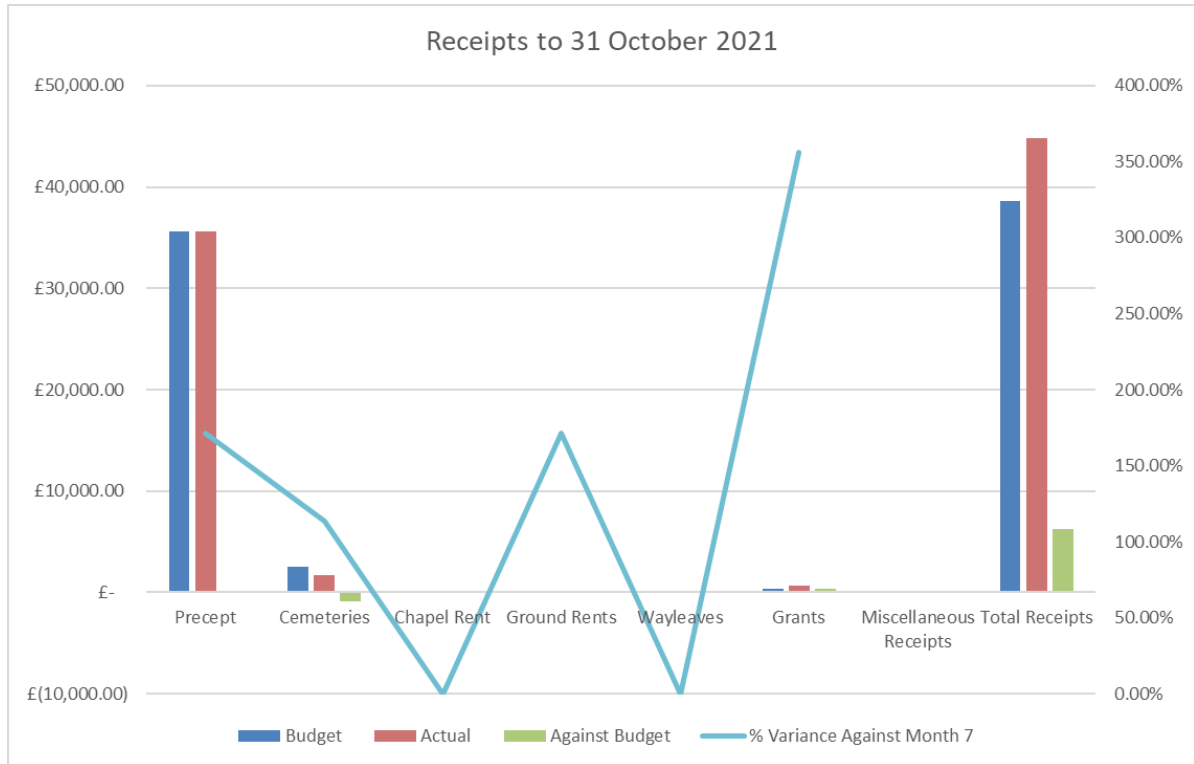


Draft 3 Year Plan

A summary of income and expenditure against budgets (to 31st October 2021) relevant to the Estates Committee is set out below:



Notes:

