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## ***FILKINS AND BROUGHTON POGGS PARISH COUNCIL***

### ***BUDGET PRECEPT REPORT 2023/24***

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#### **1. Purpose**

1.1. The Parish Council is required to set out a budget and Precept for 2023/24, in accordance with the information set out by the Responsible Financial Officer [RFO].

#### **2. Background Information**

2.1. Filkins and Broughton Poggs Parish Council agrees a budget annually for the next financial year and submits a Precept request to Oxfordshire County Council.

2.2. In accordance with section 25 of the Local Government Act 2003, this report provides members with information concerning the recommended budget and adequacy of balances and reserves, to meet the financial requirements of the next financial year.

2.3. Filkins and Broughton Poggs Parish Council is required to set its Precept in accordance with statutory requirements. The report sets out implications of setting the Council's Precept for 2023/24 and the impact it will have on the Council's proportion of the Council Tax Bill. Note: This is a provisional budget and will be further refined in light of revised costs for street lighting.

#### **3. 2023/24 Budget**

3.1 A budget has been prepared, as attached. This budget for 2023/24 has also restructured how the PC presents the budget and has developed a new cost centre structure with related cost centre codes to allow increased accountability/budget monitoring throughout the year.

The budget also provides comparative figures for the current financial year (2022/23)

The key changes/issues proposed are as follows:

### 3.2. Income

None

### 3.3. Expenditure

<b>Cost Centre</b>	<b>Summary of Changes for 2023/24</b>
<b>Salary &amp; Expenses</b>	There will be a national incremental salary increase in April 2023 which will be released in late 2023
<b>General, Admin &amp; Insurance</b>	General expenditure and services increase estimated increase to Insurance
<b>Utilities</b>	We are hoping to complete our replacement to energy efficient street lights. Cost of electricity is still rising this will be monitored – we are predicting an increase of £2k
<b>Grounds &amp; Maintenance</b>	There are reductions in this cost code- works to Hardcastles field and the bus shelter have been completed and due to the new arrangements with WODC we will not be paying for the emptying of bins from April 2023 – however we are also not allowed any extras. Playground maintenance budgeted for £300 as we now have a refurbished playground provision will be made each year for an inspection and any upgrades.
<b>Miscellaneous</b>	No change.

## 4. 2023/4 Precept Calculation

4.1. Each parish forecasts how much money it is going to need the following year. This is then divided by the number of properties in the parish that fall into Band D Council Tax bands.

4.2 The amount required to be raised by way of Council Tax to meet the expenditure of this Town/Parish during the year 2023/4 will be:

1	Town/Parish general expense (Budget)	£20,500
2	Town/Parish council election expenses (pre-populated)	N/A

3	Town/Parish precept for tax setting purpose (line 3 = line 1 – line 2)	£20,500
4	Proposed precept 2023/24(from line 3)	£20,500
5	Tax base for 2023/24	£218.53
6	Band D Tax - Please divide line 4 by line 5	£93.80
7	Previous Year Band D Tax	£84.48
8	Tax rise (line 6 – line 7) / line 7 x 100	£9.32

## 5. Balance & Reserves

5.1. Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the RFO to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

5.2. The 2023/24 budget includes contingency provisions to provide protection against any unforeseen revenue commitments and a shortfall in anticipated income.

5.3. It is recommended that the current level of financial reserves is agreed as follows:

- (a) Set aside sufficient sums as general reserves to support any major unforeseen spending pressures.
- (b) Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay one month's salaries to staff in general reserves at all times.
- (c) Undertake an annual review as part of the budget setting process.

## 6. Risk Assessment

6.1. The budget has been prepared in accordance with key principles of prudence and transparency, and the levels of balances, reserves and contingencies within the budget are adequate.

## 7. Recommendation

7.1. The Parish Council has considered the issues raised above and have agreed its budget and corresponding Precept for 2023/24 as below.

