Appendix C

Notes to Support the 2026-2027 Budget Calculations

The numbering below corresponds to that in the budget shown in Appendix A. Note that the internal Scribe cost codes are fixed and may differ from these reference numbers.

Administration/Support Costs

Some LPC services, such as statutory planning consultation, advisory work, and close liaison with other authorities on the delivery of local services (including roads and transport, waste, housing, open spaces, and the environment), do not incur separately identified costs. Instead, these costs are absorbed within the administration budget.

The administration budget also covers the costs of proper governance arrangements and the ongoing enhancement of the LPC's role. Overall, it reflects the costs of maintaining the office and support functions that enable the LPC to deliver its activities and services.

1. Annual Parish Meeting
   LPC must hold an annual parish meeting between March and June each year. The spend in 25-26 provision was £287.50 which did not include some drinks as these were left over from the year before. The actual spend was over budget so the recommended provision for 26-27 is £350 to also allow for the purchase of drinks.

2. Audit fees
   LPC is required by statute to have both an External Audit and an Independent Internal Audit. For 2025–26, a provision of £5,000 was made. The final costs were £2,520 for the External Auditor, plus two visits from the Internal Auditor at approximately £350 each, meaning at least £3,220 was required. Additional costs may arise if members of the public raise objections, so the budget should allow for this possibility. Audit fees are set by the SAAA, and LPC falls into the upper payment scale. Based on this, the recommended budget for 2026–27 is £3,500.

3. Bank Charges
   It is expected that the bank charges for 26-27 will cost no more than £250.

4. CCTV Maintenance
   A capital project is currently being completed to upgrade all CCTV, as part of this, a maintenance project has been agreed at £125 per month so the recommended provision for 26-27 is £2000 to cover this cost plus £500 for any replacement equipment required due to vandalism.

5. Chair's allowance
   S15 of LGA 1972 provides for a chair's allowance which allows the chair to defray expenses of office. LPC should consider the duties arising from LPC ordinary business and the Chair's enhanced role in discharging these. For example, costs arising from regular communication with other Local Councils, working relationship with the clerk, attendance at conferences and ceremonies, public relations, hospitality and travel costs. Recommended provision for 26-27 is £450.

6. Members Expenses
   Parish councillors can be reimbursed for actual costs incurred while performing their official duties, such as mileage for attending meetings, public transport fees and parking fees. A provision of £650 (£50 per member) is recommended for 26/27.

7. Members training
   A recommended provision of £650 to provide for funds for members to attend conferences and training such as those offered by KALC.

8. Software Costs
   The cost of software for LPC includes Scribe accounting software, website hosting and parish online. It is necessary to include provisions for ongoing updates, accessibility hosting, training and back ups. The provision for 25-26 was £2500, it is recommended to keep this the same for 26-27.

9. Defibrillator Maintenance
   The ongoing maintenance contract covered by LPC costs £693 for 4 defibrillators, the recommended provision for 26-27 is £1000 to cover this cost and any new equipment required.

10. Electricity
    Abnormal increases in utility charges appear to have stabilised. EDF have continued to issue irregular billing, particularly for the unmetered streetlight supply, sometimes sending multiple charges at once. A provision of £9,500 is recommended to adequately cover anticipated electricity costs.

11. General Repairs and Maintenance
    A provision of £10,000 should be sufficient to meet the costs of general repairs made by the handyman and other maintenance required around the parish.

12. Community Grants and Donations
    Section 137 of the Local Government Act 1972 sets out a *statutory maximum amount* that a council may spend in that year, unless the council has other specific statutory powers to spend on a particular activity. The Ministry of Housing, Communities and Local Government has not confirmed the appropriate sum for the purposes of s137 for 26-27, but for 25-26 it was £11.10 per registered elector. This allows LPC to spend up to £32,700.60 (£11.10 x 2946 electorate) under s137. Most grant applications will fall under s137.

    A budgetary provision of £25,000 was included within the budget for 25/26 to enable LPC to offer larger grants to village projects in accordance with the LPC Grants awarding Policy. As this is under budget, it is proposed to reduce it to £20,000 and actively promote the grant process.

13. Insurance
    Costs are affected by abnormal increases in premiums. The internal auditor advised that LPC increases the Fraud and Dishonesty to cover £2 million across all bank balances. This increased the premium to a total of £6928.95 in 2025, making it over the allocated budget of £4000. A provision of £8000 is recommended for 26-27.

14. Loan Repayments
    The PWLB repayments are fixed and cannot be changed, although the interest is reducing each year. A provision of £11,000 is required.

