

Wickhambrook Parish Council Approved Budget 2022 - 2023

Last FY 2020 - 2021	Current FY 2021 - 2022				Next FY 2022 - 23			
	Budget	Actual to Date	Variance to Date	Anticipated Year End	Budget 2022-2023	Notes		
INCOME					INCOME			38,570.00
Precept	£ 35,610.00	£ 35,920.00	134.49%	£ 35,920.00	Precept	£ 38,413.00 **		
Cemetary Fees	£ 2,500.00	£ 2,250.00	120.00%		Cemetary Fees	£ 2,500.00	based on 3 x ERB. Interment in earthen grave. 2 x ERB. Interment of CR. & 2 Headstones	
Chapel rent	£ 10.00	£ -	0.00%	£ -	Chapel rent	£ -		
Ground rents	£ 40.00	£ 50.00	166.67%	£ 40.00	Ground rents	£ 30.00		
Wwleaves	£ 50.00	£ -	0.00%	£ -	Wwleaves	£ 50.00		
Bank interest	£ 50.00	£ -	0.00%	£ -	Bank interest	£ -		
Bank Compensation	£ -	£ -	-	£ -	Bank Compensation	£ -		
Direct Debit Refunds	£ -	£ -	-	£ -	Direct Debit Refunds	£ -		
Grants	£ 310.00	£ 7,915.00	3404.30%	£ 7,915.00	Grants	£ 8,500.00	Neighbourhood Plan	
From Reserves	£ -	£ -	-	£ 10.00	From Reserves	£ -	(£5170 from NP, £7500 from Teen Project Replacement, £2100 from safety & security, £750 from playground maintenance; £1520 grounds maintenance	
Miscellaneous Receipts	£ -	£ 55.81		£ -	Miscellaneous Receipts	£ 11,080.00		
£ 38,570.00	£ 46,190.81		£ 38,570.00		£ 11,080.00			
VAT refund	£ 5,500.00	£ 6,333.80			VAT refund	£ -	6000 *indicative - not included in precept calculation	
Recycling Income	£ 2,500.00	£ 2,711.62			Recycling Income	£ 28,120.00	2500 *indicative - not included in precept calculation	
	£ 55,236.23							
Administration					Administration			
Clerk/RFO salary/office	£ 9,980.00	£ 6,574.37	87.83%	£ 8,765.83	Clerk/RFO salary/office	£ 12,741.00	additional 1 hour per week Community enagagement; 2.5 hours per week NP; 1 hour per week MUGA Redevelopment; 0.5 hour per week other projects; Budget 4% increase - take back pay to April 2021 from staffing contingency earmarked reserves.	
Clerk/RFO 2 meeting Contingency	£ 150.00	£ -	0.00%	£ -	Clerk/RFO 2 meeting Contingency	£ -		
Clerk Mileage & Subsistence Expenses	£ 120.00	£ 400.97	445.52%	£ 534.63	Clerk Mileage & Subsistence Expenses	£ 566.00	mileage 17*£9.99*45¢ subsistence, homeworking allowance £252 & professional membership £144	
Office supplies	£ 500.00	£ 661.73	176.46%	£ 882.31	Office supplies	£ 1,000.00	print toner plus toner waste bottle axx £500 per annum	
Services and supplies	£ 500.00	£ 1,252.28	333.94%	£ 1,669.71	Services and supplies	£ 1,000.00	moving doo waste baos to doo & litter bins	
Meeting room hire	£ 100.00	£ 110.00	146.67%	£ 146.67	Meeting room hire	£ 260.00	7 full meetings: 1 Annual Meeting, 1 Annual Parish Meeting, 5 Committee Meetings; ask beverley to confirm meeting room hire	
Insurance	£ 1,000.00	£ 754.89	100.65%	£ 754.89	Insurance	£ 1,200.00	will need to re-negotiate - CAS no longer have underwriters	
