



Burley Parish Council

FINANCE COMMITTEE MEETING

I hereby give notice that the next meeting of the Burley Parish Council Finance Committee will be held on:

Wednesday 7th December 2021 at 5.30 pm

Cllr Daubeney (Chairman), Cllr Egerton, Cllr Clarke, Cllr Cooke, are hereby requested to attend for the purpose of considering the business set out below.

The Public and Press are also invited to attend.

Tom Brindley - Clerk to the Parish Council
Dated: 28th November 2022

AGENDA

1. Public Participation
2. Apologies for absence
3. Declarations of interest
4. To receive an update on expenditure in 2022/23 with budget comparison and year-end forecast
5. To consider the budget proposals for 2023/24
6. To consider the precept recommendation for 2023/24
7. To make recommendations to Full Council on:
 - a) Budgeted expenditure
 - b) Budgeted income
 - c) Precept per band D household

Attachments

1. Year end forecast
2. Draft budget
3. Tax base
4. Precept recommendation

BPC YTD (November) Report and Year End For (with YE forecast 2023-24)

Budget 2022/ COST COD	BASE	YTD		Full Year		Notes
		YTD	YTD Balance	YE F/C	YE Balance	
Administr	1,600	1,663	- 63	1,788	- 188	
Hall Hire	320	258	62	366	- 46	Winter increase
Audit Fee	200	190	10	190	10	
Subscript	1,378	466	912	466	912	software moved to Administration
Chairman	-	-	-	-	-	
Training -	540	96	444	246	294	
Election e	-	-	-	-	-	
Grants &	1,000	764	236	1,239	- 239	See also grants received
Insurance	1,129	1,196	- 67	1,196	- 67	Inflationary increase
Continger	3,000	3,305	- 305	3,555	- 555	Spent on tree planting, jubilee, greening
Repairs &	3,300	1,020	2,280	1,730	1,570	Inc Lengthsman, Defib
Net Salari	7,094	6,234	860	8,963	- 1,869	Inc Feb/March 2022
Pension C	357	-	357	-	357	
Clerk's Ex	312	693	- 381	801	- 489	
Village de	1,200	151	1,050	151	1,049	Inc Jubilee & Greening, net against gran
War Mem	-	695	- 695	695	- 695	
TOTAL ex	21430	16730	4700	21386	44	Favourable outturn
Precept	14814	14814	0	14814	0	
Grants &	0	2122	2122	2122	2122	1100 Lengthsman, 600 NFDC, 400 HCC
Interest	0	10	10	20	20	
Total	14814	16946		16956		
Diff, Rece	-6616.2	215.98		-4430		Favourable outturn
To Reserv	0	-1100		1100	-1100	£1100 to Lengthsman
from Res	6616.2	816.02		7672		

ts and donations				**subscriptions		YTD	Forecast	YE Balanc
	Budget	Actual	Forecast					
				HALC HR	169.6	0	0	-170
RBL/Wrea	25	0	25	HALC/NA	470.64	466	466	-5
NF Disabi	50	0	50	GIS	110.24	0	104	-6
R&B band	75	0	75	SLCC	133.56	0	135	1
Victim Su	100	100	100	Data prot	37.1	0	37	0
CAB	150	0	150	NF Associ	19.08	0	19	0
First resp	100	0	100	Norton	95.4	0	0	-95
PSCO Xmi	100	0	100	web host	254.4	110	254	0
Burley Ch	400	400	400	Microsoft	84.8	94	121	36
Shaffen s	0	167	167	Zoom		0		0
Away wit	0	72	72	Scribe	0	228	228	228
				Macafee		41	41	41
TOTAL	1000	739	1239	TOTAL	1378	938.66	1404.66	29.84

Key figures

YE forecast spend within budget

Use of reserves less than plan

Cash outturn = 27,814

CASH and RESERVES	2022/23	2023/24
OBAL (1/4/2022)	27,669	27,814
Receipts	17,799	15,050
Payments	17,654	23,309
CBAL (31/3/2023)	27,814	19,555

Earmarke	Nov-22	Mar-23	Mar-24
War mem	1365	1,365	1,365
Lengthsm	1800	2,500	1,300
Little Dee	3000	3,000	1,000
Play equipment		10,000	10,000
Election		500	-
Burley Heritage		1,500	1,500
Tree planting		1,000	1,000
Total	<u>6,165</u>	<u>19,865</u>	<u>16,165</u>

