

Westfield Parish Council Proposed Budget 2019-20

updated: 06/02/2019

FINAL

CODE	ITEM	Current budget 2018-19	Actual at 6 months	Estimate to year end	Proposed 2019-20 budget	NOTES
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This shading denotes items in the remit of the E&D Committee

EXPENDITURE

1 Central Services

4001	Wages & Salaries	35,174	16,834	35,174	37,092	as per Salaries Budget (updated with new 2019-20 paycales from NALC) includes £1000 contingency to be transferred to EMR at year end if unused
4002	Employers NIC	1,269	602	1,269	1,603	
4003	Employers Superan	5,658	2,828	5,658	6,064	
4005	Training	1,600	801	1,041	1,766	Carry over any unspent to earmarked reserves at year end (see 4998 below) 2019-20: training budget £500 + AAT Level 4 - £1266e
4006	Employment Services	865	839	839	865	Ellis Whittam 3-year agreement to April 2020 - £774+3% + Moneysoft licence £68 (checked)
4008	Travel & Subsistence	200	92	200	200	
4011	Rates	0	0	0	-	Rates apply on the office premises - however small business relief means the charge on the office is £0. There is a charge on Pavilion as this is classed as a second property (see 4011/308).
4013	Rent Payable (office premises)	5,877	2,939	5,877	5,877	Contract with Oval until Dec 2022: £489.75pcm
4018	Health and Safety	745	100	745	427	PAT testing £104 and fixed elects testing £130 + fire extinguisher service £90 + £90 for service of Pavilion intruder alarm, emergency lights, sounder, strobe +3% Not inc for 2019-20: Legionella survey £300 (every 2 years in Feb: 2020, 2022, 2024), Annual tree survey (now budgetted under Recreation Grounds), Boiler service (now budgetted under NH Rec Gas)
4021	Telephone & fax	400	190	400	423	GPS £29.22pcm + calls (average £6pcm) NB. Telephone system updates package will require renewal in October 2023.
4022	Postage	100	51	100	120	increased slightly as postage costs are rising
4023	Stationery, Printing & Publications	1,000	268	1,000	1,000	
4024	Subscriptions	1,028	1,033	1,033	1,313	SLCC £276 (checked) NALC & ALCA £754.44 (confirmed) ; Data Protection £35 ; AAT £94 + 3% PLUS renewal of NALC Quality Award accreditation £50 registration + £100 accreditation fees
4025	Insurance	3,220	3,327	3,327	2,639	LTA with Zurich until April 2020. 2018-19: premium (2393) + valuation of Pavilion & Bowls Club (850) + increased cover for Bowls Club (83.90) 2019-20: premium = 2393+96.28 (Bowls Club) + 6% (high % increase to estimate increased premium following Bowls Club claims). (IPT stays at 12%)
4026	Photocopying charges	750	453	853	853	5 year contract with Ricoh to Nov 2022. £127.20pp plus copies (average £86pp).

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4027	Information Technology	2,420	1,386	2,420	3,215	Broadband £20 pcm; Apollo support £1147; Back-up £432, G-Suite mailbox and file storage £1100; + 3% + RBS Omega support and maint (inc MTD software) £435 pa (<i>checked</i>) (plus additional 149 if enhanced licence with new company is approved)
4030	Recruitment	500	0	0	500	Carry over any unspent into earmarked reserves (see 4998 below)
4036	Furniture & Equipment	250	0	250	250	
4050	Bank charges	120	60	120	120	duplicate banks statements = £10 per month
4055	Legal Fees	0	0	0	-	no longer needed as £6000 is held in EMR - to be budgetted per project
4056	Audit Fees - External	600	0	600	618	This year's fee plus 3%
4057	Audit Fees - Internal	335	0	335	335	Two visits at 162.50 each + 3%
4058	Accountancy Support	778	0	430	443	DCK year end closedown £390 plus mileage £40 +3%. (No longer requiring production of accounts saves £375 next year)
4060	Payments to Local Trust	0	0	322	-	Estimated - amount returnable to Local Trust should be confirmed soon. This will be a proportion of the fee we received which is an equal percentage to the amount of Big Local funds returned as unspent. Estimated to be 4.87% (fee was 6602.08) 2019-20: N/A as PC will no longer be the LTO
4066	LTO Payments	0	0	0	-	2019-20 N/A as no longer LTO
4998	Trf to Earmarked Reserves	0	0	2,059	-	transfer of Training and Recruitment budget excesses to reserves (if necessary at year-end)
4999	Trf from Earmarked Reserves	0	0	-322	-	Transfer of any unused salaries contingency up to £1000 From Community Fund - to balance the returned LTO payment
Sub total		62,889	31,803	63,730	65,723	

