

## Draft Budget 2023-24

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

- income & expenditure 2021/22
- 2022/23 at 9/12ths (to 31<sup>st</sup> December), anticipated year end & draft budget
- Cemetery Budget
- Training Budget
- Earmarked Reserves

The budget makes no provision to continue to build on earmarked reserves.

Some earmarked reserves may be drawn down, particularly to cater for:

- Election costs (which are variable dependant on whether elections are contested);
- Training costs for new councillors.

A grant application to be applied for (Locality) in respect of Neighbourhood planning would be spent in the same year, and any balance of costs outstanding could be drawn down from Cemetery reserves, if approved by the council.

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 3<sup>rd</sup> November 2022.

Based on the draft budget as presented, this would represent an increase on the precept of 7.25% (£5.47 per property on a tax base of 528.38).

**Recommendation:**

**The parish council approve the draft budget and set the precept at £42,739.**

# Appendix A

Last FY 2021 - 2022		Current FY 2022 - 23		Budget 2022-2023			9/12/25 (To 31.12.22)		Anticipated Year End		Next FY 2023 - 24	
Budget	Year End									Budget	Notes	
		<b>INCOME</b>									<b>38,570.00</b>	
£ 35,610.00	£ 35,610.00	Precept	£ 38,413.00	£ -	£ 38,413.00	£ -	£ 38,413.00	£ -	£ 42,738.85	**		
£ 2,500.00	£ 3,525.00	Cemetery Fees	£ 2,500.00	£ 2,475.00	£ 2,475.00	£ 2,777.50	£ 2,777.50	£ 2,750.00	£ 2,750.00		based on 3 x ERB, Interment in earthen grave, 2 x ERB, Interment of CR, & 2 Headstones	
		- Chapel rent	£ -	£ 2,475.00	£ -	£ -	£ -	£ -	£ -			
£ 40.00	£ 50.00	Ground rents	£ 30.00	£ 2,475.00	£ 30.00	£ 30.00	£ 30.00	£ 20.00	£ 20.00			
£ 50.00	£ -	Winkives	£ 50.00	£ -	£ -	£ -	£ -	£ 50.00	£ 50.00			
£ 50.00	£ 17.83	Bank interest	£ 50.00	£ 103.52	£ 103.52	£ 118.32	£ 118.32	£ 100.00	£ 100.00			
		- Bank Compensation	£ -	£ -	£ -	£ -	£ -	£ -	£ -			
£ 310.00	£ 7,915.00	Direct Debt Refunds	£ -	£ -	£ -	£ -	£ -	£ -	£ -			
		Grants	£ 8,500.00	£ -	£ -	£ 13,000.00	£ -	£ 3,500.00	£ 3,500.00		Neighbourhood Plan (maximum grant likely to be able to avail for from Locality)	
		£0.00 From Reserves	£17,040.00	£ -	£ -	£ -	£ -	£ 12,355.00	£ 12,355.00		From EMR - £3475 - election costs; £175 training; £455 Data Protection; £245 insurance; £995 Grounds Maintenance; £640 Tree Surgery; £1250 Six Acres Development; £995 NP; Highways £875; £250 civic event; £3000 CEP;	
£ 58.81	£ 58.81	Miscellaneous Receipts	£ -	£ 103.52	£ 103.52	£ 35.00	£ 35.00	£ -	£ -		8000 *indicative - not included in precept calculation	
£ 5,500.00	£ 7,816.10	VAT refund	£ -	£ 5,895.14	£ 5,895.14	£ 7,860.19	£ 7,860.19	£ -	£ -		2500 *indicative - not included in precept calculation	
£ 2,500.00	£ 2,711.62	Recycling income	£ -	£ 2,559.10	£ 2,559.10	£ 2,559.10	£ 2,559.10	£ -	£ -			
