

NOTES TO BE READ IN CONJUNCTION WITH AGREED BUDGET 2024-25

Overview

Bank balance at 31 March 2023 (current and savings accounts)	£145,688
Total in earmarked reserves (EMR) at 31 March 2023	£86,862
General reserves at 31 March 2023	£58,826
Projected general reserves (GR) at 31 March 2024	£60,000

Precept calculation for 2024-25: £111,538
Cost to band D property £61.62, an increase of 3.2% or £1.89 p.a

Summary of financial position

CIL monies currently held 1 January 2024 **£56,188**

Projections for current budget indicate the general reserves at end of financial year will increase to around £60,000

Council agreed at meeting of 4 December 2023 that £7,000 should be taken from general reserves (allocated budget for Professional Fees, currently unspent) to add to existing EMR to engage a planning consultant. Also agreed to move £1,200 (remaining allocated budget for sports field/pavilion repairs/renewals) to EMR for new fencing along A415, if funds allow.

Possible proposed uses for CIL previously discussed:

- Amount (TBD) to be put towards replacement of Jubilee Fort and/or other play equipment. An EMR towards the Fort replacement currently holds £30,000 with another £21,500 proposed in budget for next year. If also add in funds from CIL and GR this could amount to a significant sum to be spent on a replacement and/or other equipment.
- £3,600 to OCC for consultation re road markings around school
- £1,500 towards D-Day commemoration event
- Speeding/road safety measures
- Additional noticeboard
- Additional defibrillator

Items that could be paid for from general reserves:

- Amount for professional fees towards planning consultant – this year's budget of £7,000 has not been used, proposal to move into EMR already holding £1,500 for professional fees. Further amount could be allocated from GR if deemed necessary.
- Amount towards play equipment (Jubilee Fort replacement or other options – see above) – to be agreed.

Further funds available:

- Taylor Wimpey have re-joined negotiations with the Vale regarding transfer of land at Southmoor Grange, which could mean payment of c. £180,000 by end of financial year or early next (this is likely to be adjusted down as some of the land has been removed from the negotiations).
- £16,000 available in S106 from Bloor Homes for litter picking and provision of dog bins (two already provided, funds to be recouped retrospectively). Application currently being approved.

All firm new proposals to spend from committees to be agreed by full council and minuted.

Please read the accompanying notes that relate to each budget code for detailed information.

Sarah Bates, clerk/RFO, 11 January 2024

Cost Centre/ Nominal Code	Description	Notes on budget for 23-24	Notes re budget 24-25
100 General Income			
1076	Precept	Agreed at £105,557	Agreed at £111,538
1100	Interest	Interest received from Easy Access Savings A/C opened Feb 2023	Estimated against current interest rate of 2.75% which may go down. Acceptance of TW land will mean additional funds, therefore increased interest
1200	Grants & Donations rec'd	Grant from OCC towards grass cutting of £1,442 (clerk queried in April whether this would increase (same since 2018), was advised not)	Grant from OCC towards grass cutting of £1,442 (clerk queried in April whether this would increase (same since 2018), was advised not)
1700	S106 Income	Not included in budget calculation	Not included in budget calculation
1800	CIL monies	Not included in budget calculation	Not included in budget calculation
1900	Other income	Not expecting any other income	Burial ground income shown under BG cost centre (page 5)
6001	Less transfer to EMR		All S106 monies and CIL monies received are transferred to a specific earmarked reserve to be applied when appropriate and/or agreed.
Total			Total figure does not include income from burial ground which is shown under a separate centre number on page 5

Cost Centre/ Nominal Code	Description	Notes on budget for 23-24	Notes re budget 24-25
110 Gen Admin			
4000	Staff salary (net)	LGS pay award for 23-24 notified 6 Nov 23, now included in calculation. Clerk's hours to increase to 24 from Dec '23, also PC pay award on salary scale	24-25 NALC award predicted at 3.5%. Outdoor officer – current figure allows for 3 hrs/wk at £15
4030	PAYE and NI	As for salary. This figure includes employee PAYE and NI contributions and employer NI contributions.	As above
4040	Pension contributions	Calculation as for salary. This amount includes both employer and employee contributions.	As above
4060	Clerk expenses	Nominal amount	Reduce to £10
4070	Training	Reduced to £750 then virement agreed from Admin & Office to increase to £1,200	£1000
4080	Chairman's allowance	For Remembrance Sunday hospitality	For Remembrance Sunday hospitality
4110	Audit fees		£300 for internal audit, £840 for external (assuming receipt of S106 monies from Taylor Wimpey)
4120	Professional fees	£5,000 to go towards a planning consultant, also £1,500 in earmarked reserves. £7000 in budget with £1,500 in EMR	£7000 in budget to be moved to EMR from 2023-24 funds with £1,500 in EMR = £8,500.
4130	Subscriptions	OALC, SLCC, ICCM, ICO	OALC, SLCC, ICCM, ICO
110 Gen Admin (cont)			
4140	Insurance	Increased to include pavilion	10% increase assumed
4180	Admin & office running costs	Includes meeting room hire, and costs of new accounts software and training. Detailed list shown on page 7	See page 6
4200	War Memorial	Cleaning	Cleaning
4210	Grants & Donations made		To remain at £3,000
4211	Section 137 payments	Taken as part of total of 4210 above	
4220	Defibrillator	To cover new pads and/or batteries if required	No change
4240	Election	EMR of £1,000, deemed sufficient	Agreed £500 annually to be transferred to EMR to cover 4-yearly costs