100 Corporate Management

4061	Pension deficit funding	5,534	11,067	5,534	5,533	The deficit for the years 2017/8-2019/0 was paid in a lump sum (£16,600) in April 2017 to take advantage of a discount. The accounts are arranged at year-end to project forward a portion of the payment so that the is spread over the three years - thus 11,067 becomes a year-end estimate of 5534 with the remaining 5533 budgetted for 2019-20. £16,600 = £5534 per year
Sub total		5,534	11,067	5,534	5,533	

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101 Democratic Process

4005	Training	1,000	0	0	1,000	Carry over any unspent into earmarked reserves (see 4998 below) 2020-21 check EMR - may not need this budget if EMR is healthy
4007	Conference expenses	500	0	0	500	Carry over any unspent into earmarked reserves (see 4998 below)
4008	Travel and subsistence	300	0	0	300	Carry over any unspent into earmarked reserves (see 4998 below)
4131	Meeting rooms/hospitality	1,000	378	1,000	1,000	Hire of boardroom for 3 meetings pcm for 11 months at £20 per meeting - £660 +3% + ad hoc expenses
4998	Trf to Earmarked Reserves	-	0	1,800	-	Transfer of training, conferences and travel budget surplus (estimated) to EMR
	Sub total	2,800	378	2,800	2,800	

102 Civic Support

4101	Chairs allowance	600	0	600	600	
4102	Civic expenses	200	144	280	280	advert for Annual Parish Meeting = £135 and possible adverts eg. for new councillors. Inspirational citizen medal £10
4110 (NEW)	Election Costs	-	-	-	5,538	A budget for potential By-Elections as B&NES are likely to start charging Parishes for this. The budgeted cost was received from Monitoring Officer. Funds to be transferred to EMR at year-end if not used and budgeted again if EMR is depleted.
4210	Website E&D	109	40	149	153	hosting and domain name £100+3%, basic SSL Certificate for GDPR Compliance £40+3%
4212	Newsletter E&D	5,320	2,600	5,390	5,580	Contract with Ignyte to Sept 2021 (potential to extend at annual reviews) £1000 for publishing + £395 for delivery per quarter
	Sub total	6,229	2,784	6,419	12,151	

199 Capital and projects

4901	Loan interest	1,696	687	1,696	1,696	£3686.72 x 2 payments per year (this includes loan repayment & interest - the split of loan/interest varies). Loan repayments finish 3/8/2025
4902	Loan capital repaid	5,678	2,999	5,678	5,678	
4916	Auto-watering systems	-	0	0	-	possible project to install new hanging basket trees at shops - costs would be covered from Rolling Capital reserves
4927	Festive lights on lampposts	-	5,400	5,400	-	
4990	Rolling capital provision	5,000	0	0	-	at present the budget surplus is channelled into the Rolling Capital Reserve at year-end so additional funds are not budgeted (PC 04.02.19)
4991	Trns from EMR Rolling Capital	0	-5,400	-5,400	-	this shows that the festive lights spend (above) was paid for from reserves.
4998	Trf to Earmarked Reserves	-	-	5,000	-	surplus of Rolling Capital budget provision
	Sub total	12,374	3,686	12,374	7,374	

