



NASEBY PARISH COUNCIL
Proposed Precept/Budget Report
2021-22

1.0 Purpose

To seek approval to set out the 2021/2022 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. 2021/22, 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 2021/22 and the impact it will have on Council's proportion of the Council Tax Bill.

3.0 2021/22 Precept

The recommended Precept for 2021/22 is £31,500, resulting in a 1.59% (£500) increase on the 2020/21 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 2021/22 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 2021/22 Council Tax Base for Band D equivalent properties is 360.

The 2021/22 Precept of £31,500 is divided by the Tax Base of 355 Band D Equivalent houses within the parish, and results in a Council Tax figure of £87.39 for the year. This equates to an increase of £1.28 (1.47%) per household on last year's figure of £86.11.

5.0 2021/22 Proposed Budget

Working papers have been prepared to justify and support the proposed budget for the 2021/22 year, which were reviewed by Council's Finance Committee at its meeting held on 26 November 2020 and approved by full Council at its full council meeting on 03 December 2020 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 2021/22 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 03 December 2020, to ensure the deadline set by Daventry District Council is met, for submission of the PR1 Precept Request Form.

8.0 Budget Consultation

The budget proposal/report will be made available from December 2020 and will be published on the Parish Councils' website.

9.0 Recommendation

The Responsible Financial Officer recommended Council approve the proposed precept of £31,500 and budget for the 2021/22 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 £13,524 for the 2021/22 year, to accommodate all projects. 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 2021/22 year.
- In accordance with the Accounts and Audit Regulations 2015, Naseby Parish Council will need to be capable of continuing to sustain unexpected change. It is therefore necessary to maintain working balances at around 50% of the precept to provide protection and safeguard the Councils' finances, should unexpected commitments arise. Therefore, the Clerk recommends a figure of £15,750 for this purpose, for the 2021/22 year.

<u>Ear-marked Reserves</u>	<u>2021/22</u>
Whipping Post	3,200
Information Board	700
Sports Court	3,000
CIL Fund	5,524
Street Lighting	1,100
	<u>13,524</u>

Band D Equivalent			
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%
355	£87.39	£ 1.28	1.47%

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%
2021/2022	31500	500	1.59%

As you can see from the above table, there has been a slight increase on the current year's precept.

Naseby Parish Council - 2021/22 Budget

A Section 137/GPC

	<u>Actual</u> Last Year	<u>Budget</u> Current Yr.	<u>Act to</u> Oct 2020	<u>F/cast</u> Mar 2021	<u>Out-turn</u> Current Yr.	<u>Budget</u> Next Year
1 Section 137/General Power of Competence	50	50	0	50	50	50
TOTAL	50	50	0	50	50	50

B GRANTS & DONATIONS

	<u>Actual</u> Last Year	<u>Budget</u> Current Yr.	<u>Act to</u> Oct 2020	<u>F/cast</u> Mar 2021	<u>Out-turn</u> Current Yr.	<u>Budget</u> Next Year
1 Village Hall	3250	1250	0	0	0	1000
2 Emergency Grant Fund	0	500	0	0	0	0
3 Naseby Open Gardens	50	50	0	0	0	50
TOTAL	3300	1800	0	0	0	1050

C SALARY & EXPENSES

	<u>Actual</u> Last Year	<u>Budget</u> Current Yr.	<u>Act to</u> Oct 2020	<u>F/cast</u> Mar 2021	<u>Out-turn</u> Current Yr.	<u>Budget</u> Next Year
1 Clerks Salary	4642	6000	3688	2305	5993	6154
2 Clerks Home Allowance	731	750	263	188	450	450
3 Expenses (Covid extra mileage/Mobile)	-	0	277	217	495	350
TOTAL	5373	6750	3963	2710	6938	6954

D GENERAL, ADMIN & INSURANCE

	<u>Actual</u> Last Year	<u>Budget</u> Current Yr.	<u>Act to</u> Oct 2020	<u>F/cast</u> Mar 2021	<u>Out-turn</u> Current Yr.	<u>Budget</u> Next Year
1 Training	168	200	0	0	0	200
2 Hall/Meeting Room Hire	360	400	30	0	30	300
3 PC Insurance	601	720	512	0	512	600
4 Stationery & Postage	152	160	231	99	330	100
Printing/Promotional costs	243	100	144	0	144	100
5 Website & IT	30	50	665	242	907	220
6 Chairman's Allowance	0	20	0	0	0	50
7 Councillor Expenses	4	30	8	0	8	30
8 Books and Periodicals	0	50	0	0	0	0
9 Naseby News costs	416	400	444	372	815.85	670
10 Election Costs	0	500	0		0	630
TOTAL	1974	2630	1915	713	2748	2900

E PLAY AREA

	<u>Actual</u> Last Year	<u>Budget</u> Current Yr.	<u>Act to</u> Oct 2020	<u>F/cast</u> Mar 2021	<u>Out-turn</u> Current Yr.	<u>Budget</u> Next Year
1 Annual Equipment Inspection	300	60	300	0	300	200
2 Annual Rent Payment	1	1	1	0	1	1
3 Maintenance and Repairs	150	100	0	0	0	1000
TOTAL	451	161	301	0	301	1201

