

## Budget Detail - By Committee

## Note : P&amp;R Budget Comparison 2016.17

		-		
		Agreed Budget	Actual YTD	Projected Actual
<b><u>Policy &amp; Resources</u></b>				
<b><u>200</u></b>	<b><u>Salaries - Policy &amp; Resources</u></b>			
4000	Salaries	82,200	70,071	82,200
4020	PAYE & NI	35,600	28,100	35,600
4030	Superannuation	32,500	22,276	32,500
4050	Training & Conferences	1,350	1,978	2,000
4055	Travelling Expenses	2,225	1,388	2,225
	<b>OverHead Expenditure</b>	153,875	123,813	154,525
	<b>200 Net Expenditure</b>	153,875	123,813	154,525
<b><u>210</u></b>	<b><u>General Administration</u></b>			
4100	Website	1,200	849	1,200
4105	Photocopying	3,800	2,661	3,800
4110	Postage	1,340	830	1,340
4115	Stationery & Office Equipment	1,600	617	1,600
4120	Subscriptions & Donations	2,500	2,353	2,500
4125	Office Cleaning	500	280	500
4130	Office Maintenance	1,725	1,444	1,725
4135	Computer	4,500	2,560	4,500
4140	Village Day	2,500	5,256	5,260

**Note : P&R Budget Comparison 2016.17**

		-		
		Agreed Budget	Actual YTD	Projected Actual
4145	Christmas Lights	3,000	3,427	3,000
4146	Quiz Night	0	9,825	0
4150	Purchase of Caddy Sacks	200	226	200
4155	Chorleywood in Bloom	3,000	3,030	3,000
4160	Mapping System	2,725	200	725
4900	Misc Expenditure	1,000	4,647	4,950
	<b>OverHead Expenditure</b>	29,590	38,205	34,300
1200	Chorleywood in Bloom	1,500	183	1,500
1206	Quiz Night Income	0	9,027	0
1210	Village Day Income	5,000	5,184	5,900
1220	Sale of Parish Map	50	0	50
1230	Caddy Sacks	250	275	250
1250	Contribution from WMH	1,340	1,437	1,340
1255	Contribution from RBL	380	-479	380
1260	Community/NHP Income	0	1,000	0
1900	Miscellaneous Income	750	14,099	12,750
	<b>Total Income</b>	9,270	30,726	22,170
	<b>210 Net Expenditure</b>	20,320	7,479	12,130

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## Note : P&amp;R Budget Comparison 2016.17

		-		
		Agreed Budget	Actual YTD	Projected Actual
<b>220</b>	<b><u>Services - General</u></b>			
4030	Superannuation	0	5,059	0
4055	Travelling Expenses	0	187	0
4200	Rates	4,545	2,754	4,545
4201	Recycling Office	0	79	158
4205	Gas	4,050	315	4,050
4210	Electric	0	845	0
4215	Water	0	49	0
4220	Telephone	4,550	3,135	4,550
	<b>OverHead Expenditure</b>	13,145	12,424	13,303
	<b>220 Net Expenditure</b>	13,145	12,424	13,303
<b>230</b>	<b><u>Community Engagement</u></b>			
4250	Chorleywood Matters	5,150	2,895	5,150
4255	PCSOs	28,500	20,188	28,500
4256	Community/Neighbourhood Plan	0	4,341	4,341
	<b>OverHead Expenditure</b>	33,650	27,424	37,991
	<b>230 Net Expenditure</b>	33,650	27,424	37,991

## Budget Detail - By Committee

## Note : P&amp;R Budget Comparison 2016.17

		-		
		Agreed Budget	Actual YTD	Projected Actual
<b>250</b>	<b><u>Grants &amp; S137 Payments</u></b>			
4300	Grants Given	1,000	0	1,000
4305	S137 Payments	0	75	0
4310	War Memorial Hall Grant	20,000	20,000	20,000
	<b>OverHead Expenditure</b>	<u>21,000</u>	<u>20,075</u>	<u>21,000</u>
	<b>250 Net Expenditure</b>	21,000	20,075	21,000
<b>260</b>	<b><u>Professional Fees - P&amp;R</u></b>			
4350	Audit	3,000	2,047	3,000
4355	Legal & Professional Fees	1,500	0	1,500
4360	HR Service Contract	4,500	0	4,500
4365	Insurance	10,500	9,868	10,500
4370	Health & Safety	1,000	107	1,000
	<b>OverHead Expenditure</b>	<u>20,500</u>	<u>12,022</u>	<u>20,500</u>
	<b>260 Net Expenditure</b>	20,500	12,022	20,500
<b>270</b>	<b><u>Civic</u></b>			
4400	Chairman's Allowance	450	314	450
4405	Chairman's Charity	400	0	400
	<b>OverHead Expenditure</b>	<u>850</u>	<u>314</u>	<u>850</u>

