

Shavington-cum-Gresty Parish Council
Budget Monitoring - Position at 30 September 2019 and Draft Budget 2020-2021

	PAYMENTS	Approved Budget 2019-2020 £	Spend 1 April 2019 30 Sept 2019 £	VAT £	Revised Estimates to 31 March 2020 £	Draft Budget 2020-2021 £	Notes
	PARISH COUNCIL BUDGET						
	ADMINISTRATION/STAFFING						
1	Clerk's salary (gross)	15,085.00				15,560.00	
2	Clerk's salary (net)		6,033.96		6,040.00		
3	Overtime costs	2,000.00	638.00		1,000.00	2,000.00	
4	HMRC - Tax on salary		2,097.79		1,757.00		Revised estimate is for under-payment of £1,156 and tax due to 31.3.20.
5	Employer's NI contribution	750.00			450.00	900.00	This is approximately £75 per month.
6	Community Manager role					4,000.00	This is based on 7 hours a week
7	Payroll service	130.00	158.00		150.00	300.00	The payroll service cost has increased owing to additional calculations as a consequence of the Clerk's overtime claims.
8	Clerk's expenses (eg postage and travel)	100.00	369.38		150.00	250.00	
9	Clerk's stationery items (ink cartridges etc)	500.00	200.00		600.00	1,000.00	The cost of replacement cartridges (all colours) is £307.00 net.
10	Purchase of laptop computer for use by the Clerk	2,000.00				2,000.00	Not purchased in 2019-2020.
11	Xero training (software package for finances)	500.00				500.00	
	ALLOTMENTS						
12	Allotment site maintenance/repairs/skips	250.00	198.35		200.00	1,000.00	The Council is recommended to increase the charges. See report.
13	Hedge cutting at allotments		75.00	15.00		100.00	
	AMENITIES GENERAL						
14	Purchase of benches	3,000.00	472.50	94.50			Members have previously taken the view that the existing benches should be refurbished before spending additional funds on new benches.
15	Purchase of two benches (Newcastle Road and Rope Lane)					1,000.00	
16	Additional litter bins		736.00	147.20			See also line 93.
17	General amenities budget (includes Clean Team supplies)	250.00	331.23	66.25	50.00	500.00	
	COMMUNICATIONS						
	Brave Little Tank Design Work	11,570.00					
18	Monthly retainer		4,500.00	900.00	5,400.00	11,000.00	
19	Part of retainer agreement (Strategy Meetings etc)		984.00	197.00	985.00	2,400.00	Need to check on frequency of meetings.

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20	Poster for kiosk		90.00	18.00			
21	Advertisement for cleaner (poster)		107.37	21.30			
22	Branding of Financial Regulations (Invoice 0701)		90.00	18.00			
	Solopress - Printing	6,000.00			4,800.00	5,000.00	See also Neighbourhood Plan lines.
24	Posters - miscellaneous		48.30	9.66			
	Website						
25	Internet Central - fee for hosting previous website	0.00	35.98		0.00		
26	Domain renewal	0.00	15.58		0.00	16.00	
27	Support/hosting general	1,000.00	480.00		480.00	2,000.00	The Parish Council will be reviewing these arrangements.
28	New website					4,000.00	From September 2020 all public sector websites must meet certain requirements in accordance with The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. See report.
	Newsletter - Quarterly						
29	Design						Is this funded from the retainer agreement?
30	Collation of newsletter		360.00		780.00	1,200.00	
31	Printing		817.75		2,000.00	3,300.00	
32	Delivery of quarterly newsletter	1,500.00	1,020.00		255.00	1,100.00	
	E-mails/Dedicated Phone Line						
33	Strategy 365 - E-mail addresses councillors/Clerk	1,080.00	534.24		550.00	1,100.00	
34	Gradwell Communications - new phone line/costs	300.00	188.43		220.00	400.00	
35	Photography Contract for stock, newsletter and website)	3,600.00	1,800.00		1,890.00	3,600.00	Review contract at Community Engagement meeting - December 2019.
36	Community Engagement	1,000.00			1,000.00	1,000.00	
	Communications - Miscellaneous						
37	Advertising in Village Voice	120.00			120.00	120.00	
	DEFIBRILLATORS						
39	Purchase of second defibrillator - kiosk opposite former Co-Op Store.	1,500.00			1,500.00		