Subscriptions	£ 650.00	£ 763.39	156.59%	£ 650.00	Subscriptions	£ 460.00	SALC £460. National CLT £150. CPRE £36 - just subscribe to SALC	
Audit	£ 450.00	£ 520.00	162.96%	£ 520.00	Audit	£ 550.00		
Training	£ 350.00	£ 275.00	104.76%	£ 350.00	Training	£ 525.00		
Training Mileage	£ 100.00	£ -	0.00%	£ -	Training Mileage	£ -	training has moved online	
Data Protection Legislation	£ 150.00	£ 40.00	35.56%	£ 40.00	Data Protection Legislation	£ 35.00	10 device 2 year virus scard next due 23.24 budget	
Election costs	£ -	£ -	-	£ -	Election costs	£ 500.00	500 to earmarked reserves	
HRR/CNI Contributions	£ 2,500.00	£ 412.96	22.02%	£ 556.61	HRR/CNI Contributions	£ 98.00	just NI as salary below personal tax allowance	
Pension Contributions	£ 375.00	£ 156.40	55.61%	£ 208.53	Pension Contributions	£ 250.00	find new pension provider	
Administration of Pension Cont.	£ 225.00	£ 135.00	80.00%	£ 180.00	Administration of Payroll & Pension	£ 100.00	move to SALC	
	£ 17,150.00	£ 12,086.99		£ 15,283.17		£ 10,785.00		
Services					Services			
Electricity	£ 120.00	£ 99.94	111.04%	£ 133.25	Electricity	£ 180.00		
Water	£ 125.00	£ 106.16	113.24%	£ 141.55	Water	£ 150.00	advised no rateable value at present on cemetery	
Rates	£ -	£ -	-	£ -	Rates	£ -		
Website	£ 1,200.00	£ 1,102.22	122.47%	£ 1,469.63	Website	£ 1,300.00	this includes for 2 domains with variable exchange rate	
Phone & Internet Services	£ 300.00	£ 253.27	112.56%	£ 337.69	Phone & Internet Services	£ 280.00	12*£22 plus £16 out of contract charges	
Microsoft Office	£ 660.00	£ 403.20	81.45%	£ 537.60	Microsoft Office	£ 636.00	8 x basic licence & 2 x microsoft exchange	
Cemetery Software	£ 195.00	£ 193.00	131.97%	£ 200.00	Cemetery Software	£ 270.00		
Other Software Subscriptions	£ 185.00	£ 285.41	205.70%	£ 380.55	Other Software Subscriptions	£ 150.00	adobe subscription	
Bank Service Charge	£ 72.00	£ 54.00	100.00%	£ 72.00	Bank Service Charge	£ 72.00		
	£ 2,857.00	£ 2,497.20		£ 3,272.27		£ 3,038.00		
Estates					Estates			
Grounds contract	£11,922.00	£11,383.66	127.31%	£12,000.00	Grounds contract	£14,500.00		
Recreation ground	£ -	£ -	-	£ -	Recreation ground	£ -		
Siv Acres	£ 1,400.00	£ 3,554.96	338.57%	£ 3,554.96	Siv Acres	£ 750.00		
Tree survorv	£ 1,000.00	£ 2,110.00	281.33%	£ 2,110.00	Tree survorv	£ 750.00	annual work to trees this year £550	
Cemetary & Churchward	£ 1,200.00	£ -	0.00%	£ 500.00	Cemetary & Churchward	£ 500.00	includes grave soace marker	
	£ -	£ 5,431.07		£ 5,431.07		£ -	reliant and tidv hederow in front of old cemetary.	
Plavoround - Cemetary Road	£ 750.00	£ 86.32	15.35%	£ 115.09	Plavoround - Cemetary Road	£ 750.00	Play areas maintenance	
Playground - Bury Road	£ 250.00	£ -	0.00%	£ -	Playground - Bury Road	£ 250.00	Play areas maintenance	
Teen Project - Replacement	£ -	£ -	-	£ -		£ -	*****	
MUGA & SP Maintenance	£ 250.00	£ 298.30	159.09%	£ 300.00	MUGA & SP Maintenance	£ 1,000.00	includes £750 for bi-annual zio wire inspection	
