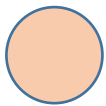


Approved Budget and 2023/24 Work Plan

At its meeting in November '22 the Estates Committee reviewed the draft budget and agreed priorities for work identified over the next three years.

The January meeting of the parish council considered the draft budget and supporting three year plan (which incorporated the proposals of the Estates Committee - **Min. 22.11.12** refers). The draft budget and precept request were approved by full council (**Min. 23.01.12 refers**) and the budget allocated to the Estates Committee (and relevant projects) is attached as **Appendix A** to this report.

A summary of progress on the Estates Committee's agreed priorities and workplan for the current financial year is set out at **Appendix B** and identified in a traffic light system.



- Health & Safety Consultancy – first report due February '23
- Cemetery Notice Board – further work to be done on cemetery records before mapping can be completed



- Outdoor Fitness Equipment – has been the subject of a number of consultations and the scale of the project has been revised
- Increasing accessibility to grave space records for Councillors – work to the plan is ongoing – researching impacts of GDPR on how reserved plots are recorded and made accessible to Cllrs.



- Drive leading to Chapel of Rest
- Work to Culvert at Coltsfoot Green
- Re-negotiation of lease for Children's Play Area at Cemetery Road
- Reserved Grave Space Marking

A summary of the agreed workplan, and suggested timeline for work planned for the next financial year, is attached as **Appendix C**. This takes into account when certain projects need to be completed and spreads the workload across the five committee meetings.

Action:

Councillors are asked to consider the proposals and agree the proposed schedule of work for the committee, subject to any amendments agreed at the meeting.

Reports:

[WPC.EC.22.11.05](#)

[WPC.23.01.08](#)

Minute:

22.11.12

22.01.14.1

Current FY 2022 - 23	Next FY 2023 - 24	
	Budget	Notes
INCOME		38,570.00
Precept	£ 42,738.85	**
Cemetery Fees	£ 2,750.00	based on 3 x ERB, Interment in earthen grave, 2 x ERB, Interment of CR, & 2 Headstones
Chapel rent	£ -	
Ground rents	£ 20.00	
Wayleaves	£ 50.00	
Bank interest	£ 100.00	
Bank Compensation		
Direct Debit Refunds		
Grants	£ 3,500.00	Neighbourhood Plan (maximum grant likely to be able to apply for from Locality)
From Reserves	£ 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;
Miscellaneous Receipts		
VAT refund		8000 *indicative - not included in precept calculation
Recycling income		2500 *indicative - not included in precept calculation
	£ 61,513.85	
Services		
Electricity	£ 150.00	
Water	£ 210.00	
Rates	£ -	advised no rateable value at present on cemetery
Website	£ 1,317.60	this includes for 2 plugins with variable exchange rate
Phone & Internet Services	£ 280.00	12*£22 plus £16 out of contract charges
Microsoft Office	£ 625.00	8 x basic licence & 1 x microsoft exchange
Cemetery Software	£ 375.00	change of owner
Other Software Subscriptions	£ 365.00	adobe, parish online & easypc
Bank Service Charge	£ 72.00	
Services	£ 3,394.60	
Estates		
Grounds contract	£ 14,500.00	
Recreation ground	£ 40.00	ground rent for play area
Six Acres	£ 500.00	
Tree surgery	£ 750.00	annual work to trees this year £650
Cemetery & Churchyard	£ 750.00	includes memorial testing to churchyard
Grounds Maintenance (general)	£ 1,000.00	2 parish days @ £450 plus VAT plus small parts
Playground - Cemetery Road	£ 1,000.00	Play areas maintenance
Playground - Bury Road	£ 500.00	Play areas maintenance
		#####
MUGA & SP Maintenance	£ 500.00	no bi-annual inspection next year
Greens	£ 500.00	
Bin & Dog Waste (replaces Miscellaneous)	£ 1,000.00	dog waste bags under this heading from services and supplies
Parish Notice boards		
Bus Shelter (New)		this should be installed by SCC through s.106 funding from Meadows Development
Memorial Clock	£ 500.00	dependant on whether accepted as parish asset
Safety and Security	£ 250.00	
Highways (Grit Bins)	£ 150.00	
Estates	£21,940.00	
Projects:		
Cemetery Extension project	£ -	
Team Project - MUGA & SP Replacement	£ -	
Parish Lands	£ -	
Parish Groundworks - Drainage of pond at Coltsfoot Green	£ 1,000.00	
Cemetery Refurbishment	£ 250.00	
Contributions to upgrade footpaths	£ 7,735.00	
To Reserves		
Other Payments		
Recycling grant to MSC		2500 *indicative - not included in precept calculation
VAT		9000 *indicative - not included in precept calculation
GENERAL EXPENDITURE	£ 61,513.85	
Less other income	£ 6,420.00	
Net Expenditure before contributions to/from reserves	£ 55,093.85	

