

Date: 29 October 2019

Second Draft Budget 2020/2021

Executive Summary

Members are asked to consider the second draft Council budget for 2020/2021 in a simplified format and make any recommendations or amendments as required.

Recommendation to Council (11 November 19)

That Members consider the second draft of the 2020/2021 Council budget in a simplified format as set out in Annex A, and make any further recommendations or amendments as required.

1. Purpose of Report

- 1.1 Members are asked to consider the second draft budget for 2020/2021. The first version was agreed at the 28 October Amenities, Finance and Administration Committee meeting. Future year's budgets will follow a similar pattern, subject to changes and amendments at that time.
- 1.2 A third version will be presented to the 25 November Amenities, Finance and Administration Committee and a fourth version to the 9 December Council meeting before the fifth version is formally adopted by the Council at the Council meeting on 13 January 2020.

2. Background

- 2.1 Ash Parish Council is required to set a budget each year that sets out the expenditure and income proposed for the following three years. A draft budget for just 2020/21 is set out in Annex A. The version in this report is presented in a simplified format with old codes removed which helps to highlight the true picture.
- 2.2 In late November 2019, Guildford Borough Council is expected to write to the Clerk to confirm the Local Council Tax Support Scheme (LCTSS) Grant and the Council Tax Base (the estimated number of Band D equivalent properties in the Parish). The Borough Council will also confirm whether it has awarded Ash Parish Council £20,500 towards its four concurrent function grant projects for 2020/2021. These figures are currently assumed in the draft budget. Guildford Borough Council require the final precept figure to be submitted to them by mid January 2019 and this will be done following the 13 January 2020 Council meeting.
- 2.3 The current year 2019/2020 budget format was previously approved at the Amenities, Finance and Administration Committee meeting on 25 March 2019. It simplified the number of cost centres and account codes available and reduced the number of journal transfers required.

3. Options

- 3.1 Members may decide to:
- a) Agree the Clerk's recommendation; or
 - b) Agree a different set of budget figures.

4. Financial Implications

- 4.1 This report discusses the draft budget for Ash Parish Council for 1 April 2020 to 31 March 2021 and therefore has significant financial implications for the Council.
- 4.2 Based on the figures in the second draft, the total income (excluding the precept and local council tax support grant) is projected to be £127,547 and total expenditure is projected to be £690,557. This currently leaves a funding requirement of £563,010.
- 4.3 Assuming the local council tax support grant is the same as last year (£44,986) this leave £518,024 to be raised via the precept. However, this currently equates to over a 10% increase on last year which is significantly higher than the 2% normally reached. The new Tax Base (the estimated number of Band D equivalent properties in the Parish) once known, will determine the percentage increase and it is likely that this figure may be higher than last year, thereby lowering the percentage increase. A firmer picture can be presented once Guildford Borough Council write to us.
- 4.4 In order to reduce the amount required via the precept, the Council could use some of it's reserves to fund the budget requirement e.g. £66,315 could be taken from the reserve to allow the precept requirement to remain at the same level as 2019/20 of £451,024.

5. Implications on Crime and Disorder

- 5.1 The Crime and Disorder Act 1998 (Section 17) requires a parish council to consider the crime and disorder implications of any decision. There are no direct crime and disorder implications to this report.

6. Implications on Biodiversity

- 6.1 The Natural Environment and Communications Act 2006 (Section 40) requires parish councils to consider the impact any decisions will have on biodiversity. There are no direct biodiversity implications to this report.

7. Background Papers

- i. Final Budget 2019/2020 - Council - 14 January 2019 Minute 107.
- ii. Budget Format 2019/2020 – Amenities, Finance and Administration Committee - 25 March 2019 Minute 136.
- iii. First Draft Budget 2020/2021 – Amenities, Finance and Administration Committee – 28 October 2019 Minute 76.

8. Appendices

Annex A Second Draft Budget 2020/2021.

Next Year 2020/21
2nd Draft

101	Cemetery	
1001	Interment Fees	15,000
1002	Memorial Fees	4,000
1004	Grant of Rights Purchased	2,500
	Total Income	21,500
4011	Rates	1,850
4012	Water Rates	150
4017	Refuse Disposal	1,300
4042	Grounds Maintenance	8,000
4049	Grave Digging	5,000
4104	Memorials (Temporary)	80
	Overhead Expenditure	16,380
	Income over expenditure	5,120
201	Lighting	
	Total Income	0
4014	Electricity & Gas	20,000
4043	Equipment Maintenance	45,000
	Overhead Expenditure	65,000
	Income over expenditure	-65,000
301	Central Services	
1052	Community Fun Day Income	750
	Total Income	750
4006	Protective Clothing/Uniforms	3,000
4039	CCTV Maintenance Contract	20,000
4040	Security Maintenance	5,500
4045	Equipment & Small Tools	5,750
4050	External Security Cost	3,000
4052	Vehicle Motor Tax	500
4054	Vehicle Maintenance	5,000
4251	Community Fun Day	1,500
	Overhead Expenditure	44,250
	Income over expenditure	-43,500
302	Allotments	
1011	Rent Rec'd - Shawfield All'ts	2,900
1012	Rent Rec'd - Harpers All'ts	320
	Total Income	3,220
4012	Water Rates	600
	Overhead Expenditure	600
	Income over expenditure	2,620
305	Charity - Carrington	
1180	Ash PC Funding Grant	10,520
	Total Income	10,520
4012	Water Rates	400
4014	Electricity & Gas	200
4042	Grounds Maintenance	2,000
4999	Admin Reallocation	7,920
	Overhead Expenditure	10,520
	Income over expenditure	0

