



# 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 the taxpayer.
- The Council should have a Contingency Reserve for unforeseen events and expenses. The goal would be typically 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





# Alton Parish Council

## Operations Budget 2022/2023

		21/22 Budget	22/23 Budget
STAFF	Staffing	£2,600	£2,800
ADMIN	Administration	£250	£50
VILLAGE HALL RENT	Village Hall Rent	£120	£120
LEGAL	Legal	£0	£0
PAYROLL	Pay Services	£125	£150
SUBS	Subscriptions	£120	£150
INSURANCE	Insurance	£650	£500
TRAINING	Training	£300	£300
PARISH PLAN		£0	£0
AUDIT	Audit	£200	£200
WEBSITE		£100	£100
SPEED INDICATOR	w/Manningford PC	£300	£300
GROUNDS	Grounds Maintenance	£800	£800
	Trees	£0	£0
REP & M'NT	Other Repairs and Maintenance	£200	£300
	Playground Inspections	£80	£80
GRANTS [S.137]	Other Grants	£0	£0
		<b>£5,845</b>	<b>£5,850</b>



# Alton Parish Council

## Reserves Budget 2022/2023

	Opening Balance
Special Projects Reserve	£9,450
Notice Boards	£0
Legal	£500
Springs Fund	£318
Defibrillator	*** £1500
Training	£500
Contingency Fund (% of Op Budget)	(51%) → £2,955
	<b>£16,123</b>

# Alton Parish Council

## Forecasted Budget Outcome 2022/23

<b>Alton 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	£2,800		£2,285.00	£681	£2,966	(£166)
ADMIN	Administration	£50		£38.00	£0	£38	£12
VILLAGE HALL							
RENT	Village Hall Rent	£120		£0.00	£0	£0	£120
LEGAL	Legal	£0		£0.00	£0	£0	£0
PAYROLL	Pay Services	£150		£205.00	£48	£253	(£103)
SUBS	Subscriptions	£150		£173.00	£48	£221	(£71)
INSURANCE	Insurance	£500		£475.00	£0	£475	£25
TRAINING	Training	£300		£0.00	£0	£0	£300
PARISH PLAN		£0		£0.00	£0	£0	£0
AUDIT	Audit	£200		£0.00	£0	£0	£200
WEBSITE		£100		£200.00	£0	£200	(£100)
SID	Speed Indicator Co-Pay	£300		£300.00	£0		
GROUNDS	Grounds Maintenance	£800		£661.00	£0	£661	£139
	Trees	£0		£0.00	£0	£0	£0
REP & M'NT	Other Repairs and Maintenance	£300		£0.00	£300	£300	£0
	Playground Inspections	£80		£81.00	£0	£81	(£1)
GRANTS [S.137]	Other Grants	£0		£0.00	£0	£0	£0
	Coronation	£0		£0.00	£0	£0	£0
		<b>£5,850</b>		<b>£4,418</b>	<b>£1,077</b>	<b>£5,495</b>	<b>£355</b>





# Alton Parish Council

## Proposed Operations Budget 2023/2024

### Alton Budget Spend to December 30th with Forecast

		22/23	23/24
<u>OPERATIONS</u>		<u>Budget</u>	<u>Budget</u>
STAFF	Staffing	£2,800	£2,800
ADMIN	Administration	£50	£50
VILLAGE HALL RENT	Village Hall Rent	£120	£120
LEGAL	Legal	£0	£0
PAYROLL	Pay Services	£150	£200
SUBS	Subscriptions	£150	£180
INSURANCE	Insurance	£500	£500
TRAINING	Training	£300	£300
PARISH PLAN		£0	£0
AUDIT	Audit	£200	£200
WEBSITE		£100	£200
SID	Speed Indicator Co-Pay	£300	£300
GROUNDS	Grounds Maintenance	£800	£800
	Trees	£0	£0
REP & M'NT	Other Repairs and Maintenance	£300	£300
	Playground Inspections	£80	£100
GRANTS [S.137]	Other Grants	£0	£0
	Coronation	£0	£0
		£5,850	£6,050

Covers Full Year Salary

Should Council Pay Rent for the Hall?

Increasing to cover commitment

Increasing to cover commitment

Internal Audit Costs

Increasing to cover commitment

To Cover General Repairs In The Village



# Alton Parish Council

## Proposed Reserves Budget 2023/24

	22/23		Proposed	23/24
	Budget		Change	Budget
Springs Fund	£318	£1360 added through fundraising	£0	£1,613
Defibrillator	£1,500		£500	£2,000
Training	£500		(£500)	£0
Election Expenses	£0		£500	£500
Trees	£0		£0	£0
Contingency	£2,955		£0	£2,955
Legal	£500		£0	£500
Playground Improvements	£0		£1,000	£1,000
Special Projects Fund	£9,450	To cover repairs and maintenance for playground	(£1,500)	£6,805
	<b>£15,223</b>		<b>£0</b>	<b>£15,373</b>

VH Defib needs replacing in 3yrs

Council will need to Contribute Costs for Next Election

Planning for Future Improvements and Repairs

Potential Planned Projects by the Council





## Summary

- Forecast Spend Of £5495 of the £5850 22/23 Budget
  - £355 to be carried forward
- Reserves consistent but balancing between reserve items
- Defibrillator Earmark should increase by at least £500 per year to cover future anticipated expense
  
- Proposed Budget is £6050
  - Funded by £5469 Precept, £230 Wayleave and £355 carried forward from 2022/23
- **No change in Precept**





## Summary & Recommendation

- Operational Budget of £6050 should cover all year-to-year expenses for the Council
- Council expects income of £230 from Rectory Close
- Council should consider the proposed budget for 23/24 and, if agreed, should consider a precept request of £5469.20
  - NOTE: Precept will decrease from £5540 to £5469 to stay at 0% increase as the Tax Base has decreased from last year. Therefore, the Council will get slightly less money from “no change”
- Precept would be sufficient to cover Operational Expenses for the coming year

Local Parish	Tax Base 22/23	Precept 22/23	22/23 Precept Band D
Kennett Valley	401	£25,204	£62.83
Alton	114	£5,540	£48.68
East Kennett	57	£0	£0
Wilcot & Huish	277	£9,200	£33.14
Woodborough	149	£8,500	£56.91
Stanton St Bernard	84	£3,700	£44.16
<b>Average</b>			<b>£49.14</b>

Will remain  
£48.68