

Budget 2017-18

Report to Council 9th January 2017



Introduction

The Parish Council (PC) needs to agree a budget for 2017-18 and to submit a precept request to Cornwall Council (CC) by 24th January 2017.

The Council tax base has increased from 1086.98 to 1139.57

For 2016-17 a precept of **£76192.00** was set, with the addition of a Council Tax Support Grant of £5422.47 (making £81614.47 which equates to **£70.09** for a Band D household).

The Council Tax Support Grant (CTSG) for 2017/18 is **£4443.53**

If the precept was to remain the same a Band D household would pay £66.86 due to the increase in the tax base although you should bear in mind the reduction in the CTSG when considering the precept.

A draft budget is set out in Appendix A.

Possible Projects/Additions for 2016-17

(E/R – Earmarked Reserves)

Staffing

Pensions

From the 1st April 2017 the PC must offer a pension service to all employees (currently two). Going on the highest paying pension on the information considered by the Pension Working Group (PWG) so far, this could equate to around 18.7% of the gross pay for employees. The figure of **£7313** will probably be lower but I have guesstimated using that % for the time being. The PWG will need to meet with employees and put forward recommendations to Full Council prior to approving the budget on the 23rd January 2017.

Agency Services

Gwithian Green

Gwithian Green (GG) forward budget received from the Gwithian Green Advisory Group (GGAG) is **£366** more than the grant received. As we have around £1400 in E/R for GG I have removed this amount from the reserve.

Service Delivery & consultation

PC approved a cost of **£385** towards the consultation in October, this has been added to this year's budget as a one off cost under Agency services.

Depending on the results of the survey and the decision of the PC (full info will be provided for 23rd Jan 2017 meeting on this) service delivery could equate to the approximate figures pa as follows:-

Sign cleaning - £728 (54%) Verge management - £1456 (65%) Weed spraying - £1272 (68%)

The percentage beside each figure above equals the amount of parishioners wanting the PC to undertake the service although we still have a few more surveys to input. I have guessed a figure of **£2728** for this draft budget which assumes we will agree to take over verges and weeds.

General Expenditure

Election Expenses

This year CC has provided a quotation for the upcoming P&TC elections in 2017. The quote provided suggests the following costs:-

| | | |
|---------------|---------------|-----------|
| Gwithian Ward | contested - | £3,004.30 |
| | Uncontested - | £295.09 |
| Gwinear Ward | contested - | £2,536.63 |
| | Uncontested - | £289.97 |

The potential cost could be as high as £5540.93.

At the last election the contested costs were £1459 and uncontested £128. (We had one ward contested and one uncontested) Going on those figures I had set aside £2034 over the 2 years since (and would have added £1k this year) but we will need to put **£5507** this year to cover this quote, which includes £2000 for forward budgeting.

Projects & Capital Schemes

Defibrillator Project

The Parish Council (PC) committed through the Parish Plan Implementation Committee (in abeyance) to provide a number of defibrillators across the Parish and is in line to get grant funding for the majority of this project. For the past two years the PC has set aside match funding for this project and put £300 pa in the budget. Ongoing maintenance will most likely be paid for from donations but the PC may wish to consider putting aside funds again as a backup. I have put **£300** in this budget which could be moved to other projects in the future if not required here.

Towans Project - Towans Ranger (TR)

The PC has set aside £500 for the past 3 years, I have put **£500** in the budget which can be moved elsewhere if not required.

Community Facility

We currently have £2313 in this E/R but we need to consider building it up as there will be legal costs as well as initial running costs/items required. I have suggested a figure of **£1500** for next year to build up this reserve.

Awards

Awards has now become 'Awards/Ceremonies' and flowers for anniversaries and the Parish Tea will now come out of this reserve. The budget for this reserve is usually £30 pa but due to these additions it will increase to **£200** pa.

Initial Recommendations

That a budget for 2017-18 is agreed as shown in Appendix A to this report; and

That a sum of **£80583 be considered for this year's budget, raised by a local precept in 2017-18, as the tax base for Gwinear-Gwithian is 1139.57, residents will pay **£70.71** per BAND D property for the local precept, which is a rise of 0.88% which can be justified by the addition of services such as weed and verge management is PC agrees to take them over.**

PC should bear in mind that next year's budget will not include the E/R for the CTSG of **£5423 saved last year.**

Gwinear-Gwithian Parish Council

Budget 2017/18

Appendix A

This paper outlines spending against previous precepted budgets and predicts precepted budget spending for 2017/18.