15. Investments
    This budget line is not required.

16. Media & Advertising
    Efficiencies can be made with utilising the website and social media more. An advert in the Lenham Focus costs approximately £230 a year. £300 is recommended to cover this cost for 26-27 along with any additional advertising and marketing.

17. National Non-Domestic Rates (NNDR)
    A 5% rise in NNDR costs in rates for 25-26 is £4964.43, a budgetary provision of £5000 is recommended for 26/27.

18. Office Costs
    A recommended provision of £2500 to cover the costs of servicing and repairs to the LPC owned office equipment, stationery requirements and new equipment. A larger budget of £5000 was allocated in 25-26 due to unknown costs associated with the floor replacement project. This is now complete.

19. Professional Services
    LPC may need to seek legal and professional advice from solicitors or consultants. This is largely underspent in 25-26, but it is unknown when it will be required, so the budget recommendation for 26-27 is reduced from £2500 to £1000.

20. Meeting Room Hire
    A provision of £1,500 is recommended to cover the cost of meeting room hire for 26-27. This represents a reduction from the £2,000 allocated in 25-26, as LPC has purchased its own projector and will no longer need to hire the Community Centre's equipment, resulting in a saving of approximately £90 per month.

21. Unmetered Streetlight Maintenance
    A budgetary provision of £2000 should be sufficient to cover costs of unmetered streetlight maintenance.

22. Subscriptions
    LPC subscribes to KALC, SLCC and CPRE. It is recommended to increase the 26-27 provision by 5% to £2,300.

23. Staff Training
    A recommended provision of £1,500. LPC has a Training, Learning and Development Policy. Funds should be available allowing LPC officers to attend conferences and training. This is particularly important considering the effect legislative changes are likely to have on the parish council. The clerk is currently working towards CiLCA. It is expected that training will be continuous and ongoing for both the parish clerk and deputy clerk.

24. Water
    Abnormal price increases in the cost of the utility charges appear to have stabilised. A recommended provision of £2000 should be sufficient to meet water costs.

25. Professional Planning Advice
    A budgetary provision of £15,000 will cover costs for planning consultant fees likely to be needed for complex planning applications, appeals and other planning advice as necessary. This is a reduction of

£5000 from 25-26 as this budget is underspent. An adequate amount is required to allow for appeals and the outline planning application for Heathlands expected in Q3 or 4 of 26-27.

26. Events
    A recommended provision of £2000 for LPC organised events.

27. IT Equipment
    During 26-27 equipment will need to be maintained, serviced, repaired or replaced. It is necessary to include provisions for ongoing maintenance, updates, accessibility hosting, training and backups. A provision of £1000 should be sufficient.

28. Youth Council
    LPC has been approached about supporting a youth council, a nominal budget of £1000 is recommended. This was not taken up in 25-26, there are plans to liaise with the Lenham School.

29. Wifi Network and Maintenance
    A recommended provision of £9000 to cover the annual contract of £8152 and replacement equipment.

General Maintenance

30. Allotments
    Allotment expenditure is offset by income from allotment rents and any upgrade work earmarked reserves. £500 should be sufficient to meet any expenditure.

31. Churchyard Maintenance
    A recommended provision of £6,000 should be sufficient to meet churchyard maintenance costs in 26-27.

32. Open Spaces Maintenance
    A provision of £6,000 should be sufficient to meet open spaces maintenance costs in 26-27.

33. Picnic Site Maintenance
    A provision of £1200 should be sufficient to meet maintenance costs at the picnic site in 26-27.

34. Planters and Flowers
    A provision of £3000 should be sufficient to meet planters and flowers maintenance costs in 26-27.

35. Play Area Maintenance
    New installations in 25-26 should mean minimal repairs are required, so a reduced of £2,500 should be sufficient to meet play area maintenance costs in 26-27.

36. Tree Management
    A provision of £11,000 should be sufficient to meet tree maintenance costs in 26-27.

37. Waste Management
    A provision of £14,000 should be sufficient to meet waste management costs in 26-27. This has increased from £12,000 due to the installation of new bins.

38. Public Conveniences
    The toilets opened in October 2025. An accurate estimate of the likely running costs, which was not available when setting the 2025–26 budget, has now been calculated, resulting in an underspend. A budget provision of £4,000 is recommended for 2026–27 to cover daily running costs, supplies, and cleaning.

39. WPF Equipment
    A provision of £525 should be sufficient to meet the maintenance requirements of equipment at the WPF.

40. WPF Grounds Maintenance
    A provision of £4000 should be sufficient to meet the cost of the WPF grounds maintenance, some of which will be recovered in maintenance charges to Lenham Wanderers Football Club.

41. The Cross War Memorial
    A provision of £1000 should be sufficient to meet the maintenance costs of the Cross War Memorial in 26-27.

