



NASEBY PARISH COUNCIL
Proposed Precept/Budget Report
2020-21

1.0 Purpose

To seek approval to set out the 2020/2021 Precept and budget, in accordance with the information set out in this report by the Responsible Financial Officer (Clerk).

2.0 Background Information

Naseby Parish Council agrees a budget annually for the next financial year, i.e. 2020/21, and submits a precept request to Daventry District Council in January 2020.

In accordance with section 25 of Local Government Act 2003 and the Accounts and Audit Regulations 2015, 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.

Naseby Parish Council is required to set its Precept in accordance with statutory requirements and as per the recommendation of the Responsible Financial Officer. The report sets out implications of setting the Councils' Precept for 2020/21 and the impact it will have on Council's proportion of the Council Tax Bill.

3.0 2020/21 Precept

The recommended Precept for 2020/21 is £31,000, resulting in a 1.61% (£500) increase on the 2019/20 precept. The recommended Precept is the amount required to cover the estimated budgeted costs, of providing Naseby Parish Council's services after deducting expected income for the year.

4.0 2020/21 Naseby Parish Council Tax Base

The Council Tax is based on a statutory calculation of the number of chargeable households in the parish and is used to calculate the Council Tax for the year. Daventry District Council confirmed that the 2020/21 Council Tax Base for Band D equivalent properties is 360.

The 2020/21 Precept of £31,000 is divided by the Tax Base of 360 Band D Equivalent houses within the parish, and results in a Council Tax figure of £86.11 for the year. This equates to a decrease of **-£1.79** (-2.07%) per household on last year's figure of £87.90.

5.0 2020/21 Proposed Budget

Working papers have been prepared to justify and support the proposed budget for the 2020/21 year, which were reviewed by Council's Finance Committee at its meeting held on 29 November 2019 and approved by full Council at its full council meeting on 05 December 2019 and are included within this report.

The budget process also included a pre-budget review by the Responsible Financial Officer (Clerk), with all budgets having been prudently set to take into consideration spending pressures, such as officer pay awards, employee pension scheme, inflation and unavoidable growth.

Balancing the budget has required identifying all savings and reductions which could be made to some areas of the previous budget which were underutilised, ensuring the services provided by Council are as cost effective as possible, to meet the requirements of the next financial year.

The budget has also been set in accordance with statutory requirements as set out in sections 39 to 51 of the Local Government Finance Act 1992 and the Accounting and Audit Regulations 2015. As well as being developed on the principle of maintaining existing service levels whilst keeping the required increase in Council Tax to a minimum.

The setting of the budget has taken any likely changes in costs and income associated with the running of Naseby Parish Council, into consideration.

6.0 Balance and Reserves

The 2020/21 budget includes contingency provisions to provide protection against any unforeseen revenue commitments and a shortfall in anticipated income.

The current levels of balances and reserves should provide adequate resources to protect against any unforeseen spending pressures, possible future funding cuts and to support the future year's spending and capital investment requirements.

It is recommended that the balance and reserves remain unchanged as follows:

- Maintain a general fund balance of 10% of the net budget to protect against unforeseen budget pressures and possible funding cuts.
- Set aside sufficient sums in earmarked reserves to support future capital investment requirements and meet other specific commitments.
- Undertake an annual review as part of the budget setting process.

7.0 Risk Assessment

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.

The financial year runs from 01 April to 31 March with the proposed budget being prepared in the autumn and set in the December/January, in advance of the new financial year and is reviewed by full Council before being approved.

The budget estimates the resources required to fund the services Naseby Parish Council provides, its strategic aims and objectives and to also meet community and local taxpayer needs and priorities.

The Precept was approved and set at the full Council meeting on 05 December 2019, to ensure the deadline set by Daventry District Council is met, for submission of the PR1 Precept Request Form.

8.0 Budget Consultation

The draft budget proposals will be made available from December 2019 and will be published on the Parish Councils' website.

9.0 Recommendation

The Responsible Financial Officer recommended Council approve the proposed precept of £31,000 and budget for the 2020/21 year, and for the Precept Request Form to be authorised by the Chairman and Clerk/RFO, for submission to Daventry District Council. Council unanimously agreed.



Josie Flavell

Clerk & Responsible Financial Officer
Naseby Parish Council

Contingencies and Reserves

- It is recommended that the earmarked reserves be set at £28.2k for the 2020/21 year, to accommodate all projects as detailed within the reserves and cash flow forecast spreadsheet which is saved as a separate report and can be found on the Parish Council website. It is expected that the provisions set out within this report will cover and sustain all those additional projects, which Naseby Parish Council may agree to undertake during the 2020/21 year.
- In accordance with the Accounts and Audit Regulations 2017, Naseby Parish Council will need to be capable of continuing to sustain unexpected change. It is therefore necessary to maintain working balances at around 70% of the precept to provide protection and safeguard the Councils' finances, should unexpected commitments arise. Therefore, the Clerk recommends a figure of £15.5k for this purpose, for the 2020/21 year.

