

CRIGG STONE PARISH COUNCIL REVISED BUDGET 2017/18 FOR H.S&F CONSIDERATION (19 April 2017)

as approved

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	Mar CPC REVISED BUDGET	ACTUAL SPEND	ORIGINAL BUDGET	REVISED BUDGET	
EXPENDITURE ADMINISTRATION					
Staff Costs	2016/17 £	2016/17 £	2017/18 £	2017/18 £	
	9825	10465	10846	13067	Explanation for 2017/18 Original budget, if in Bold reason for revised proposal
Parish Clerk			7565	11134	Original budget was scp 24 assume SCP 25, plus pay award included at 1% agreed for period up to March 2018 @ 53 hrs x12 months However from April CPC approved 78 hours at scp25 . Plus will now incur employers NI
RFO			2791	1562	Original SCP 21 pay award included 1% estimate for period up to March 2018. @ 22 hrs x12months.
Extra duties/ training			290	177	Revised reduced to 12 hrs pn scp22 Original Requiring Pers Cttee/ CPC prior approval Provision for special projects / training- PC= 20 hours, RFO= 5 hours. Revised to PC 10 hrs and RFO 5 hours
Christmas Bonus			200	200	
Salary Contingency Reserve			0	0	If further adjustment to hours of PC/RFO n- if approved then virement request will be done
Office Administration Expenses	2715	2734	3082	3082	
Room Hire			1330	1330	1330 4 qtrs change by VI 2 @£330 per qtr (current charge & 2 x (estimate Sept increase of 1.5% = £335)for 2 qtrs
Telephone Allowance			180	180	No change to allowance for 2 posts
Internet Allowance			120	120	No change to allowance for 2 posts
Depreciation Allowance on comp equip			360	360	No change to allowance for 2 posts
Postage))		
Stationery)	400	400	
Photocopier)	200	200	Provision for new copier and annual ink jets /toner. CPC approved for £500 for printer & initial consumables.
Broadband			492	492	200 Printer provision to roll over to 2017/18 if no replacement current year
Courses/Conferences/Training	550	518	1380	1380	492 BT Broadband installed Nov 2016. Estimated costs YLCA conference cancelled Oct 2016 (c£700) conf, accom & travel. PC to complete SLCC ILCA training
Adjustment for year on year variances					
Insurances*	976	976	1220	1100	
Parish Council inc Hall Green }			200	200	Contingency if any excess for claims
Village Institute }			1,020	900	Zurich quote for 3 year agreement rounded to nearest £000
Audit Fee	441	441	480	480	
Internal Audit			160	160	D Brown rate + nominal increase
Littlejohn LLP			320	320	Littlejohn +nominal increase
Subscriptions*	1232	1232	1316	1316	
YLCA			979	1028	Increased in line with previous annual increase 5%
Rural Payments Agency			35	35	Nominal Increase
CPRE			0	0	Ceased subscription
SLCC			166	195	Nominal Increase 2 posts PC £111 (Sept) & RFO (Jan)£77 =£188 x 1.03% =£195
NALC - Local Council Review			17	18	Nominal Increase
Information Commissioners Data Protection			35	40	NB Nominal Increase. This has to be paid- while have web site- not like other subs where elect in / or out of association
Contingency			0	0	misc provision
Bank charges	69	69	72	72	Bank charges monthly

REVISED BUDGET	ACTUAL SPEND	ORIGINAL BUDGET	REVISED BUDGET	Explanation for 2017/18 Original budget, if in Bold reason for revised proposal
2016/17	2016/17	2017/18	2017/18	
£	£	£	£	

