Policy & Resources Draft Budget 2014-15

Agenda item 9
Appendix 1

Comparison between 01/04/13 and 22/01/14 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/13

		2013/2014	Rev 2013/2014	Actual Net	Balance	2014/15
Policy & Resources						
Income						
10	Other	£465.00	£465.00	£1,507.83	£1,042.83	£475.00
11	Grants	£0.00	£0.00	£0.00	£0.00	£0.00
13	Village Day	£3,000.00	£3,920.00	£3,920.00	£0.00	£3,500.00
14	Sale of Parish Map	£50.00	£50.00	£51.00	£1.00	£50.00
15	Insurance Contribution	£2,400.00	£2,471.25	£2,471.25	£0.00	£2,550.00
16	Quiz Night	£0.00	£0.00	£11,547.00	£11,547.00	£0.00
17	Caddy Sacks	£100.00	£100.00	£115.00	£15.00	£100.00
18	Contribution from WMH for Computer	£1,265.00	£1,265.00	£1,265.00	£0.00	£1,300.00
19	Bank Interest	£0.00	£0.00	£0.00	£0.00	£100.00
Total Income		£7,280.00	£8,271.25	£20,877.08	£12,605.83	£8,075.00
Expenditure						
100	Salaries	£68,930.00	£77,930.00	£61,145.85	£16,784.15	£70,000.00
101	Inc Tax & NI	£28,280.00	£25,280.00	£17,961.83	£7,318.17	£28,280.00
102	Superannuation	£25,300.00	£23,300.00	£15,133.22	£8,166.78	£23,750.00
103	Travelling Expenses	£2,080.00	£2,080.00	£1,545.56	£534.44	£2,150.00
104	Rates	£3,885.00	£4,250.00	£3,825.40	£424.60	£4,400.00
105	Services	£3,890.00	£3,890.00	£1,601.57	£2,288.43	£3,890.00
106	Telephone	£1,500.00	£1,500.00	£1,317.51	£182.49	£1,800.00
107	Audit	£3,000.00	£3,000.00	£1,750.00	£1,250.00	£3,000.00
108	Chairmans Allowance	£425.00	£425.00	£239.05	£185.95	£450.00
109	Chorleywood Matters	£3,760.00	£3,760.00	£2,647.50	£1,112.50	£3,875.00
110	Computer	£3,790.00	£3,970.00	£3,134.38	£835.62	£4,100.00
111	Contribution to Funds	£0.00	£0.00	£0.00	£0.00	£0.00
112	Grants	£500.00	£0.00	£115.00	-£115.00	£500.00
115	Insurance	£9,636.00	£9,636.00	£9,259.98	£376.02	£10,100.00
116	Legal Expenses	£1,250.00	£1,250.00	£2,245.00	-£995.00	£1,250.00
118	Miscellaneous	£1,000.00	£1,000.00	£894.29	£105.71	£1,000.00
119	Office Cleaning	£500.00	£500.00	£204.00	£296.00	£500.00
120	Office Maintenance	£1,650.00	£1,650.00	£1,040.46	£609.54	£1,700.00
121	PCSOs	£28,500.00	£28,500.00	£21,375.00	£7,125.00	£28,500.00
122	Photocopying	£2,300.00	£2,300.00	£1,503.86	£796.14	£2,370.00
123	Postage	£1,200.00	£1,200.00	£1,081.52	£118.48	£1,300.00
124	Refuse Collection	£0.00	£0.00	£416.79	-£416.79	£0.00
125	Stationery & Off equip	£1,500.00	£1,500.00	£956.54	£543.46	£1,550.00
126	Subscriptions & Donations	£2,500.00	£2,500.00	£2,084.41	£415.59	£2,500.00

127	Training & Conferences	£1,350.00	£1,350.00	£1,022.35	£327.65	£1,350.00
128	Village Day	£1,600.00	£2,035.59	£2,035.59	£0.00	£2,100.00
129	Website	£1,100.00	£1,100.00	£468.00	£632.00	£1,150.00
130	War Memorial Hall Grant	£19,800.00	£19,800.00	£19,800.00	£0.00	£20,000.00
131	HR Service Contract	£2,415.00	£3,415.00	£2,711.00	£704.00	£2,500.00
132	Christmas Lights	£4,000.00	£3,000.00	£3,000.00	£0.00	£4,000.00
133	Health And Safety	£1,000.00	£1,000.00	£421.73	£578.27	£1,000.00
134	Quiz Night	£0.00	£0.00	£11,295.85	-£11,295.85	£0.00
135	Purchase of Caddy Sacks	£0.00	£100.00	£128.00	-£28.00	£100.00
Total Expenditure		£226,641.00	£231,221.59	£192,361.24	£38,860.35	£229,165.00

Open Spaces Draft Budget 2014-15

Comparison between 01/04/13 and 22/01/14 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/13