306	<u>Charity - Harpers</u>	
1021	Letting Income (Not 310)	2,750
1022	Pitch Fees	150
1180	Ash PC Funding Grant	6,047
	Total Income	8,947
4012	Water Rates	600
4014	Electricity & Gas	1,200
4017	Refuse Collection	600
4041	Property Maintenance	1,000
4042	Grounds Maintenance	1,000
4999	Admin Reallocation	4,547
	Overhead Expenditure	8,947
	Income over expenditure	0
307	<u>Parks/Open Spaces</u>	
1013	Rent Rec'd - Ash Tennis Club	250
1014	Rent Rec'd - Ash Football Club	900
	Total Income	1,150
4014	Electricity & Gas	350
4042	Grounds Maintenance	11,550
4043	Equipment Maintenance	13,351
4044	Equipment Hire	1,250
4051	Petrol & Oil	4,000
4056	Tree Works	10,000
4180	Charities Grant	16,567
4301	Roundabouts / Bedding	2,500
4302	Hanging Baskets	3,700
4303	Ash in Bloom Expenses	600
	Overhead Expenditure	63,868
	Income over expenditure	-62,718
308	<u>Public Toilets</u>	
1177	GBC Concurrent Grants	9,360
	Total Income	9,360
4012	Water Rates	1,200
4014	Electricity & Gas	600
4016	Cleaning Costs	1,500
	Overhead Expenditure	3,300
	Income over expenditure	6,060
309	<u>Finance</u>	
1096	Interest Received	15,000
1176	Precept	0
1185	Council Tax Support Grant	0
	Total Income	15,000
4074	Loan Capital Repaid	4,000
4730	Asset Renewal Fund	18,470
	Overhead Expenditure	22,470
	Income over expenditure	-7,470

310	<u>Ash Centre</u>	
1010	Rent Rec'd - CAB	11,150
1031	Letting Income - Main Hall	16,500
1032	Letting Income - Small Hall	5,000
1033	Letting Income - Mtg Rms 1 & 2	2,500
1051	Christmas Fair Income	200
1191	Feed In Tariff - Solar Panels	1,000
	Total Income	36,350
4011	Rates	8,000
4012	Water Rates	4,000
4014	Electricity & Gas	7,000
4016	Cleaning Costs	8,000
4017	Refuse Disposal	2,000
4041	Property Maintenance	10,000
4252	Christmas	2,500
4255	Xmas Motif Install/Remove	2,500
4256	TV Licence	150
	Overhead Expenditure	44,150
	Income over expenditure	-7,800
401	<u>Administration</u>	
1081	Photocopying Inc/Map Sales	100
1122	Franked Post Income	150
	Total Income	250
4001	Salaries and Wages	257,859
4007	Courses/Conferences	500
4008	Training	3,500
4009	Travel	100
4018	Health & Safety	6,000
4021	Telephone & Fax	3,500
4022	Postage	1,200
4023	Stationery & Ref Books	1,000
4024	Photocopying/Printing	4,000
4025	Insurance	13,330
4026	Subscriptions	6,000
4028	Software/IT Support	7,500
4030	Recruitment Advertising	1,250
4031	Other Advertising	250
4046	IT Equipment	250
4061	Audit Fees (External)	1,600
4062	Audit Fees (Internal)	1,650
4063	Accountancy Support	650
4064	Legal Fees	5,100
4071	Bank Charges	50
4409	Land Registry Searches	200
4410	GDPR Compliance	5,000
4999	Admin Reallocation to Charities	-12,467
	Overhead Expenditure	308,022
	Income over expenditure	-307,772
402	<u>Local Democracy</u>	
	Total Income	0
4033	Newsletter	3,500
4035	Website	5,000
4201	Chairmans Allowance	750
4401	Grants/Donations - S 137	500
4411	Grants Donations - Other Power	300
	Overhead Expenditure	10,050
	Income over expenditure	-10,050

802	Capital Projects - CG	
1671	Play Equipment Ash Rec	2,500
1673	Street Lighting Phase XIII	7,000
1674	Play Area Resurfacing	6,000
1675	Security Fencing	5,000
	Total Income	20,500
4671	Play Equipment - Ash Rec	8,000
4673	Street Lighting Phase XIII	30,000
4674	Play Area Resurfacing	35,000
4675	Security Fencing Carrington / Shawfield Allot	20,000
	Overhead Expenditure	93,000
	Income over expenditure	-72,500

Total Budget Income	127,547
Expenditure	690,557
Income over Expenditure	-563,010

Total Funding Requirement	563,010
Council Tax Support Grant	44,986
Transfer from / (to) reserves	0
Precept	518,024