Band D Equivalents			
No. Houses	Cost per Household	Difference	% Difference
300	£ 93.33		0.00%
333	£ 87.09	-£ 6.25	-7.17%
347	£ 87.90	£ 0.81	0.92%
360	£ 86.11	-£ 1.79	-2.07%

Precept History			
Year	Precept	Change	% Change
2017/2018	29000	-	-
2018/2019	29500	500	1.69%
2019/2020	30500	1000	3.28%
2020/2021	31000	500	1.61%

Naseby Parish Council - Proposed 2020/21 Budget

A Section 137						
	<u>Actual</u> Last Year	<u>Budget</u> Current Yr.	<u>Act to</u> Oct 2019	<u>F/cast</u> Mar 2020	<u>Out-turn</u> Current Yr.	<u>Budget</u> Next Year
1 Section 137	50	1154	50	0	50	50
TOTAL	50	1154	17	19	50	50

B GRANTS & DONATIONS						
	<u>Actual</u> Last Year	<u>Budget</u> Current Yr.	<u>Act to</u> Oct 2019	<u>F/cast</u> Mar 2020	<u>Out-turn</u> Current Yr.	<u>Budget</u> Next Year
1 Village Hall	3250	3250	0	1000	1000	1250
2 Emergency Grant Fund	0	500	0	0	0	500
3 Village Pride Grant	7	100	0	0	0	66
4 Ducklings Preschool Grant	0	0	50	0	50	0
5 Naseby School Association	1750	0	0	0	0	0
6 Northants First Responders			1000	0	1000	0
7 Naseby Open Gardens	0	0	50	0	0	50
8 Village Hall Xmas Trail	50	0	0	0	0	0
TOTAL	5057	3850		1000	1000	1866

C SALARY & EXPENSES						
	<u>Actual</u> Last Year	<u>Budget</u> Current Yr.	<u>Act to</u> Oct 2019	<u>F/cast</u> Mar 2020	<u>Out-turn</u> Current Yr.	<u>Budget</u> Next Year
1 Clerks Salary	4895	5000	2708	1934	4642	6000
2 Clerks Expenses & Home Allowance	624	700	453	278	731	750
5 HMRC Contributions	0	0	0	0	0	0
TOTAL	5519	5700		2212	5373	6750

D GENERAL, ADMIN & INSURANCE						
	<u>Actual</u> Last Year	<u>Budget</u> Current Yr.	<u>Act to</u> Oct 2019	<u>F/cast</u> Mar 2020	<u>Out-turn</u> Current Yr.	<u>Budget</u> Next Year
1 Training	836	200	126	42	168	200
2 Hall/Meeting Room Hire	213	400	243	117	360	400
3 PC Insurance	600	700	601	0	601	720
4 Stationery & Postage	90	200	152	0	152	160
Printing/Promotional costs	113	300	98	145	243	100
5 Website & IT	1122	50	30	0	30	50
6 Chairman's Allowance	0	0	0	0	0	20
7 Councillor Expenses	41	50	4	0	4	30
8 Books and Periodicals	0	100	0	0	0	50
9 Naseby News costs	570	400	276	140	416	400
10 Election Costs	0	1400	0	0	0	500
TOTAL	3585	3800		444	1974	2630

E PLAY AREA						
	<u>Actual</u> Last Year	<u>Budget</u> Current Yr.	<u>Act to</u> Oct 2019	<u>F/cast</u> Mar 2020	<u>Out-turn</u> Current Yr.	<u>Budget</u> Next Year
1 Toddlers Fence Replacement	0	2000	0	0	0	3500
2 Annual Equipment Inspection	54	50	300	0	300	60
3 Annual Rent Payment	1	1	1	0	1	1
4 Turf Maintenance and equipment	0	0	150	0	150	100
5 Drainage	0	0	894	0	894	3000
6 Signage	0	0	0	500	500	0
7 KOMPAN	0	70000	72000	4095	76095	0
TOTAL	55	72051	73345	4595	77940	6661