		<b>£ 57,704.36</b>	<b>£ 49,543.00</b>	<b>£ 7,632.04</b>	<b>£ 54,414.82</b>	<b>£ 61,513.85</b>	<b>£ 61,513.85</b>	<b>£ 61,513.85</b>	<b>£ 61,513.85</b>			
		<b>Administration</b>										
£ 9,980.00	£ 10,316.44	Clerk/NFO salary	£ 12,741.00	£ 10,291.75	£ 12,741.00	£ 12,741.00	£ 14,798.16	£ 14,798.16	£ 14,798.16		makes provision for annual increment and any national pay award	
£ 2,500.00	£ 944.87	HMR/NI Contributions	£ 98.00	£ 1,653.67	£ 1,270.00	£ 1,270.00	£ 2,042.15	£ 2,042.15	£ 13.8		gross salary over 798.01 per month	
£ 375.00	£ 328.21	Pension Contributions	£ 250.00	£ 499.04	£ 550.00	£ 550.00	£ 443.94	£ 443.94	£ 3%		cross salary over 520 per month	
		- Clerk/NFO 2 meeting Contingency	£ 13,089.00	£ 12,444.46	£ 14,561.00	£ 17,284.25	£ 17,284.25	£ 17,284.25	£ 13,089.00			
£ 150.00	£ -	- Clerk/NFO 2 meeting Contingency	£ -	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00			
£ 120.00	£ 513.44	Clerk Mileage & Substantance Expenses	£ 566.00	£ 348.17	£ 464.23	£ 464.23	£ 580.00	£ 580.00	£ 170		mileage 12*£12.88. substantance. homeworking allowance £252 & professional membership £170	
£ 500.00	£ 661.73	Office supplies	£ 1,000.00	£ 484.72	£ 646.29	£ 646.29	£ 750.00	£ 750.00	£ 500		print toner plus toner waste bottle axo £500 per annum	
£ 500.00	£ 2,145.22	Services and supplies	£ 1,000.00	£ 1,221.17	£ 442.89	£ 442.89	£ 750.00	£ 750.00	£ 750		computer support etc	
£ 100.00	£ 140.00	Meeting room hire	£ 260.00	£ 233.75	£ 311.67	£ 311.67	£ 350.00	£ 350.00	£ 2		7 full meetings; 1 Annual Meeting, 1 Annual Parish Meeting, 5 Committee Meetings; 2 EO @ 2 hours £10/hour	
£ 1,000.00	£ 2,046.90	Insurance	£ 1,200.00	£ 0.00	£ 1,200.00	£ 1,200.00	£ 1,725.00	£ 1,725.00	£ 1,725		likely to be substantial uplift due to inflation ** if allowing for £120k replacement cost of Memorial Clock	
£ 650.00	£ 763.39	Subscriptions	£ 460.00	£ 558.85	£ 558.85	£ 558.85	£ 590.00	£ 590.00	£ 400		SALC £400.83. National CLT £150. CPRE £36 - just subscribe to SALC	
£ 450.00	£ 550.00	Audit	£ 550.00	£ 592.00	£ 592.00	£ 592.00	£ 610.00	£ 610.00	£ 610		based on 3% increase	
£ 350.00	£ 275.00	Training	£ 550.00	£ 560.00	£ 150.00	£ 150.00	£ 755.00	£ 755.00	£ 755		move underspend to earmarked reserves and then draw down if needed for new councillors.	
£ 100.00	£ -	Training Mileage	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0		training has moved online	
£ 150.00	£ 40.00	Data Protection Legislation	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 75.00	£ 75.00	£ 75		10 device 2 year virus guard next due 23.24 budget (current price £50.00)	
£ 225.00	£ 234.00	Election costs	£ 100.00	£ 129.00	£ 180.00	£ 180.00	£ 0.00	£ 0.00	£ 3,500		of which £2475 from earmarked reserves - if District ward is not contested (£2.5-5.5K). If DW is contested (£2 - 2.5K). If parish not contested. £100	