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202 Community Support						
4203	Grants	17,000	442	17,000	15,000	as per F&P 21.11.18 - reduce budget to £15,000
4206	Neighbourhood Plan	0	593	593	-	2018-19 costs balanced by EMR funds (see 4999 below) 2019-20 No further budget needed.
4223	Christmas Lights / trees E&D	13,303	3,777	13,000	12,602	£907 put up / take down trees + £500 for trees + £100 for electricity + TEN £25 + FC presents / refreshments £150 + £9165 for 36 lights on lampposts + £200 for electricity for lampposts + £89 for advert for switch-on + £113 Sound system for event + £175 for Silver Band + £180 for marquees + £425 for Lamps & Tubes to attend Switch-On Day + £10 christmas cards + £368 road barriers + £100 Network Scouts marshalls + St John's Ambulance £95
4224	Parish Environment E&D	2,250	1,520	2,250	2,250	ad hoc maintenance and projects - eg. purchase of supplies, signage, repairs to irrigation system, misc snow gritter parts, volunteer flowers projects
4227	E & D Projects E&D	5,000	1,781	3,500	5,000	Carry over any surplus to earmarked reserves (see 4998 below)
4229	Play equipment renewal E&D	0	0	0	8,000	as some of the EMR was used in 2018-19 - budget to top-up EMR.
4230	Flowers in Public Places E&D	5,130	3,907	5,130	5,797	Flowers tender accepted £3065 (beds) + £2032 (baskets) plus water - estimate £100 per year x 5 existing supplies plus x 2 new supplies at shops = £700
4231	Defibrillator E&D	120	40	120	480	Annual check (£40) plus sundry items such as replacement pads (£80) - (2019-20 = x 4 to include new defibrillators)
4232	Community projects E&D	500	1,783	1,783	5,065	This includes Fun Day (£5000) (inc St John's Ambulance cover) plus 3 x poppy wreaths for Remembrance (£65). The Fun Day spending over budget is balanced with funds from EMR (see 4999 below)
4237	Youth Provision E&D	15,342	0	0	9,861	Sam Plummer has suggested a figure of £8,861 for Youth Provision in Westfield, plus the cost of hall hire at 25 per week for 40 weeks £1000. 2018-19: Carry over any surplus to earmarked reserves (see 4998 below)
NEW	St Nicholas Churchyard	0	0	0	2,144	As approved by PC 03.12.18 - budget one third of cost. Church confirmed that the cost of regular maintenance as at December 2018 was £536pcm - £6432 for the year. 2020+ increase in line with inflation
4999	Trns from EMR	-	-1,269	-1,269	-	Fun Day costs above budget taken from EMR Community Fund Payments for Youth work taken from last year's grant held in EMR Neighbourhood Plan (4206) costs taken from EMR
4998	Trf to Earmarked Reserves	-	0	16,842	-	unspent Youth funds plus unspent E&D projects (1500)
	Sub total	58,645	12,574	58,949	66,199	

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303 Allotments

4039	Grounds maintenance E&D	100	0	100	100	
	Sub total	100	0	100	100	

307 Westhill Recreation Ground

4011	Rates (car park)	-	0	0	-	Full rebate for charity relief
4039	Grounds Maintenance contract E&D	10,063	4,193	10,063	10,364	as per Greensward's tender 2017-8-£10,063 2018-9-£10,063 2019-20-£10,364
4062	Grounds Maintenance ad hoc E&D	5,000	4,184	7,040	5,000	All additional works above the maintenance contract. Inc annual tree inspections £107 per recreation ground 2018-19: High Actual at 6-months figure includes tarmacking of BMX track which is balanced by grant funds that were held in EMR (4999 below). Actual predicted spend at year end is £5000.
4064	Play Equipment E&D	0	0	15,746	-	replacement fort in play area
4065	Play Area Inspection (BANES) E&D	345	0	235	242	+ 3%
4999	Trns from EMR	-2,040	-	-17,786	-	£2040 for BMX track and £15746 for benches and replacement fort at play area - paid for from reserves
	Sub total	13,368	8,377	15,298	15,606	