## Budget Detail - By Committee

## Note : P&amp;R Budget Comparison 2016.17

	-		
	Agreed Budget	Actual YTD	Projected Actual
1270 Chairman's Charity Income	400	169	400
<b>Total Income</b>	400	169	400
<b>270 Net Expenditure</b>	450	145	450
<b>Policy &amp; Resources - Expenditure</b>	272,610	234,276	282,469
<b>Income</b>	9,670	30,895	22,570
<b>Net Expenditure</b>	262,940	203,381	259,899
<b>Total Budget Expenditure</b>	272,610	234,276	282,469
<b>Income</b>	9,670	30,895	22,570
<b>Net Expenditure</b>	262,940	203,381	259,899

## Detailed Balance Sheet (Including Stock Movement)

Month No: 10 17.1.17

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
100	Debtors	7,255	0	7,255
101	Reserve Debtors 2015/16	692	0	692
105	VAT Control Account	13,098	0	13,098
200	Current Account	9,738	0	9,738
210	Bank Instant Access Account	277,921	0	277,921
220	Natwest Account	71,508	0	71,508
240	Scottish Widows 60 Day Account	81,817	0	81,817
280	Petty Cash	461	0	461
<b>Total Current Assets</b>		<b>462,491</b>	<b>0</b>	<b>462,491</b>
<u>Current Liabilities</u>				
500	Creditors	527	0	527
501	Reserve Creditors	7,722	0	7,722
505	Receipts in Advance	53	0	53
520	Easement Income	1,338	0	1,338
540	Chorleywood Library Volunteers	-600	0	-600
<b>Total Current Liabilities</b>		<b>9,040</b>	<b>0</b>	<b>9,040</b>
<b>Net Current Assets</b>		<b>453,451</b>	<b>0</b>	<b>453,451</b>
<b>Total Assets less Current Liabilities</b>		<b>453,451</b>	<b>0</b>	
<u>Represented By :-</u>				
300	Current Year Fund	113,156	0	113,156
310	General Reserve	340,295	0	340,295
<b>Total Equity</b>		<b>453,451</b>	<b>0</b>	<b>453,451</b>

## Capital Allocation of Funds for 2017/18

19th January 2017

	2017/18				Remaining	
	Budget	Balance B/F	Total	Spent	Balance	Comments
<b>P&amp;R</b>						
Elections	£ 10,000.00	£ 4,742.00	£ 14,742.00	£ 2,000.00	£ 12,742.00	Cedars By-Election Estimated
Replacement IT	£ 1,880.00	£ 9,979.00	£ 11,859.00		£ 11,859.00	
Replacement boiler	£ 180.00	£ 1,285.00	£ 1,465.00		£ 1,465.00	
Office Refurbishment	£ 5,000.00	£ 25,000.00	£ 30,000.00		£ 30,000.00	Office Painting and office refurbishment budget combined.
<b>Open Spaces</b>						
Replacement Equipment	£ 14,185.00	£ 43,250.00	£ 57,435.00		£ 57,435.00	
Refurb of parking areas		£ 10,000.00	£ 10,000.00		£ 10,000.00	
<b>Planning</b>						
Gateway signs		£ 5,000.00	£ 5,000.00		£ 5,000.00	
<b>Village Halls</b>						
Hall Capital	£ 5,000.00	£ 14,219.00	£ 19,219.00		£ 19,219.00	
Bullisland Hall		£ 7,776.00	£ 7,776.00		£ 7,776.00	
Easement money ring fenced for the common					£9,058.00	
			Total balance fund		£ 164,554.00	

## COUNCIL RESERVES

19th January 2017

	£
NATWEST	£ 71,545.85
COIF	£ 5,455.00
Bank Instant Access Account	£ 278,372.00
Scottish Widows 60 Day Account	£ 82,038.47
Current Account	£ 30,066.00
<b>TOTAL</b>	<b>£ 467,477.32</b>