replant and tidy hedgerow in front of old cemetery.

Appendix B

Item/Activity/Project	Likely Cost	Notes	Year	1st Report to Committee	Notes
Outdoor Fitness Equipment Revised to consider basket ball hoop and rebound wall	£15 – 20K	Will require grant funding Will need to evidence with community support	Year 1	July	Consultation with Parish on proposals, present to Annual Parish Meeting for further engagement then report back. There was insufficient response to consultations to justify a large project, and the scale has been reviewed to look at installation of a basket ball hoop and re-bound walls.
Cemetery Notice Board	Quote 1 - £610	Legal Requirement	Year 1	August	There is likely to be considerable work to be done on section mapping before the plan can be designed. It is proposed to post an updated plan in the noticeboard until all mapping has been completed.
Drive leading to Chapel of Rest	Quote for immediate remedial work £450 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	Year 1 (as amended by Estates December)	April	Completed. The drive was scraped clear, but work to drive in medium to long term is likely to be necessary.
Draining of Pond and work to culvert on Coltsfoot Green	£1500 – 2650 plus VAT	Riparian responsibility	Year 1 (at request of PC November & Estates December)	April	3 quotes obtained, but many differences in proposals. Will be looking at whether work could be undertaken in phases to spread the cost It was decided to split the work into two phases, with the works to the culvert being completed in the current financial year. Drainage of pond to be undertaken in 2023/24.
Re-negotiation of Lease for Children’s Play area at Cemetery Road	£400 - £1500	Lease expires February 2023	Year 1	February	In order to instruct solicitors and commence work on renewing the lease

Appendix B

Increasing accessibility to grave space records to Cllrs	By publishing to web just officer time	Important for when clerk on leave and timely resolution of enquiries from bereaved relatives	Year 1	July/August	Will entail some work to cemetery plan which is ongoing. A volunteer has been recruited who is transcribing the old records prior to inputting onto cemetery software.
Reserved grave space marking	£182 – waterproof labels £262.50– grave space markers	Reduces risk of reserved plots being incorrectly allocated	Year 1	April	Reserved Grave space markers have been purchased with labels and old reserved grave spaces have now been marked in cemetery.
Health & Safety Consultancy	£336 – annual subscription	Provides advice on Health and Safety, reviews risk assessments, apps for play equipment inspections	Year 1	February	

Appendix C

Item/Activity/Project	Likely Cost	Notes	Year	1st Report to Committee	Notes
Memorial Testing and Actions arising from this	£1 – 5K		Year 1	April	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.
Cemetery Notice Board	Quote 1 - £610	Legal Requirement	Year 1	November	There is likely to be some work to be done on section mapping before the plan can be designed
Draining of Pond Coltsfoot Green	Costs Quoted in 2022 £890	Riparian responsibility	Year 1	April	Note just pond, not ditch leading into it.
Taking on Memorial Clock as an Asset	Pro rata (as of today) £182.46 Annually - £348.68	Parish Council decision	Year 1	February '23	
Replacement of Six White posts at Tennis Courts	<£500	Posts rotting Consider solar for better visibility at night	Year 1	July	
Fencing to hedge adjacent to Cemetery	Estate Railings from £51.99 per meter for 1.2m high plus installation - 26M = £1351	£1000 - £5000	Year 1	July	Will need to investigate grant opportunities and funding from SCC (Any funds remaining from s.106 The Meadows)
Re-painting of BT call Box	Materials apx £100	Dependant on recruiting volunteers, or need to get quotes for contractor	Year 1	April	