Greens	£ 750.00	£ 627.35	111.53%	£ 627.35	Greens	£ 750.00		
Bin & Doo Waste (replaces Miscellaneous)	£ 500.00	£ 480.54	128.14%	£ 480.54	Bin & Doo Waste (replaces Miscellaneous)	£ 1,000.00	move doo waste baos under this heading too from services and supplies - by spending caoital to uorade bins there is no collection cost.	
Parish Notice boards	£ 125.00	£ -	0.00%	£ -	Parish Notice boards	£ -		
Bus Shelter (New)	£ 250.00	£ -	0.00%	£ -	Bus Shelter (New)	£ -	this should be installed by SCC through s.106 fundino from Meadows Development	
	£ -	£ -	-	£ -		£ -		
Safety and Security	£ -	£ -	-	£ -	Safety and Security	£ 1,135.00		
Highways (Grit Bins)	£ 125.00	£ -	0.00%	£ -	Highways (Grit Bins)	£ 75.00		
Estates	£18,522.00	£18,541.13		£25,119.01	Estates	£21,460.00		£ 19,022.00
Donations and Grants					Donations, Grants & Community			
Grants/Local Support & Village Organisations	£ 750.00	£ -	0.00%	£ 750.00	Grants/Local Support & Village Organisations	£ 750.00	support for MSC - sound attenuation?	
Civic Event	£ 250.00	£ -	0.00%	£ -	Civic Event	£ -	£250 to earmarked reserves	
Charitable Donations	£ 250.00	£ 200.00	106.67%	£ 250.00	Charitable Donations	£ 250.00		
	£ 1,250.00	£ 200.00	21.33%	£ 1,250.00	Community Enagagement	£ 250.00		
Projects:					Projects:			
Neighbourhood Planning (Survey)	£ -	£ 70.00		£ -	Neighbourhood Planning (Survey)	£ 8,500.00		
Housing Needs Survey	£ 1,500.00	£ -	0.00%	£ 900.00	Housing Needs Survey	£ -	now included in NP project	
Cemetary Extension project	£ 3,000.00	£ 150.00	8.57%	£ -	Cemetary Extension project	£ 500.00	planning advice	
Highways (VAS)	£ 2,750.00	£ 742.95	46.31%	£ 1,615.00	Highways - (Quiet Lanes & Speed Reduction)	£ 1,750.00	possible TRD contribution costs next year (s.137) (reverse unspent this year to earmarked reserves) - Quiet Lanes contribution £500	
Teen Project - MUGA & SP Replacement	£ -	£ -	-	£ -	Teen Project - MUGA & SP Replacement	£ 5,000.00	drawing on £1500 grounds maintenance reserves	
	£ 7,250.00	£ 962.95		£ 2,515.00	Parish Lands	£ 1,500.00	re-negotiation of lease on Recreation Ground	
					Parish Groundworks - Drainage to Coltsfoot Green	£ 2,750.00	drawing on £1500 grounds maintenance reserves	
					Cemetary Refurbishment	£ 1,250.00	£500 for immediate remedial work to path to Chapel of Rest & £750 for cemetary plan	
						£ 21,250.00		
Other Payments					Other Payments			
Recycling grant to MSC	£ 2,500.00	£ 1,285.92		£ 2,500.00	Recycling grant to MSC	£ -	2500 *indicative - not included in precept calculation	
VAT	£ -	£ 4,015.30		£ -	VAT	£ -	6000 *indicative - not included in precept calculation	
				£ 2,500.00				
GENERAL EXPENDITURE	£ 47,029.00	£ 39,589.49		£ 49,939.45	GENERAL EXPENDITURE	£ 66,533.00		£ 38,413.00
					Less other income	£ 11,080.00		
					Net Expenditure before contributions &/from reserves	£ 55,453.00		