		2013/2014	Rev 2013/2014	Actual Net	Balance	2014/15
Open Spaces						
Income						
20	Allotment Rents	£3,750.00	£3,750.00	£3,518.75	-£231.25	£3,750.00
21	Grants	£5,800.00	£5,800.00	£4,405.35	-£1,394.65	£5,800.00
22	Interment Charges	£28,000.00	£32,000.00	£26,777.00	-£5,223.00	£33,000.00
23	Memorial Plaques	£23,800.00	£23,800.00	£20,224.75	-£3,575.25	£24,500.00
24	Miscellaneous	£250.00	£250.00	£0.00	-£250.00	£250.00
26	Trade Concessions	£500.00	£50.00	£50.00	£0.00	£0.00
27	Wayleaves/Easements	£50.00	£50.00	£80.50	£30.50	£50.00
28	Allotments Keys	£25.00	£25.00	£0.00	-£25.00	£25.00
29	Parish Paths Grant	£2,000.00	£2,000.00	£0.00	-£2,000.00	£2,000.00
30	Common Lettings	£1,500.00	£1,500.00	£1,938.90	£438.90	£1,500.00
31	Memorial Benches	£0.00	£445.00	£445.00	£0.00	£0.00
32	Admin Fees	£25.00	£25.00	£0.00	-£25.00	£25.00
Total Income		£65,700.00	£69,695.00	£57,440.25	-£12,254.75	£70,900.00
Expenditure						
200	Salaries	£57,500.00	£57,500.00	£47,646.66	£9,853.34	£58,000.00
201	Income Tax & NI	£24,250.00	£23,000.00	£13,258.88	£9,741.12	£24,750.00
202	Superannuation	£16,200.00	£16,200.00	£11,532.63	£4,667.37	£20,000.00
203	Travelling Expenses	£550.00	£550.00	£350.35	£199.65	£550.00
204	Cemetery Rates	£950.00	£950.00	£696.85	£253.15	£950.00

205	Allotment Services	£1,500.00	£1,500.00	£617.51	£882.49	£1,500.00
206	Allotment Maintenance	£1,000.00	£1,000.00	£960.00	£40.00	£1,200.00
207	Cemetery Maintenance	£1,200.00	£1,200.00	£1,439.06	-£239.06	£1,200.00
208	Cemetery Services	£150.00	£150.00	£22.99	£127.01	£50.00
209	Christchurch Cemetery	£4,000.00	£4,000.00	£1,616.97	£2,383.03	£4,120.00
210	Contribution to Funds	£0.00	£0.00	£0.00	£0.00	£0.00
211	Dog Bin Maintenance	£3,700.00	£3,700.00	£2,752.40	£947.60	£3,700.00
212	Equipment & Tools	£1,000.00	£1,000.00	£912.14	£87.86	£1,000.00
213	Seats	£0.00	£0.00	£49.10	-£49.10	£0.00
214	Grass Cutting/Grazing	£6,000.00	£6,000.00	£4,950.00	£1,050.00	£6,000.00
215	Skip Hire	£1,200.00	£1,200.00	£1,200.00	£0.00	£1,250.00
216	Tree Surgery & Inspection Reports	£5,000.00	£5,000.00	£0.00	£5,000.00	£5,000.00
217	Ground Maintenance	£4,500.00	£4,500.00	£980.00	£3,520.00	£5,000.00
218	Grovewood & Tree Inspection	£1,000.00	£1,000.00	£270.00	£730.00	£1,500.00
219	Legal fees	£2,000.00	£2,000.00	£0.00	£2,000.00	£2,000.00
220	Maintenance of Horse track	£500.00	£500.00	£0.00	£500.00	£500.00
221	Memorial Plaques	£15,000.00	£15,000.00	£10,862.25	£4,137.75	£15,450.00
222	Miscellaneous	£1,500.00	£1,500.00	£1,461.27	£38.73	£1,500.00
223	Refurbishment of Plaques	£0.00	£0.00	£0.00	£0.00	£0.00
224	Refuse Collection	£750.00	£750.00	£416.79	£333.21	£860.00
225	Mobile Telephone	£400.00	£400.00	£180.00	£220.00	£400.00
226	Vehicle Maintenance	£5,250.00	£5,250.00	£3,324.53	£1,925.47	£5,250.00
227	Litter Bins	£0.00	£0.00	£0.00	£0.00	£0.00
228	Chiltern AONB	£1,900.00	£1,900.00	£958.00	£942.00	£1,900.00
229	Health & Safety	£2,000.00	£2,000.00	£1,290.28	£709.72	£2,000.00
230	Parish Paths	£500.00	£500.00	£30.00	£470.00	£500.00
231	Allotment Competition	£350.00	£350.00	£342.74	£7.26	£350.00
Total Expenditure		£159,850.00	£158,600.00	£108,121.40	£50,478.60	£166,480.00

Chorleywood Village Halls Draft Budget 2014-15

Comparison between 01/04/13 and 22/01/14 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/13

		2013/14	Rev 2013/2014	Actual Net	Balance	2014/15
Chorleywood Village Halls						
Income						
30	WMH Lettings	£30,360.00	£30,360.00	£23,505.72	-£6,854.28	£30,360.00
31	Bullsland Lettings	£9,420.00	£9,420.00	£7,315.03	-£2,104.97	£9,700.00
32	Hollybush Lettings	£2,200.00	£2,200.00	£1,399.00	-£801.00	£2,200.00
33	Other	£0.00	£0.00	£624.82	£624.82	£0.00
34	Grants	£19,800.00	£19,800.00	£19,800.00	£0.00	£20,000.00
35	Bank Interest Current Account	£12.00	£12.00	£26.79	£14.79	£25.00
36	Indoor Market	£0.00	£500.00	£482.10	-£17.90	£800.00