£ 17,150.00	£ 18,951.10	Administration of Parol & Pension	£ 18,785.00	£ 15,214.12	£ 19,141.93	£ 27,069.25	£ 27,069.25	£ 27,069.25	£ 27,069.25		providing by SALC - based on 3% increase	
		<b>Services</b>										
£ 120.00	£ 135.53	Electricity	£ 180.00	£ 109.47	£ 145.96	£ 150.00	£ 150.00	£ 150.00	£ 150			
£ 125.00	£ 147.96	Water	£ 150.00	£ 157.10	£ 209.47	£ 210.00	£ 210.00	£ 210.00	£ 210			
£ 1,200.00	£ 1,532.22	Website	£ 1,300.00	£ 1,208.00	£ 1,300.00	£ 1,300.00	£ 1,317.60	£ 1,317.60	£ 1,317.60		advised no rateable value at present on cemetery	
£ 300.00	£ 308.26	Phone & Internet Services	£ 280.00	£ 165.51	£ 220.68	£ 220.68	£ 280.00	£ 280.00	£ 280		this includes for 2 dialtans with variable exchange rate	
£ 660.00	£ 384.40	Microsoft Office	£ 636.00	£ 480.00	£ 640.00	£ 640.00	£ 625.00	£ 625.00	£ 8		12*£22 plus £16 out of contract charges	
£ 195.00	£ 193.00	Cemetery Software	£ 270.00	£ 197.00	£ 197.00	£ 197.00	£ 375.00	£ 375.00	£ 375		8 x basic licence & 1 x microsoft exchange	
£ 185.00	£ 338.33	Other Software Subscriptions	£ 150.00	£ 213.76	£ 285.01	£ 285.01	£ 365.00	£ 365.00	£ 365		change of owner	
£ 72.00	£ 72.00	Bank Service Charge	£ 72.00	£ 54.00	£ 72.00	£ 72.00	£ 72.00	£ 72.00	£ 72		adobe, parish online & easyoc	
£ 2,857.00	£ 3,311.70	Services	£ 3,038.00	£ 2,584.94	£ 3,070.12	£ 3,394.60	£ 3,394.60	£ 3,394.60	£ 3,394.60			
		<b>Estates</b>										
£11,922.00	£11,383.66	Grounds contract	£14,500.00	£12,470.00	£16,626.67	£ 14,500.00	£ 14,500.00	£ 14,500.00	£ 14,500			
		Recreation ground	£ -	£ 40.00	£ 40.00	£ 40.00	£ 40.00	£ 40.00	£ 40		ground rent for olav area	
£ 1,400.00	£ 3,554.86	Six Acres	£ 750.00	£ 660.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750		annual work to trees this year £650	
£ 1,000.00	£ 2,110.00	Tree surgery	£ 500.00	£ 871.82	£ 500.00	£ 500.00	£ 750.00	£ 750.00	£ 750		includes memorial testing to churchyard	
£ 1,200.00	£ 5,413.07	Cemetery & Churchyard	£ 500.00	£ 871.82	£ 500.00	£ 500.00	£ 1,000.00	£ 1,000.00	£ 1,000		2 parish days @ £450 plus VAT plus small parts	
		Grounds Maintenance (general)	£ -	£ -	£ -	£ -	£ -	£ -	£ -			
		- Playground - Cemetery Road	£ 750.00	£ 1,278.80	£ 1,705.07	£ 1,705.07	£ 1,705.07	£ 1,705.07	£ 1,705		Play areas maintenance	
£ 250.00	£ -	- Playground - Bury Road	£ 250.00	£ -	£ -	£ 250.00	£ 250.00	£ 250.00	£ 250		Play areas maintenance	
		- #REF!	£ -	£ -	£ -	£ -	£ -	£ -	£ -		*****	
£ 500.00	£ 298.30	MUGA & SP Maintenance	£ 1,000.00	£ 1,697.93	£ 1,697.93	£ 1,697.93	£ 500.00	£ 500.00	£ 500		no bi-annual inspection next year	
£ 750.00	£ 627.35	Greens	£ 750.00	£ 465.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500			
£ 500.00	£ 480.54	Bin & Doo Waste (replaces Miscellaneous)	£ 1,000.00	£ 775.15	£ 1,033.53	£ 1,033.53	£ 1,000.00	£ 1,000.00	£ 1,000		doe waste baos under this heading from services and suboles	
£ 125.00	£ -	Parish Notice boards	£ -	£ -	£ -	£ -	£ -	£ -	£ -			