The majority of cemetery fee income falls in Quarters 3 & 4

Ground Rents invoiced and 75% received

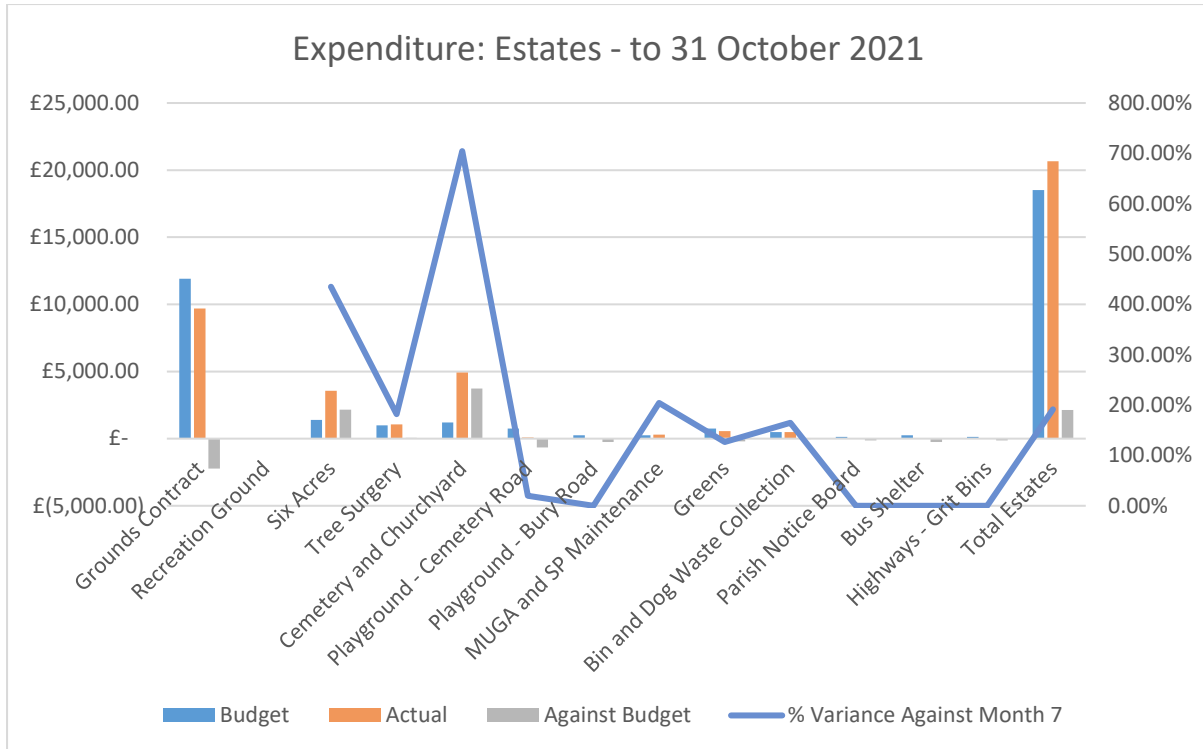
VAT claims are now submitted monthly (£5170.65 received to date)

Recycling income is paid bi-annually (£1285.92 received and paid out for Oct '20 – March '21).

£310 COVID Grant included in precept payment but shown under grant

Miscellaneous Receipts – refund of EE clerk mobile overpayment

Locality Grant £334 received in respect of Road Safety project.



Notes

Grounds Contract expenditure profile skewed to 1st half of financial year.

Six Acres – Works to steps down onto FP25 and drainage at Coltsfoot Green end, and changes to waste collection with a move to lockdown bins planned for in previous financial year.

Trees – delay to invoicing of work done to trees in previous financial year. Sufficient in earmarked reserves to cover instructed work following summer inspection.

Cemetery & Churchyard – Works to War Memorial Gates and levelling of graves commissioned in previous financial year. Payment of new railings at War Memorial Entrance.

A move to identifying any groundworks required during budgeting process to reduce/eliminate spending over budget in future financial years.

A draft budget report ([WPC.21.11.08](#)) was submitted to the parish council’s November meeting, and any proposed changes discussed at the meeting will be reported orally.

Provision in the draft budget has been 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

In future years, by moving the Estates Committee to three weeks before the full parish council meeting, it should be possible for the committee to review a draft budget for its remit to put forward to the parish council’s November meeting.

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 committee (attached as **Appendix A**).

Action:

Committee members 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.

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
Cemetery Notice Board	Quote 1 - £610	Legal Requirement	3	2	3	18	Year 1
Drive leading to Chapel of Rest	Quotes between £450-£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 Initial clean up by removing moss, clearing leaves, cutting back edges	1	2	2	5	Year 1? Based on a simple clean up with no remedial work.

Repair to Cemetery Gates leading to Chapel of Rest	Quote 1 - £5850 Quote 2 - £5097	Difficulty opening gates results in users bypassing to side and risk of trips, slips and falls when muddy and wet To replace the posts and re hang the gates and railings £ 2980.80 inc vat To remove gates and railings, powder coat £ 2191.20 inc vat Paint existing top finials £ 417.60 inc vat	2	2	2	8	Year 2
Draining of Pond and work to culvert on Coltsfoot Green	£1200 plus VAT £2634 plus VAT	Riparian responsibility Plus hire of skip	3	2	3	12	Year 1/2
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
Increasing accessibility to grave space records to Cllrs		Important for when clerk on leave and timely resolution of enquiries from bereaved relatives	3	3	2	18	Year 1

Reserved grave space marking	£182 – waterproof labels £262.50– (50) grave space markers	Reduces risk of reserved plots being incorrectly allocated	3	2	3	18	Year 1
Appointing designated grave Digger	No charge as digger charges funeral directors	Increases: <ul style="list-style-type: none"> • Effective use of space • Better levelling of grave spaces • Tidiness and even rows Reduces <ul style="list-style-type: none"> • Need to obtain PLI and Risk Assessments from each Funeral Director 	3	2	2	12	Year 1
Health & Safety Consultancy	£1134 – 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