Total Income		£61,792.00	£62,292.00	£53,153.46	-£9,138.54	£63,085.00
Expenditure						
300	Salaries	£25,250.00	£25,250.00	£18,076.70	£7,173.30	£25,500.00
301	Income Tax & NI	£6,060.00	£6,060.00	£3,626.02	£2,433.98	£6,120.00
302	Superannuation	£6,300.00	£7,400.00	£6,173.19	£1,226.81	£7,550.00
303	Travelling Expenses	£750.00	£750.00	£567.63	£182.37	£775.00
304	Rates	£0.00	£0.00	£0.00	£0.00	£0.00
305	War Memorial Services	£6,325.00	£6,325.00	£2,019.70	£4,305.30	£6,325.00
306	Bullsland Services	£1,170.00	£1,170.00	£480.57	£689.43	£1,300.00
307	Hollybush Services	£520.00	£520.00	£301.65	£218.35	£520.00
308	Audit	£350.00	£350.00	£180.00	£170.00	£360.00
309	Consumables	£900.00	£900.00	£278.72	£621.28	£930.00
311	Hall Cleaning	£700.00	£700.00	£376.38	£323.62	£720.00
312	Hall Maintenance	£4,000.00	£4,000.00	£1,259.54	£2,740.46	£4,000.00
313	Hand Drier & Sanitary Rental	£1,520.00	£1,475.00	£1,474.19	£0.81	£1,520.00
314	Insurance	£1,800.00	£1,977.00	£1,977.00	£0.00	£2,075.00
315	Licences	£1,420.00	£1,420.00	£1,292.04	£127.96	£1,460.00
316	Minor Improvements	£1,000.00	£1,000.00	£0.00	£1,000.00	£1,000.00
317	Miscellaneous	£200.00	£200.00	£330.07	-£130.07	£200.00
318	Post & Stationery	£400.00	£400.00	£160.75	£239.25	£400.00
319	Trade Refuse	£1,425.00	£1,425.00	£1,091.84	£333.16	£1,470.00
320	Affiliation Fee CDA	£35.00	£35.00	£0.00	£35.00	£35.00
321	Annual Safety Inspection	£110.00	£110.00	£0.00	£110.00	£115.00
322	Bank Charges	£50.00	£50.00	£16.00	£34.00	£50.00
323	Computer Services	£1,265.00	£1,265.00	£1,265.00	£0.00	£1,300.00
324	Health& Safety	£500.00	£500.00	£285.47	£214.53	£500.00
325	Indoor Market	£0.00	£50.00	£0.00	£50.00	£50.00
Total Expenditure		£62,050.00	£63,332.00	£41,232.46	£22,099.54	£64,275.00

Policy & Resources Draft Budget 2014-15

Appendix 1

Comparison between 01/04/13 and 22/01/14 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/13

		2013/2014	Rev 2013/2014	Actual Net	Balance	2014/15
Policy & Resources						
Income						
10	Other	£465.00	£465.00	£1,507.83	£1,042.83	£475.00
11	Grants	£0.00	£0.00	£0.00	£0.00	£0.00
13	Village Day	£3,000.00	£3,920.00	£3,920.00	£0.00	£3,500.00
14	Sale of Parish Map	£50.00	£50.00	£51.00	£1.00	£50.00
15	Insurance Contribution	£2,400.00	£2,471.25	£2,471.25	£0.00	£2,550.00
16	Quiz Night	£0.00	£0.00	£11,547.00	£11,547.00	£0.00
17	Caddy Sacks	£100.00	£100.00	£115.00	£15.00	£100.00
18	Contribution from WMH for Computer	£1,265.00	£1,265.00	£1,265.00	£0.00	£1,300.00
19	Bank Interest	£0.00	£0.00	£0.00	£0.00	£100.00
Total Income		£7,280.00	£8,271.25	£20,877.08	£12,605.83	£8,075.00
Expenditure						
100	Salaries	£68,930.00	£77,930.00	£61,145.85	£16,784.15	£70,000.00
101	Inc Tax & NI	£28,280.00	£25,280.00	£17,961.83	£7,318.17	£28,280.00
102	Superannuation	£25,300.00	£23,300.00	£15,133.22	£8,166.78	£23,750.00
103	Travelling Expenses	£2,080.00	£2,080.00	£1,545.56	£534.44	£2,150.00
104	Rates	£3,885.00	£4,250.00	£3,825.40	£424.60	£4,400.00
105	Services	£3,890.00	£3,890.00	£1,601.57	£2,288.43	£3,890.00
106	Telephone	£1,500.00	£1,500.00	£1,317.51	£182.49	£1,800.00
107	Audit	£3,000.00	£3,000.00	£1,750.00	£1,250.00	£3,000.00
108	Chairman's Allowance	£425.00	£425.00	£239.05	£185.95	£450.00
109	Chorleywood Matters	£3,760.00	£3,760.00	£2,647.50	£1,112.50	£3,875.00
110	Computer	£3,790.00	£3,970.00	£3,134.38	£835.62	£4,100.00
111	Contribution to Funds	£0.00	£0.00	£0.00	£0.00	£0.00
112	Grants	£500.00	£0.00	£115.00	-£115.00	£500.00
115	Insurance	£9,636.00	£9,636.00	£9,259.98	£376.02	£10,100.00
116	Legal Expenses	£1,250.00	£1,250.00	£2,245.00	-£995.00	£1,250.00
118	Miscellaneous	£1,000.00	£1,000.00	£894.29	£105.71	£1,000.00
119	Office Cleaning	£500.00	£500.00	£204.00	£296.00	£500.00
120	Office Maintenance	£1,650.00	£1,650.00	£1,040.46	£609.54	£1,700.00
121	PCSOs	£28,500.00	£28,500.00	£21,375.00	£7,125.00	£28,500.00
122	Photocopying	£2,300.00	£2,300.00	£1,503.86	£796.14	£2,370.00
123	Postage	£1,200.00	£1,200.00	£1,081.52	£118.48	£1,300.00
124	Refuse Collection	£0.00	£0.00	£416.79	-£416.79	£0.00
125	Stationery & Off equip	£1,500.00	£1,500.00	£956.54	£543.46	£1,550.00
126	Subscriptions & Donations	£2,500.00	£2,500.00	£2,084.41	£415.59	£2,500.00

