

GLAPTHORN PARISH COUNCIL

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Budget Report for 2018-19 with additional notes

The text below refers to the 'notes' numbered in the LH column of spreadsheet entitled 'Budget 2018-19' shown on page 4 below. Note that where applicable, figures for 2018-19 and beyond are shown without VAT as this is reclaimed each year.

- Precept** – The local authority set the Glapthorn Council Tax rate by dividing the Precept demand by the tax base* as at 1st March. The current council tax base for Glapthorn 2017-18 was estimated at 134 and based on the £9,300 precept, each Band D dwelling owner paid £69.40 per year as their Glapthorn element.
For 2018-19 the council tax base will increase to 140 and therefore the council has the choice of raising the precept income to £9,716 – an increase of £416, without any householders incurring an increase to the Glapthorn Council Tax element. Alternatively, the council may choose to leave the precept revenue at £9,300. Then, based on the new tax base, this would reduce the council tax to £66.43, a saving of 25p a month.
For budget purposes, I have increased the precept to £9,700.
*The total number of households that pay council tax.
- Reserves** - In the opinion of BDO Stoy Hayward LLP, the External Auditor up to 2016-17 appointed by Central Government, Parish Council reserves should not be more than twice the precept, unless the Council is saving for something in particular. However, a Parish Council should hold sufficient reserves to cover unforeseen expenditure.
- Maintenance Fund** – A provisional sum, reduced from last year.
- S137 payments** - Section 137(4)(a) of the Local Government Act 1972 enables Parish Councils to spend a sum, per elector, on activities or projects not specifically authorised by other powers. The S137 rate for 2017-18 is £7.57 per elector. As at December 2017 there were 220 electors, therefore the limit for Glapthorn Parish Council for the period 2017-18 is £1,665.40. However, the allocation of this fund is not mandatory and should only be given if the money is available. There is no precedent for S137 payments in Glapthorn; consequently, there is no provision in this budget either.
- Clerk's Salary** - The Clerk has a contract based on the National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services. The Clerk's receives an annual salary, based on Spinal Column Points (Currently SCP 19 at £9.743/hour), plus one twelfth (8.33%) in lieu of holidays.
In 2016 the council agreed that the SCP will increase to SCP 20 from 1st April 2018. On 19th May 2016 the revised salary scales for 2018/19 were published. Consequently, the Clerk's salary for 2018-19 will be at a rate of £10.099/hour. However, recent changes in the economy and the attitude of the government has indicated there may be a further increase and for budgeting I have added 2.5%. (£10.402/hour).
- Expenses** – Generally incurred by the Parish Clerk.

7. Admin/Stationery – This is primarily for the trading account at Colemans.
8. Village Hall rent – This annual cost is now absorbed within the grant given to the Village Hall. Costs for GNPG meetings are treated separately and outside of this budget.
9. Insurance – The previous provider, Aon, has withdrawn from the market; however, I anticipate the projected figure in the budget to be accurate.
10. NCALC, SLCC and ACRE membership fees – Membership of the Northamptonshire County Association of Local Councils (NCALC), the Society of Local Council Clerks (SLCC) and Northamptonshire Action with Communities in Rural England (ACRE) provides significant benefits to Glapthorn. Examples of the benefits include, model policy docs, a member enquiry service, legal service, HR advice, financial advice and training. All of the organisations provide information and interpretation on new legislation in a timely manner, and send out regular briefings. NCALC manage a panel of internal auditors. SLCC offers a county based branch network providing local support and resources, with the opportunity to network and meet other professionals, as well as a wealth of advice notes; ACRE have assisted with the Neighbourhood Plan.
11. Lighting Energy Costs – A move to LED lighting will reduce the running and maintenance costs from previous years.
12. Audit – For the period 2018-19 there will be no external audit fee provided neither income or expenditure exceed £25,000.
13. Website – The website domain name and hosting fees are paid annually and no significant change is envisaged. The support fee is an ad hoc sum, in case of need – no contract. However, this is a matter for future consideration as the management of the website is a mandatory requirement for the council and it currently relies heavily on the computing skills of the Parish Clerk. Such skills may not always be available. There is a case for outsourcing the role.
14. Nene Valley News delivery – This initiative was introduced during 2014-15. No change expected.
15. Grit/salt for bins – The Parish Council has a responsibility for the two red bins on Main Street; provision has been made for the purchase of road salt/grit. No replenishment was necessary in 2016-17, nor 2017-18 to date.
16. Training – This nominal sum allows for Clerk and/or Councillor training.
17. Election – There are no known elections in 2018-19.
18. Dog-litter bin cleansing - New charge added in 2016-17 for extra dog-litter bin installed at footpath MZ6 by Village Hall.
19. Grass Maintenance Contract – At present grass maintenance is delivered by East Northamptonshire Council (ENC), who provide eight cuts a year, within the 30mph speed limit, plus four cuts to the verges outside of the 30mph limit, including the crossroads