### Detailed Budget Summary

All Cost Centres & Codes (between 01/04/2022 and 31/03/2023)

		Current Year 2022-2023				Next Year 2023-2024	
		Receipts		Payments		Receipts Budget	Payments Budget
		Budget	To Oct 22	Budget	To Oct 22		
<b>General, Admin &amp; Insurance</b>							
9	Audit			200	200		200
10	Data Protection/ICO			40	40		40
11	Website			100		100	0
12	Insurance			690	698		720
13	Subscriptions			400		400	400
14	Stationery/Admin Supplies			260	231	108	350
15	Hall Hire Costs			120	60	50	100
17	Village Expenses - Villager Bus Service			150		150	150
18	Village Expenses - Defibrillator			50	0	50	100
35	Grants						

36	Election Expenses							65
38	Bank Interest	10	4.15				10	
40	Accounting Software			180		180		195
41	Laptop Software			134		134		140
45	Playground Expenses			50		50		300
47	Village Centre Administration	1350	1350	50	50		1350	50
49	Parish Online Mapping			45		45		45
	<b>SUB TOTAL</b>	<b>1,360.00</b>	<b>1,354.15</b>	<b>2,469.00</b>	<b>1,279.00</b>	<b>1,267.00</b>	<b>1,360.00</b>	<b>2,855.00</b>

<b>Grounds &amp; Maintenance</b>								
7	Groundsman's Expenses			250	180			250
16	Vale Wood - Inspections			100		100		100
24	Cemetery	100	195	500	410	210	100	200
25	Dog Waste Bins			430	347	180		0
26	War memorial			150		150		0
27	Allotments - The Gassons	50	30	150		150	60	150
28	Hardcastles Field Maintenance	150	150	996	246	750	150	150
29	Vale Wood - Tree Maintenance							0
30	Grasscutting - The Gassons							
37	Grass Cutting OCC	1073	1073				1073	
43	Weedkilling			350	275			350
44	Groundsman's Equipment			300				300
48	Bus Shelter			350		0		
	<b>SUB TOTAL</b>	<b>1373</b>	<b>1448</b>	<b>3576</b>	<b>1458</b>	<b>1540</b>	<b>1383</b>	<b>1500</b>

<b>Miscellaneous</b>								
31	Donations		500	150	950			150
32	Village Wreath		20	25	40		20	40

33	Community led Plan			365		365		500
42	Village Centre - Refurbishment	5000	5000		2317.25			
50	Telephone Box Electrics/Defib/Refurb				2300	340		400
<b>SUB TOTAL</b>		<b>5000</b>	<b>5520</b>	<b>540</b>	<b>5607.25</b>	<b>365</b>	<b>20</b>	<b>1090</b>

<b>Precept</b>								
39	Precept	18500	18500				20500	
<b>SUB TOTAL</b>		<b>18500</b>	<b>18500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20500</b>	<b>0</b>

<b>Salary &amp; Expenses</b>								
1	Clerk/RFO wages			4880	2674	2150		5200
2	Clerk - PAYE & NI			1145	668	335		1145
3	Training			200		200		200
4	Groundsman's wages			5100	4270	720		5100
5	Groundsman - PAYE & NI			600	1594	300		1594
6	Payroll Administration			210	102	87.5		220
8	Groundsman additional works			400				400
<b>SUB TOTAL</b>		<b>0</b>	<b>0</b>	<b>12535</b>	<b>9308</b>	<b>3792.5</b>	<b>0</b>	<b>13859</b>

<b>Utilities</b>								
20	SSE Street Light Maintenance			270	264	200		300
21	SSE Non Contract Maintenance			290		200		200
22	SSE Unmetered supply			920	1218	1425		3420
23	SSE Replacement Lights			1200		1200		
34	Wayleave	8						
<b>SUB TOTAL</b>		<b>8</b>	<b>0</b>	<b>2680</b>	<b>1482</b>	<b>3025</b>	<b>0</b>	<b>3920</b>

<b>TOTALS</b>		<b>26,241.00</b>	<b>26,822.15</b>	<b>21,800.00</b>	<b>19,134.25</b>	<b>9,989.50</b>	<b>23,263.00</b>	<b>23,224.00</b>
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