**CHORLEYWOOD PARISH COUNCIL**

**POLICY & RESOURCES COMMITTEE MEETING**

**Agenda Item 8.**

**Date: TUESDAY 24<sup>th</sup> JANUARY 2017**

**Subject: Grant Applications**

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**Committee Member:**

**Officer Contributors:** Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:**

**Contact for further information:** Clerk

**1. RECOMMENDATIONS**

- 1.1 That the Committee consider the grant funding application for £ 785 for the CAB to set up a trial outreach service at Chorleywood Library to be reviewed after one year.
- 1.2 That the Committee consider the grant funding request from the Chiltern Open Air Museum for a sum to be determined.
- 1.3 That the Committee consider the grant funding request from the Chorleywood Film Club –
- 1.4 That the Committee considered looking at the whole grant application process including a review of the application forms and purpose of grant funding as a whole.

**RELEVANT PREVIOUS DECISIONS**

- 1.2 P&R 6.12.16 Applications for Grant Funding 16/43 In the light of further information being required on both grant applications the decisions would be deferred until the next P&R meeting.

**2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 3.1 None Specific

**3. RISK MANAGEMENT ISSUES**

- 3.1 None Specific

**5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

- 5.1 None Specific



## 6. LEGAL ISSUES

6.1 The Council has the power under the Local Government Act 1972 s 142(2A) to make grant funding to the Local Citizens Advice Bureau for an outreach session at Chorleywood Library.

## 7. BACKGROUND INFORMATION

7.1 The committee received two applications for grant funding at the last meeting, from the Citizens Advice Bureau and the Chorleywood Film Club. However more information was requested to enable a decision to be made.

### 7.2 Citizens Advice Bureau

The following questions were asked of the applicant for the CAB

1. Do you see this application as pump priming or an ongoing request for grant funding?  
The CAB responded stating that the application was an opportunity for CWPC to fund this service for the local community. In the experience of the CAB is that the clients that use the local CAB outreaches are those who cannot access the main local CAB offices because they
  - Have difficulty reaching the central offices
  - Have disabilities making travel or communication difficult
  - Have financial restraintsIt is suggested that for the ageing population who are increasingly physically unable to access services further afield than their own village the CAB outreach service enables them to increase their income with help given
  - To save money changing energy suppliers
  - Applying for non-means tested and non-taxed state benefitsAlso the CAB outreach can help families with lower incomes
  - Help with families with family tax credits

***Investigations from Abbots Langley Parish Council has confirmed that the CAB outreach in their parish helped parishioners claim an additional £80,000+ in state benefits in the first year.***

2. Members were confused by the Accounts and would like to know how much the Three Rivers Branch has in reserves and what if anything they have earmarked for the money.  
The CAB responded that the grant received from TRDC has remained static for the last 10 years. The reserves are dwindling and are used to make up the annual shortfall to provide the existing CAB service.
3. Can you confirm that you work on charitable donations only and are not funded by the National Body?  
The CAB confirmed that they work on charitable donations plus a core grant from TRDC and receive no funding from the Nation Body, in fact they have to pay £12,500 per annum to be a member of the Citizens Advice Bureau.

The CAB confirmed that whilst they do not keep numbers they have helped many Chorleywood Residents however they do not know how many they could have seen because they are unable to access the service in Rickmansworth. With the recent benefit cap many families with two or more children will see their incomes cut by up to 25%, increasing the number of children in poverty. The Role of the CAB will be to help with budget advice and ways to increase income by accessing benefits available and help by reducing costs through smarter access to reduce things like utility costs.

***For information***

***Watford Rural Parish Council grant fund the CAB in their parish by £4,000 per annum to help their many residents requiring help.***

***Abbots Langley Parish Council grant fund the CAB £2,000 towards funding an outreach for CAB for residents in Abbots Langley***

***Croxley Green Parish Council grant fund the CAB £785 towards funding of an outreach in Croxley Green Library***

***Chorleywood Library Volunteers support the application and will facilitate the application by offering private office space.***

***The Children's Centre who also operates from the Library very much welcome the idea of a CAB outreach service as it would complement their efforts to support vulnerable families.***

## **7.2 Chiltern Open Air Museum**

I write on behalf of everyone at Chiltern Open Air Museum to request that Chorleywood Parish Council continue to offer support by awarding us a grant to help meet some of our rising financial commitments in the forthcoming season in 2017.

