

EXPENDITURE

Actual 2020/2021	Budget 2021/2022	Estimated 2021/2022	Expenditure Stream	Notes	Budget 2022/2023
17095.00	22000.00	21500.00	Administration:- This figure includes:- Staff costs (salary, NI, Tax, pension) Training (Clerk and councillors) General postage & stationery (toner costs, envelopes) Insurance SLCC Membership for clerk OALC membership Minute binding, elections	Clerk suggests a rise in this budget heading be added to allow for a formal cllr training budget to be implemented. Suggests headings and allowances as follows:- Staffing costs - wages, NI, Pension plus budget for training, SLCC membership (approx 5 full day courses per annum) - £17,000 Councillor training (approx 20 full day courses per year) - £2,000 Insurance, audit and OALC membership - £3,200 Stationary plus minute binding - £800 Consideration of election - these will be upwards of £2k if contested - at least £1 per elector suggest we set up earmarked reserves ?	

6488.00	8100.00 (combining open spaces and bus shelter and phone kiosk)	6463.00	Open Spaces - maintenance strimming verges, bins (non rec ground, currently 1), cleaning of bus shelter and defib phone box	Verges cut 7 x per year @£931.34 New bin bought 2021/22 – £315 Mill Lane Bin emptying – fortnightly £6.18 X 24 - 148.32 ST Grounds maintenance – not VAT registered Usually increase payments by 3% in April/May. New bin proposed for Tyrells Way No verge cutting in Aug 21 as equipment stolen Bus shelter cleaning - 40.00 per month defib cleaning - 20.00 per quarter	Split into: Strimming: Mill Lane Bin: Bus shelter/Defib cleaning: Other:
574.00	800.00	718.00	Open Spaces Dog Bins	VOWH have informed of an increase to £6.30 per bin per week + 15% increase (plus VAT which is not included here) currently £6.00 per bin Currently added to Rec ground on budget but should it be Open Spaces?	
0.00	2500.00	0.00	Open Spaces Footpaths	Works to Church Street Footpaths done under OCC grant. Free gravel available from Hansen for this years work	

870.00	2000.00	0.00	Open Spaces Land at All Saint's Lane	Budget was allocated in case further trees needed removing - none such works have been required this financial year to date. Also considered cost of planting new trees to replace the ones which have been removed.	
1264.00	Grass cutting: £1160.00 Trees/posts: 2000 War memorial: £350	1304.00 (all on grass cutting)	Village green Grass cutting; replacement posts; war memorial	16 cuts per year @ £81.50 per cut Usual increase 3% per annum. Cutting reduced by 1 or 2 cuts due to theft of machinery in 21/22 No work to posts this year but would council wish to consider the same? currently inconsistent - plan to replace over next few years with a proper replacement scheme? No works have been done or are	Split into: Grass cutting; replacement posts and war memorial
1433.00	1300.00	1550.00	Cemetery Grass cutting Bin emptying General	16 cuts per year @ £81.50 per cut. Additional cut of unused area @£120.00 Bin emptying monthly @6.18. Additional works carried out this year - removal of chair from green waste (£50.00). Given the upgrade of the cemetery, this will need to be increased to account for hedge cutting and paths maintenance going forward	

3347.00	3000.00	2000.00	Recreation Ground - maintenance Repairs to play area, MUGA and skate park, bin emptying, extra grass cutting and maintenance	bin emptying - 5 x bins April to October - emptied fortnightly - 60 collections X 6.18 November to March - monthly 30 collections at £6.18 additional emptying done during Covid. Additional works - new bin installation etc also carried out. May be increased costs depending on final design of rec ground and when brought in. Annual Rospa play area inspection - £144 plus quarterly independent review - £125.00 per quarter. No repairs to equipment this year	
370.00	800.00	540.00	IT Website hosting, email addresses, .gov.uk domain	Website hosting - 2021/22 - £275.00 Email address £25.00 per email address (potentially 13 email addresses) gov.uk domain name (every two years due Feb/March 2023) £65.00 in 2020/21	
0.00	50.00	0.00	Chairman's Allowance		
0.00	0.00	7000 (dependent on how much ASA landscapes work is invoiced this financial year)	VAT Paid	on the basis of £400k rec ground spending, art project spending (80k) and general (recommend to reclaim during tax year to offset affect on precept)	£90,000k

11930.00	16005.00	15505.00	Grants	Grants 2021/22 lower as OALC subscription included - covered in Administration too. See attached document for this years applications	
2171.00	2500.00	235.00	Public Health Defibrillators	Only parts this year - PC have agreed to look into providing a defibrillator at the Rec Ground - Cost approx 2000	
45542.00	62565.00	55557.00			

CAPITAL PROJECTS/RESERVES

Actual 2020/2021	Budget 2020/2021	Estimated 2020/2021	Expenditure Stream	Notes	Budget 2021/22
0	70,000 (£10k reserves) (£60,000 on refurb)	20,000)(ASA phases 1 - 4 working on their timeline based on £400k costs plus buffer) (reserves used)	Recreation Ground refurb	See attached notes on Recreation Ground spending for full expenditure. This year expenditure - £10,750.00 reserves (to cover 3rd party funding for main grant application) Grant expenditure - 257,228.00	

