

Draft Budget 2024 - 2025

Documents (attached as **Appendix A**) show:

- income & expenditure 2022/23
- 2023/24 at 9/12ths (to 31st December), anticipated year end & draft budget
- Cemetery Budget
- Training Budget
- Earmarked Reserves

The budget makes some provision to build on earmarked reserves (£500).

- Election costs (which are variable dependant on whether elections are contested);

There is a planned net drawdown from Earmarked reserves, £5500, which is roughly equivalent to the anticipated underspend on the current financial year.

All grant funding from Locality has been applied for and there is no further scope to attract grant funding for Neighbourhood Planning. There is a limited contribution which the parish council will need to bring this project to a close in the next financial year.

Additionally, the clerk has summarised projects and works to parish assets which have been identified by councillors and the clerk to address and has provisionally scored them in order to prioritise the work across the next 3 financial years, as the basis for a strategic plan for the parish (attached as **Appendix B**). These were considered by the Estates Committee at its meeting on 2nd November (Min. EC.23.11.11 refers). Items in the draft budget which relate to planned work have been highlighted in yellow under the notes section.

Based on the draft budget as presented, the precept requested would be £46,341 (Precept calculation is attached as **Appendix C**). This would represent an increase on the precept of 8.62% (£6.97 per property on a tax base of £528.38).

Recommendation:

The parish council approve the draft budget and set the precept at £46,341.

Hilary Workman
Clerk & RFO
January 2024

Appendix A

Wickhambrook Parish Council
Balance at 31 March 2022 £ 38,828.60

Receipts	
Precept	£ 38,413.00
Cemetery	£ 3,000.00
Chapel Rent (Players)	£ -
Ground rents	£ 20.00
Wayleave	£ 1,967.76
Bank Interest	£ 192.82
Recycling Credits	£ 2,559.10
Grants	£ 10,347.00
Miscellaneous Receipts	£ 31.20
VAT Refund	£ 6,697.71
Segregated Funds (Players)	£ -
Total Receipts	£ 63,228.59


Expenditure	
Staff Costs	£ 16,119.29
Administration	£ 6,428.47
Services	£ 3,545.68
Estates (excluding Cemetery)	£ 21,378.19
Cemetery	£ 1,586.18
Projects	£ 21,490.51
Grants	£ 3,727.60
S.137	£ 450.00
Total Other Payments	£ 58,606.63
Total Payments	£ 74,725.92

Fixed and Long Term Assets
As per Asset Register £ 326,341.08

Cash Reserves	
Opening Reserves	£ 38,828.60
Plus Receipts	£ 63,228.59
Less Payments	£ 74,725.92
Closing Reserves	£ 27,331.27

Represented by

Cash at Bank	
Current #921	£ 7,281.97
Instant Savings #944	£ 20,049.30
Uncashed Cheques	£ -
Petty Cash (not held)	£ -
Total	£ 27,331.27

Signed: 
Hilary Workman
RFO: Wickhambrook Parish Council
Dated: 18.05.2023

Movement in Earmarked Funds	Transfer Unspent												Movement	Current							
	01 April 2022	April	Funds	June	July	August	September	October	November	December	January	February			March						
Staff Contingency	£ 1,400.00		-£	1,695.00													£0.00	£1,400.00			
Training	£ -		-£	175.00													-£175.00	£175.00			
Data Protection	£ 770.00		-£	185.00													-£185.00	£955.00			
Elections	£ 2,975.00	-£	500.00														-£500.00	£3,475.00			
Insurance	£ -	-£	245.00														£0.00	£0.00			
Grounds Maintenance	£ 1,520.00	£	1,520.00	-£	995.00												£525.00	£995.00			
Trees Surgery	£ 1,640.00																£0.00	£1,640.00			
Cemetery & Churchyard	£ -		-£	3,000.00													-£3,000.00	£3,000.00			
Teen Project Replacement	£ 7,500.00	£	7,500.00														£7,500.00	£0.00			
Playground & Teen Project Maintenance	£ 1,775.00	£	750.00	-£	913.68	£	663.68										£500.00	£1,275.00			
Playground Replacement	£ -																£0.00	£0.00			
Six Acres Development	£ 2,500.00																£0.00	£2,500.00			
Memorial garden *	£ -																£0.00	£0.00			
Legacy	£ 250.00																£0.00	£250.00			
Day Club	£ 555.00																£0.00	£555.00			
Neighbourhood Planning	£ 5,170.00	£	5,170.00	-£	995.00												£4,175.00	£995.00			
Safety & Security matters	£ 2,100.00	£	2,100.00														£2,100.00	£0.00			
Highways	£ 250.00			-£	2,125.00												-£2,125.00	£2,375.00			
Grants - Local Support & Village Organisations	£ -																-£70.00	£70.00			
Civic Event	£ 745.00	£	495.00	-£	750.00	£	680.00										£495.00	£250.00			
Charitable Donations	£ 200.00	£	200.00	-£	50.00												£150.00	£50.00			
Total Earmarked Reserves	£ 29,350.00	£ 16,990.00	-£	10,883.68	£ 663.68	£	£	£	£	£	£	£	£	£	£	£	245.00	£9,390.00	£19,960.00		
Operating Reserve	£ 9,478.60																			£7,371.27	41.73%
Total Reserves	£ 38,828.60																			£ 27,331.27	