£ 250.00	£ -	Bus Shelter (New)	£ -	£ -	£ -	£ -	£ -	£ -	£ -		this should be installed by SCC through s.106 funding from Meadows Development	
		Memorial Clock	£ 1,135.00	£ -	£ -	£ -	£ -	£ 500.00	£ 500.00		dependant on whether accented as parish asset	
£ 125.00	£ -	Safety and Security	£ 75.00	£ -	£ -	£ 75.00	£ 75.00	£ 75.00	£ 75			
		Highways (Gilt Bins)	£ 75.00	£ -	£ -	£ 75.00	£ 75.00	£ 75.00	£ 75			
		<b>£18,522.00</b>	<b>£23,972.20</b>	<b>£21,460.00</b>	<b>£18,258.70</b>	<b>£23,578.20</b>	<b>£21,940.00</b>	<b>£21,940.00</b>	<b>£21,940.00</b>			
		<b>Donations, Grants &amp; Community</b>										
£ 750.00	£ -	Grants/Local Support & Village Organisations	£ 750.00	£ 1,105.00	£ 1,105.00	£ 1,105.00	£ 500.00	£ 500.00	£ 500			
£ 250.00	£ -	- Civic Event	£ -	£ -	£ -	£ -	£ 500.00	£ 500.00	£ 250		£250 from earmarked reserves	
£ 250.00	£ 200.00	Charitable Donations	£ 250.00	£ 250.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500			
£ 1,250.00	£ 200.00	Community Engagement	£ 250.00	£ 250.00	£ 500.00	£ 500.00	£ 125.00	£ 125.00	£ 125			
		<b>Projects:</b>										
£ 487.00	£ 503.75	Neighbourhood Planning (Survey)	£ 8,500.00	£ 5,970.88	£ 15,967.88	£ 6,485.00	£ 3000	£ 3000	£ 3000		£3000 from CEP reserves	
£ 1,500.00	£ -	Housing Needs Survey	£ -	£ -	£ -	£ -	£ -	£ -	£ -			
£ 3,000.00	£ 742.95	Cemetery Extension project	£ 500.00	£ -	£ -	£ -	£ -	£ -	£ -			
£ 2,750.00	£ 5,249.22	Highways - road safety	£ 1,750.00	£ 979.00	£ 1,500.00	£ 1,500.00	£ -	£ -	£ -			
		Team Project - MUGA & SP Replacement	£ 5,000.00	£ -	£ -	£ -	£ -	£ -	£ -			
		Parish Lands	£ 1,500.00	£ -	£ -	£ -	£ -	£ -	£ -			
		Parish Groundworks - Drainage of pond at Coltsfoot Gre	£ 2,750.00	£ 2,450.00	£ 2,450.00	£ 2,450.00	£ 1,000.00	£ 1,000.00	£ 1,000			
£ 7,250.00	£ 6,982.92	Cemetery Refurbishment	£ 1,250.00	£ -	£ 500.00	£ 250.00	£ 250.00	£ 250.00	£ 250			
		Contributions to upgrade footpaths	£ 21,250.00	£ 9,399.88	£ 20,417.88	£ 7,735.00	£ 7,735.00	£ 7,735.00	£ 7,735			
		To Reserves	£ 750.00	£ -	£ -	£ -	£ -	£ -	£ -			
		<b>Other Payments</b>										
£ 2,500.00	£ 2,711.62	Recycling grant to MSC	£ -	£ 1,348.60	£ -	£ -	£ -	£ -	£ -		2500 *indicative - not included in precept calculation	
		VAT	£ -	£ -	£ -	£ -	£ -	£ -	£ -		9000 *indicative - not included in precept calculation	
		<b>£ 6,109.74</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>			
		<b>GENERAL EXPENDITURE</b>	<b>£ 66,533.00</b>	<b>£ 46,812.54</b>	<b>£ 67,813.13</b>	<b>£ 61,513.85</b>	<b>£ 61,513.85</b>	<b>£ 61,513.85</b>	<b>£ 61,513.85</b>			
		<b>Less other income</b>	<b>£ 11,130.00</b>	<b>£ 7,528.52</b>	<b>£ 15,975.82</b>	<b>£ 6,420.00</b>	<b>£ 6,420.00</b>	<b>£ 6,420.00</b>	<b>£ 6,420.00</b>			
		<b>Net Expenditure before contributions to/from reserves</b>	<b>£ 55,403.00</b>	<b>£ 39,284.02</b>	<b>£ 51,837.30</b>	<b>£ 55,093.85</b>	<b>£ 55,093.85</b>	<b>£ 55,093.85</b>	<b>£ 55,093.85</b>			

