

P&R Financial Budget Comparison

Agenda item 5.

Comparison between 01/04/14 and 15/09/14 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/14

		2014/2015	Actual Net	Balance
Policy & Resources				
Income				
10	Other	£475.00	£579.60	£104.60
11	Grants	£0.00	£0.00	£0.00
12	Chairman Charity	£0.00	£277.00	£277.00
13	Village Day	£3,500.00	£3,610.00	£110.00
14	Sale of Parish Map	£50.00	£2.00	-£48.00
15	Insurance Contribution	£2,550.00	£0.00	-£2,550.00
16	Quiz Night	£0.00	£0.00	£0.00
17	Caddy Sacks	£250.00	£150.00	-£100.00
18	Contribution from WMH for Computer	£1,300.00	£0.00	-£1,300.00
19	Bank Interest	£10.00	£20.40	£10.40
Total Income		£8,135.00	£4,639.00	-£3,496.00
Expenditure				
100	Salaries	£75,000.00	£29,868.00	£45,132.00
101	Inc Tax & NI	£30,000.00	£12,154.77	£17,845.23
102	Superannuation	£25,300.00	£11,681.20	£13,618.80
103	Travelling Expenses	£2,150.00	£957.56	£1,192.44
104	Rates	£4,400.00	£2,096.03	£2,303.97
105	Services	£3,890.00	£1,337.84	£2,552.16
106	Telephone	£1,800.00	£850.92	£949.08
107	Audit	£3,000.00	£360.00	£2,640.00
108	Chairman's Allowance	£450.00	£43.74	£406.26
109	Chorleywood Matters	£3,875.00	£705.00	£3,170.00
110	Computer	£4,100.00	£2,389.26	£1,710.74
111	Contribution to Funds	£0.00	£0.00	£0.00
112	Grants	£500.00	£0.00	£500.00
115	Insurance	£10,100.00	£9,661.44	£438.56
116	Legal Expenses & Professional Fees	£1,250.00	£1,418.80	-£168.80
118	Miscellaneous	£1,000.00	£286.44	£713.56
119	Office Cleaning	£500.00	£60.00	£440.00
120	Office Maintenance	£1,700.00	£1,476.35	£223.65
121	PCSOs	£28,500.00	£14,250.00	£14,250.00
122	Photocopying	£2,370.00	£767.02	£1,602.98
123	Postage	£1,300.00	£601.30	£698.70
125	Stationery & Off equip	£1,550.00	£927.56	£622.44
126	Subscriptions & Donations	£2,500.00	£1,607.97	£892.03
127	Training & Conferences	£1,350.00	£457.00	£893.00
128	Village Day	£2,100.00	£1,578.35	£521.65
129	Website	£1,150.00	£502.60	£647.40
130	War Memorial Hall Grant	£20,000.00	£20,000.00	£0.00
131	HR Service Contract	£2,500.00	£1,040.00	£1,460.00
132	Christmas Lights	£4,000.00	£0.00	£4,000.00
133	Health And Safety	£1,000.00	£49.00	£951.00
134	Quiz Night	£0.00	£0.00	£0.00
135	Purchase of Caddy Sacks	£100.00	£32.00	£68.00
136	Hanging Baskets	£1,000.00	£958.33	£41.67
137	Chairman Charity	£0.00	£0.00	£0.00
Total Expenditure		£238,435.00	£118,118.48	£120,316.52

Capital Allocation of Funds for 2014/15

15th September 2014

	2014/15				Remaining	
	Budget	Balance B/F	Total	Spent	Balance	Comments
P&R						
Elections	1,720	7836	9,556		9,556	Payment may be due for may election and 2013 Bye election
Replacement IT	1,785	10204	11,989		11,989	
Office Painting		5000	5,000		5,000	
Replacement boiler	165	775	940		940	
Open Spaces						
Replacement Equipment	11,270	48191	59,461	34,321	25,140	Virtual fencing, grave shoring, Grave digger, parking meters
Seed Harvest		2000	2,000	1924	76	seed for the common
Village Halls						
Hall Capital	52,675	18255	70,930	38,500	32,430	(estimate cost of the refurbishment)
Bullsland Hall		7776	7,776		7,776	
Easement money ring fenced for the common					1307	
			Total balance fund		94,214	

