

Stapeley & District Parish Council

Budget Monitoring as at 30 September 2017 (based on bank statements at 21 September 2017): Draft Budget 2018-2019 (Rev - December 2017)

| | PAYMENTS | Budget 2017-18 £ | Spend to 30 Sept 2017 £ | Estimates to 31 Mar 2018 £ | Draft Budget 2018-2019 £ | NOTES |
|----|--|---------------------------------|--|---|---|---|
| | Administration | | | | | |
| 1 | Clerk's gross salary | 11,435.00 | | | 12,102.00 | In accordance with contract of employment and NALC national salaries. |
| 2 | Clerk's net salary | | 4,659.81 | 4,700.00 | | |
| 3 | HMRC - Employer's NI contribution | 300.00 | | | 600.00 | Although the payments to HMRC (to 30 Sept 2017), added to the Clerk's net salary are in excess of the GROSS salary, this is because the Employer's NI contribution is a separate payment. |
| 4 | HMRC - NI/Tax on salary | | 1,344.62 | 1,345.00 | | |
| 5 | Payroll service | 100.00 | 147.00 | 51.00 | 100.00 | The payroll service transferred to another provider part-way through the year. |
| 6 | Printing of Annual Report | 110.00 | | 0.00 | 110.00 | Annual Report not prepared in 2016-2017. |
| 7 | Newsletter printing | 1,000.00 | 259.00 | 260.00 | 1,200.00 | The estimate for 2018-2019 is based on three newsletters. |
| 8 | Newsletter delivery | 550.00 | 139.00 | 210.00 | 600.00 | |
| | Clerk | | | | | |
| 12 | Expenses (Travel and phone) | 400.00 | | 250.00 | 400.00 | |
| 10 | Stationery/publications | 100.00 | | 0.00 | 100.00 | |
| | Members | | | | | |
| 11 | Chairman's allowance | 250.00 | 250.00 | 0.00 | 250.00 | |
| 12 | Training | 120.00 | | 0.00 | 100.00 | |
| 13 | Expenses | 100.00 | | 0.00 | 100.00 | |
| | Grounds Maintenance | 1,500.00 | | | | |
| 14 | Talbot Way - conservation area Carried out by Greenspaces, South Cheshire | | 832.00 | 0.00 | 900.00 | |
| 15 | Talbot Way - lawned area Carried out by Jof's Mowing | | 700.00 | 700.00 | 2,100.00 | Jof's Mowing has confirmed that, subject to CEC's agreement, he can undertake additional grounds maintenance work on some parts of the parish which belong to Cheshire East Council. |
| 16 | General grass-cutting in the parish | | | | | |
| 17 | Grants | 2,000.00 | | | 1,000.00 | |
| | Insurance/Audit/Subscriptions | | | | | |
| 18 | External Audit (BDO) | 360.00 | 396.00 | 0.00 | 400.00 | A new external auditor has been appointed for 2017-2018 accounts but it has been confirmed that fee levels will be the same. |
| 19 | Audit fees (Internal) | 140.00 | 187.20 | 0.00 | 200.00 | |
| 20 | Insurance | 500.00 | 446.38 | 0.00 | 500.00 | |
| 21 | Cheshire Community Action membership fee | 85.00 | | 85.00 | 85.00 | Membership of CCA is helpful for advice on community halls and the Neighbourhood Plan process. |
| 22 | Cheshire Association of Local Councils | 850.00 | 848.75 | 0.00 | 900.00 | The rate for 2018-2019 has not yet been notified. |