In previous years, the Council's generosity has been very gratefully received and has contributed to the Museum's growing visitor services for schools and local families. We do not receive regular funding and rely very much on the generosity of our local community. It now costs £1,100 per day to run the Museum and we are unable to earn income for all 12 months of the year. Without the kind donations we receive from our local supporters it would be extremely difficult to continue to offer the excellent education services and high quality visitor experiences with family activity days and a range of re-enactment events to bring history to life.

We celebrated our 40<sup>th</sup> Anniversary in 2016 with a packed year of achievements and a special event attended by some Chorleywood Councillors, the Lord Lieutenant Sir Henry Aubrey-Fletcher, High Sheriff Milly Soames and the Countess Howe, who all praised the Museum's many achievements and the support of our local community.

Our schools programme continues to provide very popular and much needed Curriculum support for Pre-History topics including Iron Age and Stone Age themed workshop days and unique interactive workshops giving children experiences of life in the past. These theme days based in our woods and Iron Age House have proved very popular and teachers are very grateful that we provide the knowledge and engagement activities they need to teach these subjects. School visitor figures have dramatically increased from 11,000 in 2014 to 17,500 children from local schools in 2017. We have recently added an education assistant post, to provide the necessary additional support for our part time learning team to deliver to these increased audience numbers.

We now provide several new literacy theme day workshops based on books studied in schools such as Good Night Mr Tom and Wolf Brother. In May 2016 we launched the Wolf Brother Stone Age workshops with the author of the book Michelle Paver, who was very impressed with our creative workshop experiences and the difference they make to children's creative writing and vocabulary.

We are delighted that visitor numbers in 2016 increased to over 50,800 for the season. Visitors enjoyed a stunning programme of events, including Roman Gladiators, Ragged Victorians, Enchanted Museum at Night, Working Heavy Horse Show and our spectacular Halloween, which attracted 2500 people from the local area.

Our new weddings service has attracted 8 ceremonies and receptions in 2016 and 12 weddings for the coming 2017 season. A number of film companies have chosen our site as an excellent location to film TV dramas and comedies; 2016 has seen Morgana Robinson, Horrible Histories and Grantchester filming at the Museum.

We rely heavily on our committed teams of volunteers, many whom come from the Chorleywood area. Last year alone, they dedicated twenty eight thousand hours in support of the Museum. Thanks to their selfless commitment, we are able to deliver an excellent visitor experience, rescuing and resurrecting heritage buildings from around the Chilterns and bringing those buildings to life. We are also proud of our Young

Volunteers, some of whom come from Chorleywood, who come monthly to help prepare for events such as our Chiltern Warrior run and Halloween, as well as assisting with museum projects.

Our farm team continue to work the land using traditional skills sowing an annual rye crop using a traditional seed drill, cutting the crop using the 1940s reaper binder and hand mowing using scythes and then thrashing the crop using our restored 1940s thrashing machine at our autumn harvest event. Visitors were delighted last year with the 17 new lambs joining our Oxford Down flock during lambing in our traditional lambing fold in April.

Thank you so much for all that the Council does to support and promote this fantastic Museum. We are grateful to have Councillor Steve Watkins on our Advisory Council; his contribution has been an enormous help to us in the past and we are grateful for his efforts to raise funds with quiz proceeds and to introduce Hertfordshire Councillors to the Museum to see our historic building collection and visitor services. He has also become a Museum volunteer recently and regularly helps to look after our buildings. We very much hope that you will pledge your continued support by providing a grant to support the Museum again this year.

Our season opens on Saturday 1 April and that day will be entry By Donation for visitors along with a number of local cultural groups from the Chilterns, who will be showcasing their communities with colourful and vibrant displays. We would be delighted to welcome you all to come and see us then.

### **7.3 Chorleywood Film Club**

The committee required additional information regarding the application from the Chorleywood Film Club towards the forthcoming Film Festival

The following questions were asked

1. We understand that The Hive will be closing down – as you were affiliated to The Hive will you be given any of the funds within the accounts and if so how much.
2. Please can you advise the financial relationship between the film club and the book shop. If the event turns a profit, who will get the funds and what percentage will be given to each party.
3. What is the current balance in the film clubs bank account.
4. You state you are a not for profit organisation – can you please advise how you will spend any surplus

A verbal response will be given at the meeting.

