

Draft Budget 2020-2021

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

- income & expenditure 2021/22
- 2022/23 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:

- Drainage of the pond at Coltsfoot Green

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 3rd November with no amendments.

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.

	2021/22	2022-23	2023-24 Budget
Cemetery Fees			
Interments			
Still Born Child or child under 18	£ 125.00	£ 125.00	£ 125.00
Person over the age of 18 years	£ 250.00	£ 250.00	£ 275.00
of cremated remains	£ 175.00	£ 175.00	£ 200.00
Exclusive Right of Burial			
in an earthen grave	£ 250.00	£ 250.00	£ 275.00
for cremated remains within the CR area	£ 175.00	£ 175.00	£ 275.00
Monuments, Gravestones, Tablets & Inscriptions			
A headstone	£ 150.00	£ 150.00	£ 175.00
a tablet on cremated remains plot	£ 150.00	£ 150.00	£ 175.00
each inscription after the first	£ 100.00	£ 100.00	£ 125.00
renewal of permit for headstone (15 years)	£ 25.00	£ 25.00	£ 27.50
Other Fees			
Exhumation			
Transfer of exclusive rights/statutory declaration	£ 50.00	£ 50.00	£ 55.00
Search (not more than one year)	£ 15.00	£ 15.00	£ 25.00
Search covering a period of more than one year - 1st year	£ 15.00	£ 15.00	£ 25.00
every additional year	£ 7.50	£ 7.50	£ 10.00
Certified copy of the register	£ 25.00	£ 25.00	£ 25.00

same amount of work regardless

Training Budget

	2019.20	2020.21	2021.22	2022.23	£	2,023.24	
Chairmanship			100.00	£ 100.00	£	112.00	
New Councillors	£412.00	120.00	£ 150.00	£ 150.00	£	336.00	2 new councillors
Contribution to CILCA	£120.00 -	-					
Clerk Training	£50.00	120.00	£ 120.00	£ 125.00	£	140.00	5 online sessions
CIr Portfolio Training	£17.00	200.00	£ 150.00	£ 150.00	£	168.00	6 portfolion online training sessions
	£599.00	£440.00	£520.00	£ 525.00	£	756.00	

	2016/17			2017/18			2018/19		2020/21		2021/22		
	Budget	Movement	Year End	Budget	Movement	Year End	Budget	Movement	Anticipated Year End	Budget	Movement	Anticipated Year End	
Movement in Earmarked Funds													
Operating Reserve									£ 9,775.25		£ 296.65	£ 9,478.60	
Staff Contingency									£ -		-£ 1,400.00	£ 1,400.00	
Data protection									£ 770.00		£ -	£ 770.00	
Election Costs									£ 2,000.00	£ 500.00	-£ 975.00	£ 2,975.00	
Grounds Maintenance									£ 450.00		-£ 1,070.00	£ 1,520.00	
Tree Surgery									£ 1,300.00		-£ 340.00	£ 1,640.00	
Cemetery & Churchyard									£ 748.00		£ 748.00	£ -	
Teen Project Replacement	£3,000.00	£3,000.00	£18,358.00	£1,000.00	#####	#####		£ 1,000.00	£ 12,750.00		£ 5,250.00	£ 7,500.00	
Playground & Teen Project Maintenance			£1,366.00	£1,000.00	£1,000.00	£2,366.00			£ 1,015.27		-£ 759.73	£ 1,775.00	
Playground Replacement									£ -		£ -	£ -	
Six Acres Development									£ 2,500.00		£ -	£ 2,500.00	
Memorial garden									£ 500.00		£ 500.00	£ -	
Legacy			£250.00	£0.00	£0.00	£250.00			£ 250.00		£ -	£ 250.00	
Day Club			£555.00	£0.00	£0.00	£ 555.00			£ 555.00		£ -	£ 555.00	
Neighbourhood Planning	£2,000.00	£2,000.00	£3,000.00	£2,000.00	£2,000.00	#####			£ 7,000.00		£ 1,830.00	£ 5,170.00	
Safety & Security matters	-	£843.00				£ 843.00			£ 1,500.00		-£ 600.00	£ 2,100.00	
Highways									£ 2,250.00		£ 2,000.00	£ 250.00	
Civic Event											-£ 745.00	£ 745.00	
Charitable Donations											-£ 200.00	£ 200.00	
Total	£6,500.00	£11,015.00		£4,000.00	#####				£ 43,363.52		£ 4,238.27	£ 38,828.60	

