

Stapeley & District Parish Council
Budget Monitoring 2015-2016 - Position based on spend to 31 July 2015

	PAYMENTS	Budget 2015-2016 £	Spend to 31 July 2015	Est Spend to 30 Sept 2015 £	Estimates to 31 Mar 2016 £	Groundwork (£7850 allocated)		Notes
						Costs to be Met	Actual Allocation	
	Administration							
1	Clerk's gross salary	10,660.00						
2	Clerk's net salary		2,842.64	1,420.00	4,265.00			
3	HMRC - Tax on salary (under-payment 14-15)		357.37	0.00	0.00			
4	HMRC - Tax/NI on salary		1,155.14	415.00	1,242.00			
5	Payroll service	100.00	48.00		48.00			
6	Printing costs - Annual Report		110.00					
7	Newsletter printing	500.00			260.00			
8	Newsletter delivery	432.00			135.00			
	Clerk							
9	Ink cartridges	0.00	39.23					
10	Training	100.00			30.00			
11	Expenses	300.00	162.00		200.00			
12	Stationery/publications	100.00			100.00			
	Members							
13	Chairman's allowance	250.00	250.00					
14	Training	120.00						
15	Expenses	100.00			100.00			
	Insurance/Audit/Subscriptions							
16	External Audit (BDO)	250.00		240.00				
17	Audit fees (Internal)	150.00	134.40					
18	Insurance	450.00	440.30					
19	Cheshire Community Action membership fee	85.00	85.00					
20	Cheshire Association of Local Councils	720.00	776.00					
	Land at Talbot Way							
21	Grass-cutting lawned area	1,500.00	420.00		1,000.00			
22	Conservation area							
23	Grounds Maintenance General	1,500.00			1,500.00			
	Street Lighting							
24	Unmetered electricity	800.00	273.93		500.00			
25	Street light repairs	300.00			300.00			

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	Neighbourhood Plan							
26	Hire of Broad Lane Methodist Chapel	80.00		160.00		200.00	200.00	Room hire is £20 per meeting and the Group is meeting several times each month. (Note: The meetings held on 28 July and 10 August have been factored into the £160.00 to be paid at the September meeting. £40 of this can be met from Groundwork funding)
27	Printing of survey forms	2,000.00						The cost of printing survey forms for the consultation exercise in March 2015 was paid in 2014-2015.
28	Production of final high-quality finish Neighbourhood Plan	1,850.00				1,850.00	2,400.00	Balance of £550 remaining. This cannot be re-allocated without the written permission of Groundwork UK. The quotation of £1,850 is based on the Tattenhall draft; the final quotation will depend on the size of the document and the design work involved.
29	Production of 500 copies of draft-quality Neighbourhood Plan for consultation.	0.00			1,500.00			There was no budget for a draft Plan.
30	PO Box for receipt of comments during six-week consultation period.	0.00		168.00				
31	Housing Needs Assessment	0.00			7,750.00			No budget provision and the amount will be dependent on the award of the contract.
32	Ecological Survey	0.00			630.00			No budget provision.
33	Buying-in of specialist support @ £324 per day plus travel expenses @ 0.45P per mile	1,800.00				3,750.00	3,750.00	This will be funded from the grant when the current 'supply' of days provided by CCA has been exhausted. A Thomson has indicated that his time and travel will not exceed this.
34	Marketing	1,000.00					1,500.00	
34a	Johnsons - printing of special edition		232.00			260.00		
34b	Delivery of newsletter					270.00		
34c	Continued marketing to publicise various stages of the process.					970.00		
35	Banners advertising consultation		133.19					

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	Miscellaneous							
36	Purchase of 10 x Good Councillors Guide		10.00					
37	Room Hire (community hall)	450.00						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.
	Website							
38	Contract renewal June 2015 - June 2017	2,400.00	1,607.76					
	Automated External Defibrillators (AED)							
39	Purchase of two AEDs	1,500.00	1,660.80					There is no funding for a second AED.
	Speed Watch							
40	Downloading of data and moving units around the parish every 3 weeks @ £125 per 3-week	2,250.00			2,250.00			
41	Equipment repairs	700.00			700.00			
42	Grants General	2,200.00		300.00	1,900.00			
	Project							
43	Shelter to be located in vicinity of MUGA	5,000.00			5,000.00			No action has yet been taken to source a shelter.
	Community Hall							
44	West Mercia Energy	900.00	218.16	200.00	600.00			
45	Gas supply	1,000.00			1,000.00			No invoices yet received.
46	Water supply	0.00			1,000.00			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.
47	Hall, Smith Whittingham LLP - lease renewal	500.00	600.00					
48	Crystal Clean - cleaning of the hall	9,000.00	1,562.00	600.00	4,000.00			
49	Opening/closing for private parties (Crystal Clean)		120.00	30.00	500.00			
50	Servicing/call-out - central heating system		114.00					
51	Electrical call-out		25.00					
52	Temporary repair of vandalised guttering		25.00					
53	Purchase of three convector heaters		110.34					
54	New keys for hall		54.30					

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55	Community Hall' sign	0.00		1,000.00				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).
56	Fitting of community hall sign (guesstimate)				500.00			
57	Planning application for community hall sign	0.00	55.00					
58	Industrial-sized waste bin (external)	1,000.00			1,000.00			
59	Ring-fenced funds for future maintenance	5,000.00			5,000.00			Protected for the forward year.
60	Perimter fencing	8,000.00			8,000.00			
61	Brown 'information' sign	500.00			500.00			
62	Unexpected spend on community hall				500.00			
63	Unallocated reserves	3,000.00						
		68,547.00	13,621.56	4,533.00	52,010.00	7,300.00	7,850.00	

	£	£
1	Balance at bank on 31 July 2015 (see separate Receipts & Payments statement)	62,040.00
2	ADD Second half of precept (1 Sept 2015)	9,000.00
3	LESS Spend to 30 Sept 2015 (Parish Council funding)	-4,533.00
4	LESS Spend to 31 March 2016 (to be funded from Groundwork allocation)	-7,300.00
5	LESS Expected spend to 31 March 2016 (Parish Council funding)	-52,010.00
6	LESS Balance of Groundwork funding to be returned	-550.00
7	ADD Community Hall receipts 1 April - 31 March 2016 ('guesstimate')	2,000.00
8	LESS 'Ring-fenced' funding for community hall (for forward year)	-5,000.00
	Expected balance on 1 April 2016	<u>3,647.00</u>