

FINAL CRIGGLESTONE PARISH COUNCIL REVISED BUDGET 2018/19 FOR CPC CONSIDERATION (9th January 2018)

inc updates from HSF meeting of 5th Jan 2018

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as approved

Mar CPC
REVISED
BUDGET

ACTUAL
SPEND

ORIGINAL
BUDGET

REVISED
BUDGET

NEW
BUDGET

BUDGET
INCREASE
/(DECREASE)

2016/17
£

2016/17
£

2017/18
£

2017/18
£

2018/19
£

2018/19
£

EXPENDITURE

ADMINISTRATION

Staff Costs

9825

10465

8055

12988

13940

1212

Parish Clerk

7565

11134

11647

513

RFO - BJ

0

1228

1909

681

Extra duties/ training

290

167

184

18

Christmas Bonus

200

200

200

0

Salary Contingency Reserve

0

0

0

0

Office Administration Expenses

2715

2734

3082

3082

2926

-156

Room Hire

1330

1330

1320

-10

Telephone Allowance

180

180

180

0

Internet Allowance

120

120

120

0

Depreciation Allowance on comp equip

360

360

360

0

Postage

)

170

170

Stationery

)

400

400

350

-50

Photocopier

)

200

200

200

0

Broadband

492

492

226

-266

Courses/Conferences/Training

550

518

1380

1380

1400

20

Adjustment for year on year variances

Insurances*

976

976

1220

1100

1220

120

Parish Council inc Hall Green }

200

200

200

0

Village Institute }

1,020

900

1020

120

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	<i>Mar CPC</i> REVISED BUDGET 2016/17	ACTUAL SPEND 2016/17	ORIGINAL BUDGET 2017/18	REVISED BUDGET 2017/18	NEW BUDGET 2018/19	BUDGET INCREASE /(DECREASE) 2018/19
Audit Fee	441	441	480	480	494	14
Internal Audit			160	160	165	5
Littlejohn LLP			320	320	330	10
Subscriptions*	1232	1232	1316	1316	1813	497
YLCA		979	1028	1028	1059	31
Rural Payments Agency		35	35	35	35	0
CPRE		0	0	0	0	0
SLCC		166	195	195	166	-29
NALC - Local Council Review		17	18	18	18	0
Information Commissioners Data Protection		35	40	40	35	-5
GDPR					500	500
Contingency			0	0	0	0
Bank charges	69	69	72	72	72	0
Parish Communications	2134	2134	3190	3190	2380	-810
Parish Newsletter Printing			950	950	480	-470
Parish Newsletter Delivery			1110	1110	700	-410
Parish Internet Site*			530	530	600	70
New website as per audit recommendation						0
Parish Link Magazine Donation			400	400	400	0
Communication contingency			200	200	200	0
Parish Elections	0	0	0	0	0	0
Parish Plan/neighbourhood plan	0	0	0	0	1500	1500
VAT Paid	4500	3617	3500	4500	4500	0
Miscellaneous	50	20	100	100	100	0
Professional Fees	0	0	0	0	0	0
Legal Fees Contingency Fund	0	0	0	0	0	0
Administration Contingency Fund	0	0	300	300	300	0
	22492	22205	22695	28508	30645	2397

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	<i>Mar CPC</i> REVISED BUDGET 2016/17	ACTUAL SPEND 2016/17	ORIGINAL BUDGET 2017/18	REVISED BUDGET 2017/18	NEW BUDGET 2018/19	BUDGET INCREASE /(DECREASE) 2018/19
<u>PARKS & OPEN SPACES</u>						
Hanging Baskets	4860	4860	5000	5000	5150	150
Grounds Maintenance	4150	3910	5840	5840	6015	175
Tree works	6500	6496	3500	3500	3605	105
Improvements	1534	1534	0	0	0	0
Xmas Trees	4883	0	5000	7000	6650	-350
Miscellaneous	84	84	160	160	200	40
Other Open Spaces Contingency	0	0	500	500	500	0
POS TOTAL BUDGET	22011	16883	20000	22000	22120	120

COMMUNITY CENTRES & VILLAGE HALLS

HALL GREEN COMMUNITY CENTRE

General	1566	955	1500	1500	1500	0
Building Maintenance	1566	955	1500	1500	1500	0
Insurance Prov.						
Improvements	0	0	0	0	0	0
Contingency	0	0	1000	1000	1000	0
	1566	955	2500	2500	2500	0

