



# Parish Council Budget 2022/23

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 a.k.a EMRs).
- 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. For the last few years this has been £25,000 (around 50% of Operational Budget / 6 months) and was increased in 21/22 to £35,000 (2/3 of the OpEx 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



# Lyneham & Bradenstoke Parish Council

## Operations Budget 2021/2022

Category	Cost Centre	Expenditure	21/22 Budget
Administration	4055	Hall hire	£350
	4060	Stationery, postage	£300
	4090	Mobile phone Clerk	£0
	4065	Subscriptions	£1300
	4070	Audit	£800
	4075	Insurance	£900
	4000/4001/4010	Salary Clerk	£18125
	4080	Training Clerk & Cllrs	£1500
	4085/4088	Website & IT support	£1500
Community	4125	Youth Work support	£1000
	4130	Defibrillators	£500
	4120	Newsletter	£2000
	4135	Grants & Donations	£5000
	4140	Poppy Wreaths	£100
Maintenance	4200	General Maintenance	£2000
	4240	Play areas + inspections	£1000
	4205	Grass cutting contract	£8500
	4215	Trees/Hedges	£2000
	4210	Churchyard	£2000
	4220	Flower beds	£1000
	4310	Public Toilets cleaning	£5600
	4320	Public Toilets water	£290
	4300	Public Toilets electricity	£518
		Public Toilets maint.	£150
			<b>£56,433</b>

Budget for 2021/22

**£56,433**

Funded from

**£52,704 Precept**

**£3,729 Unspent Monies**





# Lyneham & Bradenstoke Parish Council

## Forecasted Budget Outcome 2021/22

Category	Expenditure	Cost Centre	21/22 Budget	Spent To 1/Nov	Forecast Spend	Forecasted Outcome (Unspent)
Administration	Hall hire	4055	£350	£143	£230	£120
	Stationery, postage	4060	£300	£2	£10	£290
	Mobile phone / Virtual Line	4090	£0	£0	£108	(£108)
	Subscriptions*	4065	£1228	£950	£1200	£28
	Audit	4070	£800	£1000	£1000	(£200)
	Insurance	4075	£900	£913	£913	(£13)
	Salary Clerk	4000/4001/4010	£18125	£9447	£17505	£620
	Bank Charges*	4030	£72	£49	£84	(£12)
	Compensation Payouts	4040	£0	£359	£359	(£359)
	Training Clk & Cllrs	4080	£1500	£165	£500	£1,000
	Website & IT support	4085/4088	£1500	£402	£1000	£500
Community	Youth Work support	4125	£1000	£0	£0	£1,000
	Defibrillators	4130	£500	£360	£360	£140
	Newsletter	4120	£2000	£0	£0	£2,000
	Grants & Donations	4135	£5000	£3820	£3820	£1,180
	Poppy Wreaths	4140	£100	£0	£75	£25
	General Maintenance**	4200	£2000	£350	£500	£1,500
Maintenance	Litter & Fly-Tipping	4201	£0	£175	£175	(£175)
	Grass cutting contract	4205	£8500	£6500	£7000	£1,500
	Trees/Hedges	4215	£2000	£0	£0	£2,000
	Churchyard	4210	£2000	£2000	£2000	£0
	Flower beds	4220	£1000	£1789	£1789	(£789)
	General Maintenance**	4200	£0	£1610	***£4000	(£4,000)
Play Parks	Play areas + inspections	4240	£1000	£165	£165	£835
	Play Area Refurbishment	4250	£0	£0	£0	£0
	General Maintenance**	4200	£0	£500	£500	(£500)
Allotments	Public Toilets cleaning	4310	£5600	£1825	£5929	(£329)
Toilets	Public Toilets water	4320	£290	£212	£320	(£30)
	Public Toilets electricity	4300	£518	£164	£281	£237
	Public Toilets maint.	4200	£150	£0	£0	£150
			£56,433	£32,900	£49,823	£6,610

\* Bank Charges originally part of Subscriptions Line Itc,  
 \*\* Maintenance for General, Play Parks and Allotments were one line item

\*\*\* Includes expected Bradenstoke Play Park entrance issues, circa £2000



## Reserves / Earmarks Budget 2021/2022

	1/April	1/Nov	Forecast YE
Defibrillator Replacement (2024)	£2,000	£2,000	£2,000
Neighbourhood Development Plan Steering Group Funds	£1,831	£1,101	£851
CATG Project contributions	£2,000	£0	£0
<b>Sub-total of Earmarks</b>	<b>£5,831</b>	<b>£3,101</b>	<b>£2,851</b>
Special Projects Reserve	£26,457	£26,457	£26,457
General/Contingency Reserve (goal: min 6m OpEx)	£35,000	£35,000	£35,000
Groundworks Grant	£1,336	£1,336	£1,336
COVID-19 Grant	£9,991	£9,991	£9,991
CIL 14/10444/FUL	£8,378	£12,890	£12,890
CIL 15/09960/FUL	£11,421	£11,421	£11,421
CIL 17/04708/FUL	£1,344	£1,344	£1,344
CIL 16/01953/FUL	£5,912	£5,912	£5,912
CIL 15/08904/FUL	£2,053	£2,053	£2,053
CIL 17/12069/FUL	£0	£1,796	£1,796
<b>Sub-total of Reserves and Grants</b>	<b>£101,892</b>	<b>£108,200</b>	<b>£108,200</b>
<b>Total Of Reserves and Earmarks Held</b>	<b>£107,723</b>	<b>£111,301</b>	<b>£111,051</b>

**Neighbourhood Development Plan Steering Group Funds** - The Parish Council earmarked a total of £11,500 for this process over two financial years - 2017/18 and 2018/19. The Forecast is based on the assumption the contract with Lemon Gazelle will run to year end.

