

Budget plan 21-22 Jan P&F.xlsx

12/01/2021

	A	B	E	F	K	L	M	N	O	P	Q
1	KEY	Income	NOTES FOR 21/22		CURRENT YEAR	2020/21			NEW YEAR	2021/22	
2		Expenditure									
3					Proposed Budget	EMR	New Budget 20/21		Proposed Budget	EMR	New Budget 21/22
4											
5	101	Administration									
6	1176	Precept			822376	0				0	
7	1177	Council Tax Support Grant	Same at last year		16598	0			16598	0	
8	1184	CIL & S106 Payments	21/22 to be spent on "maintenance of land at South Close LBZ" only for up to 10yrs		0	0			8295	0	
9	1190	Interest Received			500	0			500	0	
10	1195	FIT Payments	Solar panel payments		100	0			100	0	
11	1199	Miscellaneous Income			0	0			0	0	
12					839574	0	839574		25493	0	25493
13											
14	4000	Salaries	Inc CDO & App with no cost of living		96854	0			128053	0	
15	4004	PAYE & NI Payments	No increase allowed for Tax/NI		39234	0			54603	0	
16	4005	Pension Contributions	Inc CDO & App with no cost of living		36270	0			49001	0	
17	4007	Councillors' Allowances	No increase		16815	0			16815	0	
18	4008	Professional Services	Professional/HR cost for specific projects will be added to that project cost. Added Payroll Services £1750 plus contingency		2500	0			5000	0	
19	4011	Photocopier Lease & Contract	+2%		3827	0			3904	0	
20	4012	Insurance	New provider so can reduce now. £4k general; £2.5k Vehicles; £700 bus (+ contingency)		13000	0			8000	0	
21	4013	Insurance claims	To cover excess to pay		500	0			500	0	
22	4016	Travelling Expenses	Same as 20/21		850	0			850	0	
23	4018	Stationery/Printing	Reduced slightly		1500	0			1250	0	
24	4019	Postage Stamps	Reduced slightly		1428	0			1250	0	
25	4020	Staff Training	GMD Masters agreement for 2 x EMRs total £6k. CDO £600, DC £1000, SK £300, KH/First Aid £130. Conferences various £1,500		2750	3000			3530	6000	
26	4021	Councillor Training	Same as 20/21		1200	0			1200	0	
27	4023	Audit Internal/External	Same as 20/21		3300	0			3300	0	
28	4024	IT Support	Orchard: support £3000 pa (£240 pm + cont) & £105pa SSL certificate & £1140pa 365 BE (25 x £45.60) (ex vat). Allotments £170pa. Omega £780 - support; allotments; Making Tax Digital. Domain renew £80. Anti virus £110. Note website below. Total £5385 plus extra for contingency		6250	0			5635	0	
29	4025	IT Equipment	2 laptops - Admin and CDO plus 1		2000	0			3000	0	
30	4026	Medical	Same as 20/21 - 1 OH referral to include flu jabs		350	0			350	0	
31	4028	Recruitment	Same/contingency no planned NEW staff		1500	0			1500	0	
32	4090	Elections/Co-options	Potentially 2 elections (£21.5k per ward) + £5k polling cards x 2) 3rd yr of a £5k EMR to build up some funds (won't be enough) for next parish election in 2023		53000	15000			53000	15000	
33	4109	mobile phones	3 contracts (GMD/LC/JE) @ £10 pm plus spare		204	0			360	0	
34	4215	Subscriptions	RoSPA £400, ICO £40, WALC £2k, SAC £200. SLCC (Fellow) £453, £50 B'Card fee (rounding/cont)		4000	0			3200	0	
35	4220	Legal Fees	Same as 20/21		2000	0			2000	0	
36	4600	New Office Equipment	Same as 20/21		1000	0			1000	0	
37	4999	Sundry expenses	Increase - 2019 was £212. 2020 Covid		120	0			250	0	
38					290452	18000	308452		347551	21000	368551
39											
40											
41	102	Office Expenditure									
42	1000	Hire Of Premises	Assuming a continuing impact on Covid		15000	0			10000	0	
43					15000	0	15000		10000	0	10000
44											