### **7.4 Further consideration of the grant process**

1. Having obtained information from other parishes concerning grants given to the CAB it is evident that this Parish Council does not support local organisations as much as its fellow parish Council . It has been over ten years since this Committee looked at the grant funding criteria and process and therefore it is suggested that the Committee considers a full investigation into the grant funding application and process in the future.

**CHORLEYWOOD PARISH COUNCIL**

**POLICY & RESOURCES COMMITTEE MEETING**

**Agenda Item 9.**

**Date: TUESDAY 24<sup>th</sup> JANUARY 2017**

**Subject: Quiz Night**

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**Committee Member:**

**Officer Contributors:** Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:**

**Contact for further information:** Clerk

**1. RECOMMENDATIONS**

1.1 That the Committee consider the recommendations made by the Quiz Night Organiser.

1. That the event be kept to 18 tables
2. That, next year we increase the entrance money by £1 per person to £120 per (£15 per person) table and entry to the Top & Tail event is free.
3. That there should be two volunteers to take sole responsibility for the raffle, splitting the hall between them into 2 groups of 9 tables, and sell them at £5 per strip or £1 each.
4. That a minimum of eight people are required for the setting up of the hall and food preparation
5. Participants continue to make tables clear up at the end of the night.
6. to speed up the process it is suggested that a second empty envelope with a matching number to each Promise. When the Promise is claimed the cash or cheque relating to the promise can be put into the spare numbered envelope and sealed.
7. A team of 2-3 people is needed to deal with winning bidders at the end of the evening.

**2. RELEVANT PREVIOUS DECISIONS**

2.1 None

**3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 None Specific

**4. RISK MANAGEMENT ISSUES**

4.1 The event is very successful but relies on volunteer help. It is essential that this continues with the help of Councillors.

## 5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 None Specific

## 6. LEGAL ISSUES

6.1 None Specific

## 7. BACKGROUND INFORMATION

The following information has been put together from the organisers of the Councils Quiz Night

- 7.1 19 tables were too many. 18 tables is the right number. Last year with 18 tables, it was much more comfortable with room for people to get the kitchen, bar and conveniences; and for runners to collect quiz answers and jokers. It also seems that we raise more money with less tables.
- 7.2 The main point of the Quiz Night is to raise money for local charities. Certain organisations continue to contribute nothing to the Parish Quiz. They use the event to take money out; and regard it as a simple guaranteed event which will make money for them and thereby save them having to raise money for themselves. It is suggested that other charities should be given the opportunity to have a table.
- 7.3 Next year, 41 organisations will be invited. We should make sure that new entrants are encouraged. This year, of the new tables, Russell School PTA was the highest spending table at the auction; (and excluding Diana Whitney's table which was 2<sup>nd</sup>), Chorleywood Library Volunteers was 3<sup>rd</sup> and FOPS was 7<sup>th</sup>. We need to identify people who will spend money at the auction and represent a Charity, as Table 16 (Russell School PTA) did this year, spending just under £1,500
- 7.4 **The Auction**  
The buy-me-now concept again worked really well. 53 lots out of 59 were sold before the event. The auction was originally planned to have 31 Lots auction on the evening. The six unsold items were added on from the pre-auction, which was a mistake as it only added £30 to the event. Timing for the auction worked really well this year, The auctioneer covered 31 items in 45 minutes. Next year, we will keep to the 60 pre-auction/30 auction on the night split. Promises which continually undersell will not be solicited in future years.
- 7.5 **Top & Tail**  
The Top & Tail raised £153.10 which meant 153.1 people out of 163 paid. It is strongly recommend that, next year we increase the entrance money by £1 per person to £120 per (£15 per person) table and entry to the Top & Tail event is free. A simple, elegant solution. The money is easier to pay, easier to collect, easier to count and removes one job on the night.
- 7.6 **Food & Drink**  
All food and drink was all bought from Tesco Rickmansworth. It seemed to go down very well with nothing left at the end of the evening. Having the cheese cut and shrink-wrapped

by Tesco cuts down on preparation time. It is popular on the tables as unused, shrink-wrapped cheese can be taken home. Another big advantage is that Tesco Rickmansworth give us a 15% discount on our bill, around £150.