Parish Communications

Parish Newsletter Printing	2134	2134	3190	16/17 for 2 issues - no Summer, print 1 x Autumn A3 =£500, and 1 in Spring 1x A4 per year @ 4000 copies-
Parish Newsletter Delivery			950	3190 year @ 4000 copies-
Parish Internet Site*			1110	950 3 runs/issues per year @ 4000 copies -nominal increase, 2 x A4, 1 x A3
Parish Link Magazine Donation			530	1110 3 deliveries est @ (£350*5% increase = circa £370 per newsletter)
Communication contingency			400	530 Annual maintenance, bug fixing, telephone helpline, domain cost+ nominal Increase
			200	400 Parish Link recommenced April 2016 - annual contribution to publicise CPC items/ events
Parish Elections	0	0	0	200
Parish Plan	0	0	0	0 Set as a reserve
	0	0	0	0 Set as a reserve
				0 Set as a reserve

VAT Paid

Miscellaneous	4500	3617	3500	4500 vat
Professional Fees	50	20	100	100
Legal Fees Contingency Fund	0	0	0	0 Set as a reserve
Administration Contingency Fund	0	0	0	0 Set as a reserve
	0	0	300	300 Notional provision - main budget in office administration expenses
	22492	22205	25486	28587

PARKS & OPEN SPACES

Hanging Baskets	4860	4860	5000	5000
Grounds Maintenance	4150	3910	5840	5840
Tree works	6500	6496	3500	3500
Improvements	1534	1534	0	0

Charge as 16/17 54hb + inflation 5%. Income side= POS to determin charge and quantity. In 16/17 54HB if retain @ £70 + some replacement plaques -if new HB (16/17 charge was £99

2016/17 charge met in April, so £5k underspend in 2016/17, plus 2017/18 Originally provision is for 3 trees however, 1 living tree est circ £2000, plus charge for may change to living trees, location and quantity.

Xmas Trees	4883	0	5000	7000
Miscellaneous	84	84	160	160
Other Open Spaces Contingency	0	0	500	500
POS TOTAL BUDGET	22011	16883	20000	22000

COMMUNITY CENTRES & VILLAGE HALLS

HALL GREEN COMMUNITY CENTRE				
General	1566	955	1500	1500
Building Maintenance	1566	955	1500	1500
Improvements	0	0	0	0
Contingency	0	0	1000	1000
	1566	955	2500	2500

Recent works 14/15 new flooring & boiler, 15/16 new door, 2016/17 deep clean, 2017/18 initial works associated with land purchase / future extension

Provision: reinstated for 2017/18 contingency

REVISED BUDGET 2016/17	SPEND TO DATE 2016/17	ORIGINAL BUDGET 2017/18	REVISED BUDGET 2017/18
£	£	£	£

Explanation for 2017/18 Original budget, if in Bold reason for revised proposal

CRIGGLESTONE VILLAGE INSTITUTE**General**

2082	2022	2320	2320	
Risk Assessment Survey	0	0	0	Done by Cllrs & RFO each March
Fire Equipment		120	120	Nominal Increase
Alarm maintenance		200	200	Increased in line with previous increases
Boiler Maintenance		180	180	Increased in line with previous increases
Refuse Collection		130	130	Fortnightly collection, increased in line with previous increases
Emergency Lights Discharge Test		50	50	Nominal Increase
Annual Portable Appliance Test		50	50	Nominal Increase
Fixed Appliance Test		0	0	Every 5 years next (to be done Oct 2018)
Window cleaning		160	160	External window cleaning
Building Maintenance		1430	1430	General roof guttering cleaning out of leaves, slate replacements, boundary walls and fencing, est electrical works
Improvements	612	612	0	Community Buildings Improvements- non currently scheduled for 17/18.
Contingency Reserve	0	0	500	2017/18 reinstate contingency sum
	2694	2634	2820	
	4260	3589	5320	

HGCC & VI TOTAL BUDGET**OTHER**

Additional Policing (SAFE SCHEME)	7610	7610	8000	8000	There may be an end of year balance to cft to 2017/18 - no sum assumed at this time- will amend as necessary in year.
Grants & Donations	3324	3324	4000	4000	Grants- VI est £2000, General grants est £2000, annual requests FBEP (£300), RBL £50, others est £1650.
Chairman's Allowance	0	0	150	150	no change
War Memorials	0	0	280	280	2017/18 Provision reinstated if require to add/engrave further names -in respect of any international conflicts
Loans Advanced	0	0	0	0	No Loans
Miscellaneous	101	101	200	200	(Community hero presentation certificates & flowers £40 + general est £160.
	11035	11035	12630	12630	

