



# Parish Council Budget 2023/24

Summary of Current Position and Proposals for Coming Year

Elizabeth Martin: Parish Clerk / RFO





## Parish Council Budgets

- A Parish Council needs to account for all its funds either as part of an Operations Budget or as part of its Reserves (or Earmarks).
- It cannot carry over money that is “unallocated” – it needs to account for the reason the money is held, or it may need to return it to taxpayer.
- The Council should have a Contingency Reserve for unforeseen events and expenses. The goal as documented in the Reserves Policy is 30-50% of the Operations Budget.
- Earmarks or Reserves are planned expenses that stretch passed the forthcoming year (multi-year or future projects).
- Earmarks are not binding, only intentions: They can be changed by Council if circumstances change
- The Operational Budget is the plan for general operations of the Council for the forthcoming year. Again, if things change the budget line items can be amended if circumstances change.
- Changes to Earmarks and Budget lines should be approved at a meeting by a vote



## Operations Budget 2022/2023

		21/22 Budget	22/23 Budget
STAFF	Staffing	£3,000	£3,100
ADMIN	Administration	£200	£200
	IT and Operations	£400	£400
VILLAGE HALL RENT	Village Hall Rent	£200	£200
LEGAL	Legal	£0	£0
PAYROLL	Pay Services	£125	£125
SUBS	Subscriptions	£300	£300
INSURANCE	Insurance	£500	£500
TRAINING	Training	£800	£800
PARISH PLAN		£500	£0
AUDIT	Audit	£400	£400
WEBSITE		£200	£250
GROUND	Grounds Maintenance	£2,500	£2,500
	Trees	£500	£500
REP & M'NT	Other Repairs and Maintenance	£500	£500
	Playground Inspections	£200	£225
GRANTS [S.137]	Other Grants	£1000	£1000
	Xmas Tree	£500	£500
	Dragon News (Publications)	£250	£250
		£12,075	£11,800



## Reserves Budget 2022/23

	2021/22 Budget	2022/23 Budget
Street Sign Project	£1,250	£1,250
Trees at VH and Bell Field	£1,978	£1,978
VH Fencing	£0	£0
Benches	£500	£500
Trees	£1,000	£1,000
Highways and Signage	£1,125	£1,125
Contingency	£5,988	£6,000
Legal	£945	£945
Special Projects	£3,239	£4,945
2022 Jubilee Celebrations Playground Improvements	n/a	£800
	£0	£4000
	<b>£16,025</b>	<b>£22,543</b>

- \*\* Trees at VH & Bell Field were not completed before the season
- Council needs to spread the available money across Reserves for work that it considers it needs in the future
- If the Reserve (or Earmark) is not needed it can be changed at a Council meeting.



## Forecasted Budget Outcome 2022/23

<b>OSG Budget Spend to December 30th with Forecast</b>							
		<b>22/23</b>		<b>Spent</b>	<b>Forecast</b>	<b>Expected</b>	<b>Expected</b>
<b>OPERATIONS</b>		<b>Budget</b>		<b>to 30/12</b>	<b>Spend</b>	<b>Total Spend</b>	<b>Unspent</b>
STAFF	Staffing	£3,100		£2,443.00	£804	£3,247	(£147)
ADMIN	Administration	£200		£239.72	£0	£240	(£40)
	IT and Operations	£400		£262.00	£120	£382	£18
VILLAGE HALL							
RENT	Village Hall Rent	£200		£50.00	£200	£250	(£50)
LEGAL	Legal	£0			£0	£0	£0
PAYROLL	Pay Services	£125		£116.00	£35	£151	(£26)
SUBS	Subscriptions	£300		£271.00	£60	£331	(£31)
INSURANCE	Insurance	£500		£491.00	£0	£491	£9
TRAINING	Training	£800		£0.00	£0	£0	£800
PARISH PLAN		£0		£0.00	£0	£0	£0
AUDIT	Audit	£400		£325.00	£0	£325	£75
WEBSITE		£250		£130.00	£105	£235	£15
GROUNDS	Grounds Maintenance	£2,500		£2,446.00	£460	£2,906	(£406)
	Trees	£500			£0	£0	£500
REP & M'NT	Other Repairs and Maintenance	£500			£0	£0	£500
	Playground Inspections	£225			£225	£225	£0
GRANTS [S.137]	Other Grants	£1,000		£54.00	£0	£54	£946
	Xmas Tree	£500		£130.00	£500	£630	(£130)
	Dragon News (Publications)	£250			£65	£65	£185
		<b>£11,750</b>		<b>£6,958</b>	<b>£2,574</b>	<b>£9,532</b>	<b>£2,218</b>