Signed:  M. P. LAVELLE

Dated: 18/5/23

Chair of Wickhambrook Parish Council
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15/01/2024

This Budget was approved at a meeting of the parish council on 11th January 2024 (Min. 24.01.12.2)

	2019/20	2020 - 21	2021/22	2022-23	2023-24	Year to September 23	Anticipated Year End	2024-25 Budget	
Interments									
Grounds Maintenance	£5,394.00	£4,500.00	£ 5,000.00	£ 1,700.00	£ 3,240.00	£ 2,245.00	£ 3,170.00	£ 750.00	based on current price:
Other maintenance spending				£ 1,321.82	£ 750.00	£ 1,165.59	£ 1,162.49	£ 750.00	
Memorial Inspections & Maintenance								£ 2,000.00	
Cemetery Refurbishment								£ 150.00	
Electricity - Chapel of Rest	£95.68	£90.00	£ 100.00	£ 134.05	£ 150.00	£ 25.26	£ 72.00	£ 330.00	
Administration @ 4 hours/interment	£264.00	£234.60	£ 275.00	£ 280.00	£ 334.80	£ 54.00	£ 38.88	£ 77.98	
Mileage/interment (0.45*28,48 miles)	£51.00	£45.00	£ 55.00	£ 54.00	£ 54.00	£ 206.78	£ 206.78	£ 275.00	
Software support		£150.00	£ 215.00	£ 197.00	£ 375.00	£ -	£ -	£ -	
NNDR				£ -	£ -	£ -	£ -	£ -	
Total	£5,804.68	£4,869.60	£ 5,645.00	£ 3,686.87	£ 4,903.80	£ 3,681.51	£ 5,019.25	£ 4,449.94	
cost per interment	£1,024.36	£973.92	£ 1,129.00	£ 614.48	£ 358.97	£ 585.50	£ 836.54		
Income									
Interment Fees									
Memorial Fees									
Grave Space Fees									
Total	£2,480.00	£675.00	£ 3,525.00	£ 3,000.00	£ 2,750.00	£ 1,925.00	£ 2,200.00	£ 3,440.00	based on s
Balance	-£3,324.68	-£4,194.60	-£2,120.00	-£686.87	-£2,153.80	-£1,756.51	-£2,819.25	-£1,009.94	
Current Fees									
Interments									
Still Born Child or child under 18	£0.00	£125.00	£ 125.00	£ 125.00	£ 125.00	£ 275.00	£ 275.00	£ 300.00	
Person over the age of 18 years of cremated remains	£175.00	£175.00	£ 175.00	£ 175.00	£ 200.00	£ -	£ -	£ 215.00	
Exclusive Right of Burial									
in an earthen grave	£250.00	£250.00	£ 250.00	£ 250.00	£ 275.00	£ -	£ -	£ 300.00	
for cremated remains within the CR area	£175.00	£175.00	£ 175.00	£ 175.00	£ 275.00	£ -	£ -	£ 300.00	
Monuments, Gravestones, Tablets & Inscriptions									
A headstone	£150.00	£150.00	£ 150.00	£ 150.00	£ 175.00	£ -	£ -	£ 185.00	
a tablet on cremated remains plot	£150.00	£150.00	£ 150.00	£ 150.00	£ 175.00	£ -	£ -	£ 185.00	
each inscription after the first renewal of permit for headstone (15 years)	£100.00	£100.00	£ 100.00	£ 100.00	£ 125.00	£ -	£ -	£ 130.00	
Other Fees			£ 25.00	£ 25.00	£ 27.50	£ -	£ -	£ 30.00	
Exhumation						£ -	£ -	£ -	
Transfer of exclusive rights/statutory declaration		double current relevant interment fee	£50.00	£ 50.00	£ 55.00	£ -	£ -	£ 60.00	
Search (not more than one year)	£15.00	£15.00	£ 15.00	£ 15.00	£ 25.00	£ -	£ -	£ 30.00	
Search covering a period of more than one year - 1st year	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 25.00	£ -	£ -	£ 30.00	
every additional year	£ 5.00	£7.50	£ 7.50	£ 7.50	£ 10.00	£ -	£ -	£ 15.00	
Certified copy of the register	£ 15.00	£25.00	£ 25.00	£ 25.00	£ 25.00	£ -	£ -	£ 30.00	

