

## Comberton Parish Council budget report to 10<sup>th</sup> January 2018 meeting

The Finance and Budget Working Group met on 4<sup>th</sup> January 2018 to -

- A) Review the receipts and payments to date against actual
- B) Prepare a recommendation on the budget for the forthcoming financial year i.e. FY2019 – draft baseline budget attached.

The F&BWG recommends that the Parish Council –

- 1) Earmarks any under-spend in the Trees, Pavilion, Lands Maintenance, Village & Assets Maintenance and TWG – all other under-spend are to be released to general reserves.
- 2) Affiliates LCPAS ASAP for support and advice on the GDPR and other legislation and access to template documents which will be useful to the Council and which are currently not provided by CAPALC. The Council has funds in its Affiliation Fees budget to cover the cost.
- 3) Considers the fees charged to the clubs for use of the pitches, pavilion and facilities on the recreation ground.
- 4) Considers if one or more of the Clubs should forfeit their deposit as the Recreation Ground Co-ordinator has been cleaning the pavilion.
- 5) Considers the dates on the S106 earmarked funds in particular the Leach Homes/Thornbury fund
- 6) Note that the baseline budget prepared by the F&BWG and RFO amounts to £45,909 which includes £1500 towards the lease negotiations and advice on the old village hall. Precept for FY 2018 = £59,400
- 7) Considers which of the following projects, if any should be included in the budget for FY19 –
  - a) If the budget should have a contingency or if general reserves which are anticipated to be slightly higher at FYE than at the start of the year?
  - b) TWG speed reduction scheme £13,700 – if the Council decides to include only this as a new project and no contingency fund the precept could be kept the same and the small shortfall met by this year's contingency.
  - c) Youth provision - £3,500 if the Council decides to do only this and no contingency then the precept will be significantly lower than this year. If the Council decides to do a) and b) then the precept will need to be £63,109 which is an approx 6.2% increase.
  - d) If a £3000 contingency is also included the precept would be £66,109 which is a 11.3% increase.
  - e) RWG for the pavilion project amount unknown REWG to advise. Should the Council be building up a fund over the next few years towards the pavilion project or will the pavilion project need to be downsized in light of the reduced amount of £67,500 from the Bennell Farm S106. Should consideration be given to funding the shortfall thorough grants or via a loan?
  - f) RWG Container project – RWG to advise
  - g) Additional grit bins £380 (4 at £95 each) – *could be funded out of this year's contingency budget*
  - h) Are there any other projects or inclusions?

| COMBERTON PARISH COUNCIL BUDGET   | 1<br>APPROVED   | 2<br>Actual     | 3<br>% | draft           |
|---|-----------------|-----------------|--------|-----------------|
|   | Budget<br>2018  | R&P<br>Dec-17   |        | Budget<br>2019  |
| <b>EXPENDITURE</b>  |                 |                 |        |                 |
| <b>Agency Expenses</b>  |                 |                 |        |                 |
| Grass cutting verges  | 1329.00         | 1386.46         | 104%   | 1329.00         |
| P3 The Causeway   | 2000.00         | 0.00            | 0%     | 200.00          |
| <b>Sub total Agency Services</b>  | <b>3329.00</b>  | <b>1386.46</b>  |        | <b>1529.00</b>  |
| <b>General Administration</b>   |                 |                 |        |                 |
| Advertising   | 500.00          | 12.00           | 2%     | 0.00            |
| Affiliation fees  | 900.00          | 524.13          | 58%    | 650.00          |
| Audit   | 500.00          | 563.97          | 113%   | 565.00          |
| Councillors' expenses (including training)  |                 | 77.00           |        | 250.00          |
| Misc. (bank charges, other)   |                 |                 |        |                 |
| Post, Telephone, Photocopying, Stationery, Office Fee, electronic payroll Clerk training & Travel | 2000.00         | 2150.46         | 108%   | 2200.00         |
| Election costs  | 0.00            |                 |        | 2000.00         |
| Insurance   | 1500.00         | 1298.57         | 87%    | 1350.00         |
| Admin Support   | 10920.00        | 9112.00         | 83%    | 10920.00        |
| Salaries & NIC  | 3900.00         | 3896.87         | 100%   | 9000.00         |
| Salaries/admin contingency  |                 |                 |        |                 |
| <b>Sub-total General Administration</b>   | <b>20220.00</b> | <b>17635.00</b> | 87%    | <b>26935.00</b> |
| <b>S137 Grants</b>  |                 |                 |        | <b>300</b>      |
| <b>Sub-total S.137</b>  | <b>1000.00</b>  | <b>135.00</b>   | 14%    | <b>300.00</b>   |
| <b>Village &amp; assets maintenance</b>   |                 |                 |        |                 |
| Pavilion  | 3000.00         | 2684.59         | 89%    | 3000.00         |
| Land maintenance: Recreation Ground, land extension, Janes Estate, Pond, Village Hall Site(inc    | 13054.10        | 10474.22        | 80%    | 9409.00         |
| Village & assets maintenance materials & labour   | 3500.00         | 2898.47         | 83%    | 2300.00         |
| Trees   | 5200.00         | 0.00            | 0%     | 3000.00         |
| Village Hall  |                 | 0.00            |        | 1500.00         |
| <b>Village &amp; Assets Running Costs sub-total</b>   | <b>24754.10</b> | <b>16057.28</b> |        | <b>19209.00</b> |
| <b>Capital Schemes/Special projects</b>   |                 |                 |        |                 |
| Village Events inc Community Christmas lights events  | 200.00          | 292.35          | 146%   | 200.00          |
| Neighbourhood Plan/Parish Plan proposals  |                 |                 |        |                 |
| Recreation Ground (RWG)   | 5000.00         |                 |        |                 |
| TWG - interactive signs & road markings   | 2861.00         |                 | 0%     |                 |
| TWG Permissive path   |                 |                 |        |                 |
| Youth projects  |                 | 2596.75         |        |                 |
| Footway lighting  | 300.00          |                 | 0%     | 300.00          |
| Projects assuming 50% of reserve allowance  |                 |                 |        |                 |
| <b>Sub-total Capital Schemes/Special projects</b>   | <b>8361.00</b>  | <b>2889.10</b>  | 35%    | <b>500.00</b>   |
| <b>Contingency fund 5%</b>  | <b>3000.00</b>  | <b>0.00</b>     | 0%     |                 |
| <b>Reserves increase</b>  |                 |                 |        |                 |
| <b>BUDGETED EXPENDITURE</b>   | <b>60664.10</b> | <b>38102.84</b> | 63%    | <b>48473.00</b> |