127	Training & Conferences	£1,350.00	£1,350.00	£1,022.35	£327.65	£1,350.00
128	Village Day	£1,600.00	£2,035.59	£2,035.59	£0.00	£2,100.00
129	Website	£1,100.00	£1,100.00	£468.00	£632.00	£1,150.00
130	War Memorial Hall Grant	£19,800.00	£19,800.00	£19,800.00	£0.00	£20,000.00
131	HR Service Contract	£2,415.00	£3,415.00	£2,711.00	£704.00	£2,500.00
132	Christmas Lights	£4,000.00	£3,000.00	£3,000.00	£0.00	£4,000.00
133	Health And Safety	£1,000.00	£1,000.00	£421.73	£578.27	£1,000.00
134	Quiz Night	£0.00	£0.00	£11,295.85	-£11,295.85	£0.00
135	Purchase of Caddy Sacks	£0.00	£100.00	£128.00	-£28.00	£100.00
Total Expenditure		£226,641.00	£231,221.59	£192,361.24	£38,860.35	£229,165.00

CHORLEYWOOD PARISH COUNCIL

Appendix 2

POLICY & RESOURCES

	Replacement Cost	YEAR 6 2006/07	YEAR 7 07/08	YEAR 8 08/09	YEAR 9 09/10	YEAR 10 10/11	YEAR 11 11/12	YEAR 12 12/13	YEAR 13 13/14	YEAR 14 14/15
Election Expenses	£3,500	Election £2,000	£1500	£1550	£1600	Election £1600	£1600	£1600	£1670	£1720
Replacement Boiler			£1500	£150	£155	£155	£155	£155	£160	£165
Replacement I.T.	£1,000	£1030	£1050	£1085	£1660	£1660	£1660	£1660	£1730	£1785
Office Painting			£5000							
Total			£9050	£2785	£3415	£3415	£3415	£3415	£3560	£3670

Capital Allocation of Funds for 20 2014 - 15 Appendix 2

2nd January 2014

	2013/14 Budget	Balance B/F	Total	Spent	Remaining Balance	Comments
P&R						
Elections	1,670	9054	10,724	2938	7,786	By-Election May 2013
Replacement IT	1,730	9954	11,684	1480	10,204	Computer upgrade
Office Painting		5000	5,000		5,000	
Replacement boiler	160	615	775		775	
Open Spaces						
Replacement Equipment	10,540	61626	72,166	23975	48,191	Heavy Duty Flail Collector and New Tractor
Seed Harvest		2000	2,000		2,000	
Village Halls						
Hall Capital	2,600	18255	20,855		20,855	
Bullsland Hall		7776	7,776		7,776	
Easmement money ring fenced for the common					1307	
			Total balance fund		103,894	

COUNCIL RESERVES

2nd January 2014

	£
NATWEST	71453
COIF	5396
Bank Instant Access Account	303507
Scottish Widows 60 Day Account	81208
Current Account	30634
TOTAL	492198

CHORLEYWOOD PARISH COUNCIL

OPEN SPACES MACHINERY

Appendix 3

	Replacement Cost	YEAR 5 2005/06	YEAR 6 2006/07	YEAR7 2007/08	YEAR 8 2008/09	YEAR 9 2009/10	YEAR 10 2010/11	YEAR 11 2011/12	YEAR 12 2012/13	YEAR 13 2013/14	2013 valuation Excl VAT
Tractor	£22500	£2,000	£2060	£2100	£2175	£2250	replaced	£2250	£2250	£2345	20,000.00
SideArm Flail Hedgecutter	£5,600	£1045	Replaced £1075	£1100	£600	£620	£620	£620	£620	£645	4000.00
Major Flail/Topper	£								Replaced 2500	£250	2250.00
Tractor Massey Ferguson 4315	£6,000	£665	£685	£700	£725	£750	£750	£750	£750	£780	Replace?
Harrows		£260	£265	£270	£280	£290	£290	£290	£290	£300	450.00
Trailers		£150	£155	£160	£165	£170	£170	£170	£170	£180	1000.00 850.00
Replacement Buildings Costs		£1000	£1030	£1050	£1085	£1125	£1125	£1125	£1125	£1175	Review?
Bomford Rear flail mower		£387	£400	£408	£420	£435	£435	£435	£435	£450	1750.00
Kubuta Ride On	£10,000	Replaced £1160	£1000	£1020	£1055	£1090	£1090	£1090	£1090	£1135	3650.00
Grave Digger	£15,000	New £15,000	£1545	£1575	£1630	£1690	£1690	£1690	£1690	£1760	7000.00
RTV	£9,657				NEW	£1000	£1000	£1000	£1000	£1050	6850.00
Ryetec cut and lift mower	9000.00										9000.00
Total									£9595	£10540	