reduction in earmarked reserves under Budget A approved Jan '21

reduction in earmarked reserves under Budget A approved Jan '21

Movement in Earmarked Funds	01 April 2022	April	Transfer Unspent Funds						Movement	Current	
			June	July	August	September	October				
Staff Contingency	£ 1,400.00		-£ 1,695.00				£ 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						-£245.00	£245.00		
Grounds Maintenance	£ 1,520.00	£ 1,520.00	-£ 995.00					£525.00	£995.00		
Tree Surgery	£ 1,640.00							£0.00	£1,640.00		
Cemetery & Churchyard	£ -							£0.00	£0.00		
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	£ -		-£ 750.00	£ 680.00				-£70.00	£70.00		
Civic Event	£ 745.00	£ 745.00	-£ 250.00					£495.00	£250.00		
Charitable Donations	£ 200.00	£ 200.00	-£ 50.00					£ 150.00	£50.00		
Cemetery Extension Project	£ -		-£ 3,000.00					-£ 3,000.00	£3,000.00		
Total Earmarked Reserves	£ 29,350.00	£ 17,240.00	-£ 8,133.68	£ 663.68	£ -	£ -	£ -	£ -	£ -	£12,145.00	£20,205.00
Operating Reserve	£ 9,478.60									£30,993.06	87.06%
Total Reserves	£ 38,828.60									£12,145.00	£ 51,198.06

Wickhambrook Parish Council
Balance at 31 March 2021 **£ 43,363.52**

Receipts

Precept	£	38,413.00		
Cemetery	£	1,625.00		
Chapel Rent (Players)	£	-		
Ground rents	£	10.00		
Wavleave	£	-		
Bank Interest	£	42.13		
Recycling Credits	£	1,348.60		
Grants	£	9,997.00		
Miscellaneous Receipts	£	26.00		
VAT Refund	£	7,816.10		
Searegated Funds (Players)	£	-	£	20,864.83
Total Receipts	£	59,277.83		

Expenditure

Staff Costs	£	11,589.52		
Administration	£	7,361.58		
Services	£	3,311.70		
Estates (excluding Cemetery)	£	13,126.93		
Cemetery	£	406.82		
Projects	£	6,982.92		
Grants	£	2,453.60		
S.137	£	250.00		
VAT Paid	£	6,109.74	£	40,003.29
Total Payments	£	51,592.81	£	51,592.81

Fixed and Long Term Assets

As per Asset Register **£ 326,577.17**

Cash Reserves

Opening Reserves	£	43,363.52
Plus Receipts	£	59,277.83
Less Payments	£	51,592.81
Closing Reserves	£	51,048.54

Represented by

Cash at Bank		
Current #921	£	9,460.77
Instant Savinos #944	£	29,367.83
Uncashed Cheques	£	-
Petty Cash (not held)	£	-
Total	£	38,828.60

Opening Reserves made up of:

Operating Reserve	£	9,775.25	£	-
Staff Contingency	£	-	-£	1,400.00
Data Protection	£	770.00	£	-
Elections	£	2,000.00	-£	975.00
Grounds Maintenance	£	450.00	-£	1,070.00
Tree Surgery	£	1,300.00	-£	340.00
Cemetery & Churchyard	£	748.00	£	748.00
Teen Project Replacement	£	12,750.00	£	5,250.00
Playground & Teen Project				
Maintenance	£	1,015.27	-£	759.73
Playground Replacement	£	-	£	-
Six Acres Development	£	2,500.00	£	-
Memorial garden	£	500.00	£	500.00
Legacy	£	250.00	£	-
Day Club	£	555.00	£	-
Neighbourhood Planning	£	7,000.00	£	1,830.00
Safety & Security matters	£	1,500.00	-£	600.00
Highways	£	2,250.00	£	2,000.00
Civic Event	£	-	-£	745.00
Charitable Donations	£	-	-£	200.00
Total	£	43,363.52	£	4,238.27

Movement on Reserves:

Closing Reserves made up of:

