

Draft Budget 2020-2021

Cllrs Paul Couzens and Mike Lavelle reviewed the clerks report on existing income and expenditure against budget and draft a budget for the next financial year in early November.

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

- income & expenditure 2020/21
- 2021/22 at 7/12ths (to 31st October), anticipated year end & draft budget
- Cemetery Budget
- Training Budget
- Earmarked Reserves

The budget makes provision to continue to build on earmarked funds for:

- Playground equipment
- Election costs in next cycle
- A future civic event

A grant application to be applied for (Locality) in respect of Neighbourhood planning would be spent in the same year.

Provision is also made for the following:

- Re-negotiating the lease for the play area at Cemetery Road
- A Cemetery plan and provision of grave space markers
- Spending under the MUGA re-development to outdoor fitness, which may be reduced with successful grant applications

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**).

Action:

Councillors are asked to discuss and agree spending priorities for the next financial year in order that the clerk can finalise the draft budget to bring back a proposal to the January meeting.

Based on the draft budget as presented, this would represent an increase on the precept of 4.61% (£3.34 per property on a tax base of 509.33).

Recommendation:

The clerk review the draft budget following any queries or advices raised by Councillors at the November meeting, and any updates on fees and charges where information is currently outstanding.

	2016/17	2017/18	2018/19	2019/20	2020 - 21 budget	2021/22 Budget	2021/22 @ 7/12ths	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							£ 4,931.07		
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	£ 7,122.44	£ 2,111.20	
cost per interment	£759.00	£382.71	£820.85	£1,024.36	£973.92	£ 1,129.00	£ 1,780.61	£ 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
Balance	-£2,056.00	-£614.00	#REF!	#REF!		-£2,395.00	-£5,472.44	£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			
Person over the age of 18 years	£120.00	£120.00	£120.00	£250.00	£250.00	£ 250.00			
of cremated remains	£85.00	£85.00	£85.00	£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			
for cremated remains within the CR area	£70.00	£70.00	£70.00	£175.00	£175.00	£ 175.00			
Monuments, Gravestones, Tablets & Inscriptions									
A headstone	£105.00	£105.00	£105.00	£150.00	£150.00	£ 150.00			
a tablet on cremated remains plot	£105.00	£105.00	£105.00	£150.00	£150.00	£ 150.00			
each inscription after the first	£55.00	£55.00	£55.00	£100.00	£100.00	£ 100.00			
renewal of permit for headstone (15 years)						£ 25.00			
Other Fees									
Exhumation									
Transfer of exclusive rights/statutory declaration									
Search (not more than one year)				£15.00	£15.00	£ 15.00			
Search covering a period of more than one year - 1st year				£ 15.00	£ 15.00	£ 15.00			
every additional year				£ 5.00	£7.50	£ 7.50			
Certified copy of the register				£ 15.00	£25.00	£ 25.00			

or 197 if stand alone

based on six interments, 4 memorials/inscriptions and 3 grave space fees

Training Budget

	2019.20	2020.21	2021.22	2022.23
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 4 portfolion online training sessions
	£599.00	£440.00	£520.00	£525.00

	2020/21	2021/22		Anticipated Year End	2022-23		Notes
	Anticipated Year End	Budget	Movement		Budget	Year End	
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	reduction in earmarked reserves under Budget A approved Jan '21
Safety & Security matters	£ 1,500.00		-£ 600.00	£ 2,100.00	£ 1,100.00	£ 1,000.00	health & safety subscription software
Highways	£ 2,250.00		£ 2,000.00	£ 250.00		£ 250.00	reduction in earmarked reserves under Budget A approved Jan '21
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
Staff Contingency	-£1,400.00	£1,400.00
Data Protection	£0.00	£770.00
Elections	-£975.00	£2,975.00
Grounds Maintenance	-£1,070.00	£1,520.00
Tree Surgery	-£340.00	£1,640.00
Cemetery & Churchyard	£748.00	£0.00
Teen Project Replacement	£5,250.00	£7,500.00
Playground & Teen Project Maintenance	-£759.73	£1,775.00
Playground Replacement	£0.00	£0.00
Six Acres Development	£0.00	£2,500.00
Memorial garden *	£500.00	£0.00
Legacy	£0.00	£250.00
Day Club	£0.00	£555.00
Neighbourhood Planning	£1,830.00	£5,170.00
Safety & Security matters	-£600.00	£2,100.00
Highways	£2,000.00	£250.00
Civic Event	-£745.00	£745.00
Charitable Donations	-£ 200.00	£200.00
Total Earmarked Reserves		£29,350.00
Operating Reserve		£18,352.85

51.55%

Balance at

£ 47,702.85

* Moved to Cemetery & Churchyard

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:

£	6,116.15
£	-
£	-
£	-
£	-
£	1,608.00
£	-
£	-
£	4,000.00
£	-
£	-
£	-
£	-
£	-
£	-
£	-
£	-

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

Fixed and Long Term Assets As per Asset Register	£	165,149.38
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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

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		

Draft 3 Year Plan

Item/Activity/Project	Likely Cost	Notes	Financial Impact	Urgency	Importance	Priority Score	Year
Outdoor Fitness Equipment	£15 – 20K	Will require grant funding Will need to evidence with community support	1	2	3	6	Year 1
Development replacement MUGA	£25 - £75K	Will require grant funding Will need to evidence with community support	1	1	2	2	Year 3
Addressing Road Safety Issues at School	Unknown at present	Still awaiting visit from Suffolk CC Highways Engineering Team Will require grant funding Will need to evidence with community support	1	2	3	6	Year 2
Cemetery Notice Board	Quote 1 - £610	Legal Requirement	3	2	3	18	Year 1

Drive leading to Chapel of Rest	Quotes between £5-£12K dependant on surface	Companies who have so far responded have advised pressure washing may break up surface and would only be a short term fix	1	1	1	1	Year 3
Repair to Cemetery Gates leading to Chapel of Rest	Quote 1 - £5850 Quote 2 - £5097 Have requested breakdown to just deal with posts.	Difficulty opening gates results in users bypassing to side and risk of trips, slips and falls when muddy and wet	2	2	2	8	Year 2
Draining of Pond and work to culvert on Coltsfoot Green	No quotes received yet	Riparian responsibility	1	2	3	6	Year 2
Re-negotiation of Lease for Children's Play area at Cemetery Road	£400 - £1500	Lease expires February 2023	3	3	3	27	Year 1
Updating HM Land Registry and registering Six Acres & Cemetery Land	£1500 plus disbursements – £600 per parcel of land for valuation Quote 2 - £4K plus	Existing registrations in the name of former clerk.	2	2	2	8	Year 2

Cemetery Extension Project	£10 -40K	The priority for this may increase if changes to Environmental Permitting Regulations force larger burial plot sizes	1	1	2	2	Year 3
Increasing accessibility to grave space records to Cllrs	£50 - increase on licence fee	Important for when clerk on leave and timely resolution of enquiries from bereaved relatives	3	3	2	18	Year 1
	£764 move to hosted web application		3	2	2	12	Year 2
Reserved grave space marking	£182 – waterproof labels £262.50– grave space markers	Reduces risk of reserved plots being incorrectly allocated	3	2	3	18	Year 1
Health & Safety Consultancy	£336 – annual subscription	Provides advice on Health and Safety, reviews risk assessments, apps for play equipment inspections	3	3	3	27	Year 1

	High	Medium	Low
Urgency	3	2	1
Importance	3	2	1
Financial Impact	1 > £10K Or unknown	2 £3 - £10K	3 < £3K

Year 1 More than 12

Year 2 6 - 12

Year 3 Less than 6