Approved by the Parish Council on 13th January 2022 (Min. 22.01.14.1 refers)

Wickhambrook Parish Council Approved Budget 2022 - 2023

	2016/17	2017/18	2018/19	2019/20	2020 - 21 budget	2021/22 Budget	2021/22 @ 71/2ths	Anticipated Year End	2022-23	
	4	7	6	6	5	5	4	7	6	
Interments Expenditure										
Grounds Maintenance	£2,790.00	£2,527.00	£4,823.99	£5,394.00	£4,500.00	£ 5,000.00	£ 1,695.00	£	£ 1,700.00	
Other maintenance spending										
Electricity - Chapel of Rest	£133.00	£105.00	£67.60	£95.68	£90.00	£ 100.00	£ 80.17	£		
Water	£113.00	£47.00	£33.53							
Administration @ 4 hours/interment				£264.00	£234.60	£ 275.00	£ 187.20	£	£ 280.00	
Mileage/interment (0.45*20 miles)				£51.00	£45.00	£ 55.00	£ 36.00	£	£ 54.00	
Software support					£150.00	£ 215.00	£ 193.00	£	£ 296.00	or 197 if stand alone
Total	£3,036.00	£2,679.00	£4,925.12	£5,804.68	£4,869.60	£ 5,645.00	£ 2,191.37	£	£ 2,111.20	
cost per interment	£759.00	£382.71	£820.85	£1,024.36	£973.92	£ 1,129.00	£ 547.84	£	£ 351.87	
Income										
Interment Fees	£980.00	£2,065.00	#REF!	#REF!		£ 2,250.00		£	£ 1,275.00	
Memorial Fees						£ 1,000.00		£	£ 550.00	
Grave Space Fees								£	£ 675.00	
Total	£980.00	£2,065.00	#REF!	#REF!		£ 3,250.00	£ 1,650.00	£ 1,650.00	£ 2,500.00	based on six interments, 4 memorials/inscriptions and 3 grave space fees
Balance	-£2,056.00	-£614.00	#REF!	#REF!		-£2,395.00	-£541.37	£1,650.00	£388.80	
Current Fees										
Interments										
Still Born Child or child under 18	£0.00	£0.00	£0.00	£0.00	£125.00	£ 125.00		£	£ 125.00	
Person over the age of 18 years	£120.00	£120.00	£120.00	£250.00	£250.00	£ 250.00		£	£ 250.00	
of cremated remains	£85.00	£85.00	£85.00	£175.00	£175.00	£ 175.00		£	£ 175.00	
Exclusive Right of Burial										
in an earthen grave	£120.00	£120.00	£120.00	£250.00	£250.00	£ 250.00		£	£ 250.00	
for cremated remains within the CR area	£70.00	£70.00	£70.00	£175.00	£175.00	£ 175.00		£	£ 175.00	
Monuments, Gravestones, Tablets & Inscriptions										
A headstone	£105.00	£105.00	£105.00	£150.00	£150.00	£ 150.00		£	£ 150.00	
a tablet on cremated remains plot	£105.00	£105.00	£105.00	£150.00	£150.00	£ 150.00		£	£ 150.00	
each inscription after the first	£55.00	£55.00	£55.00	£100.00	£100.00	£ 100.00		£	£ 100.00	
renewal of permit for headstone (15 years)						£ 25.00		£	£ 25.00	
Other Fees										
Exhumation										
Transfer of exclusive rights/statutory declaration										
Search (not more than one year)				£15.00	£15.00	£ 15.00		£	£ 15.00	
Search covering a period of more than one year - 1st year				£ 15.00	£ 15.00	£ 15.00		£	£ 15.00	
every additional year				£ 5.00	£7.50	£ 7.50		£	£ 7.50	
Certified copy of the register				£ 15.00	£25.00	£ 25.00		£	£ 25.00	

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Wickhambrook Parish Council Approved Budget 2022 - 2023

Training Budget

	2019.20	2020.21	2021.22	£	2,022.23	
Chairmanship			100.00	£	100.00	
New Councillors	£412.00	120.00	£ 150.00	£	150.00	1 new councillor
Contribution to CILCA	£120.00	-	-			
Clerk Training	£50.00	120.00	£ 120.00	£	125.00	5 online sessions
Cllr Portfolio Training	£17.00	200.00	£ 150.00	£	150.00	6 portfolion online training sessions
	£599.00	£440.00	£520.00	£	525.00	