Operating Reserve	£	9,775.25	£	9,775.25
Staff Contingency	£	1,400.00	£	1,400.00
Data Protection	£	770.00	£	770.00
Elections	£	2,975.00	£	2,975.00
Grounds Maintenance	£	1,520.00	£	1,520.00
Tree Surgery	£	1,640.00	£	1,640.00
Cemetery & Churchyard	£	-	£	-
Teen Project Replacement	£	7,500.00	£	7,500.00
Playground & Teen Project				
Maintenance	£	1,775.00	£	1,775.00
Playground Replacement	£	-	£	-
Six Acres Development	£	2,500.00	£	2,500.00
Memorial garden	£	-	£	-
Legacy	£	250.00	£	250.00
Day Club	£	555.00	£	555.00
Neighbourhood Planning	£	5,170.00	£	5,170.00
Safety & Security matters	£	2,100.00	£	2,100.00
Highways	£	250.00	£	250.00
Civic Event	£	745.00	£	745.00
Charitable Donations	£	200.00	£	200.00
Total	£	39,125.25	£	39,125.25

Signed:

Dated:

Signed:

Dated:

Chair of Wickhambrook Parish Council

Hilary Workman
RFO: Wickhambrook Parish Council

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	6			
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		

Item/Activity/Project	Quotes received to date	Likely Cost	Notes	Financial Impact	Urgency	Importance	Priority Score	Year	1st Report to Committee	Notes
		£336 – annual subscription	Provides advice on Health and Safety					Current FY	February	
Memorial Testing and actions arising from this	Abbey Memorials; £2 plus VAT per memorial & £15 plus VAT Lay flat or stake and Band - IMI £3.80 plus vat per memorial. & £5-£10 per memorial lay flat or stake & band respectively. £250 surcharge for less than £500 memorials. Avg £250 memorials tested in one day.	£1000 - £5000	could do 20% of stones each year @ £600		2	3	3	18 Year 1		
Work to Parish Trees (Chapel of Rest)		Less than £500	to remove two trees nearest to building in avenue to Chapel of Rest		3	2	1	6 Year 3		
Replacement of Play Equipment (Cemetery Road)	Accessible spinners £1100 - £2790 excluding delivery and installation	£1000 - £5000	Aim for a spinner as this is what was removed		3	2	2	12 Year 2		More likely to get grant to offset where spinner is an accessible piece of play equipment.
Replacement Fencing (Bury Road)	Cost quoted in 2020 £5000	Over £5000	repeated comments on play inspection reports		2	2	2	8 Year 2		
Drainage of Pond(s) - Coltsfoot Green	Cost quoted in 2021 £890	£500 - £1000	carried over from current year		3	3	2	18 Year 1		
Improvement of FP25 to base of steps onto Six Acres	Paid £1600 in 2021/22. PROW Officer estimated probably double now.	£1000 - £5000	50Metres completed in 2021. Frequent requests for extension.		3	2	2	12 Year 2		would need grant - perhaps scc
Taking on Memorial Clock as a Parish Asset	Pro rata (as of today) £182.46 Annually - £348.68	£500 - £1000	Also need to include cost of legal agreement		3	3	2	18 Year 1		
Cleaning of War Memorial	£500 in 2021. IMI £1950. Abbey Memorials £1995	£500 - £1000	Move to Tri-annual?					0 Year 2		
Cemetery Gates (re-hang)	Last Year - Blake & Bull £5850 plus VAT. Countryside Gates £5097 plus VAT	Over £5000						0 Year 2		
Cemetery Drive – lift damaged macadam and replace with gravel and edging	Quoted 2021: Shingle £5k, Macadam £8k, Blockpaving £12K Macadam with edging £5.3k	Over £5000	macadam likely to break up over time, block pavements require a lot of work to maintain					0 Year 3		
Replacement of six White Posts at Tennis Courts	https://www.thesolarcentre.co.uk/products/Mini_London_Solar_Post_Lights_Set_Of_4_Anthracite_Edition-1133-7.html £34.99 for set of four - spiked	Less than £500			3	2	2	12 Year 1		
Fencing to hedge adjacent to cemetery	Estate Railings from £51.99 per meter for 1.2m high plus installation - 26M = £1351	£1000 - £5000			3	3	2	18 Year 1		will investigate grant opportunities
Re-painting of BT Call Box	Materials apx £100	Less than £500	Depends on whether can recruit a working party, or need to get quotes/		3	2	2	12 Year 1		