#### 7.7 **Bar**

All wines came from Tesco and were again a cut above normal. The Bar staff are to be congratulated for their fast and efficient service. Drinking habits continue to vary massively. This year, the red wines sold out with the all the Malbec gone by the start of the quiz. Tring Beers sold really well. It seems that the bar order is just about getting the order levels right, with little to sell at the end of the evening.

#### 7.8 **Flowers**

Looked good. Sold well, it is suggested that these should be kept. However it should be made clear that the money raised goes towards the Charities and that the price asked is what is expected to be paid.

#### 7.9 **Entrance Money**

Most tables paid before the night but some were adding/subtracting people on the night. Next year, suggest that payment is brought forward to 18 October, and that additions or subtractions to 8 after that time should not be allowed (i.e. if the reduce an order from 10 to 8, the money stays in the pot and is not returned; and drop tables who do not pay on time and replace with stand-by tables).

#### 7.10 **Raffle**

This year, we charged £1 for 5 tickets. Next year, we MUST charge £5 per sheet of 5. If people want to spend £1, they will receive 1 ticket and have 1 chance of winning, not 5 chances. The amount of tickets sold varied considerably.

Recommendation: We should find 2 volunteers to take sole responsibility for the raffle, splitting the hall between them into 2 groups of 9 tables, and sell them at £5 per strip.

#### 7.11 **Markers & Runners**

The 5 markers and 2 Runners all did a superb job again and we need to have 5 and 2 every year.

#### 7.12 **Sound System**

No complaints this year.

#### 7.13 **Screen Text Size**

No complaints this year.

#### 7.14 **Setting Up**

The preparation on the day for the Quiz Night is quite labour intensive carried out by two officers and volunteers.

- 2 people collecting food, nibbles, fruit, beers, soft drinks direct from Tesco at 1.30pm for arrival at the Hall for 2pm.
- 2 people delivering all the hardware, prizes, auction items to the hall. It took 2 trips.
- 4-5 people helping to prepare food, nibbles, fruit and hardware etc.
- 3 people helping to set up bar.
- 4-5 people helping set up the hall.

Recommendation: We need this amount every year.

7.15 **Clearing Up**

This year, we failed to ask each table clear its own table (waste into black bags); and then stack its table and chairs to the side of the hall. A bad mistake.

**Recommendation: Continue to make tables clear up at the end of the night.**

7.16 **Post Auction Payment**

Post auction was much better than previous years but can be improved. This year, the winning bidder will have to call their name and table number out.

Slips were issued to the winning bidder with the Lot No, Description of Promise, Table No, A space to record the Winning Bid amount, Name, email address and telephone number.

The Common Room was used to process the winning bids. All promises were in envelopes ready to hand to the winning bidder on payment. How to improve the admin...

**Recommendations:**

The above processes need to be kept however to speed up the process it is suggested that a second empty envelope with a matching number to each Promise. When the Promise is claimed the cash or cheque relating to the promise can be put into the spare numbered envelope and sealed.

**A team of 2-3 people is needed to deal with winning bidders at the end of the evening.**

# Chorleywood Parish Council

P&R MEETING

Agenda Item 10

Date: TUESDAY 24<sup>th</sup> JANUARY 2017

Subject: PRECEPT 2017/18

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**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 P&R Committee make recommendation to Full Council on the Precept for 2017/18

## 2. RELEVANT PREVIOUS DECISIONS

2.1 P&R Extra Ordinary Meeting 15<sup>th</sup> November 2016

### **16/30 BUDGET STRATEGY 2017/18**

The Committee RESOLVED

That the budget strategy for 2017/8 would be a 2% increase in line with RPI and that the shortfall in the reserves be replenished over a two year period. This was proposed from the Chair and carried unanimously.

## 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 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 Each Committee have adopted the strategy for the 2017/18 budget as outlined in the recommendation from P&R for their revenue and capital requirements.



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 budget for 2017/18 which 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.

<b>Committee</b>	<b>Revised 2016/17</b>	<b>Draft Precept £</b>
Policy and Resources	£259,889	£248,175
Open Spaces	£138,804	£151,165
Chorleywood Village Halls Trust	£ 1,799	£ 2,785
<b>Total</b>	<b>£400,492</b>	<b>£402,125</b>

**NB**

- There is an decrease from the revised budget for 2016/17.
- This figure takes into account the changes in employer Superannuation contribution which has reduced by 1%.
- It includes the agreed increase in of salaries at 1%
- The Open Spaces revised budget includes additional costs for the new Assistant Parish Ranger Post.