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	<i>Mar CPC</i> REVISED BUDGET 2016/17	ACTUAL SPEND 2016/17	ORIGINAL BUDGET 2017/18	REVISED BUDGET 2017/18	NEW BUDGET 2018/19	BUDGET INCREASE /(DECREASE) 2018/19
CRIGGLESTONE VILLAGE INSTITUTE						
General	2082	2022	2320	2320	2569	249
Risk Assessment Survey		0	0	0	0	0
Fire Equipment			120	120	249	129
Alarm maintenance			200	200	239	39
Boiler Maintenance			180	180	200	20
Refuse Collection			130	130	140	10
Emergency Lights Discharge Test			50	50	50	0
Annual Portable Appliance Test			50	50	36	-14
Fixed Appliance Test			0	0	0	0
Window cleaning			160	160	180	20
Building Maintenance			1430	1430	1475	45
Improvements	612	612	0	0	0	0
Contingency Reserve	0	0	500	500	500	0
	2694	2634	2820	2820	3069	249
HGCC & VI TOTAL BUDGET	4260	3589	5320	5320	5569	249
OTHER						
Additional Policing (SAFE SCHEME)	7610	7610	8000	8000	8000	0
Grants & Donations	3324	3324	4000	4000	4000	0
Chairman's Allowance	0	0	150	150	150	0
War Memorials	0	0	280	280	780	500
Loans Advanced	0	0	0	0	0	0
Miscellaneous	101	101	200	200	200	0
	11035	11035	12630	12630	13130	500

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	<i>Mar CPC</i> REVISED BUDGET 2016/17	ACTUAL SPEND 2016/17	ORIGINAL BUDGET 2017/18	REVISED BUDGET 2017/18	NEW BUDGET 2018/19	BUDGET INCREASE /(DECREASE) 2018/19
INCOME						
Precept	53422	53422	56364	56364	60047	3684
Council Tax Grant Scheme (WMDC)	0	0	0	0		0
Bank Interest	35	34	0	0	0	0
VAT Reclaimed	3827	3827	3500	4500	4500	0
Hanging Basket Sponsorship	2380	2380	2310	2310	2310	0
Recharges of Salary and Admin Costs	1003	1003	1010	1010	0	-1010
Loan Repayments	0	0	0	0	0	0
Grant contribution to POS	0	0	0	0	0	0
Miscellaneous	0	58	0	0	0	0
Contingency Reserve	0	0	0	0	0	0
	60667	60724	63184	64184	66857	2674
SUMMARY	BUDGET					
	2016/17	2016/17	2017/18	2017/18	2017/18	2017/18
Expenditure	£	£	£	£	£	£
Administration	22492	22205	22695	28508	30645	2137
Parks & Open Spaces	22011	16883	20000	22000	22120	120
Community Centres & Village Halls	4260	3589	5320	5320	5569	249
Other	11035	11035	12630	12630	13130	500
Total Expenditure	59798	53713	60645	68458	71464	3006
Income	60667	60724	63184	64184	66857	2674
Net Income/-Expenditure	869	7011	2539	-4275	-4607	-332

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BANK BALANCE & RESERVES

	<i>Mar CPC</i> REVISED 2016/17	ACTUAL SPEND 2016/17	ORIGINAL BUDGET 2017/18	REVISED BUDGET 2017/18	NEW BUDGET 2018/19	BUDGET INCREASE 2018/19
Bank Balance at 1st April	61510	61510	68521	68521	64246	-4275
Plus Income	60667	60724	63184	64184	66857	2674
	122177	122234	131705	132705	131104	-1601
Less Expenditure	-59798	-53713	-60645	-68458	-71464	-3006
Balance @ 31st March	62379	68521	71060	64246	59639	-4607

Balances

GENERAL RESERVES

Working Balance Reserve	14000	14000	14000	4000	14000	10000
	14000	14000	14000	4000	14000	10000

EARMARKED RESERVES

Election Reserve	8000	8000	8000	8000	8000	0
Parish Community Document Reserve	0	0	0	0	0	0
Professional Fees Reserve	5500	5500	6500	6500	6500	0
POS Improvements Reserve	4500	4500	6500	6500	6500	0
Community Buildings Improvements Reserve	6000	6000	20000	20000	20000	0
	24000	24000	41000	41000	41000	0
TOTAL RESERVES	38000	38000	55000	45000	55000	10000

