

EATON UNDER HEYWOOD & HOPE BOWDLER PARISH COUNCIL

BUDGET FOR 2021/2022 PRECEPT

(TO BE APPROVED AT MEETING ON 18th JANUARY 2021)

<u>Items budgeted for</u>	<u>Sum budgeted for in 2020/2021 budget</u>	<u>Estimated amount spent as at 31.03.21</u>	<u>Suggested sums for 2021/2022 Precept (Subject to Notes)</u>
<u>ADMIN ITEMS</u>			
1. Clerk's salary (gross figure from which PAYE. is deducted.) (Increased in April 2020 by £67.20)	£2,307.88	£2,307.88	£2,398.24 – See Note 1
2. Admin expenses inc. ink cartridges, stationery items, postage stamps, telephone and Broadband expenses, Clerk's travelling expenses, electricity for meetings, IT support	£600.00	£569.00 (estimated)	£600.00 - See Note 2
3. Insurance	£295.00	£355.94	£360.00
4. Hall hire	£115.00	£ 50.00	£120.00
5. Donations: Churchyards maintenance contributions	£400.00	£400.00	£400.00 - See Note 3
6. Pay roll and pensions administration	£ 80.00	£ 73.00	£ 95.00
7. Audit fees	£125.00	£125.00	£135.00
8. Contingency fund for items such as training courses, councillor's expenses,			

replacement office equipment	£200.00	£nil	£200.00 – See note 4
9. SALC subscription	£ 230.00	£ 222.70	£ 250.00
10. Data Protection registration	£ 50.00	£ 40.00	£ 40.00.
11. Environmental maintenance & Parish Council assets maintenance	£850.00	£ 486.40	£ 750.00 - see note 5
TOTAL	£5,252.88	£4,629.92	£5,348.24
<u>Additional item to be agreed:</u>			
12. Reserve Fund on a/c of May 2021 Election costs	£ nil	£nil	£nil – see Note 6
TOTAL PRECEPT Note 3	£5,252.88	£4,629.92 approx.	£5,348.24 - subject to

Notes to the Precept Budget

Note 1: Clerk's salary. When the 2020/2021 Precept Budget was agreed the Clerk's salary was increased by £67.04 w.e.f. 01.04.20, making her salary a total of £2,307.88 for the financial year 2020/2021. This equates to £11.09 per hour for four hours per week, 208 per annum. This £11.09 per hour rate of pay was based on salary point SP10 on the NALC pay scale for part-time clerks. The Clerk suggests that her rate of pay should be higher, based on her 11 years of service coupled with the fact she frequently does significant amounts of unpaid overtime. The Clerk's salary was discussed and councillors agreed to increase the rate of pay to SP12 - £11.53 per hour, for 208 hours per annum making a total of £2,398.24 with effect from 1st April 2021.

Note 2 – administrative expenses paid by the Clerk and reclaimed from the council - £600 estimated in 2019/2020 budget

The main items of administrative expenses are:

- Travel expenses – allowed at 45p per mile. In addition to attending parish council meetings, the Clerk travels to Conover to the auditor, and on occasions to the Shirehall, Shrewsbury for meetings or training courses, plus occasional visits to HSBC bank in Leominster & Shrewsbury.

- Broadband & telephone and IT support. The parish council is serviced by the Clerk's personal telephone and Broadband connection, to which the parish council contributes £20 per month. A figure of £65 is suggested for IT supporting during 2020-2021. IT support during 2019-2020 was paid from the Transparency Code funds, the remaining balance of which will be used to pay WebOrchard's hosting fees for next year.
- In addition to above expenses, there are costs for electricity for heating at parish council meeting venues, postage costs, stationery and ink cartridges.

To 23.11.20 administrative expenses of £403.93 have been incurred and the Clerk estimates £570 will be incurred by the end of the financial year - 31.03.21. A figure of £600 is therefore suggested for 2021/2022.

Note 3 – donations. Parish councils are entitled to claim sums through the Precept to make grants towards community projects, youth groups etc. This has only ever been used to support the maintenance of the graveyards in our two churches. Eaton & Hope Bowdler PC is entitled to claim £8.32 per person on the Electoral Roll, of which there are 355 names, making an available total of £2,953.60. Councillors decided after considering the draft Precept Budget in November to consider whether they wish to increase the sum available for distributions towards parish projects, and to reach a final decision at the January 2021 meeting.

Note 4 - a contingency fund: This item will cover miscellaneous expenses which may arise during the financial year and will include training courses, councillor's expenses and an amount of £100 for possible replacement of the parish council's printer, the scanning facility of which no longer works. The existing printer was purchased on 18.02.18

Note 5 – EMO grant. Councillors resolved not to seek an Environmental Maintenance Grant for the financial year 2020/2021 as it became subject to both match-funding and recoupment, but instead claimed £250 from the Precept to put towards the EMO's parish works. They have taken the decision not to make a grant claim in the financial year 2021/2022 either but to fund environmental work such as strimming verges, litter clearance, cleaning road signs and rodding drains through the remaining funds brought forward from the previous financial year (£293.53), supplemented by a claim through the Precept. As the two bus shelters have been repaired and repainted in this financial year, the Clerk suggests a sum of £750 for 2021/2022 should be sufficient for asset maintenance and environmental works.

Note 6 – possible May 2021 election expenses. All existing councillors will be automatically retired in May 2021 and all seven places on the parish council will be up for election. If only seven people or less apply, the election will be uncontested and will cost the parish council a fee of

£100. If however more than seven people put themselves forward for election, the parish council will have to bear the cost of the contested election, which SC estimates at £1600. It was discussed whether a reserve election fund should be claimed in the 2021/2022 Precept. After discussion the councillors decided not to make claim but to see what happens in May. Any fee to SC would not be payable until April 2022.

PRECEPT RESERVES brought forward from 2020/2021 will be approximately **£3,000**.

A PRECEPT TO COVER THE PARISH COUNCIL'S 2021/2022 ADMINISTRATIVE AND RUNNING COSTS WILL NEED TO BE SET AT £5,348 (Subject to further consideration re donations)

EFFECT ON COUNCIL TAX - BAND D

Last year the **2020/2021 Precept** of **£5,252.00** resulted in a Council Tax Band D Parish Council Charge of **£28.92**

A Precept Budget of £5,348 for Financial Year 2021/2022 will result in a Council Tax Band D charge of **£29.52**
Any additional Precept claim will cost £0.55p per £100, or £5.52 per £1000

Precept recent history

2020/2021 - £5,252
2019/2020 - £4,686
2018/2019 - £4,556
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 to Eaton Under Heywood & Hope Bowdler Parish Council

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