7.4 **Capital/ Repairs and Renewals**

Appendix 2 shows there is currently a reserve fund of £467477. It should be noted that the Instant Access and current accounts will diminish over the next three 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 £340294), therefore the estimated closing balance fund for the capital budget is likely to be £320,500 of which £155,496 has been allocated for capital funding or repairs and renewals. There is also £5455 allocated to the Charity, Chorleywood Village Halls Trust, and £9058 remaining in the Common Ring Fenced Account.

The likely result is that there will be a fund balance of unallocated reserves of £165004 which is down on last year by £49808 or 30%. This is below 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.

<b>Total Capital fund</b>	<b>£ 36,245</b>
<b>Total Revenue Budget</b>	<b>£402125</b>
<b>Total costs</b>	<b>£438,370</b>

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 grant funds the charity to ensure that this happens. There have been a number of significant changes in hall bookings which may affect the income, however due to the new contract for the Hollybush Hall the amount of the grant can reduce to £5,000 . This is reflected in the budget figures.

There will also be a net saving of £7070.39 due to changes in the Business Rates.

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

Village Halls Maintenance fund	£ 5,000
Open Spaces	£14,185
P&R Refurbishment of South Lodge	£ 5,000
P&R Election Fees	£10,000
P&R Replacement budget	£ 2,060
<b>Total</b>	<b>£36,245</b>

7.6 Members will be aware that there has been a change in how the Council tax base is calculated. The Parish Council no longer receive any contributions from the Revenue Grant making a shortfall on last year of £2075

7.7 This year the Band 'D' equivalent tax base has been increased from 6166.38 for 16-17 to 6185.10 for 2017/18 an increase of 18.72 this will mean that the council can collect an additional £1298.87 without having to increase the precept and the costs are shared between more people.

7.8 Listed below are the suggestions with regard to the precept

1. Total capital and revenue figures plus total capital projects would equate to a precept of £402125 + capital £36245 = £438,370 or £70.87 per Band D equivalent an increase of 2.25% which equates to £1.60 per annum or 0.03 pence per week

The reserves fund is £54181 below the amount recommended by the Auditor if this figure was to be added onto the precept the amounts would be as follows

2. Increase the precept to 450,000 adding £11630 into the reserves reducing the deficit by just over 23% = £72.76 per band D equivalent in increase of 4.8% which equates to £3.49 or 7p per week.
3. Increase the precept to £492,551 (Precept of £438,370+shortfall in reserves £54181) = £79.63 per Band D equivalent an increase of 13.01% which equates to £10.36 per annum or 20p per week.

*NB Any of the above suggestions can be altered and a precept figure can be calculated on the night if required.*

## **8. LIST OF BACKGROUND PAPERS**

8.1 Parish Accounts

8.2 Three Rivers Tax Base Calculation

**Chorleywood Parish Council  
Budget Summary - By Committee**

**Note : draft precept 2017.18**

	-			-		
	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget		
<b><u>Policy &amp; Resources</u></b>						
<b><u>200</u></b>	<b><u>Salaries - Policy &amp; Resources</u></b>					
	OverHead Expenditure	153,875	123,813	154,525	154,770	
	200	Net Expenditure	153,875	123,813	154,525	154,770
<b><u>210</u></b>	<b><u>General Administration</u></b>					
	OverHead Expenditure	29,590	38,205	34,300	30,160	
	Total Income	9,270	30,726	22,170	8,560	
	210	Net Expenditure	20,320	7,479	12,130	21,600
<b><u>220</u></b>	<b><u>Services - General</u></b>					
	OverHead Expenditure	13,145	12,424	13,303	8,945	
	220	Net Expenditure	13,145	12,424	13,303	8,945
<b><u>230</u></b>	<b><u>Community Engagement</u></b>					
	OverHead Expenditure	33,650	27,424	37,991	33,750	
	230	Net Expenditure	33,650	27,424	37,991	33,750
<b><u>250</u></b>	<b><u>Grants &amp; S137 Payments</u></b>					
	OverHead Expenditure	21,000	20,075	21,000	6,000	
	250	Net Expenditure	21,000	20,075	21,000	6,000