4728 (reserves)	2,000.00	£3000 (reserves) (£3760.00 Locality Grant)	Neighbourhood Plan	Most work paid for through grants, remainder from reserves. NHP group have requested a further To allow the plan to move to completion	
0	2,000.00	10,000	Cemetery upgrade	Landscape architect has confirmed this should come in below amount in reserves. No estimates available as yet but clerk has estimated this sum to hopefully cover half of the project in financial year 2021/22 with remainder in 2022/23 - no additional funding required.	
0	0	0	Office equipment	Reserves of £1416.00 held - as the only office equipment held by the council is the laptop and filing cabinet (printer is clerk owned with council paying for percentage of toner costs) this would appear to be a reasonable sum to hold in reserves - suggest no further sums to be held	
0	2000	2500 (from reserves)	VAS/noticeboards/bins/ Signage	Council has resolved to spend up to £1000 on traffic monitoring in 2021.22 . New noticeboard required 2021/22. Recommend additional sum be added to	
7692.00	5000.00	0.00	Professional/legal advice	Expenditure on HIF and Hobbyhorse Lane possible? Currently £20,150 in reserves - would council consider further amount?	
0.00	1200.00	0.00	Village Leaflet	Part of art project?	

0.00	5000.00	0.00	Village Hall	Current reserves stand at £10,000. As custodian trustee does council wish to consider placing further funds into reserves?	
12420.00	87200.00	39152.00			

Total of general plus capital

57962.00 149765.00 94709.00

Estimated amount of earmarked reserves/monies held spent: 35500

Estimated underspend on recurrent expenditure (likely transfer to reserves?) 7,000

NB The art project is not included in this document as it is being solely funded by S106 monies and not parish council monies. It is included solely in the VAT spend calculation.

Actual 2020/2021	Budget 2021/22	Likely 2021/22	Income Stream	Notes	Budget 2022/2023
73948.00	75694.00	75694.00	Precept	Set on finalisation of the rest of the budget.	
0.00	60000.00	0.00	Recreation ground	See attached financial information on full Recreation Ground project. Grant funding expected £257,228.00	
2840.00	4000.00	1500.00	Cemetery	would suggest similar to likely income this year	
1571.00	1571.00	1571.00	OCC grass cutting	Always the same	1571
9691.00	0.00	3760.00	Neighbourhood Plan Grant		
4673.00	0.00	5341.00	VAT Refund	Due to high level of VAT expenditure, the clerk recommends that a VAT claim is made at the end of any large expenditure projects during the financial year 2022/2023. Thus the expenditure and reclaim should be similar for the year 2022/23 rather than income being higher the following year.	£90,000
102.35	100.00	0.00	Interest	Santander account paid 1.91 so far. NS& I accoun details still awaited. Presume 0 for 2022/23	
0.00	100.00	0.00	Misc	photocopying charges - presume negligible or zero	
92825.35	141465.00	87866.00			

Deducting monies from grants not received for rec ground and the NHP grant , the expected income is £2841.00 higher than expected (VAT refund less difference in cem fees) - to be transferred to reserves?

CIL monies due not shown here as they cannot be spent on any general admin. Will be shown as income when used (see rec ground above)

RESERVES AND OTHER MONIES HELD

	As at April 1st 2021	As at December 2021	Notes	Expected rest of year spend	Expected reserves as at 1st April 2022
Earmarked reserves					
Office equipment	1416.00	1416.00		0.00	1416.00
cemetery development	24000.00	23050.00	survey paid for - expected future works this year £10k (quotations required)	10000.00	22050.00
recreation ground	46000.00	43200.00	2800 ASA fees paid, balance as 50% of ASA work done in financial year 2021/22)	17200.00	26000.00
signs and noticeboard	7000.00	7000.00	noticeboard and traffic survey needed	2500.00	4500.00
Neighbourhood Plan	7968.00	2229.54	Bluestone planning work & titles and postage potential for Hobbyhorse and HIF be to be required		5738.46
Professional Advice	20150.00	20150.00		5000.00	15150.00
Village Hall	10000.00	10000.00	None expected until at least 2022/23	0.00	10000.00
Earmarked Reserves total	116534.00	107045.54		34700.00	84854.46
General reserves					
bank balance on 1st April, less earmarked reserves and other monies held by council (see below)			Expected rest of year variance = totals of expected underspend (£7k of recurrent expenditure underspend and £2,841.00 extra income). It is recommended that general reserves cover 3 months running costs and must not be a high proportion of precept).		
	5361.60			9280.00	14641.60
Other monies held by Council					
Art Trail (s106 monies)	4000.00	4000.00		0.00	4000.00
CIL	13887.00	39334.25		0.00	39344.25
NHP grant held	3760.00	657.50		657.50	0.00

SUTTON COURTENAY PARISH COUNCIL RECREATION GROUND PROJECT

Expenditure

costs of project	Based on £250,000 (initial estimate from ASA Landscapes plus additional for proposed all weather pitch) final details awaited. Hoped it will be less.	400000.00
ASA Landscapes	7.75% of total costs	31000.00
3rd Party funding	This is required in relation to the FCC grant application of £100,000.00 - 10.75% of application	<u>10750.00</u>
		441750.00

Income

Reserves	£46,000 as at start of project (additional £10,750.00 requested for year 2022/23)	56750.00
Allocated CIL		39355.00
Allocated S106 (specific)		58417.00
Allocated S106 (warehouse)		<u>30000.00</u>
		184522.00
Balance required to complete project (grant funding)		257228.00