

**Date: TUESDAY 15<sup>th</sup> NOVEMBER 2015**

**Subject: REVISED BUDGET**

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**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 2016/17 with an overall decrease of £3041

**2. RELEVANT PREVIOUS DECISIONS**

2.1 None Specific

**3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 It would appear from initial calculations that the P&R will decrease primarily due to the income received back for overpayment of Business Rates.

**4. RISK MANAGEMENT ISSUES**

4.1 Non Specific

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

5.1 The revised budget shows a net decrease in income over expenditure of £3041

**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

Cost Centre	Nominal Code	Amount	Reason
210	1210 – Village Day	£900 increase	Additional income - Commons Day
210	1900 - Misc Income	£12,000 Increase	Refund of Business Rates

Total increase in income £ 12900

## Expenditure

Cost Centre	Nominal Code	Amount	Reason
200	4050 – Training and Conference	£650 Increase	Finance Training
210	4140 – Village Day	£2760 Increase	Includes Commons Day offset by income
210	4160 Mapping system	£2000 Decrease	Upgrades costs only
210	4900 Misc Expenditure	£3950 Increase	Business Rates Payment to company
220	4201 – Recycling Office	£158 Increase	New cost for recycling
230	4256 – Community/NHPlan	£4341 Increase	Cost of printing and delivery of Community plan.

Total Increase in Expenditure £9859

**Net Decrease in budget £3041**

## Budget Detail - By Committee

Note : Revised Budget 2016/17

		<u>Current Year</u>		
		<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>
<b><u>Policy &amp; Resources</u></b>				
<b><u>200</u></b>	<b><u>Salaries - Policy &amp; Resources</u></b>			
4000	Salaries	82,200	49,576	82,200
4020	PAYE & NI	35,600	21,986	35,600
4030	Superannuation	32,500	19,587	32,500
4050	Training & Conferences	1,350	1,863	2,000
4055	Travelling Expenses	2,225	1,192	2,225
	<b>OverHead Expenditure</b>	<b>153,875</b>	<b>94,203</b>	<b>154,525</b>
	<b>200 Net Expenditure</b>	<b>153,875</b>	<b>94,203</b>	<b>154,525</b>
<b><u>210</u></b>	<b><u>General Administration</u></b>			
4100	Website	1,200	495	1,200
4105	Photocopying	3,800	2,154	3,800
4110	Postage	1,340	671	1,340
4115	Stationery & Office Equipment	1,600	591	1,600
4120	Subscriptions & Donations	2,500	2,083	2,500
4125	Office Cleaning	500	280	500
4130	Office Maintenance	1,725	1,141	1,725
4135	Computer	4,500	1,865	4,500
4140	Village Day	2,500	5,257	5,260

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**Note : Revised Budget 2016/17**

		<u>Current Year</u>		
		Agreed Budget	Actual YTD	Projected Actual
4145	Christmas Lights	3,000	0	3,000
4150	Purchase of Caddy Sacks	200	162	200
4155	Chorleywood in Bloom	3,000	3,030	3,000
4160	Mapping System	2,725	200	725
4900	Misc Expenditure	1,000	4,515	4,950
<b>OverHead Expenditure</b>		29,590	22,444	34,300
1200	Chorleywood in Bloom	1,500	290	1,500
1210	Village Day Income	5,000	5,579	5,900
1220	Sale of Parish Map	50	0	50
1230	Caddy Sacks	250	0	250
1250	Contribution from WMH	1,340	2,874	1,340
1255	Contribution from RBL	380	379	380
1900	Miscellaneous Income	750	12,591	12,750
<b>Total Income</b>		9,270	21,713	22,170
<b>210</b>	<b>Net Expenditure</b>	20,320	731	12,130
<b><u>220 Services - General</u></b>				
4200	Rates	4,545	2,754	4,545
4201	Recycling Office	0	79	158
4205	Gas	4,050	315	4,050

**Note : Revised Budget 2016/17**

		<u>Current Year</u>		
		Agreed Budget	Actual YTD	Projected Actual
4210	Electric	0	614	0
4215	Water	0	49	0
4220	Telephone	4,550	2,784	4,550
<b>OverHead Expenditure</b>		<b>13,145</b>	<b>6,595</b>	<b>13,303</b>
<b>220</b>	<b>Net Expenditure</b>	<b>13,145</b>	<b>6,595</b>	<b>13,303</b>
<b>230</b>	<b>Community Engagement</b>			
4250	Chorleywood Matters	5,150	1,695	5,150
4255	PCSOs	28,500	13,063	28,500
4256	Community/Neighbourhood Plan	0	4,341	4,341
<b>OverHead Expenditure</b>		<b>33,650</b>	<b>19,099</b>	<b>37,991</b>
<b>230</b>	<b>Net Expenditure</b>	<b>33,650</b>	<b>19,099</b>	<b>37,991</b>
<b>250</b>	<b>Grants &amp; S137 Payments</b>			
4300	Grants Given	1,000	0	1,000
4305	S137 Payments	0	0	0
4310	War Memorial Hall Grant	20,000	20,000	20,000
<b>OverHead Expenditure</b>		<b>21,000</b>	<b>20,000</b>	<b>21,000</b>
<b>250</b>	<b>Net Expenditure</b>	<b>21,000</b>	<b>20,000</b>	<b>21,000</b>