F STREET LIGHTING						
	<u>Actual</u>	<u>Budget</u>	<u>Act to</u>	<u>F/cast</u>	<u>Out-turn</u>	<u>Budget</u>
	<u>Last Year</u>	<u>Current Yr.</u>	<u>Oct 2020</u>	<u>Mar 2021</u>	<u>Current Yr.</u>	<u>Next Year</u>
1 Repairs	0	300	0	0	0	300
2 OPUS Unmetered supply fees	900	800	182	579	761	860
3 E.on Maintenance contract fees	290	300	146	146	292	300
4 Additional Lighting (LED)	0	1100	0	0	0	0
TOTAL	1190	2500	327	725	1052	1460

G GREENS & MAINTENANCE						
	<u>Actual</u>	<u>Budget</u>	<u>Act to</u>	<u>F/cast</u>	<u>Out-turn</u>	<u>Budget</u>
	<u>Last Year</u>	<u>Current Yr.</u>	<u>Oct 2020</u>	<u>Mar 2021</u>	<u>Current Yr.</u>	<u>Next Year</u>
1 Grass Cutting VILLAGE	7776	9000	6660	555	7215	8000
2 Grass Cutting Recreation Ground	1620	1900	1111	505	1616	1800
3 Tree Surgery and Hedges	420	750	0	350	350	500
4 Bench Maintenance	0	50	0	0	0	100
5 Pest Control - Moles	240	240	120	120	240	240
6 Dog Spray	0	0	20	0	20	33
7 Salt Bins	79	0	0	0	0	40
8 Whipping Post Repairs	0	200	0	3000	3000	3000
TOTAL	10135	12140	7911	4530	12441	13713

H FEES & SUBSCRIPTIONS						
	<u>Actual</u>	<u>Budget</u>	<u>Act to</u>	<u>F/cast</u>	<u>Out-turn</u>	<u>Budget</u>
	<u>Last Year</u>	<u>Current Yr.</u>	<u>Oct 2020</u>	<u>Mar 2021</u>	<u>Current Yr.</u>	<u>Next Year</u>
1 Speed Display Signs	350	100	152	50	202	100
2 NCALC - membership & internal audit	570	600	582	0	582	600
3 Ext Audit - PKF Littlejohn	360	400	480	0	480	480
4 Memberships	122	130	35	0	35	130
5 Legals (Play Area and Village Hall)	1169	1500	270	200	470	600
6 Parish Online Mapping	40	40	0	40	40	40
7 Data Protection Officer Fee	0	10	10	0	10	10
8 ICO Registration	35	40	35	0	35	40
TOTAL	2646	2820	1564	290	1854	2000

I SPECIAL PROJECTS						
	<u>Actual</u>	<u>Budget</u>	<u>Act to</u>	<u>F/cast</u>	<u>Out-turn</u>	<u>Budget</u>
	<u>Last Year</u>	<u>Current Yr.</u>	<u>Oct 2020</u>	<u>Mar 2021</u>	<u>Current Yr.</u>	<u>Next Year</u>
1 Defibrillator Power costs	40	50	45	0	45	50
2 Defibrillator parts/repairs	367	150	0	0	0	150
3 Christmas Tree and event costs	275	280	0	275	275	280
4 Community Events Fund	0	350	0	0	0	600
5 Emergency Fund/Reserve	0	1000	80	0	80	1000
6 LGR Fund (unitary)	0	1300	0	0	0	500
7 Transport Fund (bus routes)	2710	3000	1922	0	1922	2000
8 Annual Parish Meeting	40	40	0	0	0	40
9 Church Clock	934	275	289	0	289	290
TOTAL	4366	6445	2336	275	2611	4910

PROPOSED PAYMENTS BUDGET

Item	Actual Last Year	Budget Current Yr.	Out-turn Current Yr.	Budget Next Year
A S137	50	50	50	50
B Grants	4,394	1,800	2,214	1,050
C Salary & Expenses	6,325	6,750	7,131	6,954
D General, Admin & Insurance	2,506	2,630	1,534	2,900
E Play Area	13,514	161	10,932	1,201
F Street Lighting	1,052	2,500	1,123	1,460
G Greens, Trees & Maintenance	13,534	12,140	8,829	13,713
H Fees & Subs	1,814	2,820	1,132	2,000
I Special Projects	2,611	6,445	3,156	4,910
Precept Items	45,800	35,296	36,100	34,238

PROPOSED RECEIPTS BUDGET

	Actual Last Year	Budget Current Yr.	Out-turn Current Yr.	Budget Next Year
Bank Interest	76	80	20	80
Grants	11,286	643	0	643
Naseby News Advertising	15	15	36	15
CIL Money	38,876	7,524	0	0
VAT Refund	4,460	2,000	0	2,000
PRECEPT	29,500	31,000	31,000	31,500
TOTAL	84,212	41,262	31,055	34,238