

**NOTES TO BE READ IN CONJUNCTION WITH BUDGET AGREED AT MEETING OF 10 JANUARY 2022**

Informed by meeting of Finance Committee on 26 October 2021

Code/Item		Notes re current year	Notes re next year's proposed figure
<b>100 General Income</b>			
1076	Precept	£85,000	£100,000
1200	Grants & Donations rec'd	£3,000 is from KBS News towards Millennium Green shelter – spend shown under Millennium Green code 4400	Only grant from OCC towards grass cutting expected
1700	S106 Income	This year's total figure is drawn down from 13V12 to cover costs for the pavilion build, currently awaiting £13,276 to be repaid from Vale (amount added to "Projected" column)	Not included as does not relate to precept
6001	Less transfer to EMR	All S106 monies and CIL monies received are transferred to a specific earmarked reserve to be drawn against when appropriate and/or agreed. The "Projected" column does not include the £13,276 awaited from the Vale (see 1700 above) as this has already been spent	Not included as does not relate to precept
Total		Total figure does not include income from burial ground which is shown under a separate centre number on page 3, as is refunded VAT	
<b>110 Gen Admin</b>			
4000	Staff salary (net)	Within budget, assumes a 1.75% NJC award for this year to be backdated (not yet confirmed)	Assumes a 1.75% NJC award for next financial year – slight decrease owing to increase in NI contributions. This amount is the net salary figure.
4030	PAYE and NI	Within budget	As for salary (NI % contributions are increasing for next year). This figure includes employee PAYE and NI contributions and employer NI contributions.
4040	Pension contributions	Within budget	Calculation as for salary. This amount includes both employer and employee contributions.
4060	Clerk expenses	No significant amounts predicted	
4070	Training	Under budget – councillors should take advantage of this where possible	Reduced to £1,000
4080	Chairman's allowance	For Remembrance Sunday hospitality	To remain at £500
4110	Audit fees	Within budget	Increase in line with inflation
4120	Professional fees	Difficult to predict	Increased by £2,000 to £8,000 to cover Taylor Wimpey negotiations, pavilion and community hut land at Kingston Park

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4130	Subscriptions	Within budget	Increase in line with inflation
4140	Insurance	Within budget	Increase to include gym equipment and assumption that pavilion build will have been completed by autumn (pavilion insurance will be around £600+)
4150	Stationery	Item moved into 4180 Administration	
4170	Meeting room hire	Within budget	Increase in line with inflation
4180	Admin & office running costs	A breakdown of what is covered in this item is shown in table on page 5, should come in within budget	To start EMR to replace IT equipment.
4200	War Memorial	Budget allowed to cover replacement of flagpole mounting covers	To include cleaning of stones on a biennial basis. Going forward this should be spread across two years (EMR)
4210	Grants & Donations made	Assumed that full amount will be awarded by end of year	06/12/21 Mtg – reduced to £3000
4211	Section 137 payments	This is not a budget item, but any donation paid using S137 is transferred as a virement from <i>4210 Grants &amp; Donations</i> to show a separate running total as required in law	
4220	Defibrillator	This is a contingency fund for repairs and renewals of accessories	£200 for maintenance
4240	Election	£100 paid last year in election year, and there is also an earmarked reserve of £1000 so no further funds deemed necessary under this item	£1,000 in earmarked reserves, agreed sufficient
<b>120 Streets &amp; Parks</b>			
4230	Traffic calming	The amount was for an extra speed survey which has not taken place	Cost of moving SIDs around on 6 weekly basis
4400	Maintenance	Cleaning and maintenance of bus shelters, plus clearing of Waggon Path	Allow for inflation plus possible extra shelter
4410	Repairs & Renewals	Budget includes a contingency for any repairs needed to bus shelters and for the proposed removal of the stone bus shelter at the Hind's Head. Is this likely to take place and if not should this be used elsewhere (virement)?	Carry forward £5000 for demolition of stone bus shelter if not done this FY. Extra £2000 to go towards replacement bus shelter in the event that available S106 monies are not sufficient.
4415	Tree maintenance	£4485 put as projected figure to end of year	Start EMR for biennial tree survey. Tree survey carried out 16 Nov advises that £23000's worth of work is need in next year. This is likely to come down with a further quote for the work but is still a substantial figure. £10,000 agreed for budget.
4420	Pest Control	Ad hoc	

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4500	Grass cutting	About 19% of the cost is drawn from earmarked reserves (S106 monies for Wellington Way and Petypher Gardens). This will be under budget as the drawdown from earmarked reserves was not fully accounted for	3-year contract so minimal change. If Taylor Wimpey land added maintenance will be covered by S106 payments. There will be £2184 added from EMR making a total of £10,184
4510	Dog bins	Invoices for Jan, Feb were not received until late March so were paid in April, so this is over budget pro rata (however, if the same thing happens at the end of this fin year it won't be)	Projected amount includes purchase (c. £150), installation (c. £50) and weekly emptying of one new bin (c £400) + 2.5% increase for inflation.
4520	Litter	Presumed on budget	£750 to be included for purchase and installation of new bin on Millennium Green with another bin to be provided by MG committee – emptying is already included. Delay installation of discussed bins at Petypher House and School Lane until Vale has completed bin survey.
<b>130 Recreation &amp; Play</b>			
4400	Maintenance		Resistograph testing, top up of bark surfacing, sundry minor works
4405	Recreation inspections		Addition of Millennium Green goalposts and outdoor gym equipment, therefore increase on last year
4410	Repairs & renewals	£660 for the concrete base for the bench in playground Repairs to seesaw, jubilee fort and toddler swings. £6289 brought forward from last year to make budget £14,000	Agreement to replace Jubilee Fort in next few years and therefore put £10,000 out of this year's budget in EMR plus build up an earmarked reserve in next 2 years to pay for new. Next year's budget £12,000 - £2,000 for repairs, £10,000 to add to earmarked reserve for Jubilee Fort
<b>150 Millennium Green</b>			
4400	Maintenance	Budget includes ground works, replacing the shelter and new football nets.	£200 contingency fund (grass cutting costs and recreation equipment costs included under other budget headings)
4410	Repairs & renewals	Shelter paid for and included a £3,000 contribution from KBS News – virement required from "Maintenance"	£500 contingency
<b>160 Burial Ground</b>			
1600	Income		Estimate based on previous years
4400	Maintenance	Request to include £230 for a leaf blower, £41 for gravel and £75 for hand tools have been included in projected total for year. Agreed at mtg of 10/01/22	Figure includes estimated amount for levelling graves of £220, wall (buttress or rebuild) £4000 (plus £989 in EMR)