CHORLEYWOOD PARISH COUNCIL

POLICY & RESOURCES

	Replacement Cost	YEAR 6 2006/07	YEAR 7 07/08	YEAR 8 08/09	YEAR 9 09/10	YEAR 10 10/11	YEAR 11 11/12	YEAR 12 12/13	YEAR 13 13/14	YEAR 14 14/15
Election Expenses	£3,500	Election £2,000	£1500	£1550	£1600	Election £1600	£1600	£1600	£1670	£1720
Replacement Boiler			£1500	£150	£155	£155	£155	£155	£160	£165
Replacement I.T.	£1,000	£1030	£1050	£1085	£1660	£1660	£1660	£1660	£1730	£1785
Office Painting			£5000							
Total			£9050	£2785	£3415	£3415	£3415	£3415	£3560	£3670

VILLAGE HALLS CAPITAL GRANT

	Capital Replacement programme	YEAR 7 07/08	YEAR 8 08/09	YEAR 9 09/10	YEAR 10 10/11	YEAR 11 11/12	YEAR 12 12/13	YEAR 13 13/14	YEAR 14
Replacement Roof		£10,000							
Replacement Windows			£5,000						
Capital Repairs				£5,000	£2500	£2500	£2500	£2600	£2675

P&R Financial Budget Comparison

Agenda item 5

Comparison between 01/04/13 and 22/01/14 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/13

		2013/2014	Rev 2013/2014	Actual Net	Balance
Policy & Resources					
Income					
10	Other	£465.00	£465.00	£1,507.83	£1,042.83
11	Grants	£0.00	£0.00	£0.00	£0.00
13	Village Day	£3,000.00	£3,920.00	£3,920.00	£0.00
14	Sale of Parish Map	£50.00	£50.00	£51.00	£1.00
15	Insurance Contribution	£2,400.00	£2,471.25	£2,471.25	£0.00
16	Quiz Night	£0.00	£0.00	£11,547.00	£11,547.00
17	Caddy Sacks	£100.00	£100.00	£115.00	£15.00
18	Contribution from WMH for Computer	£1,265.00	£1,265.00	£1,265.00	£0.00
Total Income		£7,280.00	£8,271.25	£20,877.08	£12,605.83
Expenditure					
100	Salaries	£68,930.00	£77,930.00	£61,145.85	£16,784.15
101	Inc Tax & NI	£28,280.00	£25,280.00	£17,961.83	£7,318.17
102	Superannuation	£25,300.00	£23,300.00	£15,133.22	£8,166.78
103	Travelling Expenses	£2,080.00	£2,080.00	£1,545.56	£534.44
104	Rates	£3,885.00	£4,250.00	£3,825.40	£424.60
105	Services	£3,890.00	£3,890.00	£1,601.57	£2,288.43
106	Telephone	£1,500.00	£1,500.00	£1,317.51	£182.49
107	Audit	£3,000.00	£3,000.00	£1,750.00	£1,250.00
108	Chairman's Allowance	£425.00	£425.00	£239.05	£185.95
109	Chorleywood Matters	£3,760.00	£3,760.00	£2,647.50	£1,112.50
110	Computer	£3,790.00	£3,970.00	£3,134.38	£835.62
111	Contribution to Funds	£0.00	£0.00	£0.00	£0.00
112	Grants	£500.00	£0.00	£115.00	-£115.00
115	Insurance	£9,636.00	£9,636.00	£9,259.98	£376.02
116	Legal Expenses	£1,250.00	£1,250.00	£2,245.00	-£995.00
118	Miscellaneous	£1,000.00	£1,000.00	£894.29	£105.71
119	Office Cleaning	£500.00	£500.00	£204.00	£296.00
120	Office Maintenance	£1,650.00	£1,650.00	£1,040.46	£609.54
121	PCSOs	£28,500.00	£28,500.00	£21,375.00	£7,125.00
122	Photocopying	£2,300.00	£2,300.00	£1,503.86	£796.14
123	Postage	£1,200.00	£1,200.00	£1,081.52	£118.48
124	Refuse Collection	£0.00	£0.00	£416.79	-£416.79
125	Stationery & Off equip	£1,500.00	£1,500.00	£956.54	£543.46
126	Subscriptions & Donations	£2,500.00	£2,500.00	£2,084.41	£415.59
127	Training & Conferences	£1,350.00	£1,350.00	£1,022.35	£327.65
128	Village Day	£1,600.00	£2,035.59	£2,035.59	£0.00
129	Website	£1,100.00	£1,100.00	£468.00	£632.00
130	War Memorial Hall Grant	£19,800.00	£19,800.00	£19,800.00	£0.00
131	HR Service Contract	£2,415.00	£3,415.00	£2,711.00	£704.00
132	Christmas Lights	£4,000.00	£3,000.00	£3,000.00	£0.00
133	Health And Safety	£1,000.00	£1,000.00	£421.73	£578.27
134	Quiz Night	£0.00	£0.00	£11,295.85	-£11,295.85
135	Purchase of Caddy Sacks	£0.00	£100.00	£128.00	-£28.00
Total Expenditure		£226,641.00	£231,221.59	£192,361.24	£38,860.35