| Expenditure: | | | | | | | |
|--------------------------------|---|----------------|---------------------|----------------|---------------------------|-------------------------|----------------------------|
| Code | | Budget | Actual Spend | Budget | Predicted Spending | Estimated Budget | Material variances* |
| | | 2015/16 | 2015/16 | 2016/17 | 2016/17 | 2017/18 | |
| Hall Hire/Office Space | | | | | | | |
| 1 | Hall Hire ¹ | 246 | 55 | 260 | 100 | 100 | -61% |
| 2 | Office Rental/service charges | 2500 | 2382 | 2632 | 2382 | 2632 | |
| 3 | Electricity | 686 | 516 | 726 | 500 | 726 | |
| | Sub Total | 3432 | 2953 | 3618 | 2982 | 3458 | |
| Staffing | | | | | | | |
| 4 | Salaries | 29565 | 27177 | 30288 | 29781 | 31700 | |
| 5 | PAYE & NI | 6446 | 6695 | 7087 | 6954 | 7406 | |
| | Gratuity ² | 176 | 0 | 176 | 0 | 0 | -100% |
| | Pensions ² | | | | | 7313 | |
| | Sub Total | 36187 | 33872 | 37551 | 36735 | 46419 | |
| Administration | | | | | | | |
| 24 | Photocopying ³ | 100 | 5 | 150 | 5 | 20 | -86% |
| 27 | Insurance | 1440 | 962 | 1440 | 1172 | 1440 | |
| 29 | Office Equipment ⁴ | 350 | 1497 | 1000 | 40 | 500 | -50% |
| 6 | Subscriptions/Conferences | 1150 | 1082 | 1210 | 1117 | 1210 | |
| 7 | Telephone/Internet/Email services | 620 | 574 | 653 | 598 | 653 | |
| 8 | Postage | 330 | 260 | 400 | 487 | 500 | 25% |
| 9 | Office Stationery | 600 | 334 | 631 | 395 | 500 | -20% |
| 10 | Office Maintenance/Services | 330 | 128 | 350 | 185 | 200 | -43% |
| 37 | Training | 500 | 30 | 750 | 120 | 750 | |
| 39 | Audit ⁵ | 650 | 435 | 685 | 885 | 1000 | 46% |
| 44 | General Admin | 100 | 55 | 250 | 256 | 250 | |
| 47 | Website | 567 | 252 | 567 | 492 | 567 | |
| 51 | Waste Services | 275 | 275 | 290 | 287 | 325 | |
| 34 | Wreaths | 0 | 42 | 42 | 42 | 42 | |
| 40 | Newsletter Articles/Advertisements | 800 | 180 | 800 | 420 | 800 | |
| | Sub Total | 7812 | 6111 | 9218 | 6501 | 8757 | |
| Recreation/Street Scene | | | | | | | |
| 11 | Litter/Dog Bins | 0 | 0 | 350 | 0 | 350 | |
| 12 | Community Pride Officer (CPO) | 11648 | 12058 | 12261 | 12261 | 11648 | |
| 13 | Materials ⁶ | 100 | 0 | 200 | 50 | 50 | -75% |
| 14 | Elizabeth Sampson Playing Field (ESPF) | 1800 | 2576 | 1895 | 1918 | 2131 | |
| 30 | Bus Shelters/Notice boards ⁷ | 100 | 9 | 300 | 100 | 100 | -66% |
| 15 | Allotment fees/costs | 0 | 326 | 461 | 356 | 356 | |
| 22 | Reawla Park | 1800 | 549 | 1800 | 1770 | 1800 | |
| | Sub Total | 15448 | 15518 | 17267 | 16455 | 16435 | |