Code/Item		Notes re current year	Notes re next year's proposed figure
<b>180 Sports Field &amp; Pavilion</b>			
4400	Maintenance	Budget is to cover any necessary tree work and further fencing, etc	£200 contingency fund
4410	Repairs & renewals	Installation of no dog signs – virement required from Maintenance	£4,000 allowance for fencing and other renewals
4415	Tree Maintenance	Tree removal and work required (virement from 4400 Maintenance?)	See 4415 under Streets & Parks – overall budget for tree maintenance to be split accordingly
<b>190 CIL Spend</b>			
<b>4619</b>	CIL 19/20 spend	Not relevant to budget (precept)	
<b>4620</b>	CIL 20/21 spend	Not relevant to budget (precept)	
<b>4621</b>	CIL 21/22 spend	Not relevant to budget (precept)	
<b>200 Pavilion Build</b>		Costs covered by S106 however proposal at meeting of 06/12/2021 that £15,000 taken from general reserves (21-22) to put towards shortfall (the rest to come from CIL), to be confirmed in council resolution.	
<b>999 VAT Data</b>		It is assumed that payments and receipts will be equal as VAT reclaim is now made quarterly	VAT reclaim to be made monthly during pavilion build
	<b>Total Budget Income</b>	Includes: <ul style="list-style-type: none"> <li>• Precept</li> <li>• Grants received</li> <li>• Burial ground income</li> <li>• VAT reclaimed</li> <li>• S106 monies</li> <li>• CIL monies</li> </ul>	
	<b>Transfer from EMR</b>	Includes: <ul style="list-style-type: none"> <li>• S106 monies received for the pavilion build</li> <li>• S106 monies applied to grass cutting (maintenance of Wellington Way &amp; Orchard Gate)</li> <li>• Use of any grants or donations received</li> </ul>	
	<b>Transfer to EMR</b>	Includes: <ul style="list-style-type: none"> <li>• All S106 monies received</li> <li>• All CIL monies received</li> <li>• Grants received</li> </ul>	

**Items included under Administration & Office running costs**

<b>Item</b>	<b>Budget</b>	<b>Projected at YE</b>	<b>Next year</b>	<b>Notes</b>
Accounting software	130.00	124.00	130.00	Annual licence & support
Adobe	0.00	17.62	18.00	Adobe Acrobat Export PDF facility
Advertising	60.00	60.00	60.00	Ad hoc
Arnold Baker book (new €	0.00	-123.00	0.00	Book was sent twice (and charged for) in error end of last year, this is the refund. No new book will be required this year or next
Microsoft 365	70.00	66.66	75.00	Subscription
Noticeboards	750.00	750.00	0.00	If not
Office equipment (repairs	400.00	50.00	750.00	Includes IT support, printer ink replacement service. Earmarked reserve (£500) required to update large items such as laptop and printer.
Office Rental	2580.00	2520.00	2580.00	Village Hall – increase in line with inflation
Parish Online	180.00	180.00	180.00	Increase in line with inflation
Payroll Services	200.00	200.00	220.00	Increase in line with inflation
Phone	60.00	60.00	70.00	Increase in line with inflation.
Stationery	42.00	20.00	49.00	
Sundries	40.00	130.00	50.00	Eg, land reg docs, key cutting, maintenance, postage (this year's inc removal of PC waste from previous clerk's home)
Website costs	615.00	315.00	320.00	Hosting and domain name only
Zoom licence (annual)	120.00	120.00	130.00	Suggest this is continued for use by committees and other ad hoc reasons
<b>Totals</b>	<b>5247.00</b>	<b>4370.28</b>	<b>4502.00</b>	

## SUMMARY

Bank balance at 31 March 2021	£115,798
Total in earmarked reserves at 31 March 2021	£64,470
General reserves at 31 March 2021	<b>£51,328</b>

Projected budget deficit at 31 March 2022	£9,913
Projected general reserves at 31 March 2022	<b>£41,415</b>

### Still to be added to next year's budget

Youth club/project*	Postponed
Queen's Jubilee celebration/event	To be covered by CIL monies

### Precept

Budget calculation indicates precept of **£100,000**. This would mean **an increased cost of £4.83 per annum to £59.72, or 8.8% for a band D property.**

Tax base –	2021-22	1546.4
	2022-23	1674.5

*Sarah Bates (Clerk), 5 January 2022*