
FILKINS AND BROUGHTON POGGS PARISH COUNCIL

BUDGET PRECEPT REPORT 2018/19

1. Purpose

1.1. The Parish Council is required to set out a budget and Precept for 2018 /19, 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 2018/19 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 example of subscriptions and our internal audit of street lighting bulb replacement.

3. 2018/19 Proposed Budget

3.1. Budget assumptions have been identified as:

- Salary costs will increase by 1%
- General costs for example services provided including audit to be increased by 3%

3.2 A provisional budget has been prepared, as attached. The proposed budget for 2018/19 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 (2017/18).

The key changes/issues proposed are as follows:

3.3. Income

Reduction in the OALC grant from £1,095.38 to £317

3.4. Expenditure

Cost Centre	Summary of Changes for 2018/19
E01 Salary & Expenses	There will be a national incremental salary increase in April 2018 of 1%.
E02 General, Fees & Insurance	General expenditure and services used uplifted by 3%
E03 Utilities	Additional funds allocated for SSE costs – however these costs will require additional rationalisation when our internal audit of street lighting bulb replacement is completed.
E04 Grounds & Maintenance	Limited changes in this cost centre with regards grounds maintenance however, we have not costed in any major developments to the playground as these upgrades/refresh will be funded through a donation.
E05 Miscellaneous	No change.

4. 2018/19 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 2018/19 will be:

1	Town/Parish general expense (Budget)	£15,856
2	Town/Parish council election expenses (pre-populated)	N/A
3	Cash requirements ('Old' Precept) (line 3 = line 1+ line 2)	£15,856
4	Less: Town/Parish grant awarded	£ 317
5	Town/Parish precept for tax setting purpose (line 5 = line 3 – line 4)	£15,539
6	Proposed precept 2018/19 (from line 5)	£15,500
7	Tax base	223.34
8	Band D Tax - Please divide line 6 by line 7(line 8 = line 6 / line 7)	£69.38
9	Previous Year Band D Tax	£66.79
10	Tax rise (line 8 – line 9) / line 9 x 100	£2.59

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 2018/19 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 is asked to consider the issues raised above and to agree (or otherwise) its budget and corresponding Precept for 2018/19 as proposed.

PROPOSED Filkins and Broughton Poggs Parish Council Budget 2018/19

2017/18 Project Year End v Budget						2018/19
	Income 2017/18	Budget	YTD (P8)	PYE	PYEV	
I01	Allotments (Gassons)	335	0	0	-335	0
I02	Cemetery	85	85	85	0	85
I03	Hardcastles Field	150	150	150	0	150
I04	Interest	5	5	5	0	5
I05	Paddock rent	10	5	5	-5	10
I06	Precept	15500	15500	15500	0	15500
I06	Wayleave (Pylons)	38	38	38	0	37
I07	OALC Grant	1095	1095	1095	0	317
I08	SSE Refund	0	397	397	397	0
	Total:	17218	17275	17275	57	16,104

Projected Expenditure 2017/18						2018/19
E01	Salary and Expenses	Budget	YTD (P8)	PYE	PYEV	Budget
E01A	Clerk	3861	1931	3861	0	4000
E01B	Clerk (NI & PAYE)	0	0	0	0	0
E01C	Clerks expenses	325	0	45	280	280
E01D	Groundsman	3244	2163	3244	0	3277
E01E	Groundsman (NI & PAYE)	0	0	0	0	0
E01F	Groundsman Expenses	350	170	170	180	400
E02	General, Fees and Insurances					
E02A	Shilton Acc Payroll	192	192	192	0	200
E02B	Shilton Accountancy Fee	270	270	270	0	280
E02C	BDO External Audit	140	168	168	-28	174

E02D	Election Expenses	74	0	0	0	200
E02E	IOC Data Protection	35	35	35	0	35
E02F	Website costs	540	540	540	0	200
E02G	Subscriptions (OALC, NALC, CPRE & SLCC)	150	133	133	67	150
E02H	Stationery/Admin supplies	0	0	0	0	200
E02I	Hall hire costs	80	53	67	13	80
E03	Utilities					
E03A	SSE Street Lighting Maintance Contract	152	106	144	8	157
E03B	SSE unmetered supply	600	331	446	154	600
E03C	SSE non-contract maintenance	0	165	165	-165	170
E03D	SSE New Lights	900	2588	4238	-3338	3000
E03E	Water	300	196	261	39	300
E04	Grounds & Maintenance					
E04A	Cemetery	0	0	0	0	50
E04B	Dog Waste Bins	366	372	372	-6	403
E04C	Playground equipment	6500	8124	8124	-1624	0
E04D	Playground Annual Inspection	96	97	97	-1	100
E04E	War Memorial	0	0	0	0	350
E04F	Groundsman equipment	700	647	647	53	700
E04G	Tree maintenance (Vale Wood)	400	0	400	0	400
E05	Miscellaneous					
E05A	Donations	150	0	150	0	150
E05B	British Legion Wreath	20	47	47	-27	50
		19445	18327	23816	-4395	15856

2017/18	
Income	17218
Expenditure	19445
Surplus / deficit on year	(£2,227)

2018/19	
Income	£16104
Expenditure	£15856
Surplus / deficit on year	£248

Filkins and Broughton Poggs Parish Council

January 2017