visibility splays. Additionally, the contract with ENC includes the cost of maintaining the Oundle Road, between the two 30mph zones, either side of the footpath.

Northamptonshire County Council (NCC) continue to provide two cuts a year, for the main highways in the parish, outside the 30-mph speed limit zone. For Glapthorn taking responsibility for grass maintenance, there is an allowance is £309 per year from NCC.

20. SALIX Loan – This is the £3,000 loan for the street lights, to be repaid over five years. The first six-monthly payment will be due June 2018.
21. Gigaclear rental – At its meeting in August 2017 the Parish Council resolved to accept the offer from Gigaclear to install, activate and provide one year's H50 broadband service in the Village Hall, at zero cost to the community, and to resolve that after 12 months the Parish Council will pay subsequent line rental costs, provided a continuation of the service is deemed to be beneficial to the community.
22. Eco-tank printer – Will reduce stationery costs.
23. Village Hall – At its meeting in August 2017 the Parish Council resolved to make an annual contribution to the Village Hall committee of £500. In return the Parish Council will be entitled to use the hall for regular meetings, free of further charge. Furthermore, the Parish Council agree to make a second annual donation to the village hall, also £500, subject to funds being available at the time and a suitable project having been identified.
24. Contingency Sum – Set at 4% of the total budget.
25. 5 Year Plan – The 5-year plan takes the council past the next election year in 2019-20 and under the headings above most sums attract an increase to cover inflation.

Alan Tresadern
Clerk to the Parish Council

BUDGET 2018-19

08/12/2017

Notes:	Opening balance B/F at 1st April		6,511.00	Comments
1	Receipts:	Income - VAT refund (estimated)	789.00	
		S136 grass maintenance subsidy	309.28	
		Precept	9,700.00	See notes.
		Total Receipts	17,309.28	
2	Payments:	Other	0.00	
		Projected costs to year end as listed below	8,843.20	See below
		Total Payments	8,843.20	
3	Allocated Reserves:	1. Projects undertermined - optional	3,000.00	
		2. Other	0.00	
		Maintenance Fund	1,000.00	
		Total allocated reserve	4,000.00	
	Unallocated reserve:	Total Balance C/F	4,466.08	
			51%	*Target circa. 50% total annual costs

