BROADCLYST PARISH COUNCIL
BUDGET 2019/20
Draft set by Finance Committee 15/11/2018 Minute ref: F18/42
Ratified by Council 03/12/2018; Minute ref: 18/214 Budget
Precept Minute ref: 18/215

100	INCOME					
	Item	**Year end 31.03.2018**	**18-19 Budget**	**Actual to 30_09_18**	**19-20 Approved budget**	Notes
1076	Precept	275,744.00	**350,969.00**	350,969.00	**407,357.00**	
1080	Interest	67.78	40.00	46.00	100.00	
1090	Top Up Grant re Precept	525.00	399.00	399.00	-	discontinued from 19/20
1500	Advertising	1,285.00	1,500.00	420	2,000.00	increased income from broadsheet
1700	Toilets rates grant	1,375.64	1,400.00		1,400.00	
1600	P3 grant	1,000.00	1,000.00	0.00	1,000.00	
1610	DCC Grass cutting grant	828.00	1,372.00	0.00	1,413.00	confirmed figure
1620	Broadclyst Allotments	600.00	350.00	0.00	350.00	
	Westclyst Allotments		300.00		200.00	
1900	Bookings at Sports Pavilion	6,611.50	6,200.00	1,533.00	6,200.00	
1910	Bowls Club	1,600.00	1,800.00	1,800.00	1,800.00	
1230	Neighbourhood Plan	-	0.00	90.00		
1300	Miscellaneous	2,711.56	100.00	1,556.00	100.00	
1100	Parish Together	302.00	0.00			
1510	Fun Day income		0.00	89.00	200.00	sponsorship
1100	helipad/defib project	6,349.10	0.00			
1100	DCC com res grant (compou	2,500.00	0.00			
1320	Telephone rebate	21.00	0.00	36.00	50.00	
1100	Donations	2,592.40	0.00			
1480	Event deposit refund			169.00		
						14,813.00
	TOTAL	**304,112.98**	**365,430.00**	**357,107.00**	**422,170.00**	
2	**EXPENDITURE**	**Year end**	**18-19**	**Actual to**	**19-20**	
	Item	**31.03.2018**	**Budget**	**30_09_18**	**Draft budget**	
110	**ADMINISTRATION**					
4000	Staffing (officers)	105,064.19	70,000.00	24,622.00	72,000.00	
4020	Pension and HMRC on-costs for all staff		49,000.00	26,471.00	55,000.00	28000 pension plus 27000 employer on costs
4050	Officers' expenses	2,965.82	3,000.00	1,220.00	2,500.00	
4070	Council mobile phone	2,027.84	800.00	317.00	750.00	
4080	Banking & CCLA	100.30	200.00	47.00	150.00	admin of CCLA?
4090	Payroll	393.90	600.00	280.00	500.00	
4100	Stationery	1,406.48	2,000.00	1,164.00	2,000.00	
4110	I.T.	2,418.96	2,000.00	1,347.00	2,500.00	inc website hosting; office 356 subs; mapping software (600 - moved from office running costs)

	Exp	Inc	
Staff and administration	166,350.00	250.00	
Office and Pavilions	28,050.00	6,200.00	
Maint	48,500.00		
public relations	12,500.00	2,200.00	
public conveniences	12,850.00	1,400.00	
P3, rec, sports prov	39,100.00	3,350.00	
Grants SLA's	30,500.00	1413.00	
NP	34,320.00		
General - contingency	50,000.00		
	422,170.00	14,813.00	407,357.00