**Groundworks Grant** – awarded to the NDP Steering Group towards the Neighbourhood Development Plan process. Because the NDP Steering Group is a Parish Council project the funds had to be held in the Parish Councils bank account. £1336 was held by the Parish Council at the start of 2020/21

**Special Projects Reserve** – There are two potential projects for forthcoming consideration on these funds; Bradenstoke Noticeboard changes (est. £2000) and Bradenstoke Junction Flower Meadow (est. £2400)

### GENERAL RESERVES / CONTINGENCY

General Reserves were set at £25000 for the 2020/21 financial year and for some years prior to that. This was increased to £35,000 for the 21/22 FY to ensure at least 6m of OpEx coverage. Best practice is that General Reserves should be set at 6 months of total spend for the year. General Reserves are required in the event there is some difficulty with receiving Income e.g. Precept, so that the Parish Council can continue to function and pay its bills.



# Lyneham & Bradenstoke Parish Council

## Proposed Operations Budget 2022/2023

Category	Expenditure	Cost Centre	21/22 Budget	22/23 Proposal	Adjustment	Notes
Administration	Hall hire	4055	£350	£250	(£100)	Reduce based on 21/22 actuals
	Stationery, postage	4060	£300	£100	(£200)	Reduce based on 21/22 actuals
	Mobile phone / Virtual Line	4090	£0	£110	£110	Based on actuals for 21/22 virtual landline
	Subscriptions	4065	£1228	£1300	£72	Increase slightly for inflation WALC, SLCC & ICO £40
	Audit	4070	£800	£1000	£200	Increase to align with 21/22 actuals
	Insurance	4075	£900	£1000	£100	Currently on 3yr Contract
	Salary Clerk	4000/4001/ 4010	£18125	£18125	£0	£16.75 (SCP28) x 18 x 52 = £15,678 + £1196 Pension and Employer NI. Allowance of 3% increase pending and for 22/23 to contract salary (£15,678+£1,196)*1.03=£17,901, Rounded up to £18000 to allow for overtime if required. £125 Payroll Services
	Bank Charges	4030	£72	£100	£28	Increase to cover additional charges for UTB when account over Tier limit
	Compensation Payouts	4040	£0	£0	£0	
	Training Clk & Cllrs	4080	£1500	£1000	(£500)	Retain. Several new Councillor + Elections in 2021
	Website & IT support	4085/4088	£1500	£1000	(£500)	Right Signature £140, Monthly Microsoft Licensing costs, Rialtas, HugoFox and other related software renewals and expenses
Community	Youth Work support	4125	£1000	£1000	£0	Retain, unused in last few years
	Defibrillators	4130	£500	£500	£0	Retain, £135*3 p.a contract + possible expenses
	Newsletter	4120	£2000	£1000	(£1000)	Reduce. Unused over last few years
	Grants & Donations	4135	£5000	£5000	£0	Retain
	Poppy Wreaths	4140	£100	£100	£0	Retain
Maintenance	General Maintenance	4200	£2000	£2000	£0	Retain amount for general maintenance
	Litter & Fly-Tipping	4201	£0	£0	£0	
	Grass cutting contract	4205	£8500	£8500	£0	Retain, contract likely to be on same basis
	Trees/Hedges	4215	£2000	£2000	£0	Retain but unused in 21/22
	Churchyard	4210	£2000	£2000	£0	Retain, long term commitment
	Flower beds	4220	£1000	£2500	£1500	Intention to outsource some maintenance
Play Parks	General Maintenance	4200	£0	£1000	£1,000	Refinement of Maintenance verses inspections
	Play areas + inspections	4240	£1000	£200	(£800)	
	Play Area Refurbishment	4250	£0	£0	£0	No refurb planned, maintenance money to cover issues
Allotments	General Maintenance	4200	£0	£200	£200	Increase to cover clearance and small issues
Toilets	Public Toilets cleaning	4310	£5600	£5600	£0	Retain, likely to be on same basis
	Public Toilets water	4320	£290	£350	£60	Increase based on 21/22 actuals
	Public Toilets electricity	4300	£518	£300	(£218)	Reduce based on 21/22 actuals
	Public Toilets maint.	4200	£150	£150	£0	Retain – COVID Grant to cover major changes
			£56,433	£56,385	(£48)	





## Reconciliation & Forecast of Finances

Bank At 1/Nov/2021

£20,782 + £111,981 (£132,763)

Minus

General Reserves

-£35,000

Balance Of EMRs

-£3,101

Groundworks Grant

-£1,336

COVID-19 Grants

-£9,991

CIL Grants Held

-£35,416

Special Projects EMR

-£26,457

Total of £111,981 Held In  
Reserves and EMRs

All within Deposit  
Account

Remaining Money (therefore the OpEx. Budget)

£20,781

Minus

Forecasted Spend to 31/3/22

£16,923 (excl. EMR/Reserves payments)

Plus

Expected VAT Refund from 20/21

£2,231 (pending HMRC)

Plus

Forecasted VAT Refund

£2,000 (approx.)