COUNCIL RESERVES

15th September 2014

	£
NATWEST	71453
COIF	5396
Bank Instant Access Account	200000
Scottish Widows 60 Day Account	81313
Current Account	31170
TOTAL	389332

P&R REVISED ~ Financial Budget Comparison

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Excludes transactions with an invoice date prior to 01/04/14

		2014/2015	Rev 2014/2015	Actual Net	Balance
Policy & Resources					
Income					
10	Other	£475.00	£580.00	£579.60	-£0.40
11	Grants	£0.00	£0.00	£0.00	£0.00
12	Chairman Charity	£0.00	£400.00	£277.00	-£123.00
13	Village Day	£3,500.00	£3,610.00	£3,610.00	£0.00
14	Sale of Parish Map	£50.00	£50.00	£2.00	-£48.00
15	Insurance Contribution	£2,550.00	£2,550.00	£0.00	-£2,550.00
16	Quiz Night	£0.00	£0.00	£0.00	£0.00
17	Caddy Sacks	£250.00	£250.00	£150.00	-£100.00
18	Contribution from WMH for Computer	£1,300.00	£1,300.00	£0.00	-£1,300.00
19	Bank Interest	£10.00	£50.00	£20.40	-£29.60
Total Income		£8,135.00	£8,790.00	£4,639.00	-£4,151.00
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100	Salaries	£75,000.00	£75,000.00	£29,868.00	£45,132.00
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115	Insurance	£10,100.00	£10,100.00	£9,661.44	£438.56
116	Legal Expenses & Professional Fees	£1,250.00	£1,500.00	£1,418.80	£81.20
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130	War Memorial Hall Grant	£20,000.00	£20,000.00	£20,000.00	£0.00
131	HR Service Contract	£2,500.00	£2,500.00	£1,040.00	£1,460.00
132	Christmas Lights	£4,000.00	£4,000.00	£0.00	£4,000.00
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135	Purchase of Caddy Sacks	£100.00	£100.00	£32.00	£68.00
136	Hanging Baskets	£1,000.00	£1,000.00	£958.33	£41.67
137	Chairman Charity	£0.00	£400.00	£0.00	£400.00
Total Expenditure		£238,435.00	£241,265.00	£118,118.48	£123,146.52

Date: TUESDAY 23rd SEPTEMBER 2014

Subject: REVISED BUDGET

Committee Member:

Officer Contributors Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Revised Budget calculation

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 That the Committee approve the Revised Budget for P&R for 2014/15 with an overall increase of £2175.00

2. RELEVANT PREVIOUS DECISIONS

2.1 None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 It would appear from initial calculations that both the P&R and Open Spaces budgets will increase however members should bear in mind that the Council has received additional income from the £6286.00 Revenue Grant which should offset any increased in the revenue budgets making the budgets in line with the baseline calculations.

4. RISK MANAGEMENT ISSUES

4.1 The annual pay increase has not as yet been agreed and has not been taken into account when looking at the revised budget, this will however have a knock on effect on not only the salary budget but the income tax, NI and superannuation budgets.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 The revised budget shows a net increase in income over expenditure of £2175.00

5.2 The revised budgets do not take into account any increase in salary still be negotiated (see 4.1)

6. LEGAL ISSUES

6.1 None Specific.

7. BACKGROUND INFORMATION

7.1 Attached shows the revised budget calculation

7.2 Alterations to the budget are as follows

Income

- 10 Other - increased by £105 payment made from Village Halls due to incorrect cheque book being used.
- 12 Chairman's Charity – increased by £400 off set by expenditure
- 13. Village Day - increased by £110.00 additional income
-

Expenditure

- 102 Superannuation increased by £2700.00 employee and employers contribution increased, new staff on a higher rate, superannuation due on all payments now not just basic pay.
- 116 increase of £250.00 for advertisement for Admin Officer post
- 128 Village Day decreased expenditure £520.00 saving
- 137 Chairman's Charity £400 offset by Budget head 12.

