

Stapeley & District Parish Council
Budget Monitoring as at 30 September 2015 : Draft Budget 2016-2017

		Col 1	Col 2	Col 3	Col 4	Col 5	
	PAYMENTS	Spend 2014-2015 £	Budget 2015-2016 £	Spend to 30 Sept 2015 £	Estimates to 31 Mar 2016 £	Draft Budget 2016-2017 £	Notes
	Administration						
1	Clerk's gross salary	8,233.85	10,660.00			10,700.00	
1a	Contribution to pension scheme for Clerk					30.00	See separate notes
2	Clerk's net salary			4,263.96	4,300.00		
3	HMRC - Tax on salary (under-payment 14-15)			357.37	0.00		
3a	HMRC - Tax on salary (2015-2016)	1,919.22		1,569.14	1,242.00		
4	HMRC - NI on salary	230.00	300.00			300.00	
5	Payroll service	117.00	100.00	48.00	48.00	100.00	
6	Printing costs - Annual Report	20.49		110.00		110.00	
7	Newsletter printing	709.00	500.00		500.00	1,000.00	Based on four per year.
8	Newsletter delivery	432.00	432.00		270.00	550.00	
	Clerk						
9	Ink cartridges		0.00			100.00	
10	Training	101.40	100.00		30.00	0.00	
11	Expenses (Travel and phone)	393.23	300.00	201.23	200.00	400.00	
12	Stationery/publications	78.88	100.00		100.00	100.00	
	Members						
13	Chairman's allowance	250.00	250.00	250.00		250.00	
14	Training	60.00	120.00			60.00	
15	Expenses	11.70	100.00		100.00	100.00	
	Grounds Maintenance		1,500.00			1,500.00	
16	Talbot Way, grass-cutting lawned area	95.00					
17	Talbot Way - Conservation area	832.00		420.00	1,000.00		
18	General grass-cutting in the parish						
	Grants		2,200.00			2,000.00	It is unlikely that any further grants will be made in 2015-2016.
19	Stapeley Parish Action Group			300.00			
#	Wybunbury Churchyard				300.00		
#	Stapeley Scouts	622.00					
	Insurance/Audit/Subscriptions						
20	External Audit (BDO)	240.00	250.00	240.00		250.00	

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21	Audit fees (Internal)	129.60	150.00	134.40		140.00	
22	Insurance	449.97	450.00	440.30		450.00	
23	Cheshire Community Action membership fee		85.00	85.00		85.00	
24	Cheshire Association of Local Councils	727.50	720.00	776.00		780.00	
	Miscellaneous						
25	Purchase of 10 x Good Councillors Guide			10.00			
26	Room Hire (community hall) for Parish Council meetings.		450.00	0.00	0.00	0.00	Although included in the budget, the Internal Auditor has subsequently advised that re-charges for the community hall should not be included in the accounts.
27	Broad Lane Methodist Chapel (Room hire)	140.00				300.00	Ad-hoc meetings when community hall is unavailable.
28	Purchase of two AEDs		1,500.00	1,660.80		0.00	Suggest deletion in 2016-2017 unless locations can be identified.
29	Notice-board to replace that at Co-Op					1,000.00	
#	Miscellaneous in 2014-2015	4,080.54					
	Neighbourhood Plan					3,000.00	'Guesstimate' only.
30	Hire of Broad Lane Methodist Chapel		80.00	160.00	200.00		
31	Printing of survey forms	906.00	2,000.00		0.00		
32	Production of final high-quality finish Neighbourhood Plan		1,850.00			2,000.00	The Plan is unlikely to be available until the new financial year.
33	Production of 500 copies of draft-quality Neighbourhood Plan for consultation.		0.00		1,500.00		
34	PO Box for receipt of comments during six-week consultation period.		0.00		168.00		
35	Housing Needs Assessment		0.00		7,750.00		No budget provision in 2015-2016
36	Ecological Survey		0.00		750.00		No budget provision in 2015-2016
37	Buying-in of specialist support @ £324 per day plus travel expenses @ 0.45P per mile		1,800.00		750.00	3,000.00	The specialist support will cut across both years.
38	Marketing		1,000.00				
39	Johnsons - printing of special edition newsletters (one in September and one in January 2016)	243.00		232.00	500.00		

