

	Budget 2020/2021	Total to date	Forecast	Proposed Budget 2021/2022	Proposed Budget 2022/2023	Proposed Budget 2023/2024
<b>Income</b>						
Precept	£25,000.00	£25,000.00	£25,000.00	£26,000.00	£27,000.00	£28,000.00
Commercial Land Rents	£1,584.00	£1,584.00	£1,584.00	£1,584.00	£1,584.00	£1,584.00
Cemetery Fees	£400.00	£70.00	£200.00	£400.00	£400.00	£400.00
CIL		£0.00	£0.00			
Grant		£0.00	£0.00			
Donations		£0.00	£0.00			
Interest	£150.00	£67.34	£67.34	£150.00	£150.00	£150.00
Sale of assets		£0.00	£0.00			
Miscellaneous		£308.40	£308.40			
<b>Total Income</b>	<b>£27,134.00</b>	<b>£27,029.74</b>	<b>£27,159.74</b>	<b>£28,134.00</b>	<b>£29,134.00</b>	<b>£30,134.00</b>
VAT return		£2,111.05	£2,111.05	£2,000.00	£2,000.00	£2,000.00
<b>Total Funds</b>		<b>£29,140.79</b>	<b>£29,270.79</b>	<b>£30,134.00</b>	<b>£31,134.00</b>	<b>£32,134.00</b>
<b>Staff Costs</b>						
Clerk/RFO's Salary (Gross)	£13,739.95	£9,137.72	£13,706.53	£14,152.15	£14,577.01	£15,014.32
Working from Home Allowance	£120.00	£90.00	£120.00	£120.00	£120.00	£120.00
Cemetery Officer's Salary (Gross)	£589.16	£436.90	£579.92	£625.04	£643.79	£663.10
Pensions (Employer Contributions)	£687.00	£456.87	£685.31	£707.61	£728.85	£750.72
Employment Allowance		£452.87	£379.31			
<b>Total Staff Costs</b>	<b>£15,266.11</b>	<b>£10,574.36</b>	<b>£15,471.07</b>	<b>£15,604.80</b>	<b>£16,069.65</b>	<b>£16,548.14</b>
<b>Admin. &amp; Training</b>						
Election Fee	£0.00	£0.00	£0.00	£0.00	£1,520.00	£0.00
Employee Training	£200.00	£30.00	£200.00	£200.00	£200.00	£200.00
IT Equipment	£80.00	£381.00	£200.66	£150.00	£150.00	£150.00
Audit Fees - internal audit	£200.00	£128.15	£128.15	£210.00	£220.00	£220.00
Audit fees - main audit	£240.00	£240.00	£240.00	£250.00	£260.00	£260.00
Bank Charges	£72.00	£107.00	£166.00	£180.00	£189.00	£189.00
Councillor Training	£260.00	£420.00	£500.00	£400.00	£260.00	£260.00
Local Council Award Scheme	£0.00	£0.00	£0.00	£0.00	£100.00	£100.00
Legal and Professional Fees	£300.00	£360.00	£360.00	£300.00	£300.00	£300.00
Meeting Room Hire	£550.00	£0.00	£0.00	£575.00	£600.00	£600.00
Pension Administration Fee	£288.00	£216.00	£288.00	£288.00	£288.00	£288.00
Postage	£10.00	£1.87	£10.00	£10.00	£10.00	£10.00
Stationery	£170.00	£46.50	£70.00	£180.00	£190.00	£190.00
Telephone Expenses	£0.00	£16.99	£60.00	£120.00	£120.00	£120.00
