

Approved Budget 2024-25

The budget for 2024– 25 was set at the parish council’s January meeting (Min 24.01.12.1 refers) and is attached as **Appendix A** to this report.

Following preparation of the annual accounts for the financial year 2023-24, the clerk has reviewed the presentation of budget and adjusted the budget headings for clarity to:

- Local Grants and support for village organisations are shown under the heading (Community Engagement) separately from s.137 donations.

The revised layout is attached as **Appendix B** to this report.

Report WPC.24.04.08 (Appendix B) set out a proposal to transfer unspent funds to Earmarked Reserves. This made provision for:

- Unspent (but committed) budget (£2050) for preparation of Neighbourhood Plan and
- Unspent Parish Lands budget under the Project heading (£1500) for legal costs to transfer of lands to parish council from Havebury Housing Association

Proposed adjustments to budget:

Table 1: Movements on Reserves

Purpose	Minute	From	To	Amount	Adjusted Budget
Neighbourhood Plan		Earmarked: Neighbourhood Plan	Revenue: Neighbourhood Plan	£2050	£2800
Parish Lands Transfer		Earmarked: Grounds and Parish Assets	Revenue: Parish Lands	£1500	£2500

Recommendation:

To approve transfer of funds from Earmarked Reserves to Revenue budget lines as indicated in Table 1 of report WPC.24.04.10 and note net changes to revenue and earmarked reserves.

Appendix B

Next FY 2024 - 25	
	Notes
INCOME	
Precept	£ 46,341.00 **
Cemetery Fees	£ 3,440.00 based on 3 x ERB, Interment in earthen grave, 2 x ERB, Interment of CR, & 2 Headstones
Chapel rent	£ 20.00
Ground rents	£ 400.00
Wayleaves	£ 500.00
Bank interest	
Bank Compensation	
Direct Debit Refunds	
Grants	
From Reserves	£ 6,000.00 Neighbourhood Plan (maximum grant likely to be able to apply for from Locality)
Miscellaneous Receipts	
Recycling income	2500 *indicative - not included in precept calculation
VAT refund	8000 *indicative - not included in precept calculation
	£ 56,701.00
Staff Costs	
Clerk/RFO salary	£ 13,555.74 makes provision for annual increment and 3%
HMRC/NI Contributions	£ 2,248.43 13.8 gross salary over 758.01 per month
Pension Contributions	£ 488.79 3% gross salary over 520 per month
Clerk/RFO 2 meeting Contingency	£ 16,292.95
Administration	
Clerk Mileage & Subsistence Expenses	£ 500.00 mileage 12*£12.88, subsistence, homeworking
Office supplies	£ 750.00 print toner plus toner waste bottle apx £500
Services and supplies	£ 750.00 computer support etc
Meeting room hire	£ 300.00 7 full meetings; 1 Annual Meeting, 1 Annual
Insurance	£ 1,500.00 likely to be uplift due to inflation and additional
Subscriptions & Memberships	£ 800.00 SALC £488.49, CPRE £36, SLCC £190 CLT 80
Audit	£ 650.00 based on 3% increase
Training	£ 250.00 move underspend to earmarked reserves and
Training Mileage	£ 175.00 training has moved online
Data Protection Legislation	£ 175.00 10 device virus guard PLUS ICO
Election costs	£ 100.00 provided by SALC - based on 3% increase
Administration of Payroll & Pension	£ 1,000.00
	£ 5,775.00
Services	
Electricity	£ 150.00
Water	£ 450.00
Phone & Internet Services	£ 265.00 12*£22 plus £16 out of contract charges
Microsoft Office	£ 700.00 8 x basic licence & 1 x microsoft business
Other Software Subscriptions	£ 400.00 adobe, parish online & easypc
Bank Service Charge	£ 72.00
Corporate Multipay Service Charge	£ 36.00
	£ 2,073.00
Estates	
Grounds contract	£ 12,500.00
Recreation ground	£ 40.00 ground rent for play area
Six Acres	£ 500.00
Tree surgery	£ 1,250.00 annual work to trees plus triannual inspection
Grounds Maintenance (general)	£ 1,000.00 2 parish days @ £500
Playground - Cemetery Road	£ 1,500.00 Play areas maintenance (including ZipWire,
Playground - Bury Road	£ 1,000.00 Play areas maintenance
MUGA & SP Maintenance	£ 500.00
Greens	£ 500.00 dog waste bags under this heading from services and supplies
Bin & Dog Waste (replaces Miscellaneous)	£ 1,000.00
Parish Notice boards	£ -
Bus Shelter (New)	£ -
Memorial Clock	£ 500.00 service
Safety and Security	£ 250.00
Highways (Grit Bins)	£ 175.00
Contributions to upgrade footpaths	£ 500.00
	£ 21,215.00
Cemeteries	
NDR	£ - advised no rateable value at present on
Cemetery Software	£ 645.00 increasing accessibility of software to councillors
Cemetery & Churchyard	£ 1,000.00 includes memorial testing to churchyard (£500)
Cemetery & Memorial Refurbishment	£ 3,500.00 new bench for Doley 50, memorial cleaning
Cemetery Extension project	£ -
	£ 5,145.00
Community Engagement	
Grants/Local Support & Village Organisation	£ 600.00
Community Engagement	£ 400.00
Civic Event	£ 250.00 £250 from earmarked reserves
Recycling grant to MSC	2500 *indicative - not included in precept calculation
Website	£ 1,300.00 this includes for 2 plugins with variable
	£ 2,550.00
Donations, Grants & Community	
Charitable Donations	£ 400.00
	£ 400.00
Projects:	
Neighbourhood Plan	£ 750.00
Highways - road safety	£ 1,000.00
Neighbourhood Plan	£ -
Teen Project - MUGA & SP Replacement	£ -
Children's Play Area Replacement	£ -
Parish Lands	£ 1,000.00 Drive leading to chapel of rest
Parish Groundworks -	
Highways - road safety	£ -
Housing Needs Survey	£ -
	£ 2,750.00
To Reserves	
Elections	£ 500.00
Replacement Play Equipment	
Replacement Teen Project	
	£ 500.00
Other Payments	
VAT	9000 *indicative - not included in precept calculation
GENERAL EXPENDITURE	£ 56,200.95
Less other income	£ 4,360.00
Net Expenditure before contributions to/	£ 51,840.95