Cost Centre/ Nominal Code	Description	Notes on budget for 23-24	Notes re budget 24-25
6000	Spend from EMR	Spend from EMR only shown on budget reports as total for whole cost centre rather than under nominal codes.	
120 Streets & Parks			
4230	Traffic calming/road safety	SIDs rotation on a 6-week basis	Speeding/Road Safety Committee has provided proposal amounting to £1740, SID rotation £400
4400	Maintenance	Monthly cleaning of bus shelters	Increase in line with inflation
4410	Repairs & Renewals	Nominal sum of £250	No change
4415	Tree maintenance	Sum includes tree work in all areas, Tree survey in 2023 plus tree work still outstanding, plus contingency sum	No change (£4,000), tree survey carried out January 2024
4420	Pest Control	Ad hoc	No change (£200)
4500	Grass cutting		Total sum will be reduced by 14 x £78 (EMR for Orchard Gate) and £342 (remaining EMR for Wellington Way). £1442 grant received from OCC, shown as part of "general income".
4510	Dog bins	Emptying of bins	3% increase as per contract
4520	Litter	Emptying of bins and litter picking in designated areas	3% increase as per contract
130 Recreation & Play			
4400	Maintenance	Resistograph testing, top up of bark surfacing, sundry minor works, possible deep clean of play equipment annually, protective coating for Jubilee Fort.	Figure of £2,000 requested from RFC, deep clean of equipment, resistograph testing
4405	Recreation inspections		Small increase in line with inflation, in addition £450 towards annual check and maintenance of gym equipment by Caloo
4410	Repairs & renewals	Another £10,000 to be placed in ongoing EMR for Jubilee Fort replacement. £2,500 towards re-turfing Millennium Green goal mouths, new timbers for Jubilee Fort, other identified minor repairs and contingency fund.	£24,500 (£21,000 towards Fort) Repainting of goals posts, replacement of goal posts, minor repairs
150 Millennium Green			

Cost Centre/ Nominal Code	Description	Notes on budget for 23-24	Notes re budget 24-25
4400	Maintenance	£200 contingency fund (grass cutting costs and recreation equipment costs included under other budget headings)	Suggested sum to including clearance of wildflower meadow and any other general clearance
4410	Repairs & renewals	£500 contingency	No budget needed
160 Burial Ground			
1600	Income	Estimate based on previous years	Based on previous years
4400	Maintenance	£4989 in EMR to cover work on wall. Amount shown to cover routine maintenance on a weekly basis and garden waste bin.	£2000 allowed for grass cutting and clearance and improvement of area £500 for two garden bins and ongoing maintenance
4410	Repairs & renewals	Proposal to resurface path at an estimated cost of £2,000, with a further £4,000 to come from CIL. £500 towards structural engineer/arboriculturist for damaged wall along Rimes Lane. Cost of re-routing electric cable an unexpected expense, council authorised burial ground budget overspend at Sept mtg	£2,000 for new shed, shrubs and raising sunken headstones
180 Sports Field & Pavilion			
4400	Maintenance	Allowance for caretaker (fire safety and other checks) (Logs Unlimited)	Increase to £2,500 to include boiler and heater servicing, also alarm system
4410	Repairs & renewals	Fencing allowance	Fencing – this year's allowance to be put in EMR at year end if funds allpw. Budget £3,500 making total of £5,000.
190 CIL Spend			
4621-23	CIL spend		Does not inform budget, drawn from EMR
200 Pavilion Build		£16,493 to cover the amount retained by builders for payment in Aug 2023. £500 to be put towards a launch event.	Project complete, no further funds required
210 Climate & Environment			New cost centre. £2,000 added to budget, spending requests to be approved by full council.

Items included under 4180 Administration & Office running costs

Item	Budget	YTD	Projected	24-25	Notes for 24-25
Accounting software	1,600	708	708	400	Annual licence & support only
Adobe	20	-	110	110	Adobe Acrobat PDF app
Advertising	60	239	300	100	Ad hoc
Antivirus software		29	29	100	Mcafee
Arnold Baker on Local Council Admin (book)	-			100	Latest edition required
Meeting room hire	300	216	432	400	Increased usage of Elkins Room as more committees
Microsoft 365 subs	75	67	67	80	Annual subscription
Office equipment (repairs & renewals)	350	232	232	285	Budgeted for IT support, printer ink replacement service, EMR needed for future equipment renewals
Office Rental	2,580	1,985	2,646	2,700	Village Hall office
Parish Online mapping	180		170	190	Annual subscription
Payroll Services	220	45	200	220	Paid quarterly
Mobile phone	70	62	75	60	SIM only (clerk provided old handset)
Stationery	85	36	50	50	
Sundries	44	79	100	50	Eg, land reg docs, key cutting, maintenance, postage
Website costs	380	474	474	500	Hosting and domain name, email accounts, paid annually
Zoom licence (annual)	36				Zoom licence cancelled as rarely used now
Totals	6,000	4,174	5,593	5,345	