Chorleywood Village Halls – Cashbook

Agenda item 7

Summary between 01/07/13 and 31/12/13 inclusive. Includes due and unpaid transactions.

Balances at the start of the year

Ordinary Accounts	
Petty cash account	£50.00
War Memorial Hall	£9,687.23
Short Term Investment Accounts	
Deposit Fund - COIF	£5,384.34
Total	£15,121.57

Balances at start of period

Ordinary Accounts	
Petty cash account	£50.00
War Memorial Hall	£25,618.61
Short Term Investment Accounts	
Deposit Fund - COIF	£5,391.35
Total	£31,059.96

	Net	Vat	Gross
Chorleywood Village Halls			
Receipts	£24,827.55	£0.59	£24,828.14
Payments	£29,664.18	£648.59	£30,312.77
WMH Capital Account			
Receipts	£1,529.68	£0.00	£1,529.68
COIF Bank Interesr			
Receipts	£5.24	£0.00	£5.24

Closing

Ordinary Accounts	
Petty cash account	£50.00
War Memorial Hall	£21,663.66
Short Term Investment Accounts	
Deposit Fund - COIF	£5,396.59
Total	£27,110.25

Parish Council – Cashbook

Agenda item 7

Summary between 01/07/13 and 31/03/13 inclusive. Includes due and unpaid transactions.

Balances at the start of the year

Ordinary Accounts

Current Account - Parish	£86,862.68
Instant Access - Parish	£280,317.32
Petty Cash Account	£200.00

Short Term Investment Accounts

Halifax Investment Bond	£0.00
Natwest fixed rate	£70,000.00
Scottish Widows 60 Day Inv Acc	£81,076.97
Total	£518,456.97

Balances at start of period

Ordinary Accounts

Current Account - Parish	£17,703.46
Instant Access - Parish	£280,637.72
Petty Cash Account	£200.00

Short Term Investment Accounts

Halifax Investment Bond	£0.00
Natwest fixed rate	£70,000.00
Scottish Widows 60 Day Inv Acc	£81,126.90
Total	£449,668.08

	Net	Vat	Gross
Policy & Resources			
Receipts	£285.00	£15.00	£300.00
Open Spaces			
Receipts	£2,373.00	£474.60	£2,847.60
Payments	£4,362.10	£472.42	£4,834.52

Closing

Ordinary Accounts

Current Account - Parish	£16,016.54
Instant Access - Parish	£280,637.72
Petty Cash Account	£200.00

Short Term Investment Accounts

Halifax Investment Bond	£0.00
Natwest fixed rate	£70,000.00
Scottish Widows 60 Day Inv Acc	£81,126.90
Total	£447,981.16

CHORLEYWOOD PARISH COUNCIL

POLICY & RESOURCES COMMITTEE MEETING **Agenda Item 8**

Date: TUESDAY 28th JANUARY 2014

Subject: CAPITAL AND REVENUE BUDGET 2014-15

Committee Member:

Officer Contributors: Yvonne Merritt Clerk,

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 Draft Budget, Appendix 2 Capital budget

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 That the Committee agree the draft budget for 2014 – 2015

2. RELEVANT PREVIOUS DECISIONS

2.1 Policy and Resources Minute 13/28
The Committee

RESOLVED
That each Committee should look at its budgets and calculate ‘ the worst case scenario’ for each budget head, taking the inflation rate of 3%. Income should also be increased by 3%. Once all the figures have been calculated this Committee would look at the figures a recommend a budget to Full Council

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 Income has increased this year due to filming on the Common however this cannot be guaranteed in future years. The Council also received £1500 towards costs of the Apprentice which was a one off payment.

4. RISK MANAGEMENT ISSUES

4.1 Nil

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Income has been raised by 3%
5.2 The Job Descriptions of all staff are currently being evaluated therefore there may be cost implications not included in the draft budget which are currently not taken into account.

6. LEGAL ISSUES

6.1 Nil

7 BACKGROUND INFORMATION

7.1 Expenditure on Salaries, has not taken into account any future changes to the Job evaluations currently taking place.
7.2 Superannuation has been increased to take into account the new legislation, assuming the new Admin Officer will not opt out of the scheme.
7.3 Insurance has been increased by 5% as per the companies notification
7.4 All other items have been increased by 3% or stayed the same.
7.5 The current increase in the revenue budget is therefore £1729.00 which equates to 0.79%
7.6 Attached in appendix 2 of this report is the current capital budget allocation, again this has been increased by 3% equating to a total increase of £110.00
7.7 This gives at total of £1839.00 increase for this Committee excluding any additional staffing costs.

