



NASEBY PARISH COUNCIL

Proposed Precept/Budget Report

2023-24

1.0 Purpose

To seek approval to set out the 2023/2024 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., 2023/2024, and submits a precept request to Daventry District Council in January 2023.

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 2023/2024 and the impact it will have on Council's proportion of the Council Tax Bill.

3.0 2023/24 Precept

The recommended Precept for 2023/24 is £29,395, resulting in a -7.16% (£2105.00) decrease on the 2022/23 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 2023/24 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 2023/24 Council Tax Base for Band D equivalent properties is 357.

The 2023/24 Precept of £29,395 is divided by the Tax Base of 357 Band D Equivalent houses within the parish, and results in a Council Tax figure of £82.34 for the year. This equates to a decrease of £6.39 (-7.76%) per household on last year's figure of £88.73.

5.0 2023/24 Proposed Budget

Working papers have been prepared to justify and support the proposed budget for the 2023/24 year, which were reviewed by Council's Finance Committee at its meeting held on 28 November 2022 and approved by full Council at its full council meeting on 01 December 2022 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 2023/24 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 a minimum 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 01 December 2022, 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 2022 and will be published on the Parish Councils' website.

9.0 Recommendation

The Responsible Financial Officer recommended Council approve the proposed precept of £29,395 and budget for the 2023/24 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 £15,300 for the 2023/24 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 2023/24 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 £20,690 for this purpose, for the 2023/24 year.

<u>Ear-marked Reserves</u>	<u>2023/24</u>
Information Board	1000
Street Lighting	800
2025 Elections	500
Play Area	1,000
Speed Indicator	2000
Gym Equipment	10000
TOTAL	15,300

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%
355	£88.73	£ 1.28	1.47%
355	£88.73	£ 0.00	0.00%
357	£82.34	-£ 6.39	-7.76%

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%
2022/2023	31500	0	0.00%
2023/2024	29,395	£2,105	-7.16%

Naseby Parish Council - 2023/24 Budget

A Section 137						
	<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 2022	Mar 2023	Current Yr.	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>	<u>Budget</u>	<u>Act to</u>	<u>F/cast</u>	<u>Out-turn</u>	<u>Budget</u>
	Last Year	Current Yr.	Oct 2022	Mar 2023	Current Yr.	Next Year
1 Grants	0	100	2000	0	0	100
TOTAL	0	100	2000	0	0	100

C SALARY & EXPENSES						
	<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 2022	Mar 2023	Current Yr.	Next Year
1 Clerks Gross Salary	6091	6716	4304	2352	6656	7405
2 Clerks Home Allowance	450	450	263	187	450	450
3 Expenses (inc. mobile phone)	300	350	53	12	65	200
TOTAL	6841	7516	3963	2551	7171	8055

D GENERAL, ADMIN & INSURANCE						
	<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 2022	Mar 2023	Current Yr.	Next Year
1 Training	0	100	0	159	159	100
2 Hall/Meeting Room Hire	162	200	145	60	205	210
3 PC Insurance	543	650	628	0	628	650
4 Stationery & Postage	124	100	82	0	82	100
5 Printing/Promotional costs	0	50	0	39	39	50
6 Website & IT	120	150	0	150	150	180
7 Councillor Expenses	56	50	0	0	0	100
8 Books and Periodicals	0	100	0	0	0	50
9 Naseby News costs	951	900	912	300	1212	900
10 Election Costs	90	160	0	0	0	320
TOTAL	2046	2460	1915	708	2475	2660

E PLAY AREA						
	<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 2022	Mar 2023	Current Yr.	Next Year
1 Annual Equipment Inspection	300	250	0	210	210	210
2 Maintenance and Repairs	894	1000	407	300	707	1000
TOTAL	1194	1250	407	510	917	1210

F STREET LIGHTING						
	<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 2022	Mar 2023	Current Yr.	Next Year
1 Repairs	28	300	700	0	700	300
2 OPUS Unmetered supply fees	867	1000	602	352	954	1010
3 E.on Maintenance contract fees	291	300	146	146	292	300
TOTAL	1186	1600	327	498	1946	1610

G GREENS & MAINTENANCE						
	<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 2022	Mar 2023	Current Yr.	Next Year
1 Grass Cutting VILLAGE	7524	8200	9360	0	9360	10000
2 Grass Cutting Recreation Ground	1857	1850	1818	0	1818	1850
3 Tree Surgery and Hedges	684	850	0	900	900	600
4 Pest Control - Moles	240	240	180	60	240	240
5 Salt bins	0	40	0	0	0	40
6 Signs (CCTV & Dogs)	173	0	18	0	18	200
TOTAL	10478	11180	11376	960	12336	12930

H FEES & SUBSCRIPTIONS						
	<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 2022	Mar 2023	Current Yr.	Next Year
1 NCALC - membership & internal audit	716	722	656	0	656	748
2 Ext Audit - PKF Littlejohn	240	300	240	0	240	315
3 Memberships	36	40	35	35	70	35
4 Legals (Play Area and Village Hall)	294	350	64	0	64	100
5 Parish Online Mapping	40	40	72	0	72	75
6 Data Protection Officer Fee	10	10	0	10	10	10
7 ICO Registration	35	40	0	40	40	40
TOTAL	1371	1502	1067	85	1152	1323

I SPECIAL PROJECTS						
	<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 2022	Mar 2023	Current Yr.	Next Year
1 Defibrillator Power costs (Church)	45	54	45	0	45	45
2 Defibrillator parts/repairs	347	250	194	0	194	100
3 Christmas Tree and event costs	235	280	305	80	385	400
4 Community Events Fund	100	2000	62	0	62	1000
5 Emergency Fund/Reserve	0	1000	0	0	0	1000
6 Transport Fund (bus routes)	1604	1800	1604	0	1604	1800
7 Annual Parish Meeting	0	40	332	0	332	50
8 Church Clock	295	300	304	0	304	305
TOTAL	2626	5724	2846	80	2926	4700

<u>PROPOSED PAYMENTS BUDGET</u>				
Item	Actual	Budget	Out-turn	Budget
	Last Year	Current Yr.	Current Yr.	Next Year
A S137/General power of competence	0	50	50	50
B Grants	4,394	100	0	100
C Salary & Expenses	6,325	7,516	7,171	8,055
D General, Admin & Insurance	2,506	2,460	2,475	2,660
E Play Area	13,514	1,250	917	1,210
F Street Lighting	1,052	1,600	1,946	1,610
G Greens, Trees & Maintenance	13,534	11,180	12,336	12,930
H Fees & Subs	1,814	1,502	1,152	1,323
I Special Projects	2,611	5,724	2,926	4,700
Precept Items	45,750	31,382	28,973	32,638

PROPOSED RECEIPTS BUDGET

	Actual	Budget	Out-turn	Budget
	Last Year	Current Yr.	Current Yr.	Next Year
Bank Interest	4	80	60	60
Grants/S106/CIL	0	643	643	643
Naseby News Advertising	60	15	20	40
Miscellaneous	0	0	940	0
VAT Refund	2,481	2,000	2,900	2,500
PRECEPT	31,500	31,500	31,500	29,395
TOTAL	34,045	34,238	36,063	32,638