Free reserve	21,649	7,949	3,390
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Burley Parish Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

		Last Year 2022 - 2023				Current Year 2023-2024						Next Year	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
5	Admin general		205.82	1,500.00	720.94				1,000.00				
15	Audit			200.00	190.00				220.00				
16	Contingencies			3,000.00					500.00				
31	Election expense								150.00				
30	email			100.00	198.00				100.00				
12	Hall Hire			320.00	258.00				350.00				
25	Software			290.44	367.40				565.00				
11	Subscriptions			833.56	465.77				800.00				
28	VAT												
29	Website			254.00	120.00				500.00				
1	WFH Allowance								324.00				
SUB TOTAL			205.82	6,498.00	2,320.11				4,509.00				

		Last Year 2022 - 2023				Current Year 2023-2024						Next Year	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
18	Cllr Expenses				252.43				250.00				
14	Training			540.00	96.00				600.00				
SUB TOTAL				540.00	348.43				850.00				

		Last Year 2022 - 2023				Current Year 2023-2024						Next Year	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget

Burley Parish Council

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All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

10	Grants & Donations		1,000.00	763.58				1,400.00			
SUB TOTAL			1,000.00	763.58				1,400.00			

Grants received		Last Year 2022 - 2023				Current Year 2023-2024				Next Year			
		Receipts		Payments		Receipts		Payments		Receipts	Payments		
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
20	Grants received		271.90			400.00							
SUB TOTAL			271.90			400.00							

Insurance		Last Year 2022 - 2023				Current Year 2023-2024				Next Year			
		Receipts		Payments		Receipts		Payments		Receipts	Payments		
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
9	Insurance			1,129.00	1,196.44				1,250.00				
SUB TOTAL				1,129.00	1,196.44				1,250.00				

Interest		Last Year 2022 - 2023				Current Year 2023-2024				Next Year			
		Receipts		Payments		Receipts		Payments		Receipts	Payments		
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
21	Interest		22.02			50.00							
SUB TOTAL			22.02			50.00							

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All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

		Last Year 2022 - 2023				Current Year 2023-2024						Next Year	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
2	Precept	14,814.00	14,814.00			15,400.00							
SUB TOTAL		14,814.00	14,814.00			15,400.00							

		Last Year 2022 - 2023				Current Year 2023-2024						Next Year	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
24	Greening				168.50				750.00				
23	Jubilee/Coronation				158.37				1,200.00				
32	Little Deers Day Nursery								500.00				
22	Tree Project				2,978.23				400.00				
SUB TOTAL					3,305.10				2,850.00				

		Last Year 2022 - 2023				Current Year 2023-2024						Next Year	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
19	Defibrillator				159.80				250.00				
7	Lengthsman		1,100.00	750.00	860.00				1,800.00				
6	Repairs and Maintenance			2,550.00					500.00				
SUB TOTAL			1,100.00	3,300.00	1,019.80				2,550.00				

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Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

		Last Year 2022 - 2023				Current Year 2023-2024						Next Year	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
17	E'ers NI												
27	PAYE				1,123.70								
3	Pension			357.00									
8	Salaries			7,094.00	5,110.00				8,200.00				
SUB TOTAL				7,451.00	6,233.70				8,200.00				

		Last Year 2022 - 2023				Current Year 2023-2024						Next Year	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
4	Clerk's Expenses			312.00	693.07				750.00				
SUB TOTAL				312.00	693.07				750.00				

		Last Year 2022 - 2023				Current Year 2023-2024						Next Year	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
13	Village Developments			1,200.00	150.50				750.00				
SUB TOTAL				1,200.00	150.50				750.00				

		Last Year 2022 - 2023				Current Year 2023-2024						Next Year	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget

Burley Parish Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

26	War Memorial	600.00	695.00						
SUB TOTAL		600.00	695.00						

Summary

TOTAL	14,814.00	17,013.74	21,430.00	16,725.73	15,850.00			23,109.00	
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Burley Parish Council