CHORLEYWOOD PARISH COUNCIL

POLICY & RESOURCES COMMITTEE MEETING **Agenda Item 10**

Date: TUESDAY 28th JANUARY 2014

Subject: ANNUAL QUIZ NIGHT

Committee Member:

Officer Contributors: Yvonne Merritt - Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: None

Contact for further information:

1. RECOMMENDATIONS

1.1 That the Committee consider the recommendations from the organiser

- Members may wish to consider calling it an Auction of Promises and Charity Quiz Night
- The tables and charities supporting the event should be given the first opportunity to buy a table and those who do not support the event by purchasing lots should be placed on a reserve list.
- Reduce the event to 18 tables on the basis of comfort, safety, commitment and raising money for organisations who want to participate fully in the evening
- In future it is recommended that all lots under £50.00 are sold via email before the event if they fail to sell, they are returned to the donor, or with the donors permission passed on to another event with a different audience profile .
- The evening Auction should be kept to 25 high end lots, and allow no more than 40 minutes for the auction.
- These lots should have reserves place on them and if they are not met they are returned
- Members need to consider if we should have the flowers on the table
- Next year the cost increases to £108 per table of eight, paid in advance when booking. This fee in increased if not paid until the night
- Next Year we set aside space in the side hall that is manned by two people who collect the money and distribute the auction lots.

2. RELEVANT PREVIOUS DECISIONS

2.1 None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None Specific

4. RISK MANAGEMENT ISSUES

4.1 None specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Volunteers are needed for the setup of the event, running the bar and helping with the catering to lighten the load for the organisers who put on the event for the Parish Council

5.2

6. LEGAL ISSUES

6.1 None Specific

7. BACKGROUND INFORMATION

7.1 This years annual Quiz Night and Auction of promises was again very successful with over £8500 profit being made to be shared between 22 local charities
7.2 The majority of the work is carried out by two individuals who have no affiliation to the Parish Council but do the work for the benefit of the community.
7.3 The organiser has made a report and some recommendations to be considered for future events.
7.4 Although the event has been called a Quiz Night, the money raised comes from the Auction.

- Members may wish to consider calling it an Auction of Promises and Charity Quiz Night

7.5 An breakdown of auction lots purchased shows that four tables bought nothing at the auction, comments have been made that the 'organisation' pays for the table, it doesn't therefore matter if we leave at the interval we will still get the money.' This is obviously not the spirit of the event and as the event is now over subscribed

- The tables and charities supporting the event should be given the first opportunity to buy a table and those who do not support the event by purchasing lots should be placed on a reserve list.

7.6 Members should consider running with 18 tables rather than 22. Whilst this would have resulted in a net reduction in income, the profit sharing would have increased the amount given to each charity.

- Reduce the event to 18 tables on the basis of comfort, safety, commitment and raising money for organisations who want to participate fully in the evening

7.7 with regard to the auction the buy-me-now concept worked well. 38 lots were sold before the event leaving 46 to auction on the evening.
5 sold at £25 or less, 5 sold at £30-£35, 13 sold between £40 & £45, 15 sold between £50 & £100, 7 sold between £100 & £999 and one sold at over £1,000 – 23 high end lots sold at well below the market value.

- In future it is recommended that all lots under £50.00 are sold via email before the event if they fail to sell, they are returned to the donor, or with the donors permission passed on to another event with a different audience profile .
- The evening Auction should be kept to 25 high end lots, and allow no more than 40 minutes for the auction.
- These lots should have reserves place on them and if they are not met they are returned

7.8 We made a £92.00 loss on the flowers

- Members need to consider if we should have the flowers on the table

7.9 Seven tables did not pay until the night. It is a thankless task to try and identify non-payers in a hectic, packed atmosphere in a busy and crowded hall.

- Next year the cost increases to £108 per table of eight, paid in advance when booking. This fee in increased if not paid until the night

7.10 Post Auction is always chaotic. Some people just wanted to leave , some wish to pay for their lots on the night.

- Next Year we set aside space in the side hall that is manned by two people who collect the money and distribute the auction lots.

7.10 Things that worked well and should be repeated this year these include the setting up (8 people helped), the clearing up(each table cleared away the rubbish, stacked the tables and chairs against the wall), the bar,(having a dedicated person selling throughout the evening)

Chorleywood Parish Council

POLICY & RESOURCES COMMITTEE MEETING **Agenda Item 10.**

Date: TUESDAY 22nd JANUARY 2013

Subject: PRECEPT 2014/15

Committee Members:

Officer Contributors : Yvonne Merritt, Parish Clerk

Status (public or exempt) : Public

Wards affected : All

Enclosures: Appendix 1 - 3

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 That the Committee recommend to Full Council setting the precept

2. RELEVANT PREVIOUS DECISIONS

2.1 Nil

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1

4. RISK MANAGEMENT ISSUES

4.1 None Specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Within the report.

6. LEGAL ISSUES

6.1 The Council is duty bound to set a precept which should reflect the aims and objectives of the forthcoming year, and if necessary following years.