| | | Budget | Actual Spend | Budget | Predicted Spending | Estimated Budget | Material variances* |
|---------------------------------|--|--------------|---------------|--------------|--------------------|------------------|---------------------|
| | | 2015/16 | 2015/16 | 2016/17 | 2016/17 | 2017/18 | |
| Burials | | | | | | | |
| 16 | Burial Rates | 109 | 202 | 115 | 0 | 128 | |
| 17 | Burial Maintenance | 1485 | 1856 | 1565 | 1565 | 1565 | |
| 18 | Burial ground/extension | 0 | | 1000 | 0 | 1000 | |
| | Sub Total | 1594 | 2058 | 2680 | 1565 | 2693 | |
| Agency Services | | | | | | | |
| 33 | LMP | 3300 | 3300 | 3800 | 3300 | 3300 | |
| 31 | Gwithian Green | 1566 | 1358 | 1796 | 1946 | 1796 | |
| | Service Delivery | | | | 0 | 2728 | |
| | Service Delivery consultation | | | 0 | 385 | 385 | |
| | Sub Total | 4866 | 4658 | 5596 | 5631 | 8209 | |
| General Expenditure | | | | | | | |
| 32 | Councillor Expenses | 0 | 0 | 100 | 30 | 100 | |
| 21 | Election Expenses ⁸ | 500 | 0 | 1000 | 0 | 5507 | 450% |
| 26/ 43 | Grants/Donations | 1000 | 1328 | 1000 | 1000 | 1000 | |
| | Sub Total | 1500 | 1328 | 2100 | 1030 | 6607 | |
| Projects/Capital Schemes | | | | | | | |
| 45 | Christmas Trees | 132 | 120 | 140 | 120 | 140 | |
| 42 | Awards/ceremonies ⁹ | 0 | 0 | 30 | 210 | 200 | 567% |
| 19 | ESPF Basket Swing | 0 | 1169 | 0 | 0 | 0 | |
| 36 | Parish Plan-Towans Project ¹⁰ | 0 | 500 | 1000 | 500 | 500 | -50% |
| 53 | Neighbourhood Planning | 10000 | 6230 | 1000 | 130 | 0 | |
| 35 | Defibrillator Project | 300 | 1410 | 300 | 467 | 300 | |
| | PTRA Memorial | 168 | | 0 | 0 | 0 | |
| 54 | CiLCA/Quality Council | 0 | 575 | 1000 | 750 | 1000 | |
| 58 | Reawla Park projects | 0 | 0 | 0 | 1010 | 0 | |
| 48 | S106 (Rosewarne) | 0 | 139434 | 0 | 23529 | 0 | |
| 50a | Fingerposts | | 23 | 0 | 0 | 0 | |
| 50c | CDRA Horsepool | | 246 | 0 | 0 | 0 | |
| 56 | Community Facility | | | 0 | | 1500 | |
| | Sub Total | 10600 | 149707 | 3470 | 26716 | 3640 | |
| | Contingency Fund | | | 1000 | | 0 | |
| | Total Expenditure | 81439 | 216205 | 82500 | 97615 | 96218 | |
| From Reserves | | | | | | | |
| 31 | Gwithian Green | 136 | | 300 | | 366 | |
| Income: | | | | | | | |
| 15 | Allotment Fees/costs | 220 | 359 | 461 | 356 | 356 | |
| 18 | Burial Fees | 500 | 826 | 500 | 1570 | 0 | |
| 33 | LMP Grant | 3300 | 0 | 3300 | 3300 | 3300 | |
| 56 | Community Facility | | 450 | | 0 | | |

| | | Budget | Actual Spend | Budget | Predicted Spending | Estimated Budget | Material variances* |
|---|--|--------------|--------------|----------------|--------------------|------------------|---------------------|
| | | 2015/16 | 2015/16 | 2016/17 | 2016/17 | 2017/18 | |
| 35 | Defibs | | 10250 | | 595 | | |
| 31 | Gwithian Green Grants ¹⁰ | 1430 | 1403 | 1430 | 1430 | 1430 | |
| 19 | ESPF Basket Swing | 0 | 252 | | 0 | | |
| 58 | Reawla Park projects | | | | 32210 | | |
| 29 | Office equipment | | 700 | | 0 | | |
| 24 | Photocopying | | | | 40 | | |
| | Bank Interest | 83 | 0 | 317 | 0 | 317 | |
| 24 | Photocopying | 0 | 60 | 0 | 0 | 0 | |
| | Total Income/E/R out | 5669 | 14300 | 6308 | 39501 | 5769 | |
| | Net to Raise | 75770 | | 76192 | | 90449 | |
| | Minus E/R – CTSG from 16/17 | | | | | 5423 | |
| | TOTAL TO RAISE | | | | | 85026 | |
| | Minus CTSG for 17/18 | | | | | 4443 | |
| | DRAFT PRECEPT FOR 2017/18 | | | | | 80583 | |
| | Council Tax Base (Band D equivalent) | | | 1086.98 | | 1139.57 | |
| | Band D Precept | | | 70.09 | | 70.71 | |
| Notes | *Material Variances (between 16/17 & 17/18 budgets) | | | | | | |
| <ol style="list-style-type: none"> 1. Hall hire – should be less in the coming year 2. Pensions (see page 1 above) Gratuity replaced by pensions 3. Photocopying – budget reduced as spending less each year 4. Office Equipment - £1400 in E/R 5. Audit – the higher our expenditure the higher the fee, S106 spend last year and next year will mean higher audit fee 6. CPO materials-budget reduced – healthy E/R of around £4k under CPO 7. Bus Shelters/Notice boards – over £1k in E/R 8. Election expenses – see page 2 of report for information 9. Awards/Ceremonies - see page 2 of report for information 10. Towans Ranger – budget has caught up now as was always a year behind. | | | | | | | |
| Mrs Vida Perrin (Clerk to the Council & Responsible Financial Officer) | | | | | | | |
| For presentation to Council 9th & 23rd January 2017 | | | | | | | |

*Material variances - For this purpose “material” shall be 15% (Rounded up/down)