BANK BALANCE AS AT 31ST MARCH

Less Reserves	38000	38000	55000	55000	55000	0
Available Unallocated Balance	24379	30521	16060	9246	4639	-4607

	2018/19	Vs. Last Year
Contingencies	2500	0
Neighbourhood Plan	1500	1500
Admin Recharge	1030	1030
Total	£5,030.00	£2,530.00

Explanation for 2018/19 Original budget, if in Bold reason for revised proposal

EXPENDITURE

ADMINISTRATION

Staff Costs

Parish Clerk	See Staff Costs sheet
RFO - BJ	RFO started in May on 12 hours, now on 16 hours for full year so higher increase
Extra duties/ training	See Staff Costs sheet
Christmas Bonus	See Staff Costs sheet
Salary Contingency Reserve	See Staff Costs sheet

Office Administration Expenses

Room Hire	4 qtrs charge by VI 2 @£330 per qtr
Telephone Allowance	£10 for clerk, £5 for RFO p/m
Internet Allowance	£5 for clerk, £5 for RFO p/m
Depreciation Allowance on comp equip	£15 for clerk, £15 for RFO p/m
Postage	RFO uses c.6 stamps a month at 56p £11-£20 Clerk estimates £150. Not budgeted for last year
Stationery	£67 spent so far this year. Clerk anticipates more spend in this year.
Photocopier	Provision for new copier and annual ink jets /toner. CPC approved for £500 for printer & initial consumables. Printer provision to roll ov
Broadband	Plusnet £1.99 + £12.50 Line rental for 8 months and £15 + £12.50 thereafter

Courses/Conferences/Training

Adjustment for year on year variances	Require reasonable provision for Members & officer training- reinstate to Orginal Budget. NB YLCA conference cancelled Oct 2016 (c
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Insurances*

Parish Council inc Hall Green }	Contingency if any excess for claims - double check
Village Institute }	Zurich quote for 3 year agreement rounded to nearest £1

Explanation for 2018/19 Original budget, if in Bold reason for revised proposal

Audit Fee

Internal Audit
Littlejohn LLP

D Brown rate + nominal increase
Littlejohn +nominal increase

Subscriptions*

YLCA
Rural Payments Agency
CPRE
SLCC
NALC - Local Council Review
Information Commissioners Data Protection
GDPR
Contingency

YLCA is 1.5% increase NALC = 6.86ppe 7662 electorate

Ceased subscription
2 posts PC £111 (Sept) & RFO (Sep)£55 =£166

NB Nominal Increase. This has to be paid- while have web site- not like other subs where elect in / or out of association
New thing
misc provision

Bank charges

Bank charges monthly

Parish Communications

Parish Newsletter Printing
Parish Newsletter Delivery
Parish Internet Site*
New website as per audit recommendation
Parish Link Magazine Donation
Communication contingency

Council only want one issue per year
1 runs/issues per year @ 4000 copies -nominal increase, 1 x A3
royal mail approx.
cultrix invoices check invoices
to be taken from reserves
Parish Link recommenced April 2016 - annual contribution to publicise CPC items/ events

Parish Elections

Set as a reserve

Parish Plan/neighbourhood plan

Clerk estimate - Is this likely to be done in 2018/19

VAT Paid

Miscellaneous

Professional Fees

Set as a reserve

Legal Fees Contingency Fund

Set as a reserve

Administration Contingency Fund

Notional provision - main budget in office administration expenses

Explanation for 2018/19 Original budget, if in Bold reason for revised proposal

PARKS & OPEN SPACES

Hanging Baskets	<i>increase 3% with inflation</i>
Grounds Maintenance	<i>T&D contractors</i>
Tree works	<i>DBL</i>
Improvements	<i>see reserve</i>
Xmas Trees	<i>300 lights + leccy + 2x trees @1700ea switch on =£98 decorations for living tree £50. Is second living tree required? (£2.5k to put in)</i>
Miscellaneous	<i>6648</i>
Other Open Spaces Contingency	
POS TOTAL BUDGET	

COMMUNITY CENTRES & VILLAGE HALLS

HALL GREEN COMMUNITY CENTRE

General

Building Maintenance	Recent works 14/15 new flooring & boiler , 15/16 new door . 2016/17 deep clean . 2017/18 intial works associated with land purchase
Insurance Prov.	/ future extension 2018/19 - request info from HG???

