

EATON UNDER HEYWOOD & HOPE BOWDLER PARISH COUNCIL -

BUDGET FOR 2018/2019 PRECEPT AS APPROVED AT MEETING ON 15th JANUARY 2018

(Environmental & Highways and the Transparency Grants are excluded from these calculations)

<u>Items budgeted for</u>	<u>Sum budgeted for in 2017/2018 budget</u>	<u>Estimated amount spent as at 31.03.18</u>	<u>Suggested sum for 2018/2019 Precept (Subject to Notes)</u>
1. Revised Clerk's salary (gross figure from which Nat Ins. is deducted.) (Last reviewed July 2015)	£1,900.00	£1,900.00	£2,175.68
2. Clerk's expenses, consumables: ink cartridges, postage stamps, stationery, telephone & Broadband expenses, Clerk's travelling expenses, IT support, electricity for meetings	£700.00	£551.88	£700.00 See notes
3. Insurance	£280.00	£280.00	£290.00
4. Hall hire (see note)	£150.00	£171.00*	£150.00 See note
5. Churchyard maintenance contributions	£400.00	£400.00	£400.00
6. Pay roll and pensions administration	£ 70.00	£73.00	£80.00
7. Audit fees	£110.00	£95.00	£110.00
8. Misc. items, contingencies, asset maintenance, training courses	£100.00	£90.00	£150.00
9.. SALC subscription	£185.00	£197.84	£200.00
Sub-total c/fwd	£3,895.00	£3,758.72	£4,255.68

	B/fwd	£3,895.00	£3,758.72	£4,255.68
New items				
10.	Contingency for General Data Protection Regulations	£ nil	£ nil	£ 300.00 – see notes
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		£3,895.00	£3,758.72	£4,555.68 (Say £4,556)

Notes:

Item 1 – Clerk’s salary – separate notes attached

Item 2 – breakdown of Clerk’s expenses, consumables

- Ink cartridges: standard black ink cartridges have risen in price from £8.20 to £10, the packs of coloured ink from £25 to £30. To date £55.99 has been spent on ink cartridges and it’s estimated a further £40 will be spent by 31.3.18 – making a total of £105.99.
- Travel expenses – allowed at 45p per mile. The Clerk estimated last year that her travel claim would be £158. In fact as at 20.11.17 it is 368 miles - £165.50 and is estimated to be 503 by 31.3.18 - £226.35
In addition to attending meetings, she has travelled to Conover to the auditor, 2 trips to the Shirehall, 2 trips to Rushbury for the Clerk’s meeting.
- Electricity for heating at venues - £15
- Postage - £35.80 has been spent to date and a further £15 is estimated to 31.3.18 – total £50.80
- Stationery - £11.24 spent to date, £26.24 estimated by 31.3.18
- Broadband & telephone. The parish council is serviced by the Clerk’s personal telephone and Broadband connection which for the past year has cost her approximately £650, to which the parish council has contributed £77.50 to date, estimated at £137.50 to 31.3.18. The Clerk asks that the parish council increases its contribution from £10 per month to £15, making a total of £180 per annum. The council agreed to this increase.

Taking the above figures into account, the Clerk recommends a sum of £700 for the Clerk’s expenses/consumables in the 2018/2019 Precept budget, which allows a margin of £120 for any unforeseen expenses.

Item 4 – Hall Hire

Hall Hire in 2017/2018 is estimated at £171 against a budget figure of £150: this is because hall hire from Hope Bowdler for 2016/2017 was billed in the financial year 2017/2018.

Item 11 – Contingency for General Data Protection Regulations – coming into force on 25.5.18

The Clerk has obtained a quotation from Mrs Diane Malley of £250 per annum to set up the necessary GDPR procedures and templates, to train the Clerk at her home and to act as DPO to the parish council. If Diddlebury Parish Council also joins her scheme she will reduce the annual fee to £200. Any additional training will be charged at £24.00 per hour, The Clerk therefore recommends a figure of £300 be claimed for the GDPR work. This figure was agreed by the council.

Item 12 – Contingency in case the Environmental Grant is discontinued in 2018/2019

The Environmental Grant was been withdrawn in Herefordshire and it is highly likely that when the Shropshire Council Cabinet meets in December it will be withdrawn in Shropshire too. At present the parish council holds £4,114.24 in its ring fenced funds, but there will be claims from Kinch Parry in the order of £1,000 for the JCB works around the parish this winter.

If the Environmental Grant is withdrawn, it is only through the Precept that the EMO and JCB works can be funded: therefore the parish council might want to start building up reserves.

This matter can be reviewed when the Budget is set at the January 2018 meeting as the position on the Environmental Grant may then be clearer. At the time of the meeting (15.1.18) there was still no information available on whether the Environmental Grant is to be continued by Shropshire Council in 2018/2019. It was agreed by the council that our reserves are sufficient for this year but will be reviewed next year.

RESERVES brought forward from 2017/2018 will be approximately **£2,289.00** (Reserves for 2017/2018 were £2,135)

A PRECEPT FOR 2018/2019 of £4,556 will enable the parish council to meet its projected annual overheads with provision being made for increased administrative costs and with contingency sums towards the implementation of the General Data Protection Regulations.

This is an increase over the 2017/2018 Precept of £660, necessitated by:

1. Increase in Clerk's salary in accordance with her contract of employment -	£275.68
2. Increase in cost of pay roll provision	£ 10.00
3. Increase in cost of insurance	£ 10.00
4. Increased provision for misc. items including asset maintenance, training etc.	£ 50.00
6. Increase in SALC subscription	£ 15.00
5. Provision for implementation of Data Protection legislation	<u>£300.00</u>
	£660.68

EFFECT ON COUNCIL TAX - BAND D

The proposed **2018/2019 Precept of £4,556** will result in a Council Tax Band D Charge of **£24.76**, an increase over 2017/2018 of **£3.51**

Any increase above £4,556, will cost an extra £0.54 per £100

Precept recent history

2017/2018 - £3,900

2016/2017 - £3,240

2015/2016 - £2,535

2014/2015 - £3,000

2013/2014 - £3,000

2012/2013 - £2,650

2011/2012 - £1,850

J. de Rusett
Clerk/RFO

15th January 2018