

	Budget 2017/2018	Budget 2018/2019	Proposed Budget 2019/2020	Proposed Budget 2020/2021
Income				
Precept	£23,000.00	£25,000.00	To be determined	To be determined
Commercial Land Rents	£1,584.00	£1,584.00	£1,584.00	£1,584.00
Cemetery Fees	£300.00	£400.00	£400.00	£400.00
Grant				
Donations				
Interest	£40.00	£40.00	£40.00	£40.00
Sale of assets	£0.00	£0.00		
Total Income	£24,924.00	£27,024.00	£2,024.00	£2,024.00
Staff Costs				
Clerk/RFO's Salary (Gross)	£9,125.00	£9,398.75	£9,680.71	£9,971.13
Working from Home Allowance	£190.00	£200.00	£200.00	£200.00
Cemetery Officer's Salary (Gross)	£730.00	£751.90	£774.46	£797.69
Travel Expenses	£200.00	£200.00	£200.00	£200.00
Pensions (Employer Contributions)	£492.75	£507.53	£522.76	£538.44
Total Staff Costs	£10,737.75	£11,058.18	£11,377.93	£11,707.27
Admin. & Training				
Election Fee	£0.00	£1,520.00	£0.00	£0.00
Employee Training	£300.00	£300.00	£300.00	£300.00
IT Equipment	£50.00	£400.00	£50.00	£50.00
Audit Fees - internal audit	£70.00	£250.00	£260.00	£270.00
Audit fees - main audit	£160.00	£240.00	£250.00	£260.00
Bank Charges	£72.00	£72.00	£72.00	£72.00
Councillor Training	£415.00	£515.00	£615.00	£715.00
Local Council Award Scheme	£100.00	£100.00	£0.00	£0.00
Legal and Professional Fees	£500.00	£500.00	£500.00	£500.00
Meeting Hall Hire	£420.00	£450.00	£480.00	£500.00
Postage	£10.00	£10.00	£10.00	£10.00
Stationery	£100.00	£150.00	£160.00	£170.00
Telephone Expenses	£15.00	£15.00	£15.00	£15.00
Insurance	£427.15	£427.15	£500.00	£500.00
Subscriptions (CAPALC, SLCC etc.)	£650.00	£740.00	£706.00	£706.00
Books & Publications	£100.00	£100.00	£100.00	£100.00
Total admin. & training	£3,389.15	£5,789.15	£4,018.00	£4,168.00
Community Services				
Newsletter (S142)	£600.00	£1,255.00	£1,275.00	£1,300.00
Parish Website (S142)	£50.00	£60.00	£70.00	£80.00
Parish Grants (S137)	£500.00	£500.00	£500.00	£500.00
Parish Grants (non-S137)	£1,200.00	£2,500.00	£1,200.00	£1,200.00
Total Community Services	£2,350.00	£4,315.00	£3,045.00	£3,080.00
Parish Asset Maintenance				
Grass & Hedge Cutting	£7,000.00	£8,950.00	£9,450.00	£9,950.00
Tree maintenance	£800.00	£800.00	£800.00	£800.00
Maintenance of ditches	£0.00	£0.00	£500.00	£500.00
Cemetery/Churchyard Maintenance/Repair	£1,000.00	£1,000.00	£1,000.00	£1,000.00
Purchase of land for cemetery extension.	£2,000.00	£2,000.00	£2,000.00	£2,000.00
Play Area	£2,750.00	£5,000.00	£5,000.00	£5,000.00
Glebe Paddock	£500.00	£500.00	£500.00	£500.00
Winter Gritting Tools	£100.00	£100.00	£100.00	£100.00
Miscellaneous	£250.00	£250.00	£250.00	£250.00
Total Parish Asset Maintenance	£14,400.00	£18,600.00	£19,600.00	£20,100.00
Projects				
Noticeboards	£0.00	£0.00	£0.00	£0.00
Highways	£2,500.00	£2,500.00	£2,500.00	£2,500.00
Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
Community Led Plan	£0.00	£1,000.00	£1,000.00	£1,000.00
Total Projects	£2,500.00	£3,500.00	£3,500.00	£3,500.00
Total Expenses	£33,376.90	£43,262.33	£41,540.93	£42,555.27
	less accruals =	less accruals =	less accruals =	less accruals =
	£31,376.90	£39,262.33	£37,540.93	£38,555.27
Accrued Cemetery Fund	£2,000.00	£4,000.00	£6,000.00	£8,000.00
Accrued Play Area Fund	£0.00	£2,000.00	£4,000.00	£6,000.00