Date: TUESDAY 23rd SEPTEMBER 2014

Subject: BUDGET STRATEGY 2015/16

Committee Member:

Officer Contributors: Yvonne Merritt - Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Capital allocation of funds Appendix 1

Contact for further information: Yvonne Merritt - Clerk

1. RECOMMENDATIONS

1.1 That the Committee agree the budget strategy for income and expenditure for the forthcoming financial year.

2. RELEVANT PREVIOUS DECISIONS

2.1 None specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 Members should be mindful of the details within the report and the current financial situation with regard to the proposed expenditure for the forthcoming months that will deplete the current reserves when considering the Budget Strategy.

4. RISK MANAGEMENT ISSUES

4.1 The Auditors have recommended that the Council should ensure that current and future revenue spending plans together with the impact on reserves are fully considered in setting the budget and precept requirements.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 These are the following amounts currently in the Council's Investment Accounts

Nat West Bank 1 year fixed bond @ 0.5%	£71,453.70
Scottish Widows 60 day notice @ 0.25%	£81,313.86
Instant Access @ 0.25%	£200,000.00
Current Account	£31,170.48
Total	£383,938.04

It should be noted

- *that the recent refurbishment of the War Memorial Hall has yet to be paid for*
- *that the Parish Council is due to receive the second payment of the Precept and Revenue Grant totalling £203143.00 making the current balance of £587081.00*
- *This figure does not take into account the COIF Charity Savings Account*

However the estimated total spend to end of year of £260,000 needs to be taken into account leaving

Total estimated reserves at year end £ 327081.00

6. LEGAL ISSUES

6.1 Nil

7. BACKGROUND INFORMATION

7.1 This Committee is tasked to set the guidelines which will form the basis for the construction of the Revenue Budget for 2015/16 for the spending committees of the Council

7.2 The tax base is as yet unknown but TRDC have advised that they are going to reduce the Council Tax Grant to Parish Councils by 15.28% for 2015/16 having already reduced the grant by 12.13% this year. In overall terms the grant the Parish will receive is likely to be in the region of £5325.

7.3 The Council calculate budgets using the RPI index which is currently at 2.% therefore if the Council wish the budget to remain static for 2015/16 which would equate to an overall increase of approximately £8,000.

7.4 Members should also be aware that it is a requirement to have at least 6 months precept in reserves. The current precept of £400, 000 means that £200,000 needs to be set aside together with the current allocated reserves of £94,214 (Appendix 1) gives an estimated balance of £32867 unallocated reserves. It would therefore be unwise to take any further monies from reserves that that already mentioned.

7.5 Each Committee will consider its budget in the next cycle of meetings and these in turn will be considered by this Committee at its next meeting on 2nd December 2014. Assuming the Council is happy with the figures, a recommendation for the precept will then be made to Full Council on 9th December 2014.

NB. This is assuming that TRDC have released the tax base for the forthcoming year, if they have not the final decision will be discussed at the P&R meeting of 27th January 2015.

7.6 The Revenue Budget does not include any one off expenditure for capital items in considering its programme each Committee should bring forward special major items for bids of capital funds. In setting the precept the Council will have to consider each bid and decide whether or not these items can be met from reserves or whether these items should be budgeted for from next year's precept.

8. BACKGROUND PAPERS

8.1 Office of National Statistics

8.2 RPI Index

8.3 Financial capital comparison

Financial Summary – Cashbook

First Quarter

Agenda Item 9

Summary between 01/04/14 and 30/06/14 inclusive. Includes due and unpaid transactions.