**Note : Revised Budget 2016/17**

		<u>Current Year</u>		
		<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>
<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	9,729	10,500
4370	Health & Safety	1,000	107	1,000
	<b>OverHead Expenditure</b>	<u>20,500</u>	<u>11,884</u>	<u>20,500</u>
	<b>260 Net Expenditure</b>	20,500	11,884	20,500
<b>270</b>	<b><u>Civic</u></b>			
4400	Chairman's Allowance	450	90	450
4405	Chairman's Charity	400	0	400
	<b>OverHead Expenditure</b>	<u>850</u>	<u>90</u>	<u>850</u>
1270	Chairman's Charity Income	400	309	400
	<b>Total Income</b>	<u>400</u>	<u>309</u>	<u>400</u>
	<b>270 Net Expenditure</b>	450	-219	450
<b>Policy &amp; Resources - Expenditure</b>		<u>272,610</u>	<u>174,314</u>	<u>282,469</u>
<b>Income</b>		<u>9,670</u>	<u>22,022</u>	<u>22,570</u>
<b>Net Expenditure</b>		<u>262,940</u>	<u>152,292</u>	<u>259,899</u>

**Note : Revised Budget 2016/17**

	<u>Current Year</u>		
	<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>
<b>Total Budget Expenditure</b>	272,610	174,314	282,469
<b>Income</b>	9,670	22,022	22,570
<b>Net Expenditure</b>	<u>262,940</u>	<u>152,292</u>	<u>259,899</u>





## **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 2017/18 for the spending committees of the Council
- 7.2 The tax base is as yet unknown but TRDC have advised that they will not be paying the revenue grant for the forthcoming year.
- 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 2017/18 this would equate to an overall increase of approximately £8542
- 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 £427131 means that £213565 needs to be set aside together with the current allocated reserves of £125309 (Appendix 1) gives an estimated balance of £200379 unallocated reserves giving a shortfall of £13277 on auditors recommendation. 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 6th December 2016. Assuming the Council is happy with the figures, a recommendation for the precept will then be made to Full Council on 31<sup>st</sup> January 2016.
- 7.6 Members will be aware that in 2014/15 that the precept was increased by £50,000 for capital projects, whilst this is still the case until all the figures are calculated it is not known how much will be taken in increases in revenue expenditure and how much will be available for capital projects.
- 7.7 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

## Capital Allocation of Funds for 2016/17

28th January 2016

	2016/17				Remaining	
	Budget	Balance B/F	Total	Spent	Balance	Comments
<b>P&amp;R</b>						
Elections	£ 1,775.00	£ 9,695.00	£ 11,470.00	£ 6,728.00	£ 4,742.00	Bye Election
Replacement IT	£ 1,840.00	£ 10,498.00	£ 12,338.00	£ 2,359.00	£ 9,979.00	RBS finance system
Office Painting		£ 5,000.00	£ 5,000.00		£ 5,000.00	
Replacement boiler	£ 175.00	£ 1,110.00	£ 1,285.00		£ 1,285.00	
Office Refurbishment	£ 15,000.00	£ -	£ 15,000.00		£ 15,000.00	
<b>Open Spaces</b>						
Replacement Equipment	£ 12,485.00	£ 30,765.00	£ 43,250.00		£ 43,250.00	
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	£ 9,219.00	£ 14,219.00		£ 14,219.00	
Bullisland Hall		£ 7,776.00	£ 7,776.00		£ 7,776.00	
Easement money ring fenced for the common					£9,058.00	
			Total balance fund		£ 125,309.00	

## COUNCIL RESERVES

7th November 2016

	£
NATWEST	£ 71,508.00
COIF	£ 5,455.00
Bank Instant Access Account	£ 278,372.00
Scottish Widows 60 Day Account	£ 81,817.00
Current Account	£ 95,006.00
<b>TOTAL</b>	<b>£ 532,158.00</b>

**CHORLEYWOOD PARISH COUNCIL**

**POLICY & RESOURCES COMMITTEE MEETING**

**Agenda Item 5.**

**Date: TUESDAY 15<sup>th</sup> NOVEMBER 2016**

**Subject: CHORLEYWOOD IN BLOOM – MAIN & NEW PARADES**

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**Committee Member:**

**Officer Contributors:** Deputy Clerk

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

**Wards affected:** All

**Enclosures:** None

**Contact for further information:** Deputy Clerk

**1. RECOMMENDATIONS**

1.1 That the Committee review the options suggested and decide how to progress the project.

**2. RELEVANT PREVIOUS DECISIONS**

**2.1 P&R 08.09.15**

The Committee  
RESOLVED

That the working party look at a scheme for the flowerbeds in Main and New Parade, together with costings with a view of approaching TRDC with a request to take over the maintenance of this area.