**Note : draft precept 2017.18**

	-			-
	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
<b>260 Professional Fees - P&amp;R</b>				
OverHead Expenditure	20,500	12,022	20,500	22,660
260 Net Expenditure	20,500	12,022	20,500	22,660
<b>270 Civic</b>				
OverHead Expenditure	850	314	850	850
Total Income	400	169	400	400
270 Net Expenditure	450	145	450	450
<b>Policy &amp; Resources - Expenditure</b>	272,610	234,276	282,469	257,135
Income	9,670	30,895	22,570	8,960
Net Expenditure	262,940	203,381	259,899	248,175

Note : draft precept 2017.18

	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
<b><u>Open Spaces</u></b>				
<b><u>300 Salaries - Open Spaces</u></b>				
OverHead Expenditure	117,405	95,348	132,530	156,430
300 Net Expenditure	117,405	95,348	132,530	156,430
<b><u>310 General Open Spaces</u></b>				
OverHead Expenditure	15,515	7,997	15,085	16,195
Total Income	8,400	4,681	8,600	8,600
310 Net Expenditure	7,115	3,316	6,485	7,595
<b><u>320 Allotments</u></b>				
OverHead Expenditure	3,105	910	3,105	3,130
Total Income	3,785	3,473	3,600	3,595
320 Net Expenditure	-680	-2,563	-495	-465
<b><u>330 Lawn Cemetery &amp; Churchyard</u></b>				
OverHead Expenditure	24,557	36,643	37,340	24,555
Total Income	62,950	51,631	65,036	65,200
330 Net Expenditure	-38,393	-14,987	-27,696	-40,645

Continued on Page 4

**Note : draft precept 2017.18**

	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
	-			-
<b>340 Common</b>				
OverHead Expenditure	21,780	11,801	21,780	21,975
Total Income	1,770	887	1,770	1,800
340 Net Expenditure	20,010	10,914	20,010	20,175
<b>350 Professional Fees - OS</b>				
OverHead Expenditure	7,970	2,226	7,970	8,075
350 Net Expenditure	7,970	2,226	7,970	8,075
Open Spaces - Expenditure	190,332	154,927	217,810	230,360
Income	76,905	60,672	79,006	79,195
Net Expenditure	113,427	94,255	138,804	151,165
Total Budget Expenditure	462,942	389,203	500,279	487,495
Income	86,575	91,567	101,576	88,155
Net Expenditure	376,367	297,636	398,703	399,340

**Budget Summary - By Committee**

**Note : Village Halls Draft Budget 2017/18**

	<u>Current Year</u>			<u>Next Year</u>
	<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>
<b><u>Village Hall Trust</u></b>				
<b><u>100 General Administration</u></b>				
OverHead Expenditure	54,130	38,619	54,180	54,455
Total Income	20,835	20,203	20,835	5,035
<b>100 Net Expenditure</b>	33,295	18,416	33,345	49,420
<b><u>200 War Memorial Hall</u></b>				
OverHead Expenditure	15,100	13,037	16,100	15,165
Total Income	35,825	25,389	35,825	36,550
<b>200 Net Expenditure</b>	-20,725	-12,352	-19,725	-21,385
<b><u>300 Bullsland</u></b>				
OverHead Expenditure	1,775	2,149	2,404	3,050
Total Income	10,000	7,863	11,500	10,000
<b>300 Net Expenditure</b>	-8,225	-5,714	-9,096	-6,950
<b><u>400 Hollybush</u></b>				
OverHead Expenditure	755	1,579	2,255	1,700
Total Income	2,000	1,921	5,000	20,000
<b>400 Net Expenditure</b>	-1,245	-342	-2,745	-18,300

**Budget Summary - By Committee**

**Note : Village Halls Draft Budget 2017/18**

	<u>Current Year</u>			<u>Next Year</u>
	<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>
<b>Village Hall Trust - Expenditure</b>	71,760	55,384	74,939	74,370
<b>Income</b>	68,660	55,376	73,160	71,585
<b>Net Expenditure</b>	<u>3,100</u>	<u>8</u>	<u>1,779</u>	<u>2,785</u>
<b>Total Budget Expenditure</b>	71,760	55,384	74,939	74,370
<b>Income</b>	68,660	55,376	73,160	71,585
<b>Net Expenditure</b>	<u>3,100</u>	<u>8</u>	<u>1,779</u>	<u>2,785</u>