Training Budget

	2019.20	2020.21	2021.22	2022.23	£	2,023.24	
Chairmanship			100.00	£	100.00		
New Councillors	£412.00	120.00	£ 150.00	£	150.00	£	140.00 new councillors
Contribution to CILCA	£120.00 -	-					
Clerk Training	£50.00	120.00	£ 120.00	£	125.00	£	112.00 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	£	252.00

Movement in Earmarked Funds	01 April 2023	Changes to Reserves from Approved Budget	Transfer Unspent Funds	Movement	Current
Staff Contingency	£ 1,400.00			£0.00	£1,400.00
Training	£ 175.00	£ 175.00		£175.00	£0.00
Data Protection	£ 955.00	£ 455.00		£455.00	£500.00
Elections	£ 3,475.00	£ 3,475.00		£3,475.00	£0.00
Insurance	£ -			£0.00	£0.00
Grounds & Asset Maintenance	£ 995.00	£ 995.00	£ (2,050.00)	£495.00	£500.00
Tree Surgery	£ 1,640.00	£ 640.00		£640.00	£1,000.00
Cemetery & Churchyard	£ 3,000.00	£ 3,000.00	£ (1,300.00)	£1,700.00	£1,300.00
Teen Project Replacement	£ -		£ (6,900.00)	£0.00	£0.00
Playground & Teen Project					
Maintenance	£ 1,275.00		£ (375.00)	-£375.00	£1,650.00
Playground Replacement	£ -			£0.00	£0.00
Six Acres Development	£ 2,500.00	£ 1,250.00		£1,250.00	£1,250.00
Memorial garden *	£ -			£0.00	£0.00
Legacy	£ 250.00			£0.00	£250.00
Day Club	£ 555.00			£0.00	£555.00
Neighbourhood Planning	£ 995.00	£ 995.00		£995.00	£0.00
Safety & Security matters	£ -		£ (575.00)	-£575.00	£575.00
Highways	£ 2,375.00	£ 875.00		£875.00	£1,500.00
Grants - Local Support & Village Organisations	£ 70.00		£ (550.00)	-£550.00	£620.00
Civic Event/Community Engagement	£ 250.00	£ 250.00	£ (350.00)	£250.00	£0.00
Charitable Donations	£ 50.00			£0.00	£50.00
Total Earmarked Reserves	£ 19,960.00	£ 12,110.00	£ (12,100.00)	£8,810.00	£11,150.00
Operating Reserve	£ 7,371.27				£19,997.23
Total Reserves	£ 27,331.27				£ 31,147.23

Supplier ID:
503792



**Application for Parish/Town Council
Precept 2024/25**

Please complete the following and return to the Chief Financial Officer by 22 January 2024

PARISH COUNCIL OF:

Wickhambrook

Please select your Parish Council from drop down list

Date of Parish/Town Council Meeting, approving the precept

Contact details of the Parish/Town Clerk

Name:

Address:

Tel No:

E-Mail:

Bank Details:

Sort Code:

Account Number:

The amount requested by the above mentioned Parish/Town Council by way of precept from West Suffolk Council for the year 1 April 2024 to 31 March 2025 is as follows:

The 2023/24 figures below are those submitted by Parishes in January 2023 and are included for information purposes only.

		2023/24	2024/25
Expenditure (excluding contributions to reserves)		£ 55,094	£ 51,841
Contribution to (+ve)/from(-ve) Reserves		£ -12,355	£ -5,500
Net Expenditure	A	£ 42,739	£ 46,341
Parish Precept	B	£ 42,739	£ 46,341
Tax Base (see explanatory note)	C	528.38	527.43
Parish Band D Council Tax	B÷C	£ 80.89	£ 87.86
Increase/-Decrease			£ 6.97
Percentage Increase/-Decrease			8.62%

Signed by:-

Chair of Parish Council:

Date:

Parish Clerk:

Date:

Explanatory Notes for Completion of Precept Application

- 1 Please select your Parish/Town Council from the dropdown list. This will prepopulate the 2023/24 comparator figures and the Taxbase figures, which we have included to assist you in completing your 2024/25 application
- 2 Please enter your 2024/25 budget figures in the yellow boxes only. Do not try to overwrite any of the other boxes. Please use whole numbers only and enter expenditure as positive figures and income as negative figures.
- 3 Please sign and date the application before returning by email (scanned signatures are acceptable) to :
michelle.rolls@westsuffolk.gov.uk
- 4 If you have any difficulties with completing the form or need any clarification, please email Michelle at the above email address.