

Stapeley and District Parish Council

Budget Monitoring (2020-21) to 30 September 2020: Revised Estimates to 31 March 2021 and Draft Budget 2021-22 (v.1.02 - to Meeting 21 December 2020)

	PAYMENTS	Budget 2020-21	Spend to 30 Sept 2020 £	Revised Estimates 31 March 2021 £	Draft Budget 2021-2022 £	Notes
Note: Changes made since the meeting on 16 November 2020 are highlighted in yellow.						
	Administration					
1	Clerk's gross salary	13,330.00		6,665.00	13,695.00	Based on NALC salary scales published August 2020.
2	Clerk's net salary		5,331.96			
2a	Clerk's net salary shortfall during 2020-21			292.40		Subject to confirmation with Shires Payroll Services.
3	HMRC - Employer's NI contribution	620.00	1,372.20	300.00		
4	Payroll service	80.00	82.80		80.00	
5	Printing of Annual Report	100.00			100.00	Annual report not published in 2020-21.
6	Newsletter design only (no printing)	1,200.00	96.00	400.00	800.00	This is based on two publications a year.
7	Newsletter delivery	500.00		435.00	360.00	
	Clerk					
8	Expenses (Travel and phone)	300.00			100.00	
9	Stationery/publications	250.00		100.00	250.00	
10	Grounds Maintenance Comprises Talbot Way, Conservation Area and general grounds maintenance	4,000.00		2,500.00	4,000.00	
#	Repairs to fencing around Conservation Area.			280.00		
11	Grants Scheme	1,500.00			1,500.00	
	Insurance/Audit/Subscriptions					
12	External Audit (PKF Littlejohn)	400.00		240.00	250.00	
13	Audit fees (Internal)	250.00	274.80		280.00	
14	Insurance	600.00	404.87		600.00	
15	Cheshire Association of Local Councils	1,100.00	1,008.00		1,100.00	
	Members					
16	Chairman's allowance	250.00			250.00	
17	Training	300.00			300.00	

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18	Expenses	100.00			100.00	
	Miscellaneous					
19	Equipment for defibrillator	150.00		100.00	100.00	
20	Contribution to Nantwich TC for allotments	1,000.00	1,015.00		1,015.00	
	Speed Watch					
21	Downloading of data and moving units around the parish every 3 weeks @ £125 per 3-week period.	3,000.00				This scheme is no longer operated.
22	Additional unit for Broad Lane	3,000.00			3,000.00	During 2019, the Parish Council considered a proposal by Matthew Nord about the possible use of alternatives to the current signs.
23	Equipment repairs	1,000.00			1,000.00	
	Street Lighting					
24	Unmetered electricity	500.00	274.94	275.00	550.00	
	Website					
#	Updates to ensure compliance with statutory accessibility requirements				3,500.00	This will depend on decision by Parish Council on 21 December 2020.
	Community Hall					
25	Crystal Clean - cleaning of the hall/ opening-closing for parties	10,000.00	220.80	1,000.00	10,000.00	This contract is due for review.
26	Window cleaning (Target Windows)	240.00			240.00	
27	Dame Hygiene Services (including nappy disposal/feminine hygiene dispenser)	830.00			830.00	
28	Fortnightly waste collections (Greenzone)	700.00	167.62		700.00	
29	Gas supply	1,000.00			2,000.00	Since the Parish Council first occupied the Community Hall in November 2012, it has not received an invoice. The Clerk has now contacted the Assets Manager at CEC (see agenda item 11.2 21 December 2020)

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30	Vodafone - Wi-Fi facility	350.00	165.35		370.00	
31	Wistonia Electrical Systems - repair/replacement of fire alarm systems.		1,044.00			This is an overpayment of £522 and the company has refunded this (December 2020).
32	Water services	3,000.00	125.22	1,000.00	2,000.00	
33	West Mercia Energy	850.00	290.20	400.00		
34	Ring-fenced funds for maintenance and repairs	5,000.00		500.00	5,000.00	
35	Covid-19 risk assessment		142.80		150.00	
36	Statutory testing of equipment	300.00		300.00	800.00	
37	Christmas tree/lights for community hall	200.00		235.00	200.00	
	Projects carried forward to 2021-221					
38	Large planters outside Comm. Hall	3,000.00				As this was a project for the current financial year, it is suggested that this be moved into earmarked reserves.
39	Seat at Bishop's Wood near to bus stop and additional seat on Peter de Stapleigh Way	2,000.00				Although it had previously been agreed that the seat on Second Dig Lane at its junction with the A51, would be removed and reinstalled elsewhere, the Parish Council is reconsidering this at its meeting on 21 December 2020.
41	Fitting of benches throughout the parish		1,184.99	1,600.00		This has been added to cover the cost of relocating benches, if that is the decision which the Parish Council takes on 21 December 2020.
40	Maintenance/repair of seats	500.00			500.00	
42	Four litter bins	1,600.00			1,600.00	
43	Title search - Conservation Project at Victorian Orchard	5,000.00	615.00			Hall, Smith Whittingham carried out title searches for both these projects.
44	Title search - Survey of pond adjacent to Clarendon Court	1,000.00				
45	Ceiling mounted projector (Comm Hall)	500.00		500.00		
46	General reserves (in line with Local Government Finance Act 1992)	10,000.00		10,000.00	20,000.00	

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47	Earmarked reserves Planters (see also line 38 above)			3,000.00		As these four projects were due to be undertaken in 2020-21, it is suggested thatt the cost of these be allocated as earmarked reserves, for the reasons given in the Clerk's report.
48	Earmarked reserves - Seat at Bishop's Wood (see also line 39 above.			2,000.00		
49	Earmarked reserves Victorian Orchard and Pond (see also lines 43 and 44 above)			10,000.00		
	TOTALS	79,600.00	13,816.55	42,122.40	77,320.00	

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Calculations to inform Budget 2021-2022

A Calculation of likely balance on 1 April 2021

	Balance at bank on 30 Sept 2020 (rounded)	86,563.00	
LESS	Expected spend to 31 March 2021 (rounded)	-42,122.40	44,440.60
	Expected balance on 1 April 2021 (rounded)	<u>44,440.00</u>	

B Calculation of precept requirement

	Budget for 2021-22	77,320.00	
LESS	Balance available on 1 April 2021	-44,440.00	32,880.00
	Precept requirement (rounded)	<u>32,880.00</u>	

C Bank Reconciliation at 30 September 2020

	Brought forward on 1 April 2020	44,047.36
ADD	Receipts	56,332.51
LESS	Payments	<u>-13,816.55</u>
		<u>86,563.32</u>
	Gold Account	88,684.57
	Current Account	<u>450.71</u>
		<u>89,135.28</u>
LESS	Unpresented cheques	-2,571.96
		<u>86,563.32</u>

Cheque details	
Chq No.	£
1294	1,015.00
1295	1,008.00
1296	274.48
1288	<u>274.48</u>
	<u>2,571.96</u>