**2.2 P&R 23.09.14**

The Committee  
RESOLVED to Recommend

That a Steering Group be set up to look into building on the Chorleywood in Bloom which could be made up of Councillors and Parishioners.

This was proposed by Cllr Worrall, seconded by Cllr Edwards and unanimously approved.

**2.3 Full Council 14.10.14**

The Council  
RESOLVED

To set up a steering group to look at building on the Chorleywood in Bloom which would be made up of Parish Councillors Clark, Khiroya, Watkins and Wood, Lyn Sutherland, and any members of the Business Association.

It was also agreed that officers write to the Horticultural Society and Allotment holders to see if there was any interested parties who would like to be involved.

This was proposed by the Chairman and unanimously approved.

### **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 The Council should take pride in the village centre and make sure it is a place that residents want to visit. This is in order to maintain a vibrant economy for local businesses and to promote a good corporate image for Chorleywood Parish Council (CPC).

### **4. RISK MANAGEMENT ISSUES**

- 4.1 Any works undertaken must ensure that there is ready access to utilities under the ground.
- 4.2 Any works and responsibility taken on must be future proof on resource requirements.
- 4.3 There are risk management issues with volunteers working in a public area which will need to be evaluated and understood. Parish Staff are covered by the Council's insurance but the same may not apply to volunteers even if working on behalf of the council.
- 4.4 There is currently a 'desire line' across the area in question used by residents. However it is understood that Herts County council will not hard surface this 'path' as it is not an acceptable crossing point.

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

5.1 The Chorleywood in Bloom group was fairly successful in raising a good proportion of the initial funding towards the implementation of the project. Some ongoing funding has already been received this year. Currently the scheme is sponsored by Sewell and Gardner, Parade Pharmacy, Chorleywood Bookshop, Lords

Childrens Centre at the Library, 3 Sons, the Residents Association and the Horticultural Society with further support from the Golf Club, Lords and Higgins. Greystoke Carpets and Flooring have recently indicated they would also like to become a sponsor of the scheme.

5.2 Three Rivers District Council are likely to have no funding readily available to pass on for the maintenance of this site

5.3 The scheme runs with a team of volunteers made up of a number of current Councillors, members of the Horticultural Society and three members of the public.

5.4 CPC staff resources are used at the changeover times between summer and winter planting and then again in the spring. This includes organising the changeover and the rangers working with volunteers. Any additional work for staff on Main & New Parades would need to be minimal.

5.5 It is unlikely that any local garden centre will sponsor the scheme, a couple that have been approached to date have declined.

### **5. LEGAL ISSUES**

6.1 The land in question is owned by Hertfordshire County Council and managed by Three Rivers District Council. Suitable arrangements would need to be made to bring it under the management of the Parish Council, but only for the purposes of completing and maintaining the new agreed planting. Litter picking or more general maintenance of the area would not form part of any agreement.

## **7. BACKGROUND INFORMATION**

7.1 The Council agreed that a Steering Group be set up to produce a forward plan to improve the environment by using planting arrangements in the village and other appropriate public areas in the parish. The group has been successful in having between 62 (summer) and 53 (Winter) hanging baskets and nine planters in Lower Road, Main & New Parade, The Swillett, either side of the entrance to Chorleywood House, Bullsland Hall, Chorleywood Station and the Memorial Hall. However, this has raised the expectations of residents who frequently ask volunteers when work will be started on the shrubbery area at Main & New Parades.

7.2 The steering group has discussed a number of options for consideration. Due to the amount of work that will be required to scope these options a decision is needed as to which, if any, the Council would like to take further:

### **Option A**

Do nothing. The area does not fall within the remit of CPC. This could add to the decline of the centre of the village as an attractive business and shopping zone.

### **Option B**

A review by Rowans nursery resulted in the recommendation of planting additional shrubs and painting web killer on the convolvulus (bindweed) growing through the existing hedges. A cost of roughly £50 per metre was suggested for the plants. Other costs and resources have not yet been quantified.

### **Option C**

Organise a competition to produce a plan or 3D view of how the area might look. This could be a joint venture with the Residents Association and possibly the Horticultural Society. The competition would have ease of maintenance as the main theme, and would be publicised in Chorleywood Matters and The Chorleywood Resident. Any cash prize would be jointly financed by the Council and the Residents Association.

The outcome of the competition could be used to support grant applications.

### **Option D**

Try to set up a "Friends of" group to take on the upkeep of the area. About 6 years ago Friends of Carpenters Wood weeded and planted the area with some funding for the plants coming from TRDC. However, this Friends Group no longer has the resources to deal with this area.