7. BACKGROUND INFORMATION

7.1 At the meeting of the Policy & Resources Committee on 3rd December 2013, the guidelines were agreed for the 2014/15 budget as follows:-

Policy and Resources Minute 13/28
The Committee
RESOLVED

That each Committee should look at its budgets and calculate ‘ the worst case scenario’ for each budget head, taking the inflation rate of 3%. Income should also be increased by 3%. Once all the figures have been calculated this Committee would look at the figures a recommend a budget to Full Council

7.2 The budget comparison for the first nine months is attached in Appendix 1 which includes the revised budget for the current year and the draft budget for 2014/15 which follows the guidelines set out by the Policy & Resources Committee, and has been agreed by each Committee.

7.3 **Revenue Budgets**

The net revenue budgets are detailed below and take into account increases in budgets agreed by each individual Committee.

Committee	**£**
Policy and Resources	221,090
Open Spaces	95,580
Chorleywood Village Halls Trust	1,190
Total	**£ 317,860**

This is an increase of £4,091 or 1.3%

NB

- **This figure does not take into account any changes in salary following the current evaluation process**
- **Or the revenue costs to Open Spaces for the parking meters estimated to be £3100**

7.4 Capital/ Repairs and Renewals

Appendix 2 shows there is currently a reserve fund of £492198. It should be noted that the Instant Access and current accounts will diminish over the next four months as these are the accounts that the precept is paid into and monies to fund the revenue budget is taken out of. (The closing balance for last year’s fund was £280317), therefore the estimated closing balance fund for the capital budget is likely to be £361,500 of which £107,000 has been allocated for capital funding or repairs and renewals. There is also £5396 allocated to the Charity, Chorleywood Village Halls Trust, and £1307 remaining in the Common Ring Fenced Account,

The likely result is that there will be a fund balance of unallocated reserves of £254,500. This is within the auditor’s recommendations for reserve balances being at least half a year’s precept.

Appendix 3 gives the breakdown of allocations between capital and repairs and renewals for each Committee. Details of this year’s capital bids are listed in this appendix, and have been increased by inflation.

Total Capital fund	**£ 16,885**
Total Revenue Budget	**£317,860**
Total costs	**£334,745**

(Total costs including revenue cost for parking meters £337,845)

This leaves a surplus of £7,655 on last year's precept of £345500

7.5 It has been possible to create a budget within the scope suggested by the P&R Committee. The Village Halls account is a standalone account and cannot go into deficit. This Committee will have to increase its grant funding to the Village Halls to £20,000 per annum which is reflected in the budget figures.

7.6 Other capital projects that have been approved by Committees/Council are as follows

War Memorial Hall Refurbishment	£50,000.00
Parking Meters	£ 7,000.00
Grave Shoring	£ 6,850.00
Total	£63,850.00

7.6 Members will be aware that there has been a change in how the Council tax base is calculated. Last year Three Rivers District Council made grant funding to the Parish Council for the full amount to allow the Council to have the same amount of funds available as if there had been no changes. However this year the Parish Council have been advised that this funding will be reduced by 12.13% from £7154 to £6285 making a shortfall of £868.00.

This will reduce the surplus to £6787.00

It should be noted that TRDC have given notice that this grant will be reduced by 15.28% for the 2015/16 tax year.

This year the Band 'D' equivalent tax base has been reduced from 6027.89 for 13-14 to 6012.74 for 14-15 a reduction of 15.15.this will mean a reduction in the precept in real terms if the precept was to remain the same.

7.7 Listed below are the suggestions with regard to the precept

Total capital and revenue figures plus total capital projects would equate to a precept of £337845 + 63850 = £401695 or £66.80 per Band D equivalent
an increase of £7.69 per annum or 15p per week

Total capital and revenue figures plus WMH refurbishments
£337845 + £50,000 = £387845 or £64.50 per Band D equivalent an increase of £5.39 per annum or 10p per week.

7.8 Members should be mindful that there has been no increase in precept since 2009.

8. LIST OF BACKGROUND PAPERS

8.1 Parish Accounts
8.2 Three Rivers Tax Base Calculation

AGENDA ITEM 11.

THREE RIVERS DISTRICT COUNCIL

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Chorleywood West

0 9 DEC 2013

6th December 2013

Clerk the Council

Dear Clerk

I was recently appointed as the Districts representative on the Armed Forces Community Covenant Board (Hertfordshire Heroes).
I intended my first meeting last week, and one of the items on the agenda was next year's commemoration of the outbreak of the 1st World War.
The board asked each reprehensive to ask local authorities in their area to consider some low cost means of marking the date, suggestions which are perhaps relevant to Parishes were.
Provide a piece of land or the use of planters which could be planted up with poppies (seeds would be provided), examples might be flowerbeds or planters outside your office.
Provide a link on your web site to the Hertfordshire Heroes web site.
Include the Hertfordshire Heroes logo on your headed paper for at least next year.
Pay special attention to Armed Forces week marking it with some community event.
You or your members my have other ideas, so I would be grateful if you could discuss the contents of this letter with your members, and let me know the outcome so that I can report back to the board.

Yours faithfully

Cllr Martin Trevett

Three Rivers District Council

Please direct your reply to the address at the top of this letter and NOT the Council Offices

INVESTORS IN PEOPLE

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