308 Norton Hill Recreation Ground

4011	Rates	839	864	864	890	2018-19 cost +3%
4012	Water Rates	620	277	670	670	Annual Legionella test in July £120 + water rates approx £550pa
4014	Electricity	550	310	620	660	Around £155 per quarter
4015	Gas	30	0	30	110	The gas boiler only powers the under floor heating which isn't used but the gas is connected so budget for small amount of ad hoc usage. (£30) Boiler service £80 (previously budgetted under Health & Safety)
4039	Grounds Maintenance contract E&D	12,072	4,980	12,489	13,055	as per Greensward's tender 2017-8-£11,952 2018-9-£11,952 (plus 120 for extra hedge cut at NH) 2019-20-£12,310 (add 120 for extra hedge cut at NH and 625 for additional bin to empty)
4062	Grounds Maintenance ad hoc E&D	10,000	1,574	10,000	10,000	All additional works above the maintenance contract including contingency for Fun Fair repairs. Inc annual tree inspections £107 per recreation ground Transfer surplus to EMR at year-end for future fun fair repairs.
4063	CCTV E&D	100	60	145	100	2018-19: faulty machine incurred extra callout fees Annual Service £85 plus ad hoc costs.
4065	Play Equip inspection (BANES) E&D	345	0	235	242	+ 3%
4998	Trf to Earmarked Reserves	-	-	-	-	Transfer any Ad Hoc maintenance funds unspent to EMR for Fun Fair repairs
4999	Trf from Earmarked Reserve	-	0	0	-	
	Sub total	24,556	8,065	25,053	25,727	

	Total expenditure	186,495	78,734	190,257	201,213	
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INCOME

1099	Misc Income	0	0	0	-	
1176	Precept	184,000	92,000	184,000	198,650	agreed by Council 04.02.2019
1178	LTO Management fee	0	0	0	-	Westfield PC will cease its LTO duties before March 2019.
1181	Parish Grant from B&NES	3,940	1,970	3,940	0	As pre-advsiad, the Parish Grant ceases from 2019-20 onwards.
1196	Interest received	425	361	780	780	2018-19: As of May 2017 the Corp Treasury acc is receiving no interest. The other deposit acc is now on a variable interest rate which is rising slowly and earns an average of £70pcm. 2019-20: figure based on a conservative estimate of £65pcm
1032	Fun Day income	500	971	971	500	budget cautiously in case of bad weather etc
1035	Neighbourhood Plan	0	0	0	-	Account now closed
1012	Allotments income - WAGS	100	100	100	100	
1177	Grants received (Norton Hill Trust)	907	0	2,417	1,571	(see Norton Hill Trust budget)
1177	Grants received (Westhill Trust)	570	0	570	570	(see Westhill Trust budget)

	Total income	190,442	95,402	192,778	202,171	
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Earmarked Reserves estimated at 01.04.2019

321	Play equipment (Loan)	0		EMR used up with purchase of benches and new play fort at Westhill
322	Grants unpaid	0		WPC grants to organisations at YE 2018-19 which have been committed but not yet paid out
323	Neighbourhood Plan	2,626		NP now complete. Balance to be transferred to new EMR "Street Scene Maintenance" (PC 04.02.19)
324	Training	5,153		3594 (current) plus 1559 (predicted surplus from 2018-19)
352	Legal Fees	6,000		no change on last year
327	E&D projects	9,835		8335 (at Nov 2018) plus 1500 (predicted 2018-19 surplus)
329	Play equipment	17,132		£8000 used for new equipment at Westhill
330	Community Fund (Restricted)	11,393		11715 (actual at Nov 2018) minus estimated return to Local Trust of 322. Once LTO surplus has been returned to Local Trust this fund will no longer be restricted.
331	Community Centre	78,000		-
332	CCTV	4,375		no change on last year
333	Youth Provision	30,684		15342+2018-19 provision of 15,342. 2019-20 budget has been made based on more definite figures from the proposed new company to deliver Youth Services.
NEW	Recruitment	500		Predicted surplus from budget to be put to EMR to offer a potential saving in future budgets
NEW	Conferences and travel	800		Predicted surplus from budget to be put to EMR to offer a potential saving in future budgets

total: 166,498

315	Rolling Capital Reserve	57,531		£5400 spent on lampost modifications in 2018-19. £5000 added to reserve at 18-19 YE from budget provision. Plus budget surplus from 2018-19
328	Grants received in advance	1,375		Ward Cllr's Initiative funds held for Cllr Moss. "Small Business support" £1375