	4115	Finance software		1,000.00	566.00	1,200.00			
	4120	Hall Hire	261.00	500.00	249.00	500.00			
	4130	Subscriptions	2,891.57	1,200.00	2,982.00	3,000.00			
	4135	Legal fees/professional advice		1,500.00	395.00	1,250.00	basic annual advice fee		
	4135	Legal support		3,000.00		3,000.00	Additional legal work; move to EMR at yr end ar	**Training:**	
	4140	Audit costs	2,128.30	2,500.00	1,300.00	2,000.00	1,000 internal audit SLA; 1000 external	CILCA	350
	4180	Statutory training	5,758.01	1,000.00	860.00	1,000.00	i.e. member updates; first aid	CG	2940
	4185	Professional development		3,500.00	4,148.00	5,500.00	to include deputy clerk CILCA	travel / cpd associated exp	2000
		Sector development		500.00		500.00	i.e. corporate/conference attendance, NALC/SL(	SLCC prof memb.	550
	4190	Insurance	1,861.60	3,000.00	3,410.00	4,000.00	council insurance; new community assets at west end; van policy;		5840
	4150	Youth Worker	8,870.00	8,000.00	5,000.00	10,000.00	SLA for 2 sessions/week with 2 youth workers; 2.5% increase		
	4160	Youth Club operation and in	1,717.22	2,000.00	0.00	2,500.00	room hire; materials; inclusion		
	4300	CHPC exp			696.00	-			
		ACCOMMODATION							
	4170	Office rent/insurance	7,225.52	7,000.00	3,527.00	8,500.00	rent (6900); service charge (897); insurance (500)		
	4171	Office moving costs			1,015.00	500.00	final decorating invoice still to come; no 19/20 budget		
	4175	Office running costs	3,566.44	1,000.00	2,775.00	1,000.00			
	4075	Office landline		1,600.00	975.00	2,050.00	Office Taurus Broadband 800 and BT bundle cloud contract (1250)		
	4420	Office utilities	339.58		404.00	1,000.00			
	4460	Rates		1,600.00	2,407.00	3,500.00	Office (2662.20) and car parking rates (c.450)		
	120	**GRANTS/PROJECTS**							
	4280	Youth footie	910.00	1,000.00	946.00	1,000.00	annual subsidy to support youth football in the parish		
	4290	Community helipad &/or de	5,763.67	2,000.00	3,786.00	500.00	annual service costs		
	4295	VIP operational support 1 ye	-	-	217.00	500.00	carry forwards		
	4470	Community projects	1,656.00	3,000.00	330.00	3,000.00			
	4480	Emerging communities	36.18	3,000.00	2,425.00	3,000.00			
NEW		Bus shelters				10,000.00	New item		
	150	**PUBLIC RELATIONS**							
	4220	Broadsheet	4,204.30	4,500.00	2,433.00	5,000.00	how long to continue with hard copy?		
	4230	Public consultation	2,044.28	2,000.00	810.00	2,000.00	to include cost of corporate comms work		
	4240	Crime/traffic/TRO	-	500.00	0.00	1,500.00	option to debate if to include 3k for TRO???		
	4250	Twinning	440.00	1,500.00	2,406.00	1,500.00	to build for unforeseen expenditure, to a max of £6000 held in reserves		
	4260	Fun Day	2,448.65	2,000.00	1,361.00	2,000.00			
	4270	Arts, culture and entertainm	3,000.00	500.00	464.00	500.00			
	160	**MAINTENANCE**							
	4000	Handymen	10,264.11	18,000.00	8,091.00	18,000.00			
	4320	Maintenance operational bu	3,007.10	3,000.00	386.00	2,000.00	tools, fuel, PPE, etc.		
	4325	Parish vehicle lease	5,254.90	4,500.00	1,877.00	4,500.00			
	4326	Parish vehicle operational cc	2,230.13	4,000.00	1,358.00	3,000.00	fuel, tax, plus unforseen allowance		
	4330	Lengthsman work	3,731.34	5,000.00	4,490.00	6,000.00	to include 1k for gulley sucker autumn visit		
	4310	Safety/visibility grass cutting	5,328.00	7,000.00	2,095.00	7,000.00			

	Equipment service/repair	-	1,000.00	0.00	1,000.00	
4340	Parish clock : service	-	250.00	0.00	250.00	annual to move to reserves for next 5 yr LTA
4350	Allotments	600.00	700.00	300.00	700.00	
4350	Westclyst Allotments	-	250.00	0.00	250.00	unknown expenditure
4360	P3 footpaths	916.56	1,000.00	1,554.00	1,000.00	
4370	dog waste	1,646.79	3,500.00	3,470.00	5,000.00	14 bins service cost @£250/bin 18/19; plus 5 new and service for 19/20
4380	Refuse		600.00	493.00	600.00	