accounted for by support for village area

	2021/22	2022-23	2023-24 Budget	
<b>Cemetery Fees</b>				
<b>Interments</b>				
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	
<b>Exclusive Right of Burial</b>				
in an earthen grave	£ 250.00	£ 250.00	£ 275.00	
for cremated remains within the CR area	£ 175.00	£ 175.00	£ 275.00	same amount of work regardless
<b>Monuments, Gravestones, Tablets &amp; Inscriptions</b>				
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	
<b>Other Fees</b>				
<b>Exhumation</b>				
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	

## Training Budget

	<b>2019.20</b>	<b>2020.21</b>	<b>2021.22</b>	<b>2022.23</b>	<b>£</b>	<b>2,023.24</b>	
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
	<b>£599.00</b>	<b>£440.00</b>	<b>£520.00</b>	<b>£ 525.00</b>	<b>£</b>	<b>756.00</b>	

	2016/17			2017/18			2018/19			2019/20			2020/21			2021/22			2022 - 23		
	Budget	Movement	Year End	Budget	Movement	Year End	Budget	Movement	Year End	Movement	Year End	Budget	Movement	Anticipated Year End	Budget	Movement	Year End	Budget	Movement	Anticipating Year End	
<b>Movement in Earmarked Funds</b>																					
<b>Operating Reserve</b>																					
Staff Contingency				-			-		27,149.00	-11,257.60	£15,891.40			£ 9,775.25		£ 206.65	£ 9,478.60	£ -		£ -	
Data protection									770.00	£ 770.00				£ 770.00		£ -	£ 770.00	£ -		£ -	
Election Costs									2,000.00	£ 2,000.00		£ 500.00		£ 2,000.00	£ 500.00	-£ 975.00	£ 2,975.00	£ -		£ -	
Insurance											450.00			£ 450.00		£ -	£ -	-£ 245.00		£ 245.00	
Grounds Maintenance											1,300.00		£ 500.00	£ 1,300.00		-£ 1,070.00	£ 1,520.00	£ -		£ 1,520.00	
Tree Surgery														£ 1,300.00		-£ 340.00	£ 1,640.00	£ -		£ -	
Cemetery & Churchyard									0.00	2,356.00	£ 2,356.00		-£1,608.00	£ 748.00		£ 748.00	£ -			£ -	
Teen Project Replacement	£3,000.00	£3,000.00	£18,358.00	£1,000.00	#####	#####	£ 1,000.00	10,344.00	2,406.00	£ 12,750.00				£ 12,750.00		£ 5,250.00	£ 7,500.00	£ -		£ 7,500.00	
Playground & Teen Project Maintenance			£1,366.00	£1,000.00	£1,000.00	£2,366.00			2,366.00	-1,350.73	£ 1,015.27			£ 1,015.27		-£ 759.73	£ 1,775.00	£ -		£ 750.00	
Playground Replacement									2,913.00	1,087.00	£ 4,000.00		£ 1,500.00	£ 4,000.00		£ -	£ -	£ -		£ -	
Six Acres Development									2,000.00	500.00	£ 2,500.00		£ 2,000.00	£ 2,500.00		£ 2,500.00	£ -			£ 2,500.00	
Memorial garden										500.00	£ 500.00			£ 500.00		£ 500.00	£ -			£ -	
Legacy			£250.00	£0.00	£0.00	£250.00			£ 250.00	0.00	£ 250.00			£ 250.00		£ -	£ 250.00	£ -		£ -	
Day Club			£555.00	£0.00	£0.00	£555.00			£ 555.00	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	#####		5,000.00	2,000.00	£ 7,000.00		£ 500.00		£ 7,000.00		£ 1,830.00	£ 5,170.00	£ -		£ 5,170.00	
Safety & Security matters		£843.00				£843.00			843.00	657.00	£ 1,500.00		£ 600.00	£ 1,500.00		-£ 600.00	£ 2,100.00	£ -		£ 2,100.00	
Highways										0.00	2,250.00		£ 250.00	£ 2,250.00		£ 745.00	£ -			£ -	
Civic Event																	745.00	£ -		£ -	
Charitable Donations																	-£ 200.00	£ 200.00	£ -		£ -
<b>Total</b>	<b>£6,500.00</b>	<b>£11,015.00</b>	<b>£4,000.00</b>	<b>#####</b>	<b>-</b>	<b>-</b>	<b>51,420.00</b>	<b>£ 55,087.67</b>	<b>£ 43,363.52</b>	<b>£ 4,238.27</b>	<b>£ 38,828.60</b>	<b>£ 16,795.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	

reduction in earmarked reserves under Budget A approved Jan '21  
reduction in earmarked reserves under Budget A approved Jan '21