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40	Delivery of newsletter	216.00		135.00	135.00		
41	Continued marketing to publicise various stages of the process.				500.00		
42	Banners advertising consultation	106.00		133.19			
	Speed Watch						
43	Downloading of data and moving units around the parish every 3 weeks @ £125 per 3-week	1,650.00	2,250.00		2,250.00		
44	Equipment repairs	852.00	700.00		700.00		
	Street Lighting						
45	Unmetered electricity	552.39	800.00	273.93	600.00		
46	Street light repairs		300.00		300.00		
	Shelter (adjacent to MUGA)						
47	Shelter to be located in vicinity of MUGA		5,000.00		0.00	0.00	This has been deleted from 2015-16 and it is for Members to decide if it should be added to the budget for 2016-2017.
	Website						
48	Contract renewal June 2015 - June 2017		2,400.00	1,607.76			
	COMMUNITY HALL						
49	West Mercia Energy	949.71	900.00	318.90	600.00	1,000.00	
50	Gas supply		1,000.00		1,000.00	1,000.00	No invoices yet received.
51	Water supply		0.00		1,000.00	2,000.00	No budget provision made, but invoices continue to be received, most of which relate to the period prior to the Parish Council's occupation of the hall.
52	Hall, Smith Whittingham LLP - lease renewal	700.00	500.00	600.00			
53	Crystal Clean - cleaning of the hall	6,076.00	9,000.00	2,282.00	5,000.00	9,000.00	
54	Opening/closing for private parties (Crystal Clean)	227.00		120.00	500.00	1,000.00	This is based on £15 per open/close for each private event.
55	Servicing/call-out - central heating system			114.00	340.00		
56	Electrical call-out			25.00	50.00		
57	Temporary repair of vandalised guttering			25.00			

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58	Purchase of three convector heaters			110.34			
59	New keys for hall			54.30			
60	Community Hall' sign				1,040.00		Although there is no budget for the sign itself in 2015-2016, this was factored into the end-of-year balance for 2014-2015 (£1,000).
61	Fitting of community hall sign (guesstimate)				500.00		
62	Planning application for community hall sign			55.00			
#	Miscellaneous in 2014-2015	1,606.51					
63	Industrial-sized waste bin (external)		1,000.00		0.00		It is suggested that this be removed from the budget proposals. There was little support for the proposal at a recent meeting. The matter can be reviewed during 2016-2017 when the perimeter fencing has been installed.
64	Ring-fenced funds for future maintenance		5,000.00		5,000.00	5,000.00	This includes repairs, heating maintenance and decoration.
65	Perimter fencing		8,000.00			8,000.00	This fund is unlikely to be spent in the current financial year.
67	Unexpected spend on community hall				500.00	0.00	
68	Unallocated reserves		3,000.00			3,000.00	
		33,957.99	66,847.00	17,112.62	39,723.00	58,305.00	

A Expected balance on 1 April 2016

	£	£
Balance at 30 September 2015	67,975.00	
LESS Spend to 31 March 2016 This includes safe-guarding the ring-fenced funding at line 64	-39,723.00	28,250.00
ADD VAT re-claim	500.00	28,750.00
ADD Community Hall receipts (1 Oct 2015 - 31 Mar 2016) ('guesstimate')	2,000.00	30,750.00
LESS Refund to Groundwork	-7,000.00	23,750.00
Expected balance on 1 April 2016		<u>23,750.00</u>

The likely balance on 1 April 2016 has been increased by making the following adjustments which will not be detrimental to the Parish Council's proposed spending plans.

Grants (heading above line 19)	The £1,600 currently remaining in the budget in 2015-2016 has been deleted on the basis that it is unlikely to be spent before 31 March 2016.
Line 47 - Shelter	The £5,000 has been removed from the current financial year and not added in the forward year proposals.
Line 65 - Perimeter Fencing	Removed from the current financial year and added into 2016-2017.

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B Calculation of Precept

Budget for forward year	58,300.00	
<u>LESS</u> expected balance on 1 April 2016	-23,750.00	<u>34,550.00</u>
Precept required (rounded)	<u>34,500.00</u>	
