

Budget Summary and Business Plan

2022/2023 2023/2024 2024/2025

	Budget 2022/2023	Proposed Budget 2023/2024	Proposed Budget 2024/2025
Income			
Precept	£27,000.00	£28,000.00	£29,000.00
Commercial Land Rents	£1,634.00	£1,634.00	£1,634.00
Cemetery Fees	£450.00	£450.00	£450.00
CIL	£2,000.00		
Grant			
Donations			
Interest	£0.00	£0.00	£0.00
Sale of assets			
Total Income	£31,084.00	£30,084.00	£31,084.00
Carried fwd. from 2020/2021			
VAT return	£2,000.00	£2,000.00	£2,000.00
Total Funds	£33,084.00	£32,084.00	£33,084.00
Staff Costs			
Clerk/RFO's Salary (Gross)	£14,577.01	£15,014.32	£15,464.32
Cemetery Officer's Salary (Gross)	£643.79	£663.10	£685.00
Pensions (Employer Contributions)	£728.85	£750.72	£770.00
Employment Allowance	£700.00	£700.00	£700.00
Total Staff Costs	£16,649.65	£17,128.14	£17,619.32
Admin. & Training			
Election Fee	£2,000.00	£0.00	£0.00
Employee Training	£200.00	£200.00	£200.00
IT Equipment	£150.00	£150.00	£500.00
Audit Fees - internal audit	£170.00	£170.00	£170.00
Audit fees - main audit	£260.00	£260.00	£260.00
Bank Charges	£150.00	£150.00	£150.00
Books & Publications	£100.00	£100.00	£100.00
Councillor Training	£260.00	£150.00	£150.00
Local Council Award Scheme	£100.00	£0.00	£0.00
Legal and Professional Fees	£200.00	£200.00	£200.00
Meeting Room Hire	£600.00	£600.00	£600.00
Pension Administration Fee	£288.00	£288.00	£288.00
Postage	£10.00	£10.00	£10.00
Stationery	£150.00	£150.00	£150.00
Telephone Expenses	£120.00	£120.00	£120.00
Travel Expenses	£130.00	£130.00	£130.00
Insurance	£650.00	£650.00	£650.00
Subscriptions (CAPALC, SLCC etc.)	£800.00	£800.00	£800.00
Working from Home Allowance	£120.00	£120.00	£120.00
Total admin. & training	£6,458.00	£4,248.00	£4,598.00
Community Services			
Newsletter (S142)	£1,600.00	£1,600.00	£1,600.00
Parish Website (S142)	£85.00	£85.00	£85.00
Parish Grants (S137)/GPC	£0.00	£0.00	£0.00
Parish Grants	£1,000.00	£1,000.00	£1,000.00
Children's play	£300.00	£300.00	£300.00
Total Community Services	£2,985.00	£2,985.00	£2,985.00
Parish Asset Maintenance			
Grass & Hedge Cutting	£7,000.00	£7,000.00	£7,000.00
Tree maintenance	£600.00	£600.00	£600.00
Maintenance of ditches	£300.00	£300.00	£300.00
Cemetery/Churchyard Maintenance/Repair	£200.00	£200.00	£200.00
Purchase of land for cemetery extension.	£0.00	£0.00	£0.00
Play Area	£0.00	£0.00	£0.00
Glebe Paddock	£500.00	£500.00	£500.00
Miscellaneous	£250.00	£250.00	£250.00
Total Parish Asset Maintenance	£8,850.00	£8,850.00	£8,850.00
Projects			
Noticeboards	£0.00	£0.00	£0.00
Highways	£0.00	£0.00	£0.00
Neighbourhood Plan	£0.00	£0.00	£0.00
Community Led Plan	£0.00	£0.00	£0.00
Speed Control/MVAS/LHI (CIL)	£7,500.00	£962.89	£0.00
Total Projects	£7,500.00	£962.89	£0.00
Total Expenses	£42,442.65	£34,174.03	£34,052.32
Forecasted Net Balance / Impact on Reserves	£11,358.65	£4,090.03	£2,968.32

Action Notes / Business Plan. Updated December 2021	
Income	
Precept	
Commercial Land Rents	£1416 fixed for combined tenancy of Dockfields & 3-2-20 until October 2022. Gravel Pits currently £168 per annum. Finance working party recommend an increase of 3%.
Cemetery Fees	Cemetery Fee Structure last reviewed in 2013-2014. Finance working party recommend an increase of 10%.
CIL	Total CIL received £14012.89. Spent £11,550. Balance £2,462.89 allocated in 2022/2023 & 2023/2024
Grant	
Donations	
Interest	Interest rate currently zero.
Sale of assets	None predicted
Total Income	
Carried fwd. from 2020/2021	
VAT return	
Total Funds	
Staff Costs	
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. NJC Pay award pending.
Cemetery Officer's Salary (Gross)	Added 3% to account for NJC increase or salary review. Additional misc. maintenance projects removed from 2019. NJC Pay Award Pending
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.
Total Staff Costs	
Admin. & Training	
Election Fee	Next Election 2022. The parish council is advised to budget for £2,000
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). Virtual free training undertaken during the pandemic.
IT Equipment	Annual budget to allow for laptop servicing. Current laptop purchased in 2018. Provision to replace/update if necessary in 2023/2024. Adobe + Microsoft subscriptions
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
Books & Publications	Provision for purchase of new editions of essential books
Councillor Training	Election in May 2022. Allow for training of new councillors.
Local Council Award Scheme	Quality Gold status in 2018/2019. Re-certification required after 4 years (2022/2023).
Legal and Professional Fees	None predicted. Nominal figure for unforeseen eventualities
Meeting Room Hire	Annual increase to allow for inflation. Savings in 2021/2022 re. Covid-19.
Pension Administration Fee	Imposed after preparation of budget for 2018/2019
Postage	
Stationery	Savings made on printer ink with the clerk's personal subscription to HP Instant ink & a monthly contribution from the council
Telephone Expenses	
Travel Expenses	No travel during the pandemic - all training has been virtual
Insurance	3 year agreement with Hiscox. Increased premium allowed for 2022-2023
Subscriptions (CAPALC, SLCC etc.)	Best estimates: CAPALC £459 plus; SLCC £166; ICO £35; Parish Online £120; Cams. Acre £57 = £837 minimum
Working from Home Allowance	Nationally agreed figure of £10 per month.
Total admin. & training	
Community Services	
Newsletter (£142)	Continued provision of partial colour printing @ £1254. Reduced contribution in 2020/21 (Covid-19 impact). Additional PC insert from Dec. 2021 @ £288 per annum (3 issues)
Parish Website (£142)	Provision for a small increase. Covered by Wind Farm Grant 2017
Parish Grants (£137)/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)
Children's play	No provision in the budget for this. The intention was to source funding but the cost in 2020/2021 has fallen to the parish council.
Total Community Services	
Parish Asset Maintenance	
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 2018/2019/2020/2021 (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 (Review legal costs).
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	See Speed Control/SIDs/LHI (CIL) Funding below
Neighbourhood Plan	Proposal for 2018 / 2019 Cancelled
Community Led Plan	Plan completed in 2015
Speed Control/MVAS/LHI (CIL)	Purchase of SID 1 2018/2019 pre-CIL; SID 2 in 2019/20, SID 3 in 2020/21. LHI Great Raveley contribution 2020/2021. LHI SID 4 application 2022/23 (pending)
Total Projects	
Total Expenses	
Forecasted Net Balance / Impact on Reserves	