

Shavington-cum-Gresty Parish Council

(1) Budget Monitoring 2008-2019 to 30 September 2018; (2) Revised Estimates to 31 March 2019; (3) Draft Budget 2019-2020

	PAYMENTS	Budget 2018-2019 £	Spend to 30 Sept 2018 £	Spend 1 Oct 2018 - 31 March 2019 £	Draft Budget 2019-2020 £	Notes
	PARISH COUNCIL BUDGET					
	Salary					
1	Clerk's salary (gross)	13,890.00			15,085.00	See report for calculations and NALC notification of salary scales effective 1 April 2019.
2	Clerk's salary (net)		5,521.05	5,520.00		
3	Overtime costs				2,000.00	
4	HMRC - Tax on salary		1,754.36	1,392.00		This includes employer's NI contribution.
5	Employer's NI contribution	750.00		380.00	750.00	
6	Payroll services and sundries	300.00	125.00	125.00	130.00	
	Administration					
7	Clerk's expenses	100.00	320.59	400.00	100.00	
8	Clerk's stationery items (ink cartridges etc)	600.00		400.00	500.00	
9	Purchase of laptop computer for use by the Clerk				2,000.00	
10	Xero training (software package for finances)				500.00	
	Amenities					
11	Allotment site maintenance/repairs/skips	250.00	72.00	250.00	250.00	
12	Purchase of benches and litter-bins				5,000.00	
13	Vine Tree Play Area Play equipment inspections/maintenance/ replacement	5,000.00		300.00	5,000.00	Possible replacement of some of the equipment.
14	Best-Dressed House at Christmas	100.00		100.00	500.00	
15	General amenities budget (includes Clean Team supplies)	1,000.00	224.12	100.00	250.00	
	Communications					
16	Newsletter	6,600.00				
	Design		1,760.40	3,000.00	11,570.00	This is based on a creative retainer service of 10 hours per month. Three quotations will be sought prior to contract being awarded.
	Printing		3,060.40	3,000.00	6,000.00	
	Delivery		470.00	1,000.00	1,500.00	Guesstimate' only. The Parish Council may use an alternative to the current delivery team.
17	Business cards		232.20	360.00		
	Community banners		221.40			
18	Photography (for newsletter and website)		1,845.00	1,850.00		

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19	Independent contractor to collate and proof-read newsletter.				2,500.00	
20	Gradwell Communications - new phone line		677.24	180.00	300.00	A new phone is required for Villag Hall bookings.
21	On-line (eg. Website, Facebook)	1,800.00	57.48	100.00	500.00	
22	Internet Central - fee for hosting previous website		215.86	215.00		The website has now been de-commissioned.
23	Council administration	1,000.00				
	Wi-Fi in Village Hall					Transferred to Line 69 - Village Hall Account
	E-mail addresses for councillors and Clerk		178.08	180.00	1,080.00	
24	Community engagement	2,000.00			1,000.00	
25	Children's and adults T-shirts for Festival		230.59			
26	Support/hosting general	2,000.00	480.00	480.00	1,000.00	Support in 2019-2020 might be reviewed by the Communications Committee
27	Advertising in Village Voice			119.00	120.00	
	Grants general (small grants up to £250)	1,000.00		300.00	1,000.00	
28	Environmental award to Shavington Academy	30.00		30.00	30.00	
29	Youth Club provision in Shavington	6,000.00		6,000.00	6,000.00	
30	Grounds Maintenance	10,500.00	5,383.00	6,000.00	12,500.00	
	Insurance/Audit/Subscriptions					
31	External audit (PKF Littlejohn LLP)	520.00		480.00	480.00	
32	Internal audit (JDH Business Services)	440.00		415.00	420.00	
33	Insurance (Came & Company)	3,100.00		2,644.00	3,500.00	
34	Cheshire Association of Local Councils fee	1,600.00	1,380.60	0.00	1,400.00	
	Members					
35	Travel expenses and reimbursement for consumables	100.00		100.00	100.00	
36	Member Training	130.00	75.00	35.00	900.00	There may be changes in membership in May 2019 and if
	Miscellaneous					
37	Purchase of two static policemen		343.20		0.00	

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38	30 mph wheelie-bin stickers		199.99		0.00	
39	Wreath (for councillor attending London ceremony)		18.50		0.00	
40	Skip for removal of waste from VH car park			193.00		
41	S.137 contribution to Main Road Action Group			280.00		
	Neighbourhood Planning	10,000.00				
42	CCA Membership		50.00		50.00	
43	Consultant's support from CCA			2,710.00	2,000.00	
44	Police Community Support Officers	33,280.00	6,586.57	6,586.67	33,280.00	The Clerk has not yet been able to verify if there is any increase in the fee for 2019-2020 but expects to be able to report to the meeting.
	WWI Centenary Event					
45	Wreaths for war memorials/refreshments	100.00		50.00	50.00	
46	WWI Centenary Event - posters	2,500.00	356.40	1,548.00	0.00	
47	'Tommy' sculpture for WWI Centenary		776.30		0.00	
48	Flowers			499.00		
49	Fee for bugler	30.00		30.00	30.00	
50	Shavington School Car Park (S.137 donation)	3,500.00		3,200.00	3,500.00	
	Village Hall					
51	Projects comprised:	20,000.00			0.00	
	Toilets Upgrading		32,807.74		0.00	
	Replacement ceiling		1,767.47		0.00	
	Decoration of main hall		6,480.00	1,332.00	0.00	
	Painting ceiling		1,674.00		0.00	
	Electrical work		316.80	66.00	0.00	
	Joinery work			620.00	0.00	
	Plumbing work			160.00	0.00	
52	Damp-proof repairs and associated work			1,260.00	0.00	This was discovered after the works were completed.