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40	Fitting of defibrillator into kiosk opposite former Co-Op Store.				350.00		
41	Purchase of third defibrillator - kiosk adjacent to Hickory's Smoke House					1,500.00	BT contacted in September to request adoption.
42	Fit defibrillator in phone box adjacent to Hickory's Smoke House					350.00	
	EVENTS						
43	Printing of posters for annual events					1,000.00	
44	Best-Dressed House at Christmas - Design and printing costs				600.00		Need to establish if this is funded from the BLT retainer agreement.
45	Best-Dressed House at Christmas - prizes		80.00		80.00	80.00	
46	Halloween event (31 October 2019) Design/printing of forms etc.						Need to establish if this is funded from the BLT retainer agreement.
47	Halloween event (31 October 2019) First/second prizes				80.00	80.00	
48	Scarecrow competition - design/printing of forms etc		465.00	93.00			Need to establish if this is funded from the BLT retainer agreement.
49	Scarecrow competition - first/second prize				30.00	80.00	
50	Carols at Christmas - design				400.00		Need to establish if this is funded from the BLT retainer agreement.
	Remembrance Sunday						
51	Wreaths for war memorials/refreshments	50.00			50.00	50.00	
52	Fee for bugler	30.00			30.00	30.00	
53	Refreshments for congregation after event					400.00	
54	Expenses for new style service, which included a marquee, sound system and printing	0.00			725.00	800.00	
55	Traffic Management				870.00	870.00	
56	VE Commemoration (May 2020)					1,000.00	Funding depends on proposed activities to mark the event.
	GRANTS						
57	Small Grants Scheme	1,000.00			250.00	1,000.00	
58	Environmental award to Shavington Academy	30.00			30.00	30.00	
59	Youth Club provision in Shavington	6,000.00			6,000.00	6,000.00	S.19 of the Local Government (Miscellaneous Provisions) Act 1976
60	Shavington School Car Park (S.137 donation)	3,500.00			3,500.00	5,500.00	This would be on the basis of a 5-year licence.

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	GROUNDS MAINTENANCE						
61	Refurbishment of planters - 3-year programme					2,000.00	Costs included in report.
62	General grounds maintenance	12,500.00	5,528.58	1,105.92	7,000.00	12,500.00	
	INSURANCE/AUDIT/SUBSCRIPTIONS						
63	External audit (PKF Littlejohn LLP)	480.00			480.00	500.00	
64	Internal audit (JDH Business Services)	420.00	391.00	78.20		400.00	
65	Insurance (Came & Company)	3,500.00	2,809.06		2,766.00	3,000.00	Includes a sum of £42.91 refunded to the PC.
66	Cheshire Association of Local Councils fee	1,400.00	1,380.60		0.00	1,400.00	
	MEMBERS						
67	Travel expenses and reimbursement for consumables	100.00			50.00		
68	Member Training	900.00			300.00	1,000.00	
	MISCELLANEOUS						
69	Fitting AED to Village Hall wall		325.00	65.00			
70	Training - St John Ambulance (Defibrillator)		100.00	20.00	120.00		
71	Fitting of bench at Goodall's Corner		21.00				
72	Repairs to Speed Indicating Device/upgrade		900.00	180.00	1,000.00	3,000.00	Need to review whether to replace or repair.
73	Cost of cancellation of cheque		5.00				
74	Unidentified debit		20.16				
	NEIGHBOURHOOD PLANNING						
75	Consultant's support from CCA	2,000.00	157.20		1,907.00	2,000.00	Invoice for approval at Decembe 2019 meeting. Is funding required for 2020-21 as the process is almost completed?
76	Brave Little Tank - consultation documents		541.50	108.30			
77	CCA Membership	50.00	50.00			50.00	
78	Printing of Draft Plan and other documents for Reg. 14 Consultation	0.00	993.55	35.39			
79	Printintg for Reg. 15 Consultation and advertising of referendum				1,000.00		
80	W Atteridge - expenses	0.00	19.35				
81	Printing of 250 Flyers	0.00	40.38				
82	Two vinyl banners	0.00	99.20	19.84			