Notes:	Projected annual costs		
4	S137 payments	0.00	
5	Clerk's salary (gross)	2,704.00	Based on published scale and rate for 2018-19 plus 2.5%
6	Expenses	300.00	
7	Colemans Admin/stationery	150.00	Reduced by introduction of more economical printer
8	Village Hall Rent	0.00	
9	Insurance	400.00	Unknown as Aon have left the market
10	NCALC membership fees	235.00	
10	SLCC membership fees	70.00	
10	ACRE membership fees	40.00	
11	Lighting (power)	145.00	
11	Lighting (Maintenance)	13.00	
12	Audit	175.00	Internal auditor only from 2018-19
13	Website hosting	120.00	Includes domain name, hosting and SMTP email.
13	Website support	125.00	Adhoc maintenance and advice.
13	Computer maintenance	50.00	
14	NVN delivery	286.08	£23.84/month
15	Grit/salt for bins	50.00	
16	Training	100.00	Nominal sum for Councillor's and Clerk's training
17	ENC Election	0.00	
18	Dog litter bin cleansing	65.00	
19	Grass maintenance contract	1,405.00	See budget notes
20	SALIX Loan payment	600.00	
21	Gigaclear rental	270.00	Sept to March
22	Replacement printer Ecotank	200.00	Will reduce stationery costs
23	Village Hall Annual Grant	500.00	
23	Village Hall Projects	500.00	
	Sub Total	8,503.08	
	Contingency (4%)	340.12	
	Total Annual Costs	8,843.20	

	£		£		£		£	
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
	2018/19	2019/20	2020/21	2021/22	2021/23			
Opening balance B/F at 1st April								
Receipts:	6,511	4,466	4,515	4,534	4,729	Comments		
Income - VAT refund (estimated)	789					Not in budget beyond 2018-19; also not in expenditure.		
S136 grass maintenance subsidy	309	317	325	333	341	Plus 1.25% pa.		
Precept	9,700	9,700	9,700	9,700	9,700	This may increase, as more new houses come on line, without increasing C. tax.		
Payments:	17,309	14,483	14,540	14,568	14,771			
Other	0	0	0	0	0			
Projected costs to year end	8,843	8,968	9,255	9,338	9,530	Detailed below.		
Total Payments	8,843	8,968	9,255	9,338	9,530			
Allocated Reserves:	3,000	1,000	750	500	500	Amounts accrued each year.		
1. Projects undetermined - optional	0	0	0	0	0			
2. Other	0	0	0	0	0			
Maintenance Fund	1,000	0	0	0	0	Assumes amount is carried forward year on year.		
Total allocated reserve	4,000	1,000	750	500	500			
Unallocated reserves:	4,466	4,515	4,534	4,729	4,741	*Target is c.50% of annual costs.		
Total Balance C/F	0	50%	49%	51%	50%			

Projected annual costs	0	0	0	0	0	0	0	0
S137 payments	2704	2,772	2,841	2,912	2,985	2018-19 salary scale at SCP 20 + 2.5% and +2.5% per year thereafter.		
Clerk's salary (gross)								
Expenses	300	308	315	323	331			
Colemans Admin/stationery	150	154	158	162	166			
Village Hall Rent	0	0	0	0	0			
Insurance	400	410	420	431	442			
NCALC membership fees	235	241	247	253	259			
SLCC membership fees	70	72	74	75	77			
ACRE membership fees	40	41	42	43	44			
Lighting (power)	145	149	152	156	160			
Lighting (Maintenance)	13	13	14	14	14			
Audit	175	189	194	199	204	No external audit fee from 2018-19.		
Website hosting	120	123	126	129	132			
Website support	125	128	131	135	138			
Computer maintenance	50	51	53	54	55			
NVN delivery	286	293	301	308	316			
Grif/salt for bins	50	51	53	54	55			
Training	100	103	105	108	110			
ENG Election	0	0	100	0	0	Every four years based on non-contested election		
Dog litter bin cleansing	65	67	68	70	72			
Grass maintenance contract	1405	1,440	1,476	1,513	1,551			
SALIX Loan payment	600	600	600	600	600			
Gigaclear rental	270	420	431	441	452			
Replacement printer Ecotank	200	0	0	0	0			
Village Hall Annual Grant	500	500	500	500	500	Includes use of the hall by the Parish Council		
Village Hall Projects	500	500	500	500	500	To be reaffirmed year on year.		
Sub Total	8,503	8,624	8,899	8,979	9,164			
Contingency (4%)	340	345	356	359	367			
Total Annual Costs	8,843	8,968	9,255	9,338	9,530			