Forecasted Remaining Money at 31/3/2021

£8,089

Carried forward (unspent) to 2022/23 Budget

£8,000 (Rounded down for contingency)





## Suggested Precept Scenarios

Ideally, the Precept should cover the Operation Budget each year. By subsidising the precept eventually it will need to rise substantially when there are no funds to subsidise it. This may not be as easy if central government impose the long planned requirement to have voter approval to increase the precept.

**NOTE: The Precept is calculated on the number of tax payers as a factor of Band D houses: The Tax Base for the coming year is 1522.12 (up 9.32, which will mean the precept amount per house will decrease by 0.60% even if the precept amount requested stays the same)**

In the first two of the three scenarios, the precept is being subsidised by funds remaining from the current year's budget surplus. However, 2021 has been an unusual year like 2020, and 2022 may not yield the same level of surplus especially if a number of village groups or organisations require some assistance post-Covid.





## Suggested Precept Scenarios

### Scenario One: Retain Precept by using some unspent provision whilst slightly increasing Defib and Special Projects

Carried forward to 2022/23 Budget £8,000

Operational Budget £56,385

Increase Defibrillator Replacement EMR £2,000 (NOTE: Replacement likely to be £6000 in 2024, current EMR is £2000)

Increase Special Projects EMR £2,319 (NOTE: Work at Bradenstoke Junction Wildflower Meadow is estimated at £2400, Bradenstoke Noticeboard revisions are estimated at £2000, neither form part of any budget calculations)

Carry forward unspent provision £3,681

Precept Needed £52,704

Current Precept (21/22) £52,704

Change £0

# SCENARIO SELECTED

1

Decrease of 0.6% which is a decrease of £0.21 per Band D house due to increase in tax base



## Suggested Precept Scenarios

### Scenario Two: Reduce Precept by using some unspent provision whilst slightly increasing Defib EMR

Carried forward to 2022/23 Budget £8,000

Operational Budget £56,385

Increase Defibrillator Replacement EMR £2,000

Carry forward unspent provision £6,000

Precept Needed £50,385

Current Precept (21/22) £52,704

Change (£2319)

Decrease of 5% which is a decrease of £1.74 per Band D house due to increase in tax base

2





## Suggested Precept Scenarios

### Scenario Three: Increase Precept to cover OpEx Budget and move unspent provision to Defib and Special Projects

3

Carried forward to 2022/23 Budget £8,000

Operational Budget £56,385

Increase Defibrillator Replacement EMR £2,000

Increase Special Projects EMR £6,000

Carry forward unspent provision £0

Precept Needed £56,385

Current Precept (21/22) £52,704

Change £3,681

Increase of 6% which is a increase of £2.20 per Band D house due to increase in tax base





## Recommendation

- That the Council should consider adoption of Scenario 1
  - Allows for Council to increase its Special Projects EMR to help support the community once recovery is properly underway, and continue to build on set-aside to replace the Defibrillators.
  - Meets the Operational Budget need with only a small amount of “match funding” from unspent monies
  - **Maintains the precept which is a strong indicator that the Council’s finances and planning is under proper control especially when the bottom-line budget for the coming year is unchanged**

### Scenario One: Replenish and Add to EMRs whilst increasing Precept to better reflect Operations Budget

1

Precept Needed	£52,704
Current Precept (20/21)	£52,704
Change	£0

Decrease of 0.6% which is a decrease of £0.21 per Band D house due to increase in tax base





# Lyneham & Bradenstoke Parish Council

## Precept Comparisons (with Scenario 1)

Neighbour Parish Councils	Tax Base 21/22	Precept 21/22	21/22 Precept Band D
Bremhil	479	£9,283	£19.38
Clyffe Pypard	155	£3,000	£19.37
Hilmarton	310	£8,500	£26.76
Lyneham & Bradenstoke	1522	£52,704	£34.84 (£34.63)
Brinkworth	628	£26,473	£41.68
Tockenham	120	£7,000	£58.64
Christian Malford	355	£24,457	£68.83
Dauntsey	258	£20,000	£77.64
Average			£43.39

Neighbour Town Councils	Tax Base 21/22	Precept 21/22	21/22 Precept Band D
Lyneham & Bradenstoke	1522	£52,704	£34.84 (£34.63)
Royal Wootton Bassett	4697	£994,067	£211.62
Calne	6130	£1,321,444	£215.57
Chippenham	12598	£3,406,852	£270.44
Average			£183.12