Staff Costs

The budgetary provision has been recommended based on known service policies and staffing resources required. Salaries are in accordance with the recommended salary scales of NALC and SLCC. Funding provision also includes resources to meet employers National Insurance and employers pension contributions and salary increases. The following budgets are proposed to cover the existing LPC staffing team consisting of the Parish Clerk (30 hours per week) and the Deputy Clerk (30 hours per week) as well as employing a lengthsman for 16 hours a week (see associated report and summary table below).

	Annual expenditure based on current salaries of current staff x2	**Current expenditure plus 5% increase**	**Lengthsman at 16 hours £15,726.63**	**Total with lengthsman**	**Proposed budget**
Pensions (Employer and Employee)	11,318.16	11,884.07	2500	14,384.07	15,000
HMRC (including NI and student loan)	22,421.76	23,542.85	3000	26,542.85	30,000
Salaries	53,872.99	56,566.64	14,500	71,066.64	80,000
TOTAL	**87,612.91**	**91,993.56**	**£20,000**	**111,993.56**	**125,000**

42. Pensions
    A budgetary provision of £15,000 is recommended.

43. HMRC
    A provision of £30,000 should be sufficient to cover the LPC HMRC in 26-27. LPC should be mindful of the increases announced in October 2026 in the Government's budget.

44. Salaries
    A provision of £80,000 should be sufficient to cover all roles.

Contingency

There are no specific provisions within the budget for additional unknown projects now. It is expected that an increase in administration costs and the various contingencies set out in the budget will sustain any additional projects that LPC might agree to undertake in 26-27. Given that LPC is rapidly developing it's role, it will need to be capable of continuing to sustain unexpected change, it is therefore necessary to maintain working balances at around 10-15% of the precept to provide a safety cushion should the unexpected commitments arise.

45. LPC General Contingency
    A budgetary provision of £5000 is recommended for 26-27.

Car park and Highways

46. Car park
    Ongoing maintenance works are required in the Maidstone Road car park. A budgetary provision is recommended of £3000 for 26-27. This is reduced by £2000 from 25-26 due to an underspend.

47. Other Highways Maintenance
    A provision of £200 should be sufficient to meet the cost of other highway maintenance costs in 26-27.

Cemetery

48. General Cemetery Maintenance
    A provision of £3000 should be sufficient to meet general cemetery management costs in 26-27.

Capital Projects – Earmarked Reserves and CIL money

Large, high expenditure projects will be funded by capital monies recievd from the sale of the strip of land at the WPF. These will not be funded by the precept. The project list for 26-27 is as follows:

49. Public WCs – completed
50. Cemetery Road Repairs: £30,000 Reserves
51. Car park extension – project not progressing
52. Ham Lane Play Park refurbishment – completed
53. Cherry Close Play Park refurbishment – completed
54. Lenham Nursery School: £450,000 Reserves and £160,000 s106 (as below)
55. Combined Planning Costs – not required as a project
56. Salaries – not required as a project
57. Defibrillator - completed
58. CCTV project: £20,000 Reserves
59. HIP and MBC footpaths: £10,000 Reserves
60. 1A floor replacement – project completed
61. Wifi: £10,000 Reserves
62. The Cross Security: £30,000 Reserves
63. External work for 1A: £25,000 Reserves
64. Tourism Projects (refurbishment of Lock Up): £10,000
65. Maidstone Road Car Park refurbishment: £70,000 Reserves
66. New Sports Facility: £740,000 Reserves

Projects/ Other Expenditure – s106/ Grants

67. Picnic site: £0
68. Play parks: £0
69. Street Furniture: £0
70. The Cross: £0
71. Skate Ramp: £240 s106
72. Parish Asset Maintenance: £0
73. Lenham Nursery School: £160,000 s106 (as above)

Income

Expected income for 26-27:

74. Cemetery fees: £3815
75. Precept: In region of £250,000
76. Allotment Rent: £382
77. Parish Service Scheme Grant: £10,500
78. Misc Receipts: £0
79. Refund of energy charges: £0
80. Interest Receipts: £56,400 (Approximately £4,700 per month with CCLA)
81. WPF maintenance contribution: £1500
82. VAT Refund: £50,000 (budget net of VAT so cancels out)
83. Sale of land at WPF: £0 (all money received)
84. CIL: £0 (unknown)

TOTAL EXPENDITURE BUDGET:	**£1,861,590.00**
CONTRIBUTION FROM RESERVES:	**£1,395,000.00**
CONTRIBUTION FROM s106:	**£160,240.00**
TOTAL REVENUE BUDGET:	**£306,350**
LIKELY INCOME (minus VAT refund):	**£72,782.00**