.00	0.00	500.00	2,616.00	375.00	0.00	0.00	0.00	0.00				

sect 137 grant

Total Budget 18,675.00 14,468.47 22,691.17 20,924.00

INCOME												
Item	Precept	Vat Refunds	Bank Interest	DC Grants		CC Grants	L'man	Pre Clerk P/BB	Other	NFDC CI Tax		TOTALS
Budget	18,675.00									0.00		18,675.00
1Q18/19	9,337.50	327.84	2.27				180.00	138.72				
2Q18/19	9,337.50	0.00	2.20	0.00		0.00	0.00	34.68				
3Q18/19												
4Q18/19												
Actuals	18,675.00	327.84	4.47	0.00		0.00	180.00	173.40	0.00	0.00		19,360.71
Year End Est	18675.00	327.84	9.00	0.00		0.00	180.00	173.40	0.00	0.00		19,365.24

Actual 2018/19	
Total Income	18,675.00
Total Expenditure	18,675.00
Balance	0.00

Projected budget 2019/20 based on adjusted figures (i.e. without inflation)	
Total Expenditure	20,924.00

minimum required

(per head based on electoral size 2273)

Current budget 2018/19 £ 18,675.00 £ 8.22 per head

Potential budget 2019/20:
Budget projections based on current year (adjusted) £ 20,924.00 £ 9.21 per head i.e. 12% rise on current year

Budget Background Papers -Projected 2019/20 based on 2018/19 Actuals

<u>1.Clerk's Costs</u>	£	Notes
Salary	8,164.00	Assuming uplift after prob. to next point on old JNC scale(£20138 pro rated)
Room Allowance	300.00	Based on £25 per month
Mileage	127.80	Based on 24 x Trips to CPH @ 6 miles: 5 x Trips to HALC @ 28 miles (rounded)
Payroll	120.00	Based on 18/19 Actual
<u>Total</u>	<u>8,711.80</u>	

2.Office Costs

Gen Office Admin	150.00	Current Yr Budget + contingency
Office Phone	275.00	Current Yr Budget + contingency
IT Equip	100.00	Current Yr Budget
Virus Protection	40.00	Malware Bytes - Current Year
Data Protection	40.00	Info Comm 18/19 Actual
<u>Total</u>	<u>605.00</u>	

3.General Admin

Parish Hall Room Hire	487.00	13 x Ext (£9 ph x 3) + Parish Hall for APM(£12x3)+£100 office costs
Parish Hall BB	120.00	Based on 12 x £10.00
Printing	150.00	1 x Toner Pack + 2 x Toner Black; 4 x Box Paper
Stationery/ Postage	200.00	Based on Year End Est + Contingency
Bank Charges	50.00	18/19 Actual
Newsletter	513.20	1 x Toner Pack ; 1 x Box Paper + TLC @ £33.60pm
Stanley's Own	120.00	Current Year Actual + Contingency
Advertising	100.00	2 x A&T Small Advert
Annual Parish Meeting	50.00	A&T Small Advert
Website	400.00	TLC actual
<u>Total</u>	<u>2,190.20</u>	

4.Subscriptions/Mandatory/Grants

HALC/NALC Subs	637.00	Taken from HALC estimate for 19/20
SLCC Subs	110.00	Current year projected actual (rounded)
NFDC GIS	110.00	Current year actual + Contingency
Internal Audit Fees	250.00	Based on current year actual + contingency
External Audit Fees	0.00	
Insurance	555.00	Estimate based on insurers projection. Includes Telephone boxes and Play Park
Elections	1,000.00	Based on NFDC projected costs for 2019 elections(£1,273 transferred from Reserves)

Training	1,000.00	HALC training Cllrs & Clerk
Grants	250.00	
Wreath	30.00	Royal British Legion
Magazine Subs	50.00	CPRE
VAT		Governed by purchases and reclaimed.
<u>Total</u>	<u>3,992.00</u>	

5.Misc

Chair's Allowance	0.00	£375 transfer from reserves for chain of office, no other allowance for this year
Asset Purchase	0.00	
O/S Asset Maint	250.00	9 Benches @ £25.00 per + £25 for BB Hoop etc
Notice Boards	50.00	
Telephone Boxes	50.00	Maintenance costs
Splitwind Pond	600.00	Current year actual + second cut in Spring
Lengthsman CPC	2,000.00	£k1 from HCC; £k1 budget.
<u>Flooding</u>	<u>0.00</u>	
<u>Total</u>	<u>2,950.00</u>	

6.Playground

RPII Operational Inspection	90.00	Mandatory - Estimate based on Quote from Engineering Design Services
RPII Annual Inspection	96.00	Mandatory - Estimate based on Quote from Engineering Design Services
Maintenance Fund	200.00	includes costs of maintaining repair to trip hazard
<u>Longer term maintenance</u>	<u>500.00</u>	To be transferred into Reserves each year
<u>Total</u>	<u>886.00</u>	

Additional Items for Consideration/Projects

Grant Donation-Scout Refurb.	500.00	£500 pa x 3 years (2019 will be second year of this 3 year commitment)
Other	500.00	Contingency to cover costs allocated from Unitary/Principle Councils
Paperless Council	1,316.00	cost £2616 based on 8 x iPad mini tablets plus software(@ £299 +£174)+ £50 virus protection but transfer £800 from IT equipment reserves and £500 from SID reserves
<u>Total</u>	<u>2,316.00</u>	

Copythorne Parish Council - Reserve Funding Analysis

Brought Forward from 2017/18

Copythorne Parish Council - Reserve Funding Proposal to support budget allocations 2019/20					
Brought Forward from 2017/18					
Item	As @ 31/03/18	Allocated 2018	As @ 31/03/19	Date Cleared	Comments
Chairman's Allowance (Chain of Office)	375		375.00		use in 2019/20
D.Cllr Tipp's Grant re Telephone Box Info Centres	200		200.00		use in 2019/20
Totals	575	0	575.00	-	
Designated Reserves	£	£			
		Proposed	Proposed Completion		
Item	@ 31/03/18	@ 01/04/19	Year	Comments	
Donated Funding for Adopted Telephone Boxes	1,000.00	1,000.00	Donation	for long term works	
Parish Council Playground Fund	2,000.00	2,000.00	2043	25 Years from Installation	
Bench Maintenance/Replacement	2,000.00	2,000.00	2020 - 2025		
Parish Hall External Games Area	2,000.00	2,000.00	10 years post installation		
I.T. Equipment Replacement	1,000.00	200.00	2022	transfer £800 into Rev Budget 19/20(Paperless Council)	
Waste Bins	500.00	500.00	2020 - 2025	for future acquisition of additional bin	
Elections	2,500.00	500.00	2019	transfer £2000 into Rev. budget 19/20(Elections)	
Parish Noticeboards Replacement	2,000.00	2,000.00	2020 - 2025		
Speedwatch device	500.00	0		transfer £500 into Rev, Budget 19/20 (Paperless Council)	
Village Signs	1,250.00	1,250.00	2019		
Totals	14,750.00	11,450.00			