45	4009	Maintenance contractors	New code for 101 to share the funds from 307. For electricians and plumbers. SK remove link to 307 for this code						2500		
46	4040	Pandemic	Contingency for office equipment reqd						2500		

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47	4017	Cleaning Materials	Same as 20/21		400	0			400	0	
48	4100	Office Site Lease	Same as 20/21		2760	0			2760	0	
49	4101	Utilities	Requested de-energisation of skatepark (Dec 20)		1714	0			1600	0	
50	4102	Health & safety	Andy Rhoades (Consultant) £63.34 pm (see email from G dated 27.8.20) plus same budget as 20/21		1000				1760		
51	4104	Repairs/Replacements	EMR New boiler £1.5K & £1K contingency. Plus £1k operating		4000	0			1000	2500	
52	4105	Alarm Fire/Intruder	Same as 20/21 Cannon		800	0			800	0	
53	4106	Sanitary Waste	+2%		133	0			136	0	
54	4110	Landline/Broadband	Upgrade to system in 20/21. Quote - £3228 p.a. (rounded)		1200	0			3500	0	
55	4111	Office Maintenance	As 20/21 incs window cleaning £18.50 x12		1500	0			500	0	
56	NEW CODE	Contracts/agreements	Blue Mountain £181; One Fruit (rental for hand dryers) £414.96; PAT testing £200 ; Boiler service £100;						900		
57	4112	Room Hire Refreshments	Same as 20/21		500	0			500	0	
58	4304	Office Bins	Same as 20/21. May change to internal service in future		350	0			350	0	
59											
60					14357	0	0		19206	2500	21706
61											
62	202	Grants									
63	4209	Grants	Same as 20/21 for post Covid recovery		9000	0			9000	0	
64					9000	0	9000		9000	0	9000
65											
66	302	Play Areas									
67	NEW CODE	Grants	Outdoor gym - New income code						10000		
68					0	0	0		10000	0	10000
69											
70											
71	4010	Play Area Contractor/Security	Increase £10,000 for add skate park and ASBO contingency		9000	0			10000	0	
72	4027	CCTV	SIM cost x 12 cameras pa = £120 x 12. Budget aspiration for x 10 new cameras/post capital projects		4000	0			1440	0	
73	4305	Play Equipment Repairs	Same as 20/21 - to include swing grass mats plus contingency (Post Mgr to identify)		2500	0			4500	0	
74	4306	Play Area Inspection	+2%		2341	0			2388	0	
75	4316	Play Area Refurbishment	Gaynor £40k, Lunar £40k = £80k. £1k Dog Agility, Outdoor Gym (grant £0k), Outdoor trail in house with grass mats £3k (£84k)		25000				84000		
76	4342	Skatepark Repairs	Put £500 in EMR (Y1 21/22 - tbc for future budgets)		0	500			0	500	
77	4513	Materials & equipment	Reduce to zero as new equipt included in refurb. Increase Repairs		5000	0			0	0	
78	4518	Play Surface Repairs	Voyager £45 and contingency		55000	0			48500	0	
79					102841	500	103341		150828	500	151328
80											
81											
82	305	Leisure Gardens									
83	1004	Leisure Garden Tenants	+ CPI 2% (Covid)		3132	0			3195	0	
84					3132	0	3132		3195	0	3195
85											
86	4310	Leisure Gardens Maintenance	Keep same		1500	0			1500	0	
87	4315	Leisure Garden Water Rates	Keep same		320	0			320	0	
88					1820	0	1820		1820	0	0
89			22/23 - give consideration for accruing allotment set up in Tadpole								
90											
91	307	POST									
92											
93	1183	Grounds Maintenance work			806				806		
94					806	0	806		806	0	806
95											

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96	4000	Salaries	no cost of living but incremental increase		153184	0			147898	0	
97	4004	PAYE & NI Payments	no allowance for increase in tax and ni		38290	0			38290	0	
