

Stapeley & District Parish Council

Budget Monitoring as at 30 September 2017 (based on bank statements at 21 September 2017): Draft Budget 2018-2019 (Rev 1 - Nov 2017)

	<b>PAYMENTS</b>	<b>Budget 2017-18 £</b>	<b>Spend to 30 Sept 2017 £</b>	<b>Estimates to 31 Mar 2018 £</b>	<b>Draft Budget 2018-2019 £</b>	<b>Notes</b>
	<b>Administration</b>					
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	
4	HMRC - NI/Tax on salary		1,344.62	1,345.00		Although the payments to HMRC (to 30 Sept 2017), added to the Clerk's net salary to are in excess of the GROSS salary, this is because the Employer's NI contribution is a separate payment.
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	
	<b>Clerk</b>					
12	Expenses (Travel and phone)	400.00		250.00	400.00	
10	Stationery/publications	100.00		0.00	100.00	
	<b>Members</b>					
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	
	<b>Grounds Maintenance</b>	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	<b>Grants</b>	2,000.00			1,000.00	
	<b>Insurance/Audit/Subscriptions</b>					
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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	<b>Room Hire</b>					
23	Broad Lane Methodist Chapel (Room hire)	300.00		100.00	300.00	Ad-hoc meetings when community hall is unavailable.
	<b>Neighbourhood Plan</b>					
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	
	<b>Speed Watch</b>					
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	A quotation will be submitted to the December meeting.
29	Equipment repairs	800.00		200.00	800.00	
	<b>Street Lighting</b>					
30	Unmetered electricity	800.00	273.93	500.00	800.00	
31	Street light repairs	300.00	146.57	200.00	300.00	
32	<b>Website - contract renewal</b>	1,900.00	1,892.76	0.00	0.00	The contract is not due for renewal until 2019-2020.
33	<b>Youth Initiative (replaced shelter scheme)</b>	5,000.00		0.00	0.00	Recommended that this be deleted as it has appeared as a budget line since the financial year 2015-2016 (three years) with no evidence of intent to bring the project to fruition.
	<b>Miscellaneous</b>	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	
	<b>Community Hall</b>					
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	
	<b>Projects for 2018-2019</b>					
47	Provision of approximately six wooden (or other material) seats to be located at agreed locations in the parish.			0.00	3,500.00	
48	Replacement street lighting			0.00		A survey has now been carried out. The costs have not yet been notified, but re expected to be available at the November meeting.
49	Heavy duty planters - for location outside the community hall (based on £350 per planter)			0.00	1,500.00	
50	<b>Unallocated reserves</b>	3,000.00		500.00	3,000.00	
		<b>63,800.00</b>	<b>17,677.66</b>	<b>31,151.00</b>	<b>56,897.00</b>	

**A Expected balance on 1 April 2018**

Balance at 30 September 2017 (rounded)	62,390.00	
<u>LESS</u> Additional spend to 31 March 2018 (rounded)	-31,150.00	31,240.00
<u>ADD</u> Community Hall receipts (1 Oct 2017 - 31 March 2018)	4,000.00	35,240.00

**Expected balance on 1 April 2018** **35,240.00**

Until the cost of new projects has been agreed, it is not possible to calculate the precept requirement. In general, for each £10,000, the cost will be additional Council Tax of £6.40 per Band D property.

**B Calculation of Precept**

Budget for forward year (rounded)	57,000.00
<u>LESS</u> expected balance on 1 April 2018	-35,240.00
Precept required (rounded)	<b><u>21,760.00</u></b>

When the cost of up-grading the street lights has been notified, this will need to be factored into the precept requirement.