Travel Expenses	£130.00	£0.00	£0.00	£130.00	£130.00	£130.00
Insurance	£500.00	£524.15	£524.15	£600.00	£650.00	£650.00
Subscriptions (CAPALC, SLCC etc.)	£706.00	£655.69	£706.00	£750.00	£800.00	£800.00
Books & Publications	£100.00	£0.00	£0.00	£100.00	£100.00	£100.00
<b>Total admin. &amp; training</b>	<b>£3,676.00</b>	<b>£3,127.35</b>	<b>£3,452.96</b>	<b>£4,443.00</b>	<b>£6,087.00</b>	<b>£4,567.00</b>
<b>Community Services</b>						
Newsletter (S142)	£1,500.00	£627.00	£627.00	£1,500.00	£1,500.00	£1,500.00
Parish Website (S142)	£75.00	£0.00	£75.00	£80.00	£85.00	£85.00
Parish Grants (S137)/GPC	£300.00	£500.00	£750.00	£300.00	£300.00	£300.00
Parish Grants	£1,200.00	£1,000.00	£1,000.00	£1,000.00	£1,400.00	£1,400.00
<b>Total Community Services</b>	<b>£3,075.00</b>	<b>£2,127.00</b>	<b>£2,452.00</b>	<b>£2,880.00</b>	<b>£3,285.00</b>	<b>£3,285.00</b>
<b>Parish Asset Maintenance</b>						
Grass & Hedge Cutting	£6,000.00	£7,346.40	£7,346.40	£7,500.00	£7,500.00	£7,500.00
Tree maintenance	£600.00	£0.00	£600.00	£600.00	£600.00	£600.00
Maintenance of ditches	£300.00	£0.00	£0.00	£100.00	£300.00	£300.00
Cemetery/Churchyard Maintenance/Repair	£500.00	£144.00	£500.00	£750.00	£750.00	£750.00
Purchase of land for cemetery extension.	£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
Play Area	£2,000.00	£292.63	£492.63	£500.00	£500.00	£500.00
Glebe Paddock	£500.00	£296.00	£520.00	£500.00	£500.00	£500.00
Winter Gritting Tools	£0.00	£0.00	£0.00		£0.00	£0.00
Miscellaneous	£250.00	£0.00	£0.00	£250.00	£250.00	£250.00
<b>Total Parish Asset Maintenance</b>	<b>£12,150.00</b>	<b>£8,079.03</b>	<b>£9,459.03</b>	<b>£10,200.00</b>	<b>£10,400.00</b>	<b>£10,400.00</b>
<b>Projects</b>						
Noticeboards	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Community Led Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Speed Control/SIDs/LHI (CIL)	£5,000.00	£2,985.60	£3,000.00	£6,500.00	£1,500.00	£1,081.89
<b>Total Projects</b>	<b>£5,000.00</b>	<b>£2,985.60</b>	<b>£3,000.00</b>	<b>£6,500.00</b>	<b>£1,500.00</b>	<b>£1,081.89</b>
<b>Total Expenses</b>	<b>£39,167.11</b>	<b>£26,893.34</b>	<b>£33,835.06</b>	<b>£39,627.80</b>	<b>£37,341.65</b>	<b>£35,882.03</b>
<b>Forecasted Net Balance / Impact on Reserves</b>			<b>£6,675.32</b>	<b>£11,493.80</b>	<b>£8,207.65</b>	<b>£5,748.03</b>