98	4005	Pension Contributions	no allowance for increase in tax and ni		47479	0			47479	0	
99	4109	mobile phones	11 phones @ £10 pm plus £13 for additional data for DH x 12 months = £1476 rounded		1200	0			1500	0	
100	4006	General Maintenance	Same as 20/21 (but inc £1300 for portalo cleaning)		1300	0			2600	0	
101	4009	Maintenance Contractors	Reduce to £2,500 and put same in 102 for building contractors like plumbing and electrician		8000	0			2500	0	
102	4020	Staff Training	Plenty of contingency as same headcount (£300 x 10) Budget for NEBOSSH £1800 in 22/23		3000	0			3000	0	
103	4040	Pandemic	Contingency funds (ie Covid)						2500	0	
104	NEW	Staff licences (from 2022/23)	CCTV SIA renewals for 22/23		0	0			0	0	
105	4200	Bus Shelters & Repairs	Same as 20/21 & CIL income at £191		500	0			500	0	
106	4026	Medical	Same as 20/21 (OH referrals £190 each), Flu Jabs x 10, Innoculation for new starter, medical		1000	0			1000	0	
107	4301	Arboricultural work	Keep same to allow for contingency if Borough pass tree maintenance to us		10000	0			10000	0	
108	4309	Horticultural work	Keep same - Re-planting 11 planters 5 hanging baskets, 2 troughs @ £30 = £540 x 2 = £1180 . Wildflower creation £1,000. £320 enhancements		2500	0			2500	0	
109	4308	Notice Boards, Seats & Bins	Reduce to £500 (1 noticeboard, sleeper bed)		1000	0			500	0	
110	4314	Equipment	Same as 20/21 -£50!		2050	0			2000	0	
111	4350	Vandalism	Reduce to £1,000 as insurance cover		3000	0			1000	0	
112	4506	Fuel	Reduce to £5,000 in line with current exp		7000	0			5000	0	
113	4507	Vehicle Insurance	Same as 20/21. Increased to allow for claims made in 2020		4400	0			4550	0	
114	4508	Road Fund Licence	Same as 20/21		1150	0			1150	0	
115	4509	(Vehicle) Servicing & Maintenance	Keep same - current spend on track		4740	0			6000	0	
116	4510	Workwear & PPE	Keep same to allow for rebranding of items (£1,200 spent with MW this year)		3000	0			3000	0	
117	4511	Vehicle tracking	Same as 20/21		650	0			650	0	
118	4514	Grass Cutting M/C Lease	Same as 20/21		10000	0			10000	0	
119	4515	Grass Cutting M/C Maint	Reduce to £5k as Borough workshop potential		7000	0			5000	0	
120	4517	Litter & Cleansing	Same as 20/21 - increase for litter picking materials		4500	0			5000	0	
121	4522	Grounds Maintenance Contract	Based 20/21		54800	0			50000	0	
122	4523	Fuel - Grass cutting	Reduce to £2k (pro - rata not applied)		3000	0			2000	0	
123	4604	Festive enhancements	Reduce to £500 - for replacements and trees at gateways to be sponsored - 5 year living tree		900	0			500	0	
124	4615	New Machinery	Seasonal Street Sweeper to include brushes £350 pw (4 months) £5570 & £2500 (non new) Depot for POST Mgr		5000	0			8070	0	
125											
126					378643	0	0		364187	0	364187
127											
128	401	Newsletter									
129	1001	Newsletter Advertising	Same as 20/21		1250	0			1250	0	
130					1250	0	1250		1250	0	1250
131											
132	4400	Newsletter Printing	Same as 20/21		9690	0			9690	0	
133	4403	Newsletter Distribution	Same as 20/21		2500	0			2500	0	
134	4404	Newsletter Artwork	Same as 20/21		1700	0			1700	0	
135					13890	0	13890		13890	0	13890
136											
137	402	COMMUNITY ENGAGEMENT									
138	1005	Advertising Fees (Rename Community Development & Grant Income)	MacDonalds, Grants for Youth Development, Dementia Café - ambitious Y1 target		1350	0			7000	0	
139					1350	0	1350		7000	0	7000
140											