Wickhambrook Parish Council Approved Budget 2022 - 2023

	2020/21	2021/22		2022-23		Notes
	Anticipated Year End	Budget	Movement	Anticipated Year End	Budget	
Movement in Earmarked Funds						
Operating Reserve	£ 9,775.25			£18,352.85		
Staff Contingency	£ -	-£	1,400.00	£ 1,400.00		-£ 1,400.00
Data protection	£ 770.00			£ 770.00		£ 770.00
Election Costs	£ 2,000.00	£ 500.00	-£ 975.00	£ 2,975.00	-£ 525.00	£ 3,500.00
Grounds Maintenance	£ 450.00		-£ 1,070.00	£ 1,520.00		£ 1,520.00
Tree Surgery	£ 1,300.00		-£ 340.00	£ 1,640.00		£ 1,640.00
Cemetery & Churchyard	£ 748.00		£ 748.00	£ -		£ -
Teen Project Replacement	£ 12,750.00		£ 5,250.00	£ 7,500.00	£ 7,500.00	£ -
Playground & Teen Project Maintenance	£ 1,015.27		-£ 759.73	£ 1,775.00		£ 1,775.00
Playground Replacement	£ -		£ -	£ -	-£ 1,000.00	£ 1,000.00
Six Acres Development	£ 2,500.00		£ -	£ 2,500.00		£ 2,500.00
Memorial garden	£ 500.00		£ 500.00	£ -		£ -
Legacy	£ 250.00			£ 250.00		£ 250.00
Day Club	£ 555.00			£ 555.00		£ 555.00
Neighbourhood Planning	£ 7,000.00		£ 1,830.00	£ 5,170.00	£ 4,500.00	£ 670.00
Safety & Security matters	£ 1,500.00		-£ 600.00	£ 2,100.00	£ 1,100.00	£ 1,000.00
Highways	£ 2,250.00		£ 2,000.00	£ 250.00		£ 250.00
Civic Event			-£ 745.00	£ 745.00	-£ 255.00	£ 1,000.00
Charitable Donations			-£ 200.00	£ 200.00		£ 200.00
Total	£ 43,363.52			£26,550.00		

Movement in Earmarked Funds	Movement	Current	2022/23 Movement	Anticipated Year End 2022/23
Staff Contingency	-£1,400.00	£1,400.00	£ -	£1,400.00
Data Protection	£0.00	£770.00	£ -	£770.00
Elections	-£975.00	£2,975.00	-£ 500.00	£3,475.00
Grounds Maintenance	-£1,070.00	£1,520.00	£ 1,520.00	£0.00
Tree Surgery	-£340.00	£1,640.00		£1,640.00
Cemetery & Churchyard	£748.00	£0.00		£0.00
Teen Project Replacement	£5,250.00	£7,500.00	£ 7,500.00	£0.00
Playground & Teen Project Maintenance	-£759.73	£1,775.00	£ 750.00	£1,025.00
Playground Replacement	£0.00	£0.00		£0.00
Six Acres Development	£0.00	£2,500.00		£2,500.00
Memorial garden *	£500.00	£0.00		£0.00
Legacy	£0.00	£250.00		£250.00
Day Club	£0.00	£555.00		£555.00
Neighbourhood Planning	£1,830.00	£5,170.00	£ 5,170.00	£0.00
Safety & Security matters	-£600.00	£2,100.00	£ 2,100.00	£0.00
Highways	£2,000.00	£250.00		£250.00
Civic Event	-£745.00	£745.00	-£ 250.00	£995.00
Charitable Donations	-£ 200.00	£200.00		£200.00
Total Earmarked Reserves		£29,350.00	£16,290.00	£13,060.00
Operating Reserve		£18,352.85	51.55%	

Balance at

£ 47,702.85

* Moved to Cemetery & Churchyard

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Wickhambrook Parish Council Approved Budget 2022 - 2023

Wickhambrook Parish Council

Suffolk

Prepared 16/04/2021

Balance at 31 March 2020	£	55,087.67
Receipts		
Precept	£	35,610.00
Interest	£	20.22
Wayleaves	£	-
Ground rents	£	50.00
Chapel Rent (Players)	£	-
VAT refund	£	5,291.10
Admin	£	1,112.99
Cemetery	£	675.00
Recycling Credits	£	2,857.34
Segregated Funds (Players)	£	-
Total Receipts	£	45,616.65