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	PAYMENTS	Budget 2018-2019 £	Spend to 30 Sept 2018 £	Spend 1 Oct 2018 - 31 March 2019 £	Draft Budget 2019-2020 £	Notes
53	Maintenance/up-grading of kitchen/bar area	20,000.00		700.00	20,000.00	See budget report for narrative.
54	Water services - Village Hall			3,492.78		This invoice was paid out of PC account owing to insufficient funds in the VH account.
55	Defibrillator	2,000.00		1,500.00	1,500.00	A second defibrillator could be installed in the kiosk at the junction of Main Road/Barons Road. This is now the responsibility of the Parish Council.
	Projects for 2019-2020					
56	Purchase of parcel of land in the parish, for recreational purposes for all ages.				20,000.00	See report for narrative. This cost is based on an additional £20.00 per Band D property. Any land identified would be acquired through a loan to be paid back over 40 years.
57	Unallocated reserves	20,000.00		2,000.00	10,000.00	
58	Refurbishment of upstairs Meeting Room and downstairs Lounge in Village Hall				15,000.00	
#	Six parish boundary signs at 'guesstimated' figure of £1,000 each				6,000.00	
	Balancing adjustment		-5.00			
	PARISH COUNCIL	170,220.00	75,656.34	61,682.45	195,375.00	

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	VILLAGE HALL BUDGET					
59	Members telephone account	480.00	0.00	0.00	0.00	
60	Supplies	300.00	0.00	50.00	300.00	
61	Cleaning of hall	3,500.00	223.00	1,200.00	3,500.00	The cost for 2019-2020 is approximately 4.5 hours per week. The current cleaning contractor is of the view that this is insufficient but until the usage of the hall can be more clearly established, it is difficult to assess at this stage.
62	Window cleaning	600.00	0.00	120.00	600.00	
63	British Gas	3,000.00	992.37	1,000.00	2,000.00	
64	Scottish Power	1,500.00	879.84	500.00	1,500.00	
65	Water Plus (water services)	1,000.00	58.49	500.00	1,500.00	
66	ASH Waste collection	1,100.00	164.90	300.00	1,100.00	
67	Fire equipment maintenance	200.00	0.00	200.00	200.00	
68	PPS - Licence to play music in the hall.	220.00	0.00	220.00	220.00	
69	Wi-Fi service		339.00	340.00	700.00	
70	Miscellaneous	0.00	145.00	0.00	0.00	
	VILLAGE HALL	11,900.00	2,802.60	4,430.00	11,620.00	
	PARISH COUNCIL ACCOUNT	170,220.00	75,995.34	61,682.00	195,375.00	
	VILLAGE HALL ACCOUNT	11,900.00	2,463.60	4,430.00	11,620.00	
	COMBINED PARISH COUNCIL AND VILLAGE HALL	182,120.00	78,458.94	66,112.00	206,995.00	

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Members are asked to note that of the expenditure to 30 September 2018, VAT amounting to £8,000 (rounded) will be re-claimed; however, there is possibly an issue with the VAT on the Village Hall projects. Members will recall that for projects in excess of £7,000, VAT cannot be recovered. The total VAT across all the Village Hall projects is £5,494.47, but the projects will be divided up and this will mean that some will be eligible for a VAT re-claim. The Clerk will submit a claim for the full amount and await the outcome from HMRC.

A PARISH COUNCIL ACCOUNT LIKELY BALANCE ON 1 APRIL 2019

Parish Council Account: Balance at bank 30 September 2018	124,769.00	(as indicated on Receipts & Payments Statement submitted to meeting held on 5 December 2018)
LESS: Spend between 1 Oct 2018-31 March 2019	<u>-61,682.00</u>	(as indicated on Receipts & Payments Statement submitted to meeting held on 5 December 2018.)
Expected balance on 1 April 2019	<u>63,087.00</u>	

B VILLAGE HALL ACCOUNT LIKELY BALANCE ON 1 APRIL 2019

Village Hall Account: Balance at bank 30 September 2018	2,887.00	
LESS: Spend between 1 October 2018-31 March 2019	<u>-4,430.00</u>	
Expected balance on 1 April 2019	<u>-1,543.00</u>	Funds will need to be transferred from the PC main account

C COMBINED ACCOUNTS

Balance at bank on 30 September 2018	127,656.00	
LESS: Spend between 1 October 2018-31 March 2019	-66,112.00	(i.e. 61,682 PC Account + 4,430 VH Account)
ADD: VAT Reclaim	3,300.00	
ADD: Allotment Plot income	360.00	
Estimated balance on 1 April 2019 (rounded down to 65,200)	<u>65,204.00</u>	

Note: Village Hall income from 1 October 2018 has been disregarded as there are currently no regular clients and it is difficult to assess income.

D CALCULATION OF PRECEPT

Budget for the forward year	206,995.00	(i.e. 195,375 PC Account + 11,620 VH Account)
LESS: Expected balance on 1 April 2019	<u>-65,204.00</u>	(i.e. 61,682 PC Account + 4,430 VH Account)
Precept required (rounded up to 141,800)	<u>141,791.00</u>	