Upwood and the Raveleys Parish Council  
 Budget Summary and Business Plan  
 2020/2021 2021/2022 2022/2023 2023/2024

	<b>Action Notes / Business Plan. Updated December 2020</b>
<b>Income</b>	
Precept	
Commercial Land Rents	£1416 fixed for combined tenancy of Dockfields & 3-2-20 until October 2022. Gravel Pits currently £168 per annum.
Cemetery Fees	Cemetery Fee Structure last reviewed in 2013-2014
CIL	Total CIL received £14012.89. Spent £9081.89. Allocated £6,500 + £1,500 (see expenses below). Unallocated Balance £1081.89
Grant	
Donations	
Interest	Interest rate currently zero.
Sale of assets	None predicted
Miscellaneous	
<b>Total Income</b>	
VAT return	
<b>Total Funds</b>	
<b>Staff Costs</b>	
Clerk/RFO's Salary (Gross)	2020/2021 reflects increased hours (re. appraisal 2019). Added 3% per annum to account for NJC increase or salary review thereafter.
Working from Home Allowance	Nationally agreed figure of £10 per month.
Cemetery Officer's Salary (Gross)	Added 3% to account for NJC increase or salary review. Additional misc. maintenance projects removed from 2019
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.
Employment Allowance	Effective from 2020/2021
<b>Total Staff Costs</b>	
<b>Admin. &amp; Training</b>	
Election Fee	Next Election 2022
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 2018. Provision to replace/update if necessary in 2023/2024.
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 May 2022
Local Council Award Scheme	Application for Quality Gold status in 2018/2019. Re-certification required after 4 years.
Legal and Professional Fees	None predicted. Nominal figure for unforeseen eventualities
Meeting Room Hire	Annual increase to allow for inflation
Pension Administration Fee	Imposed after preparation of budget for 2018/2019
Postage	
Stationery	Slight increase each year
Telephone Expenses	
Travel Expenses	
Insurance	3 year agreement with Hiscox. Increased premium allowed for 2022-2023
Subscriptions (CAPALC, SLCC etc.)	
Books & Publications	Provision for purchase of new editions of essential books
<b>Total admin. &amp; training</b>	
<b>Community Services</b>	
Newsletter (S142)	Continued provision of partial colour printing. Reduced contribution in 2020/21 (Covid-19 impact)
Parish Website (S142)	Provision for a small increase. Covered by Wind Farm Grant 2017
Parish Grants (S137)/GPC	To include provision of activities for young people. "Active Lives" @ £155 per session in 2019
Parish Grants	Annual support of the village hall (in support of insurance, operational and WiFi costs)
<b>Total Community Services</b>	
<b>Parish Asset Maintenance</b>	
Grass & Hedge Cutting	A new three year contract to take effect from the Spring of 2022.
Tree maintenance	Phase three completed 2016/2017. Proposal to map parish trees and prepare a new strategy in 2018/2019
Maintenance of ditches	Ditch maintenance last carried out in 2015/2016.
Cemetery/Churchyard Maintenance/Repair	Provision for replacement of boundary fence in 2017/2018. Maintenance/refurbishment of the chapel of rest in 2018/2019/2020 (unbudgeted roof repairs carried out in 2016)
Purchase of land for cemetery extension.	£6,000 accrued in reserves at December 2020. It is predicted that the "new" cemetery will serve the community until approximately 2035.
Play Area	£9,000 accrued in reserves at December 2020. Provision of £2500 partial replacement of matting (£10,000 full replacement). Allow for other repairs/replacements.
Glebe Paddock	£448 per annum rent. Fixed fee (with retail price index increases) for 10 years (until 2023). Consider formal inspection. Legal fees for new lease in 2013/14 = £2296
Winter Gritting Tools	No provision required for replacement grit bins at this time. Tools provided by CCC.
Miscellaneous	Provision for the servicing of volunteer's lawn mower. Purchase of paint, preservative & maintenance materials
<b>Total Parish Asset Maintenance</b>	
<b>Projects</b>	
Noticeboards	Cost of refurbishment and re-siting of the noticeboards covered by a grant from the Windfarm Trust. November 2015
Highways	See Speed Control/SIDs/LHI (CIL) Funding below
Neighbourhood Plan	Proposal for 2018 / 2019 Cancelled
Community Led Plan	Plan completed in 2015
Speed Control/SIDs/LHI (CIL)	Purchase of SIDs 1 & 2 in 2019/20, SID 3 in 2020/21. LHI Great Raveley contribution 2020/21 (approved). LHI SID 4 application 2022/23 (pending)
<b>Total Projects</b>	
<b>Total Expenses</b>	
<b>Forecasted Net Balance / Impact on Reserves</b>	

Upwood and the Raveleys Parish Council

Development of Allocated Reserves

	<b>Cemetery</b>	<b>Play Area</b>		<b>Project Reserves</b>
2017 / 2018	£2,000.00		£0.00	Transferred to savings account 02.01.19
2018 / 2019	£2,000.00		£5,000.00	Transferred to savings account 03.19
2019 / 2020	£2,000.00		£4,000.00	Transferred to savings account 03.20
<b>Total</b>	<b>£6,000.00</b>		<b>£9,000.00</b>	<b>£15,000</b>
	<b>CIL Receipts</b>	<b>CIL Payments</b>		
May-18	£3,503.22			15/00049/FUL
Nov-18	£7,006.45			15/00049/FUL
May-19	£3,503.22			15/00049/FUL
2019/2020			£2,443.00	Purchase of Speed Indicator Device. 02.09.19
2020/2021			£2,488.00	Purchase of Speed Indicator Device. 07.12.20
			<b>£4,931.00</b>	<b>Spend to date</b>
2021/2022			£6,500.00	Great Raveley Traffic Calming Project Commitment (Pending)
2021/2022			£1,500.00	LHI SID application (pending)
2023/2024			£1,081.89	Balance allocated to budget for 2023/2024
			<b>£9,081.89</b>	<b>Allocated Reserves. CIL</b>
<b>Totals =</b>	<b>£14,012.89</b>		<b>£14,012.89</b>	<b>£9,081.89</b>
<b>Total Allocated Reserves @ 07 December 2020</b>				<b>£24,081.89</b>