[Handwritten signature] 7.11.17

	Action Notes / Business Plan
Income	
Precept	
Commercial Land Rents	£1416 fixed for combined tenancy of Dockfields & 3-2-20 until October 2019. Gravel Pits currently £168 per annum.
Cemetery Fees	Review Cemetery Fee Structure in 2017-2018 (last reviewed in 2013-2014)
Grant	Proposed grant for Neighbourhood Planning. Initially delayed until 2018/2019 and subsequently cancelled
Donations	
Interest	
Sale of assets	None predicted
Total Income	
Staff Costs	
Clerk/RFO's Salary (Gross)	Added 3% per annum to account for NJC increase or salary review.
Working from Home Allowance	Nationally agreed figure of £10/month. Budget allows for an increase to £15
Cemetery Officer's Salary (Gross)	Added 3% to account for NJC increase or salary review. Also added £250 per year to allow 30 extra hours for misc. maintenance projects
Travel Expenses	
Pensions (Employer Contributions)	Based on projected salaries (5% contribution rate). The cemetery officer is currently not opted in to the pension scheme but could choose to at any time.
Total Staff Costs	
Admin. & Training	
Election Fee	
Employee Training	The clerk needs to accrue at least 12 CPD points per year re. Local Council Award Scheme (reduced from 18 on leaving ILCM)
IT Equipment	Annual budget to allow for laptop servicing if necessary. Current laptop purchased in 2012. Provision to replace/update if necessary in 2018/2019
Audit Fees - internal audit	Fixed fee with annual increase to account for inflation
Audit fees - main audit	Fixed fee with annual increase to account for inflation
Bank Charges	Introduced during 2016/2017
Councillor Training	Election in 2018
Local Council Award Scheme	Proposed application for Quality Gold status in 2018. Re-certification required after 4 years.
Legal and Professional Fees	None predicted. Nominal figure for unforeseen eventualities
Meeting Hall Hire	Annual increase to allow for inflation
Postage	
Stationery	
Telephone Expenses	
Insurance	3 year agreement with Hiscox. Increased premium allowed for 2019-2020
Subscriptions (CAPALC, SLCC etc.)	Addition of subscription to "Parish Online" digital mapping software from 2018/2019
Books & Publications	Provision for purchase of new editions of essential books
Total admin. & training	
Community Services	
Newsletter (S142)	To cover the cost of continued provision of colour printing on inside pages & front and back cover. Provision for a small increase over three years.
Parish Website (S142)	Provision for a small increase
Parish Grants (S137)	
Parish Grants (non-S137)	Annual support of the village hall (in support of insurance and WiFi costs). Proposal to cover 50% of defibrillator costs in 2018/2019 @ £1300
Total Community Services	
Parish Asset Maintenance	
Grass & Hedge Cutting	A new three year contract was awarded to commence in the Spring of 2016. Additional churchyard, cemetery & allotments hedge maintenance agreed.
Tree maintenance	Phase three completed 2016/2017.
Maintenance of ditches	Ditch maintenance carried out in 2015/2016. No provision required for the next three years
Cemetery/Churchyard Maintenance/Repair	Provision for the replacement of the boundary fence in 2017/2018. Maintenance/refurbishment of the chapel of rest in 2018/2019/2020 (unbudgeted roof repairs carried out in 2016/2017)
Purchase of land for cemetery extension.	£2000 per year earmarked from 2017/18. It is predicted that the "new" cemetery will serve the community until approximately 2035.
Play Area	£2500 held in budget for replacement of matting & allow for other repairs/replacement parts + inspection. Accrual of £2000 from 2018/2019 per year planned for future investment
Glebe Paddock	£400 per annum rent. Fixed fee for 10 years (until 2023). Consider formal inspection
Winter Gritting Tools	Provision made for replacement of grit bins. Tools provided by CCC.
Miscellaneous	Provision for the servicing of volunteer's lawn mower. Purchase of paint, preservative & maintenance materials
Total Parish Asset Maintenance	
Projects	
Noticeboards	Cost of refurbishment and re-siting of the noticeboards covered by a grant from the Windfarm Trust. November 2015
Highways	Provision made for Highways Initiatives as per the findings of the Community Led Plan
Neighbourhood Plan	Proposal for 2018 / 2019
Community Led Plan	Plan completed in 2015
Total Projects	
Total Expenses	

[Handwritten Signature] 7.11.17