## Reserves Budget 2022/2023

	22/23		Spent	Forecast	Expected	Expected	
	Budget		to 30/12	Spend	Total Spend	Unspent	
Street Sign Project	£1,250		£0	£1,210	£1,210	£40	SID
Trees at VH and Bell Field	£1,978		£0	£1,870	£1,870	£108	**Note, was £500 but work balance carried from 20/21
VH Fencing	£0		£0	£0	£0	£0	
Benches	£500		£0	£563	£563	(£63)	
Trees	£1,000		£0	£0	£0	£1,000	
Highways and Signage	£1,125		£0	£1,125	£1,125	£0	SID
Contingency	£6,000		£0	£0	£0	£6,000	
Legal (carried forward)	£945		£0	£0	£0	£945	
2022 Jubilee	£800		£105	£0	£105	£695	
Playground Improvements	£4,000		£0	£0	£0	£4,000	
Special Projects Fund	£4,520		£0	£0	£0	£4,520	
	<b>£22,118</b>		<b>£105</b>	<b>£4,768</b>	<b>£4,873</b>	<b>£17,245</b>	

SID funded from unused earmarks (street sign project and highways and signage)



## Proposed Operations Budget 2023/2024

<b>OSG Budget Spend to December 30th with Forecast</b>			
		<b>22/23</b>	<b>23/24</b>
<b>OPERATIONS</b>		<b>Budget</b>	<b>Budget</b>
STAFF	Staffing	£3,100	£3,300
ADMIN	Administration	£200	£150
	IT and Operations	£400	£400
VILLAGE HALL			
RENT	Village Hall Rent	£200	£300
LEGAL	Legal	£0	£0
PAYROLL	Pay Services	£125	£170
SUBS	Subscriptions	£300	£350
INSURANCE	Insurance	£500	£500
TRAINING	Training	£800	£600
PARISH PLAN		£0	£0
AUDIT	Audit	£400	£340
WEBSITE		£250	£250
GROUNDS	Grounds Maintenance	£2,500	£3,000
	Trees	£500	£500
REP & M'NT	Other Repairs and Maintenance	£500	£500
	Playground Inspections	£225	£250
GRANTS [S.137]	Other Grants	£1,000	£1,000
	Xmas Tree	£500	£800
	Coronation	£0	£0
	Dragon News (Publications)	£250	£200
		<b>£11,750</b>	<b>£12,610</b>

Covers Full Year Salary

General Admin Costs

IT licenses and associated costs

Based on Estimate from Auditor

Allows for increased cuts

Utilise the Jubilee earmark of £800





## Proposed Reserves Budget 2023/24

	22/23 Budget	Planned Change	23/24 Budget
Street Sign Project	£1,250	(£40)	£0
Trees at VH and Bell Field	£1,978		£108
VH Fencing	£0	£500	£500
Benches	£500	£650	£587
Trees	£1,000	£500	£1,500
Highways and Signage	£1,125		£0
Contingency	£6,000		£6,000
2nd SID	£0	£1,700	£1,700
Legal (carried forward)	£945		£945
Future Election Fund	£0	£500	£500
2022 Jubilee / 2023 Coronation	£800	£105	£800
Playground Improvements	£4,000		£4,000
Special Projects Fund	£4,520	(£1,000)	£3,520
	<b>£22,118</b>	<b>£2,915</b>	<b>£20,160</b>

Close

Tree Work Planned but may not happen before April 1st

Based on planned work and quote

Replace used Earmark ready for next bench

Increase from unspent

Close

Begin building Reserve for 2<sup>nd</sup> SID

Council will need to contribute to future election costs

Replace used funds ready for Coronation Celebrations

Reduce to Cover Election and Fencing





## Summary

- Operational Budget of £12,610 should cover all year-to-year expenses for the Council
- Precept should remain the same for 2023/24
- Precept would be sufficient to cover Operational Expenses for the coming year and fund planned reserves
- The Tax Base has reduced slightly. To meet a zero percent increase, income to the Council will reduce slightly

Local Parish	Tax Base 22/23	Precept 22/23	22/23 Precept Band D
Mildenhall	221	£20,000	£90.47
Ogbourne St George	236	£13,418	£56.79
Ramsbury	944	£69,936	£74.07
Ogbourne St Andrew	198	£4,150	£20.94
Aldbourne	802	£40,788	£50.83
<b>Average</b>			<b>£58.62</b>

Will remain  
£56.79



## Summary

- Forecast Spend Of £9,532 of the £11,750 22/23 Budget
  - £2,218 to be carried forward
- Reserves to be replenished and additional reserves created
  - Create and fund Future Election Fund, 2<sup>nd</sup> SID and VH Fencing
  - Funding to come from carry forward (£2,218) and precept (£700) as well as moving £1,000 from Special Projects
- Proposed Operational Budget is £12,610
  - Funded by Precept of £13,312.71
  - Tax base has decreased slightly.
  - To retain a 0% increase to the public the precept income to the Council will drop from £13,418 to £13,312.71
- **No change in Precept**