141	4212	Christmas Activities	Christmas Parcels £1k & Card Competition, Prizes & Printing, Corporate Cards, bus driver vouchers		2500	0			1500	0	

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142	4320	Youth Engagement	Holiday sessions (x3)		500	0			1000	0	
143	4401	Web Site (<i>Rename Website & Social Media</i>)	Social media platform costs £300 + £750 website hosting & Maintenance		5750	0			1050	0	
144	4402	Marketing (<i>Rename Marketing & Events</i>)	Queens celebration for 2023 deposits etc £500, Remembrance £100, Summer £1.5k, Easter £500, Winter £500, Volunteer TQ £750. Duke 100yrs old - no budget allocated		4500	0			3600	0	
145	4412	Branding	Rebrand a few items with new logo		2000	0			500	0	
146	4413	Consultations/Events			250	0			250	0	
147	4416	Competitions	Allotments x 3 sites £350 & HW Heroes £150		550				500		
148	4413	Advertising	Did not go ahead in 20/21 so remove for 21/22		2400				0		
149	NEW CODE	Dementia Café	Dementia Café (funding for one year)						4500		
150					18450	0	18450		12900	0	12900
151											
152	501	Community Transport									
153	1002	Community Transport Fares	Same as 20/21		2000	0			2000	0	
154	1003	Community Transport BSOG	Same as 20/21		250	0			250	0	
155					2250	0	2250		2250	0	2250
156											
157	4500	Bus Tax & Insurance	Same as 20/21		1450	0			1450	0	
158	4501	Bus Fuel Costs	Same as 20/21		800	0			800	0	
159	4502	Bus Servicing & Repairs	Same as 20/21		600	0			600	0	
160	4504	Bus Driver Training	Same as 20/21		820	0			820	0	
161	4505	Bus Admin/Misc	Same as 20/21		75	0			75	0	
162					3745	0	3745		3745	0	3745
163											
164	605	Capital Projects/Aspirations									
165	4200	Bus Shelters & Repairs	No planned expenditure for 21/22		4000				0		
166	4610	Vehicles	Budget for new vehicle (removed £10k from EMR)		20000	5000	25000		20000	0	20000
167	4614	Tadpole Lane	Keep £25k for access (22/23 consider if ample budget)			49100	49100			25000	25000
168	4317	Footpath Signage	Remove for 21/22 (expenditure for this project to be met from 307 if reqd)			3000	3000			0	0
169	4616	Hedge Removal	No requirement 21/22			0	0			0	0
170	4617	Strategic Planning	External consultants to facilitate a strategic development plan		0	5000	5000		0	2500	2500
171	4618	Emergency Plan	Emergency signage et al (reduced from 20/21. Tbc for future years)			500	500			250	250
172	4620	Building repairs	Removed from here and added included 4104/102			5000	5000			0	0
173	4621	Community Bus Replacement	5 years of EMR at £4k each to accrue replacement bus @ £20k. Year 3 of 5		4000	4000	8000		0	12000	12000
174	4622	Councillor Devices	2 additional devices		8975				1000	0	1000
178	4626	POST Depot	Rent for 1 yr (21/22) £35k plus short term set up costs, plus one-off restructure costs		20000				85485		85485
180	NEW CODE	Community choices	Allocated £12k for the community to vote on a 1 year project could be Youth Work, Mental Health or similar non-open space						12000		12000
181	NEW CODE	CCTV Infrastructure	Cameras excluded SIM running cost x 6 (£1209-120=1089 + 3 sets of posts £300 ea . Total £7434 . Remember £720 SIM in operating budget. Leaves £1846 contingency						9280		9280
188					79014	71600	150614		127765	39750	167515
189											
190			Total Budget Income		863362				59994		
191			Expenditure		912212	85600	997812		1050891	63750	1114641
192			Movement to/from(-) Gen Reserve		48,850				990,897		
193											