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83	Printing of 300 Flyers	0.00	53.60				
84	POLICE COMMUNITY SUPPORT OFFICERS	33,280.00	8,320.00		24,960.00	34,000.00	
	PROJECTS						
85	Purchase of parcel of land in the parish, for recreational purposes for all ages.	20,000.00				5,000.00	No progress has been made on this scheme. The cost is for the work which the land agent will carry out.
86	Refurbishment of upstairs Meeting Room and downstairs Lounge in Village Hall. Decision to be taken later in the financial year.				576.00	2,500.00	Suggestions for major refurbishment discussed at meeting, including, eg 50" screen, additional plug sockets.
87	Parish boundary signs at 'guesstimated' figure of £1,000 each	3,000.00			3,000.00	3,000.00	
88	Possible purchase of St Mark's Church and site.						
89	Unallocated reserves	10,000.00			2,000.00	40,000.00	See report for reference to Reserves Policy.
	VINE TREE PLAY AREA						
90	Play equipment inspections/maintenance/replacement	5,000.00	257.87	51.57	4,500.00		(£,3700 from the revised estimates is for immediate safety repairs)
91	Play equipment inspections/maintenance/replacement					600.00	This sum is to cover quarterly inspections estimated to be £150 per quarter.
92	Annual inspection					200.00	Annual inspection. Figure to be confirmed.
93	Covered Litter-bins to replace two in Vine Tree PA				900.00	900.00	

	VILLAGE HALL BUDGET						
94	Dame Hygiene - provision of hygiene equipment and supplies in toilets		694.68	138.94		800.00	Clerk to make enquiries about costs for 2020-2021
95	Maintenance/up-grading of kitchen/bar area	10,000.00			5,000.00		The Village Hall Management Committee recommends reducing the figure of £10,000 to £5,000 to carry out a reduced level of refurbishment.
96	Supplies	300.00	469.47		100.00	400.00	Exceeded budget
97	Signs for toilet doors		22.70				
98	Cleaning of hall	3,500.00	1,260.00	252.00	1,500.00	4,500.00	An increase in funding will allow for more frequent cleaning if required, but also to provide a level of service currently undertaken by volunteer councillors.

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99	Window cleaning	600.00	205.00		400.00	500.00	
100	British Gas (Careplan agreement and gas supply)	2,000.00	786.74			800.00	
101	Gas supply				1,000.00	800.00	
102	Scottish Power	1,500.00	191.70	9.59	500.00	1,000.00	
103	Water Plus (water services)	1,500.00	1,847.19		1,500.00	1,500.00	The Clerk has written to Water Plus to enquire into the high costs. In 2018-2019 the total cost was £60 but this was not a typical year. In 2017-2018 it was around £300.00.
104	ASH Waste collection	1,100.00	187.72	47.12	700.00	1,000.00	
105	Fire equipment maintenance	200.00			200.00	200.00	
106	PPS - Licence to play music in the hall.	220.00	235.57		278.00	220.00	
107	Wi-Fi service (KCOM)	700.00	542.40		550.00	850.00	
108	Refund to client	0.00	60.00				
109	Call-minding service to take bookings (KBVO)	0.00	192.00		480.00	600.00	
110	Keys for Village Hall	0.00	37.10		90.00	50.00	
111	On-line booking service	0.00	163.26		180.00	400.00	
112	Dynorod - drains work	0.00	156.00				
113	M Ascroft - electrical work		350.00	70.00	275.00		
114	New letter-box		58.01				
115	Transfer from main account to Village Hall Account		3,000.00				
116	Fitting of plaque to inside wall		8.65				
117	Decoration of upstairs meeting room		480.00	96.00			
118	Light in Upstairs Meeting Room				330.00		
119	General maintenance fund for repairs etc.					5,000.00	
	TOTALS		55,888.10	3,857.78	107,014.00	214,786.00	