Improvements

Contingency	Provision: reinstated for 2017/18 contingency
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Explanation for 2018/19 Original budget, if in Bold reason for revised proposal

CRIGGLESTONE VILLAGE INSTITUTE

General

Risk Assessment Survey	Done by Cllrs & RFO each March
Fire Equipment	£242 in September 17
Alarm maintenance	£232 in September 17
Boiler Maintenance	Increased in line with previous increases Clerk to confirm
Refuse Collection	Fortnightly collection, increased in line with previous increases
Emergency Lights Discharge Test	Nominal Increase
Annual Portable Appliance Test	£36 this year, assume same for next year
Fixed Appliance Test	Every 5 years next (to be done Nov 2022)
Window cleaning	External window cleaning
Building Maintenance	General roof guttering cleaning out of leaves, slate replacements, boundary walls and fencing, est electrical works 3% increase

Improvements

New kitchen/flooring/appliances (May come out of reserves (Community Buildings Reserve)

Contingency Reserve

2017/18 reinstate contingency sum

HGCC & VI TOTAL BUDGET

OTHER

Additional Policing (SAFE SCHEME)	
Grants & Donations	Grants- VI est £2000, General grants est £2000 s.137, annual requests FBEP (£300), RBL £50 (wreaths), others est £1650.
Chairman's Allowance	no change
War Memorials	Increased by £500 for Centenary of WW1
Loans Advanced	No Loans
Miscellaneous	(Community hero presentation certificates & flowers £40 + general est £160.

Explanation for 2018/19 Original budget, if in Bold reason for revised proposal

INCOME

	60057.24
Precept	3225 house holds @ £18.62 each = £60047.18 - 3% increase
Council Tax Grant Scheme (WMDC)	Unlikely for WMDC to distribute to Parishes considering did not in 14/15.
Bank Interest	Bank interest ceased mid 2016/17
VAT Reclaimed	0
Hanging Basket Sponsorship	Income from sponsored HB=2016/17 charge £70 renewal & new ones charged at £99
Recharges of Salary and Admin Costs	Applies to recharge of officers time to VI Cttee / activities increased with pay inflation (May be worthwhile keeping to balance the budget)
Loan Repayments	No CPC active loans - currently assume only grants given.
Grant contribution to POS	Wharnccliffe Consultancy - Management Plan Spring of 2016 (16/17 fee spend of £1500, Grant verify has been claimed?. Awaiting payment)
Miscellaneous	
Contingency Reserve	

SUMMARY

	Percentage Increase/(Decrease)
Expenditure	
Administration	7.5%
Parks & Open Spaces	0.5%
Community Centres & Village Halls	4.7%
Other	4.0%
Total Expenditure	4.4%
Income	4.2%
Net Income/-Expenditure	

BANK BALANCE & RESERVES

**Bank Balance at 1st April
Plus Income**

**Less Expenditure
Balance @ 31st March**

TRANSFERS TO/FROM RESERVES

General Reserve
Parish Elections Reserve
Parish Community Document Reserve
Professional Fees Reserve
POS Improvements Reserve
Community Buildings Improvements Reserve

Reinstate to £14000
Retain at £8000

Increase reserve by £1000- cost of seeking professional opinion.
Reinstate to £4500, plus £2000 to start roll out of planned improvements. New bins for POS £1000 per H&S F Meeting
Future structural renewals such as VI reroofing/ re wiring. New kitchen in VI

Balances

GENERAL RESERVES

Working Balance Reserve

Retain at £14000, cushion for CPC £10,000 to be used for purchase of land either in 2018/19

EARMARKED RESERVES

Election Reserve
Parish Community Document Reserve
Professional Fees Reserve
POS Improvements Reserve
Community Buildings Improvements Reserve

To cover unforeseen need for professional services (Website redesign)
Future structural renewals such as VI reroofing/ re wiring. New kitchen in VI

TOTAL RESERVES

2017/18 Reserves agreed at CPC Jan 2017 meeting

BANK BALANCE AS AT 31ST MARCH

Less Reserves

Available Unallocated Balance

Bank balance at 31st March 2018 is unknown but as of 3rd Jan it stands at £93,965.

Unallocated for non planned but urgent works