INCOME

Precept	53422	53422	56364	56364	Precept 3118 households @ £18.08 (band d equivalent) 3% increase on prev year indiv household precepts
Council Tax Grant Scheme (WMDC)	0	0	0	0	Unlikely for WMDC to distribute to Parishes considering did not in 14/15.
Bank Interest	35	34	0	0	Bank interest ceased mid 2016/17
VAT Reclaimed	3827	3827	3500	3500	Slightly out of sync with contra entra- several months as time delay between incurring expenditure, completing claim & HMRC reimbursement. Delay in Xmas trees increase vat
Hanging Basket Sponsorship	2380	2380	2310	2310	Income from sponsored HB=2016/17 charge £70 renewal & new ones charged at £99
Recharges of Salary and Admin Costs	1003	1003	1010	1010	Applies to recharge of officers time to VI Cttee / activities increased with pay inflation
Loan Repayments	0	0	0	0	No CPC active loans - currently assume only grants given.
Grant contribution to POS	0	0	0	0	Wharfedale Consultancy - Management Plan Spring of 2016 (16/17 fee spend of £1500. Grant verify has been claimed?. Awaiting payment RPA.
Miscellaneous	0	58	0	0	
Contingency Reserve	0	0	0	0	
	60667	60724	63184	64184	

SUMMARY

	Mar CPC	ACTUAL	ORIGINAL	REVISED
	REVISED	SPEND	BUDGET	BUDGET
	BUDGET			
2016/17	2016/17	2017/18	2017/18	
£	£	£	£	
Expenditure				
Administration	22492	22205	25486	28587
Parks & Open Spaces	22011	16883	20000	22000
Community Centres & Village Halls	4260	3589	5320	5320
Other	11035	11035	12630	12630
Total Expenditure	59798	53713	63436	68537
Income	60667	60724	63184	64184
Net Income/Expenditure	869	7011	-252	-4353

Although shows significant overspend this is mainly due to delay in Xmas tree charge 2016/17 of £4800, this was budgeted in 16/17 so fell back into balances. Otherwise this would show a surplus of circa £400

Explanation for 2017/18 Original budget, if in Bold reason for revised proposal

BANK BALANCE & RESERVES

	Revised	Actual	Original	Proposed
	2016/17	2016/17	2017/18	2017/18
Bank Balance at 1st April	61510	61510	68521	68521
Plus Income	60667	60724	63184	64184
Less Expenditure	122177	122234	131705	132705
Balance @ 31st March	-59798	-53713	-63436	-68537
	62379	68521	68269	64168

Revised position at end of 2017/18 is bank balance of circa £64k

Balances

GENERAL RESERVES

Working Balance Reserve

14000	14000	14000	14000
14000	14000	14000	14000

Retain at £14000, cushion for CPC

EARMARKED RESERVES

Election Reserve	8000	8000	8000	8000
Parish Community Document Reserve	0	0	0	0
Professional Fees Reserve	5500	5500	6500	6500 To cover unforeseen need for professional services
POS Improvements Reserve	4500	4500	6500	6500 Reinstatement to £4500, plus £2000 to start roll out of planned improvements
Community Buildings Improvements Reserve	6000	6000	20000	20000 Future structural renewals such as VI re-roofing/ re wiring.

TOTAL RESERVES

24000	24000	41000	41000
38000	38000	55000	55000

2017/18 Reserves agreed at CPC Jan 2017 meeting

BANK BALANCE AS AT 31ST MARCH

Less Reserves	62379	68521	68269	64168
Available Unallocated Balance	38000	38000	55000	55000
	24379	30521	13269	9168

Unallocated for non planned but urgent works