<b>Movement in Earmarked Funds</b>	<b>01 April 2022</b>	<b>April</b>	<b>Transfer Unspent Funds</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Movement</b>	<b>Current</b>
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			-£ 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			-£ 750.00	£ 680.00										-£70.00	£70.00
Civic Event	£ 745.00	£ 495.00												£495.00	£250.00
Charitable Donations	£ 200.00	£ 200.00	-£ 50.00											£150.00	£50.00
<b>Total Earmarked Reserves</b>	<b>£ 29,350.00</b>	<b>£ 16,990.00</b>	<b>-£ 10,883.68</b>	<b>£ 663.68</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£9,145.00</b>	<b>£20,205.00</b>
<b>Operating Reserve</b>	<b>£ 9,478.60</b>														£22,072.13
<b>Total Reserves</b>	<b>£ 38,828.60</b>													<b>£9,145.00</b>	<b>£ 42,277.13</b>

62.00%

Wickhambrook Parish Council			
Balance at 31 March 2021	£	-	
<b>Receipts</b>			
Precept	£	-	
Cemetery	£	38,413.00	
Chapel Rent (Players)	£	-	
Ground rents	£	2,475.00	
Wavleave	£	2,475.00	
Bank Interest	£	-	
Recycling Credits	£	10.00	
Grants	£	-	
Miscellaneous Receipts	£	103.52	
VAT Refund	£	7,816.10	
Searegated Funds (Players)	£	-	£ 51,292.62
<b>Total Receipts</b>	<b>£</b>	<b>51,292.62</b>	

<b>Expenditure</b>			
Staff Costs	£	11,589.52	
Administration	£	7,361.58	
Services	£	3,311.70	
Estates (excluding Cemetery)	£	17,386.88	
Cemetery	£	871.82	
Projects	£	6,982.92	
Grants	£	2,453.60	
S.137	£	250.00	
VAT Paid	£	6,109.74	£ 44,728.24
<b>Total Payments</b>	<b>£</b>	<b>56,317.76</b>	<b>£ 56,317.76</b>

**Fixed and Long Term Assets**  
As per Asset Register £ 326,577.17

<b>Cash Reserves</b>	
Opening Reserves	£ -
Plus Receipts	£ 51,292.62
Less Payments	£ 56,317.76
Closing Reserves	<b>-£ 5,025.14</b>

<b>Represented by</b>	
Cash at Bank	
Current #921	£ 9,460.77
Instant Savinos #944	£ 29,367.83
Uncashed Cheques	£ -
Petty Cash (not held)	£ -
	<b>£ 38,828.60</b>

<b>Opening Reserves made up of:</b>		<b>Movement on Reserves:</b>	
<b>Operating Reserve</b>	£ -	£ -	£ -
Staff Contingency	£ -	-£ 1,400.00	£ 1,400.00
Data Protection	£ -	£ -	£ -
Elections	£ -	-£ 975.00	£ 975.00
Grounds Maintenance	£ -	-£ 1,070.00	£ 1,070.00
Tree Surgery	£ -	-£ 340.00	£ 340.00
Cemetery & Churchyard	£ -	£ 748.00	-£ 748.00
Teen Project Replacement	£ -	£ 5,250.00	-£ 5,250.00
Playground & Teen Project			
Maintenance	£ -	-£ 759.73	£ 759.73
Playground Replacement	£ -	£ -	£ -
Six Acres Development	£ -	£ -	£ -
Memorial garden	£ -	£ 500.00	-£ 500.00
Legacy	£ -	£ -	£ -
Day Club	£ -	£ -	£ -
Neighbourhood Planning	£ -	£ 1,830.00	-£ 1,830.00
Safety & Security matters	£ -	-£ 600.00	£ 600.00
Highways	£ -	£ 2,000.00	-£ 2,000.00
Civic Event	£ -	-£ 745.00	£ 745.00
Charitable Donations	£ -	-£ 200.00	£ 200.00
<b>Total</b>	<b>£ -</b>	<b>£ 4,238.27</b>	<b>-£ 4,238.27</b>

<b>Closing Reserves made up of:</b>	
<b>Operating Reserve</b>	£ -
Staff Contingency	£ 1,400.00
Data Protection	£ -
Elections	£ 975.00
Grounds Maintenance	£ 1,070.00
Tree Surgery	£ 340.00
Cemetery & Churchyard	£ 748.00
Teen Project Replacement	£ 5,250.00
Playground & Teen Project	
Maintenance	£ 759.73
Playground Replacement	£ -
Six Acres Development	£ -
Memorial garden	£ 500.00
Legacy	£ -
Day Club	£ -
Neighbourhood Planning	£ 1,830.00
Safety & Security matters	£ 600.00
Highways	£ 2,000.00
Civic Event	£ 745.00
Charitable Donations	£ 200.00