|   |                                      |                   |                   |                        |
|---|--------------------------------------|-------------------|-------------------|------------------------|
| <b>INCOME</b>   |                                      |                   |                   |                        |
| Precept   | 59400.00                             | 59400.00          | 100%              |                        |
| Interest  | 600.00                               | 0.00              | 0%                | 600.00                 |
| Other Income  |                                      |                   |                   |                        |
| Agency Services (parish paths) CCC verges   | 964.00                               | 964.66            | 100%              | 964.00                 |
| Special projects & grants   |                                      |                   |                   |                        |
| Lands, Recreation Ground and Pavilion income  |                                      | 902.28            |                   | 1000.00                |
| Misc income   |                                      | 10.00             |                   |                        |
| <b>BUDGETED INCOME</b>  | <b>60964.00</b>                      | <b>61276.94</b>   | <b>101%</b>       | <b>2564.00</b>         |
|   |                                      |                   |                   |                        |
| <b>Money in reserves (B/F from last year R&amp;P)</b>                                   | <b>balance b/f</b>                   | <b>payments</b>   | <b>receipts</b>   | <b>balance in fund</b> |
| P3 grant  | 0.00                                 |                   |                   | 0.00                   |
| Village Hall insurance  | 0.00                                 | 781.33            | 781.33            | 0.00                   |
| Leach Homes / Thornbury (S106 funds received 9/6/08)                                    | 40689.08                             | 353.52            |                   | 40335.56               |
| Normandy Close S106 (establishment and maintenance of on-on site pos received 25/01/13) | 8911.25                              | 243.00            |                   | 8668.25                |
| Normandy Close S106 ((off site and future maintenance of POS received 25/01/13)         | 1500.00                              |                   |                   | 1500.00                |
| 3 Long Road S106 (indoor community received 4/6/13)                                     | 712.92                               |                   |                   | 712.92                 |
| Northfield Farm S106 (indoor community facilities received 3/12/13)                     | 703.84                               |                   |                   | 703.84                 |
| Play Equipment Phase 3  | 900.00                               | 900.00            |                   | 0.00                   |
| Comberton - Coton Cycle Path  | -675.00                              |                   |                   | -675.00                |
| 36 West Street S106 (indoor community facilities recieved 22/0914)                      | 745.24                               |                   |                   | 745.24                 |
| Land adj 10 Swaynes Lane S106 (off site and future maintenance of POS received 26/5/15) | 3229.55                              |                   |                   | 3229.55                |
| Land adj 10 Swaynes Lane S106 (indoor community facilities received 26/5/15)            | 533.73                               |                   |                   | 533.73                 |
| 5 Long Road S106 (off site and future maintenance of POS received 11/12/15)             | 2157.94                              |                   |                   | 2157.94                |
| 5 Long Road S106 (indoor community facilities received 11/12/15)                        | 780.40                               |                   |                   | 780.40                 |
| TWG   | 4982.20                              |                   |                   | 3482.20                |
| Toft-Comberton Speed Reduction  |                                      |                   |                   | 1500.00                |
| Youth Bus   | 1747.50                              | 1747.50           |                   | 0.00                   |
| Trees & Tree Survey   | 4580.20                              | 2040.00           |                   | 2540.20                |
| Zebra Crossing  | 15000.00                             |                   |                   | 15000.00               |
| Provision for representation or technical reports                                       | 2000.00                              |                   |                   | 2000.00                |
| General fund  | 104284.03                            |                   |                   | 126741.37              |
| <b>Total</b>  | <b>£192,782.88</b>                   | <b>£6,065.35</b>  | <b>£781.33</b>    | <b>£209,956.20</b>     |
|   | <b>TOTAL payments (inc reserves)</b> | <b>£44,168.19</b> |                   |                        |
|   | <b>TOTAL receipts (inc reserves)</b> |                   | <b>£62,058.27</b> |                        |