Expenditure		
Administration	£	15,056.11
Services	£	3,450.54
Estates (excluding cemetery)	£	22,979.10
Cemetery	£	2,923.00
Teen Projects	£	-
Grants	£	2,750.00
S.137	£	123.50
Recycling Contra's	£	3,967.94
VAT Paid	£	6,091.01
Other	£	-
Total Payments	£	57,341.20

Opening Reserves (01/04/2020) made up of:

Operating Reserve	£	15,891.40
Data Protection	£	770.00
Elections	£	2,000.00
Grounds Maintenance	£	450.00
Tree Surgery	£	1,300.00
Cemetery & Churchyard	£	2,356.00
Teen Project Replacement	£	12,750.00
Teen Proj./Playground Maint.	£	1,015.27
Playground Replacement	£	4,000.00
Six Acres Development	£	2,500.00
Memorial garden	£	500.00
Legacy	£	250.00
Day Club	£	555.00
Neighbourhood Planning	£	7,000.00
Safety & Security matters	£	1,500.00
Highways	£	2,250.00
Total	£	55,087.67

Movement on Reserves:

Fixed and Long Term Assets As per Asset Register	£	165,149.38
Cash Reserves		
Opening Reserves	£	55,087.67
Plus Receipts	£	45,616.65
Less Payments	£	57,341.20
Closing Reserves	£	43,363.12

Represented by

Cash at Bank	£	-
Unity Trust Current Account #	£	12,705.38
Unity Trust Instant Savings Account #	£	30,658.14
Uncashed Cheques	£	-
Petty Cash	£	-
Total	£	43,363.52

Variation -£ 0.40

Closing Reserves (31/03/2021) made up of:

Operating Reserve	£	9,775.25
Data Protection	£	770.00
Elections	£	2,000.00
Grounds Maintenance	£	450.00
Tree Surgery	£	1,300.00
Cemetery & Churchyard	£	748.00
Teen Project Replacement	£	12,750.00
Teen Proj./Playground Maint.	£	1,015.27
Playground Replacement	£	-
Six Acres Development	£	2,500.00
Memorial garden	£	500.00
Legacy	£	250.00
Day Club	£	555.00
Neighbourhood Planning	£	7,000.00
Safety & Security matters	£	1,500.00
Highways	£	2,250.00
Total	£	43,363.52

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Wickhambrook Parish Council Approved Budget 2022 - 2023

Map Item	Greens	No. Cuts	Collect Arisings	Leaf Clearing	Notes
1	Attleton Green	18	No		leave small triangle at rear for wildflower colonisation
2	Coltsfoot Green	18	No		strim down into all culverts
3	Meeting Green Verge & Triangle	18	No		small triangle must be trimmed to ensure visibility
4	Nunnery Green Verges	18			verges uneven, take time in dips to obtain even cut
Cemetery & Churchyard					
5	All Saints Churchyard	18	No		Only in Churchyard, not verges or car park
6	Cemetery and Memorial Garden	18		yes	Delay cuts where bee orchids indicated, or to allow spring flowers to set seed, as agreed with contractor - when cuts delayed, cost per cut to be adjusted accordingly.
Play Areas					
7	Bury Road Play Area	18	yes	yes	
8	Cemetery Road Play Area - leaves & debris collected	18	yes	yes	
Six Acres & Recreation Ground					
9	Bowling Green (in and outer banks)	18	yes	yes	not the bowling green itself
10	Tennis Courts surrounding Grass	18			
11	Inner banks of Recreation Field and Six Acres	18			
12	Recreation Ground & Six Acres	18			*please quote for both collection of arisings, and arisings left in place
Other					
13	Footpaths per plan	8			
14	Outer banks of Recreation Field and Six Acres	3			strim/brushcut - note steep banks
15	Memorial Social Centre Grounds	16	yes		
16	Hedges - bowling green, along the track next to the rec, the beech hedge near the car park (cut one side) and the hedge around the cemetery cut hedges both sides on road & one side elsewhere.	2	yes		
17	Land to rear of Croft Close	3	yes	yes	
18	Scrub to rear of hard standing between Bowling Green and Tennis Courts	2	yes		

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