Financial Year 2023-2024

Cost Centre	Code	Cost code	Receipts	Payments	Note
Admin					
	5	Admin general	0	900	+ 5%
	15	Audit	0	220	+ 5%
	16	Contingencies	0	400	Is this actually needed? We have reserves for this
	31	Election expense	0	150	If a poll, use reserves
	30	email	0	100	Contingency if .gov address incurs additional fee
	12	Hall Hire	0	350	Based on 11 meetings per year + annual assembly
	25	Software	0	565	Covers accounting, mapping MS office
	11	Subscriptions	0	800	HALC, NALC
	28	VAT	0	0	Net recoverable
	29	Website	0	500	Hosting and development
	1	WFH Allowance	0	324	Separated out - assumes no increase
		SUB TOTAL	0	4,309	
Cllr Expenses					
	18	Cllr Expenses	0	250	Ink, paper
	14	Training	0	500	Allowance for new councillors. May not be required
		SUB TOTAL	0	750	
Grants paid					
	10	Grants & Donations	0	1,400	Increased to allow for ad hoc grants
		SUB TOTAL	0	1,400	
Grants received					
	20	Grants received	400	0	
		SUB TOTAL	400	0	Assumes some grant from NFDC / HCC
Insurance					
	9	Insurance	0	1,250	
		SUB TOTAL	0	1,250	Inflation increase
Interest					
	21	Interest	50	0	
		SUB TOTAL	50	0	Based on bank rate
Precept					
	2	Precept	15,400	0	
		SUB TOTAL	15,400	0	Increase of 59p per year per Band D household
Projects					
	24	Greening	0	2,000	As requested by Cllrs Hedge and Bramley
	23	Jubilee/Coronation	0	1,200	Provision for coronation celebrations
	32	Little Deers Day Nursery	0	500	May be covered by reserve
	22	Tree Project	0	400	Provision for tree maintenance - could move to repairs and maintenance
		SUB TOTAL	0	4,100	

Repairs & Maintenance

19 Defibrillator	0	250	Renew pads in 2 defibs
7 Lengthsman	0	1,800	As requested John Vincent
6 Repairs and Maintenance	0	500	What is this to cover?
SUB TOTAL	<u>0</u>	<u>2,550</u>	

Salaries

17 E'ers NI	0	0	Clerk over age limit
27 PAYE	0	0	included in Salary
3 Pension	0	0	Allowance included in Salary
8 Salaries	0	8,200	5% increase
SUB TOTAL	<u>0</u>	<u>8,200</u>	

Staff expenses

4 Clerk's Expenses	0	750	Travel, training
SUB TOTAL	<u>0</u>	<u>750</u>	

Village Development

13 Village Developments	0	500	What is this to cover?
SUB TOTAL	<u>0</u>	<u>500</u>	

War Memorial

26 War Memorial	0	0	No requirement - use reserve
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SUB TOTAL	<u>0</u>	<u>0</u>	
TOTAL	<u>15,850</u>	<u>23,809</u>	

This is far from a balance budget and uses accumulated reserves. This cannot be sustained for more years, but is ok for 23/24.

PRECEPT REQUEST FOR BURLEY PARISH COUNCIL

PRECEPT 2023/24

Please complete the highlighted cells in table A and B (if appropriate), and return the form **SIGNED and DATED** to Julie Dunsdon in Accountancy, not later than the 13 January 2023.

TABLE A: Amount required by Town / Parish Council in 2023/24 (to the nearest £).

	Council Tax Requirement (Note 1)	Tax Base	Council Tax Per Band D (Note 2)
	£	Properties	£
2022/23	14,814	797.70	18.57
2023/24	15,400	803.60	19.16
Variation (Increase + / Decrease -)	586	5.90	0.59

Signed: _____
Dated: _____

- Notes:
1. This is the total amount you will receive from the Council, in two instalments.
 2. Once you have completed the highlighted cell, your Band D Council Tax level for 2023/24 will be shown in the last column.

PRECEPT REQUEST FOR BURLEY PARISH COUNCIL

PRECEPT 2023/24

TABLE B: Analysis of Income and Expenditure - For completion by Authorities precepting over £100,000 only.

2022/23				2023/24		
Gross Expend £	Income £	Net Expend £		Gross Expend £	Income £	Net Expend £
		0	Planning & Economic Development			0
		0	Recreation & Tourism			0
		0	Housing			0
		0	Other Services			0
		0	Contribution to Funds			0
		0	Transfers from/to balances			0
0	0	0	Council Tax Requirement (Precept)	0	0	0