F	STREET LIGHTING					
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	<u>Actual</u>	<u>Budget</u>	<u>Act to</u>	<u>F/cast</u>	<u>Out-turn</u>	<u>Budget</u>
	Last Year	Current Yr.	Oct 2019	Mar 2020	Current Yr.	Next Year
1 Repairs	922	300	0	0	0	300
2 OPUS Unmetered supply fees	711	762	541	340	900	800
3 E.on Maintenance contract fees	218	300	145	145	290	300
4 Additional Lighting (LED)	0	1100	0	0	0	0
TOTAL	1851	2462		485	1190	1400

G	GREENS & MAINTENANCE					
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	<u>Actual</u>	<u>Budget</u>	<u>Act to</u>	<u>F/cast</u>	<u>Out-turn</u>	<u>Budget</u>
	Last Year	Current Yr.	Oct 2019	Mar 2020	Current Yr.	Next Year
1 Grass Cutting VILLAGE	6060	8925	7128	648	7776	9000
2 Grass Cutting Recreation Ground	1525	2000	1470	150	1620	1900
3 Tree Surgery	0	400	420	0	420	750
4 General Maintenance	0	750	0	0	0	500
5 Bench Maintenance	0	0	0	0	0	50
6 Pest Control - Moles	260	250	180	60	240	240
7 Dog Bins	0	0	0	0	0	0
8 Litter Bins	0	0	0	0	0	0
9 Salt Bins	76	100	79	0	79	0
10 Market Cross Repairs	0	400	0	0	0	200
TOTAL	7921	12825		858	10135	12640

H	FEES & SUBSCRIPTIONS					
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	<u>Actual</u>	<u>Budget</u>	<u>Act to</u>	<u>F/cast</u>	<u>Out-turn</u>	<u>Budget</u>
	Last Year	Current Yr.	Oct 2019	Mar 2020	Current Yr.	Next Year
1 Speed Display Signs	937	100	300	50	350	100
2 NCALC - membership & internal audit	549	500	570	0	570	600
3 Ext Audit - PKF Littlejohn	240	240	360	0	360	400
4 Memberships	26	500	50	72	122	130
5 Legals	786	3000	1169	0	1169	1500
Parish Online Mapping	30	0	0	40	40	40
6 Data Protection Officer Fee	10	0	0	0	0	10
7 ICO Registration	40	10	35	0	35	40
TOTAL	2618	4350		162	2646	2820

I	SPECIAL PROJECTS					
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	<u>Actual</u>	<u>Budget</u>	<u>Act to</u>	<u>F/cast</u>	<u>Out-turn</u>	<u>Budget</u>
	Last Year	Current Yr.	Oct 2019	Mar 2020	Current Yr.	Next Year
1 Defibrillator Power costs	40	45	40	0	40	50
2 Defibrillator parts/repairs	0	150	367	0	367	150
3 Christmas Tree and event costs	349	280	275	0	275	280
4 Community Events Fund	0	300	0	0	0	350
5 Emergency Fund/Reserve	0	2000	0	0	0	1000
6 LGR Fund (unitary)	0	1000	0	0	0	1300
7 Transport Fund (bus routes)		4000	2710	0	2710	3000
8 Information Board Project	0	500	0	0	0	200
9 Annual Parish Meeting	15	0	40	0	40	40
10 Church Clock	270	784	934	0	934	275
TOTAL	674	9059		0	4366	6645

PROPOSED PAYMENTS BUDGET

-		Actual	Budget	Out-turn	Budget
-	Item	Last Year	Current Yr.	Current Yr.	Next Year
A	S137	17	1,154	50	50
B	Grants	5,057	3,850	1,000	1,866
C	Salary & Expenses	5,519	5,700	5,373	6,750
D	General, Admin & Insurance	3,585	3,800	1,974	2,630
E	Play Area	55	72,051	77,940	6,661
F	Street Lighting	1,851	2,462	1,190	1,400
G	Greens, Trees & Maintenance	7,921	12,825	10,135	12,640
H	Fees & Subs	2,618	4,350	2,646	2,820
I	Special Projects	674	9,059	4,366	6,645
Precept Items		27,297	115,251	104,674	41,462

PROPOSED RECEIPTS BUDGET

-		Actual	Budget	Out-turn	Budget
-		Last Year	Current Yr.	Current Yr.	Next Year
	Bank Interest	76	20	94	80
	Grants	11,286	643	16,091	643
	Naseby News Advertising	15	15	8	15
	Bus Pole Money	0	0	2,000	0
	Donations (Play Area)	0	0	0	200
	CIL Money	38,876	9,000	7,524	7,524
	VAT Refund	4,460	0	15,000	2,000
	PRECEPT	29,500	30,500	30,500	31,000
	TOTAL	84,212	40,178	71,217	41,462