

Upwood and the Raveleys Parish Council

Budget and Action Plan

2015-2016 to 2018-2019

	Budget 2015/2016	Proposed Budget 2016/2017	Proposed Budget 2017 - 2018	Proposed Budget 2018 - 2019	Action Notes
Income					
Precept	£22,000.00	£22,000.00			
Commercial Land Rents	£953.00	£1,600.00	£1,650.00	£1,700.00	Provision for small annual increase
Cemetery Fees	£300.00	£300.00	£300.00	£400.00	Review Cemetery Fee Structure in 2017-2018 (last reviewed in 2013-2014)
Grant			£10,000.00		Proposed grant for Neighbourhood Planning.
Donations					
Interest	£15.00	£50.00	£50.00	£50.00	
Clerk's salary reimbursed		£0.00			
Sale of assets		£0.00	£0.00	£0.00	None predicted
Total Income	£23,268.00	£23,950.00	£12,000.00	£2,150.00	
Carried fwd. from 2014/15	£34,377.17				
VAT return 2014/15					
Total Funds 2015/2016	£57,645.17				
Staff Costs					
Clerk/RFO's Salary (Gross)	£7,940.00	£8,690.00	£9,125.00	£9,580.00	Added 5% per annum to account for NJC increase or salary review.
Clerk's Salary to be reimbursed		£0.00			
Working from Home Allowance	£200.00	£180.00	£190.00	£200.00	Nationally agreed figure of £10/month. Budget allows for an increase to £15
Cemetery Officer's Salary (Gross)	£379.00	£455.00	£480.00	£505.00	Added 5% to account for NJC increase or salary review. Also added £250 per year to allow 30 extra hours for misc. maintenance projects
Travel Expenses	£50.00	£200.00	£200.00	£200.00	
Pensions		£457.25	£480.25	£504.25	New legislation will take effect from 01.04.16.
Total Staff Costs	£8,569.00	£9,982.25	£10,475.25	£10,989.25	
Admin. & Training					
Election Fee	£135.00	£0.00	£0.00	£1,200.00	
Employee Training	£150.00	£300.00	£300.00	£300.00	The clerk needs to accrue at least 18 CPD points per year re. ILCM & Local Council Award Scheme
IT Equipment	£50.00	£50.00	£50.00	£400.00	Annual budget to allow for laptop servicing if necessary. Current laptop purchased in 2012. Provision to replace/update in 2018/2019
Audit Fees - internal audit	£30.00	£60.00	£70.00	£80.00	Fixed fee with annual increase to account for inflation
Audit fees - main audit	£81.00	£150.00	£160.00	£170.00	Fixed fee with annual increase to account for inflation
Councillor Training	£200.00	£315.00	£415.00	£515.00	
Local Council Award Scheme		£100.00	£0.00	£0.00	Propose applying for Quality Standard in 2015/2016 (unbudgeted) and then Quality Gold Award in 2016/2017. Plan for re-accreditation after four years.
Legal and Professional Fees	£530.00	£500.00	£500.00	£500.00	None predicted. Nominal figure for unforeseen eventualities
Meeting Hall Hire	£350.00	£400.00	£420.00	£450.00	Annual increase to allow for inflation
Postage	£30.00	£10.00	£10.00	£10.00	
Stationery	£90.00	£100.00	£100.00	£100.00	
Telephone Expenses	£15.00	£15.00	£15.00	£15.00	
Insurance	£900.00	£1,000.00	£1,000.00	£1,000.00	We are coming to the end of a 5 year policy. Provision has been made for an increased premium.
Subscriptions (CAPALC, SLCC, NAS)	£700.00	£650.00	£650.00	£650.00	National Allotment Society Membership no longer required from 2016/2017
Books & Publications	£100.00	£100.00	£100.00	£100.00	Provision for purchase of new editions of essential books
Total admin. & training	£3,361.00	£3,750.00	£3,790.00	£5,490.00	
Community Services					
Newsletter (S142)	£550.00	£600.00	£600.00	£600.00	Provision for a small increase in support for the newsletter
Parish Grants (S137)	£500.00	£500.00	£500.00	£500.00	
Parish Grants (non-S137)	£1,200.00	£1,200.00	£1,200.00	£1,200.00	Annual support of the village hall.
Total Community Services	£2,250.00	£2,300.00	£2,300.00	£2,300.00	
Parish Asset Maintenance					
Grass & Hedge Cutting	£6,250.00	£6,090.00	£6,090.00	£6,090.00	A new three year contract will be awarded to commence in the Spring of 2016.
Tree maintenance	£800.00	£804.00	£400.00	£400.00	Phase three to take place in 2016/2017.
Maintenance of ditches	£2,000.00	£0.00	£0.00	£0.00	Ditch maintenance carried out in 2015/2016. No provision required for the next three years
Cemetery Maintenance/Repair		£0.00	£1,000.00	£1,000.00	Provision for the replacement of the boundary fence in 2017/2018. Maintenance/refurbishment of the chapel of rest in 2018/2019.
Purchase of land for cemetery extension.		£0.00	£0.00	£0.00	For future consideration. It is predicted that the "new" cemetery will serve the community until approximately 2035.
Play Area	£2,000.00	£2,250.00	£2,250.00	£2,250.00	Retain £2000 in budget for replacement of matting & allow for other repairs/replacement parts + inspection
Glebe Paddock	£400.00	£500.00	£500.00	£500.00	£400 per annum rent. Fixed fee for 10 years (until 2023). Consider formal inspection
Winter Gritting Tools		£200.00	£100.00	£100.00	Review annually.
Miscellaneous		£250.00	£250.00	£250.00	Provision for the servicing of volunteer's lawn mower. Purchase of paint, preservative & maintenance materials
Total Parish Asset Maintenance	£11,450.00	£10,094.00	£10,590.00	£10,590.00	
Projects					
Noticeboards	£1,000.00	£0.00	£0.00	£0.00	Cost of refurbishment and re-siting of the noticeboards covered by a grant from the Windfarm Trust. November 2015
Highways		£1,000.00	£1,000.00	£1,000.00	Provision made for Highways Initiatives as per the findings of the Community Led Plan
Neighbourhood Plan			£10,000.00		Proposal for 2017 / 2018
Community Led Plan		£0.00	£0.00	£0.00	Plan completed in 2015
Total Projects	£1,000.00	£1,000.00	£11,000.00	£1,000.00	
Total Expenses	£26,630.00	£27,126.25	£38,155.25	£30,369.25	