	170	**PUBLIC TOILETS**					
	4000	Cleaner's salary	3,870.54	4,500.00	2,021.00	5,000.00	increase in living wage
	4420	Utilities	1,706.44	1,500.00	619.00	1,500.00	
	4440	Maintenance	89.99	1,000.00	972.00	3,000.00	overhaul in 2019/20?
	4450	Products	456.94	500.00	198.00	500.00	
	4460	Rates		2,100.00	2328.00	2,500.00	
NEW	**4520**	Service costs (new budget line)				350.00	Electric inspection; PAT testing
	180	**CLYST ROOM**					
	4460	Rates	158.10	180.00	175.00	200.00	
	4440	Clyst room maintenance/co	266.82	3,000.00	-	1,000.00	conversion to works compound extra cost
	190	**SPORTS PAVILION**					
	4000	Staffing	6,978.33	9,000.00	3,870.00	9,000.00	
	4420	Utilities	3,426.82	4,500.00	1,023.00	4,000.00	
	4510	Pavilions (building)	3,386.76	5,000.00	1,506.00	5,000.00	
	4450	Cleaning Products	145.72	600.00	204.00	500.00	
	4520	Service costs	330.37	750.00	1,283.00	2,000.00	
	4075	Broadband		600.00	-	-	included in office invoice (bundle)
	4530	Broadclyst football pitch	1,278.00	1,500.00	1,263.00	2,000.00	actual 19/20 figure
	4535	Westclyst football pitch		1,500.00	5,709.00	14,000.00	actual 19/20 figure - what to do about 18/19 deficit?
	4540	POS grass cutting	2,832.84	4,000.00	2,019.00	4,500.00	2.5% increase advised by contractors
NEW		Tennis Courts				500.00	no previous budget line
	200	**PLAY AREAS**					
	4440	Informal Play repairs	615.40	2,000.00	-	2,000.00	
	4560	Informal Play inspection	136.50	300.00	856.00	1,000.00	inc PPS credits
	4570	Informal Play service		750.00	287.00	750.00	
	4680	BMX		500.00	-	500.00	
	210	**BOWLS GREEN**					
	4440	Materials and repairs	190.80	500.00	-	500.00	
	4440	Sprinkler head replacement		1,200.00	-	-	Move to EMR at yr end if works not carried out
	4610	Bowls water meter	676.35	800.00	428.00	1,000.00	
	4620	Bowls seeds/fertilizers	2,158.55	2,000.00	-	2,500.00	
	4630	Bowls green (contractor)	5,863.72	8,350.00	2,575.00	8,350.00	partially offset by 1/5th
	4640	Sprinkler service	400.00	500.00	250.00	500.00	
	230	**NEIGHBOURHOOD PLANNING**					
	4000	NP Officer		18,000.00	8130	21,000.00	previously included in officer salary allocation
	4750	Operational budget	3,268.58	5,000.00	1,932.00	5,000.00	
NEW		Casual help				8,320.00	Admin support for NP to maximise NP Lead hours
		NEW ASSETS	1,115.62	-		-	discontinue - re-allocate to cost centres rather than general new assets

Service costs detail		
Sprinkler winterisation	165.00	
Sprinkler start up	275.00	
MAT electrics (helipad)	200.00	
SW Ambulance (defibs)		
PAT testing	350.00	
Annual boiler inspections & gas certificate	240.00	
3-yrly electric inspection Pavilions	380.00	18th edition regs comes in Jan 2019
Shower system and water heater descale	250.00	£750 every 3 years
Min. Budget line	**1,860.00**	

260	**CONTINGENCY**					Building to max of:	
4010	Staffing	-	8,000.00	0.00	8,000.00		
4105	I.T.	-	1,000.00	0.00	1,000.00		3,000.00
4355	Allotment land	100.00	2,000.00	0.00	2,000.00		
4390	Car park	-	2,000.00	0.00	2,000.00		10,000.00
4410	Buildings maintenance	-	5,000.00	4,151.00	5,000.00		
4200	Election costs	-	1,000.00		-		4,000.00
4460	Rates	3,629.43	4,000.00	0.00	4,000.00		10,000.00
4575	Play equipment replacemen	-	2,000.00	0.00	2,000.00		
4515	Andrews water heater	-	5,000.00	753.00	5,000.00	Andrews will be somewhere between £12k-£15k fitted if/when it gives up.	
	General Reserves	-	20,000.00		20,000.00		
	TOTAL	**245,561.36**	**365,430.00**	**168,021.00**	**422,170.00**		

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RESERVES	**at 31.03.2018**	**at 01.04.18**	**at 30.09.2018** (after spend from EMR 30.09.2018)
General Reserve	41,774.00	57,554.00	57,554.00
Earmarked Reserves			
Buildings	0.00	5,413.67	5,413.67
Car Park	2,000.00	4,000.00	4,000.00
Rates	6,000.00	6,370.00	5,335.57
Grounds Maintenance	3,280.00	3,280.00	0.00
Election Costs	2,000.00	3,000.00	3,000.00
Pavilions	413.67	0.00	0.00
Neighbourhood Plan	7,007.17	8,738.59	8,738.59
P3	1,000.00	2,000.00	1,000.00
Youth worker	7,132.50	7,762.50	5,762.50
Staffing Contingency	4,037.00	12,037.00	12,037.00
Allotments	2,000.00	3,900.00	3,900.00
Parish Together	1,400.00	0.00	0.00
Helipad/defib		4,085.43	1,585.43
Play equip maint/new/repl		4,135.00	4,135.00
Youth football		90.00	90.00
Crime/traffic		500.00	500.00
Twinning		1,060.00	154.00
Compound		4,733.00	4,733.00
EM Sub total	36,270.34	**71,105.19**	**60,384.76**
TOTAL RESERVES	**78,044.34**	**128,659.19**	**117,938.76**