**Signed:**  
**Chair of Wickhambrook Parish Council**

**Dated:**

**Signed:**  
**Hilary Workman**  
**RFO: Wickhambrook Parish Council**

**Dated:**

	2023-24 Budget	Newmarket	Haverhill & Bury St Edmunds	Sudbury	Stanton	Elmswell
<b>Interments</b>						
Still Born Child or child under 18	£ 125.00	£ 100.00	£ 100.00	no charge		£ 68.00
Person over the age of 18 years	£ 275.00	£ 738.00	£ 738.00	£ 677.00	£ 90.00	£ 148.00
of cremated remains	£ 200.00	£ 218.00	£ 218.00	£ 310.00	£ 90.00	£ 122.00
<b>Exclusive Right of Burial</b>						
in an earthen grave	£ 275.00	£ 910.00	£ 910.00	£ 389.00	£ 190.00	£ 179.00
for cremated remains within the CR area	£ 275.00	£ 640.00	£ 640.00	£ 389.00	£ 55.00	£ 101.00
<b>Monuments, Gravestones, Tablets &amp; Inscriptions</b>						
A headstone	£ 175.00	£ 208.00	£ 208.00	£ 158.00	£ 95.00	£ 111.00
a tablet on cremated remains plot	£ 175.00	£ 208.00	£ 208.00	£ 158.00	£ 95.00	£ 111.00
each inscription after the first	£ 125.00	£ 75.00	£ 75.00	£ 89.00		£ 68.00
renewal of permit for headstone (15 years)	£ 27.50					
<b>Other Fees</b>						
Exhumation						
Transfer of exclusive rights/statutory declaration	£ 55.00	£ 62.00	£ 62.00	£ 54.00		
Search ( not more than one year)	£ 25.00					
Search covering a period of more than one year - 1st year	£ 25.00			£ 25.00	£ 60.00	
every additional year	£ 10.00			£ 5.00	£ 40.00	
Certified copy of the register	£ 25.00				£ 50.00	
Annual Care				£ 74.00	(grass cutting and tidying up only)	

All fees relating to a burial (either full or cremated remains) of a child under the age of 18 or a baby stillborn after 24 weeks of pregnancy will be claimed for by West Suffolk Council from the Child Funeral Fund (CFF) which is funded by Central Government.

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
<b>Cemetery &amp; Churchyard</b>					
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.
<b>Play Areas</b>					
7	Bury Road Play Area	18	yes	yes	
8	Cemetery Road Play Area - leaves & debris collected	18	yes	yes	
<b>Six Acres &amp; Recreation Ground</b>					
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
<b>Other</b>					
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		



Supplier ID:  
503792

**Application for Parish/Town Council  
Precept 2023/24**

Please complete the following & return to the Chief Financial Officer by 25 January 2023

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 2023 to 31 March 2024 is as follows:**

The 2022/23 figures below are those submitted by Parishes in January 2022 and are included for information purposes only.

	<b>2022/23</b>	<b>2023/24</b>
Expenditure (excluding contributions to reserves)	£ 55,453	£ 55,094
Contribution to (+ve)/from(-ve) Reserves	£ -17,040	£ -12,355
<b>Net Expenditure</b>	<b>A</b> £ 38,413	£ 42,739
<b>Less</b>		
Parish Precept	<b>B</b> £ 38,413	£ 42,739
Tax Base (see explanatory note)	<b>C</b> 509.33	528.38
Parish Band D Council Tax	<b>B ÷ C</b> £ 75.42	£ 80.89
Increase/-Decrease		£ 5.47
Percentage Increase/-Decrease		7.25%

Signed by:-  
Chairman 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 2022/23 comparator figures and the Taxbase figures, which we have included to assist you in completing your 2023/24 application
- 2 Please enter your 2023/24 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](mailto: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.

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		see budget line 56
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		see budget line 89
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		see budget lines 29 & 69
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	<a href="https://www.thesolarcentre.co.uk/products/Mini_London_Solar_Post_Lights_Set_Of_4_Anthracite_Edition-1133-7.html">https://www.thesolarcentre.co.uk/products/Mini_London_Solar_Post_Lights_Set_Of_4_Anthracite_Edition-1133-7.html</a> £34.99 for set of four - spiked	Less than £500			3	2	2	12 Year 1		see budget line 54
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		see budget line 57