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| | Room Hire | | | | | |
| 23 | Broad Lane Methodist Chapel (Room hire) | 300.00 | | 100.00 | 300.00 | Ad-hoc meetings when community hall is unavailable. |
| | Neighbourhood Plan | | | | | |
| 24 | Production of final high-quality finish Neighbourhood Plan | 2,000.00 | | 2,000.00 | 0.00 | |
| 25 | Miscellaneous costs | | 140.64 | 600.00 | 0.00 | |
| 26 | Contribution to examination in public Local Plan | | 20.30 | 0.00 | 0.00 | |
| | Speed Watch | | | | | |
| 27 | Downloading of data and moving units around the parish every 3 weeks @ £125 per 3-week period. | 2,600.00 | | 2,600.00 | 2,600.00 | |
| 28 | Additional unit for Broad Lane. | 3,000.00 | | 0.00 | 3,000.00 | |
| 29 | Equipment repairs | 800.00 | | 200.00 | 800.00 | |
| | Street Lighting | | | | | |
| 30 | Unmetered electricity | 800.00 | 273.93 | 500.00 | 800.00 | |
| 31 | Street light repairs | 300.00 | 146.57 | 200.00 | 300.00 | |
| 32 | Website - contract renewal | 1,900.00 | 1,892.76 | 0.00 | 0.00 | The contract is not due for renewal until 2019-2020. |
| 33 | Youth Initiative (replaced shelter scheme) | 5,000.00 | | 0.00 | 0.00 | |
| # | Lighting of MUGA | | | | 5,000.00 | This scheme would be subject to agreement by CEC which owns the Multi-Use Games Area |
| | Miscellaneous | 0.00 | | 0.00 | 0.00 | |
| 34 | Fitting of AED to wall of Cronkinson Farm Pub | 0.00 | | 500.00 | 0.00 | |
| 35 | Miscellaneous | 0.00 | 54.30 | 0.00 | 0.00 | |
| | Community Hall | | | | | |
| 36 | Crystal Clean - cleaning of the hall/opening for parties | 7,500.00 | 3,228.00 | 3,500.00 | 7,500.00 | |
| 37 | Dame Hygiene Services (including nappy disposal/feminine hygiene dispenser) | 650.00 | | 650.00 | 650.00 | |
| 38 | Provision of Industrial Waste Bin Fortnightly waste collections (Greenzone) | 250.00 | 114.48 | 200.00 | 0.00 600.00 | Scheme introduced part-way through 2017-2018 |
| 39 | Gas supply | 1,000.00 | | | 1,000.00 | No invoices received. |
| 40 | Water services | 2,000.00 | 1,125.48 | 1,000.00 | 2,000.00 | |
| 41 | West Mercia Energy | 1,000.00 | 366.44 | 550.00 | 1,000.00 | |

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| 42 | Ring-fenced funds for maintenance Decoration of community hall Joinery work to Plant Room and male changing Fitting of guttering | 5,000.00 | 105.00 | 0.00 3,000.00 800.00 1,400.00 | 6,000.00 0.00 0.00 0.00 | Total spend for the current financial year is expected to be £5,200. |
| 43 | Statutory testing of equipment | 300.00 | | 0.00 | 300.00 | |
| 44 | Christmas tree/lights for community hall | 0.00 | | 250.00 | 300.00 | |
| 45 | CCTV | 5,000.00 | | 5,000.00 | 0.00 | Although there is a quotation for £1,000 on the agenda for the November meeting, this has been left as £5,000 in the event of the quotation not being accepted. |
| 46 | Civic Pride Initiatives | 1,500.00 | | 0.00 | 0.00 | |
| | Projects for 2018-2019 | | | | | |
| 47 | Provision of approximately six wooden (or other material) seats to be located at agreed locations in the parish. | 0.00 | | 0.00 | 3,500.00 | |
| 48 | Replacement street lighting | 0.00 | | 3,500.00 | 0.00 | |
| 49 | Heavy duty planters - for location outside the community hall (based on £350 per planter) | 0.00 | | 0.00 | 1,500.00 | |
| 50 | Reserves | 3,000.00 | | 500.00 | 3,000.00 | |
| | | 63,800.00 | 17,677.66 | 34,651.00 | 61,897.00 | |

A Expected balance on 1 April 2018

| | | |
|---|------------------|-----------|
| Balance at 30 September 2017 (rounded) | 62,390.00 | |
| LESS Additional spend to 31 March 2018 (rounded) | -34,650.00 | 27,740.00 |
| ADD Community Hall receipts (1 Oct 2017 - 31 March 2018) | 4,000.00 | 31,740.00 |
| Expected balance on 1 April 2018 | 31,740.00 | |

B Calculation of Precept

| | |
|--|------------------|
| Budget for forward year (rounded) | 61,900.00 |
| LESS expected balance on 1 April 2018 | -31,740.00 |
| Precept required (rounded) | 30,200.00 |