Balances at the start of the year

Ordinary Accounts

Current Account - Parish	-£24,559.24
Instant Access - Parish	£222,748.67
Petty Cash Account	£200.00

Short Term Investment Accounts

Halifax Investment Bond	£0.00
Natwest fixed rate	£71,453.70
Scottish Widows 60 Day Inv Acc	£81,249.10
Total	£351,092.23

	Net	Vat	Gross
Council			
Receipts	£214,878.05	£0.00	£214,878.05
Payments	£39,400.06	£5,556.85	£44,956.91
Policy & Resources			
Receipts	£2,695.12	£15.00	£2,710.12
Payments	£75,002.57	£1,956.12	£76,958.69
Open Spaces			
Receipts	£31,466.50	£1,877.83	£33,344.33
Payments	£39,469.71	£2,370.05	£41,839.76

Closing Balances

Ordinary Accounts

Current Account - Parish	-£10,270.19
Instant Access - Parish	£295,636.76
Petty Cash Account	£200.00

Short Term Investment Accounts

Halifax Investment Bond	£0.00
Natwest fixed rate	£71,453.70
Scottish Widows 60 Day Inv Acc	£81,249.10
Total	£438,269.37

Date: 23rd SEPTEMBER 2014

Subject: Building on Chorleywood in Bloom

Committee Member:

Officer Contributors: Yvonne Merritt – Parish Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Yvonne Merritt – Parish Clerk

1. RECOMMENDATIONS

1.1 The Council seek volunteers to form a steering group for Chorleywood in Bloom. That group should seek to include councillors, the residents association, business association, horticultural society, allotment association and residents with the enthusiasm to improve the environment in the village.

1.2 The Council should task the steering group to seek volunteers from the community to “adopt” and maintain pre-planted hanging baskets and tubs. Principally these will be placed outside shops and businesses.

1.3 The Council task the steering group to produce a forward plan to improve the environment by using planting arrangements in the village and other appropriate public areas in the parish.

2. RELEVANT PREVIOUS DECISIONS

2.1

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 The Council has over recent months taken steps to improve communications with residents and promote the appropriate public image. Improving in the environment in the centre of the village, whilst including the parish logo, will show residents what can be achieved by the parish council.

3.2 An improved environment in the area of the shops will promote footfall and assist local businesses.

4. RISK MANAGEMENT ISSUES

3.1 There is a risk that baskets and/or tubs might not be maintained and watered. In order to ensure this does not happen there is a need to enhance civic pride, and perhaps competition between those that adopt a basket or tub. Alternatively there could be regular visits to give advice and support.

3.2 When placing any baskets or tubs there would need to be a risk review. Appropriate advice could be given to anyone adopting a basket or tub. Consultations would need to be held with the Council’s insurers to ensure that cover is in place.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Budget provision of £1,000 is already in place.

5.2 Additional funds could be raised by sponsorship and also by raising funds through a raffle or similar event at the Christmas shopping market and at Village Day.

6. LEGAL ISSUES

6.1 Lamp columns have to be stress tested and full risk assessments would need to be carried out as the baskets would overhang the highway/pavements.

6.2 The insurance liability issues would also need to be considered.

7. BACKGROUND INFORMATION

7.1 Many local towns and villages put on a floral display to improve the local environment in the village centre. (Photographs of Little Chalfont and Old Amersham during this summer are available for reference purposes.) This does make a difference and the number of people gathered in the village is improved. This has an impact on local businesses and on the quality of life for residents. If an area looks nice there is less chance of litter, graffiti etc.

7.2 As a result of efforts by the local council, householders and businesses in the centre of the village will add to displays by further hanging baskets and tubs outside their own properties. In effect the whole thing becomes infectious and spreads. Old Amersham and Little Chalfont are very good examples of this.

7.3 During this summer hanging baskets in a red, white and blue theme were put in our village for just a few weeks. This was to commemorate the start World War 1. These baskets were welcomed by residents but were only present for a short time, due to limited budget. The major cost being daily watering by contractors. If baskets and tubs were given to businesses and volunteer groups to water and maintain then these costs would be negated and the budget would go very much further.

7.4 Other local towns and villages have already trod this path and will be able to advice on what works and what does not. Seeking help and advice from them will make the task much easier. Fortunately, it always is the case that other councils are always willing to help when asked for advice.

7.5 Planning and engaging with groups and residents is the key to this proposal working. The Residents Association has already been informally approached and it is hoped that the Executive will formally give their support at the meeting on 15th September. Work should start this winter for a first floral display in summer 2015.