

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 1 DECEMBER 2016

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Correspondence sent since 3 November 2016

- a) Letter to Giles Hughes, WODC Planning with the Parish Council's concerns about the Thistle Cottage development
- b) Letter to Sylvia Brown with information about the Scottish & Southern Energy vulnerable people list
- c) Letter to WODC Planning with comments on application for development between the Village Hall and Saxel Close (connection to mains sewer network)
- d) Letter to R Jones with Royal British Legion donation
- e) Letter to West Oxfordshire Citizens Advice Bureau enclosing donation

Financial Matters**1. Cash Balances**

	£
<i>SANTANDER CURRENT ACCOUNT</i>	
Balance at 31 October 2016	NIL
Balance at 30 November 2016	<u>NIL</u>
 <i>UNITY TRUST CURRENT ACCOUNT</i>	
Balance at 31 October 2016	13,045.81
November payments	(1,450.24)
Balance at 30 November 2016	<u>11,595.57</u>
 <i>NATIONWIDE DEPOSIT ACCOUNT</i>	
Balance at 31 October 2016	39,106.79
Transactions in month	NIL
Balance at 30 November 2016	<u>£39,106.79</u>
 <i>SANTANDER BUSINESS DEPOSIT ACCOUNT</i>	
Balance at 31 October 2016	534.59
Transactions in month: interest received	0.07
Balance at 30 November 2016	<u>£534.66</u>
 TOTAL CASH HOLDING AT 30 NOVEMBER 2016	<u>£51,237.02</u>

**ASTON, COTE, SHIFFORD AND CHIMNEY PARISH COUNCIL
DRAFT BUDGET 2017/18 – VERSION 2**

1.0 Overview

- 1.1 A second draft of the budget for 2017/18 is attached. The precept for the year needs to be agreed at the December meeting at the latest as it must be submitted to the District Council by 19 December 2016. However, formal approval of the detail of the budget can be delayed, subject to it fulfilling the precept agreed.
- 1.2 The District Council has provided information on the level of the council tax support grant and the council tax base for 2017/18. The council tax support grant has been reduced to £559 (from £760 in 2016/17) and the council tax base (the number of households across which the precept is split) has increased to 524.65 (from 513.83 in 2016/17).
- 1.3 The changes made to the second draft of the budget are outlined in section 2 below. With the proposed one-off project spend of £6,800 (replacement of Southlands noticeboard and installation of a vehicle-activated sign on Bampton Road), budget expenditure has increased to £27,657 from the total of £17,960 in the first draft of the budget.
- 1.4 To this total expenditure the final instalment of the £6,850 precept increase to create the recreation reserve must be added, and other income expected to be received (the grass cutting grant from OCC and a small amount of bank interest) must be deducted, giving the total net expenditure that the precept must cover of £33,428.
- 1.5 The precept in 2016/17 was £25,815 which was made up of the £760 Council Tax Support Grant from WODC and £25,055 collected from local taxpayers. This equated to £48.76 per Band D household (£25,055 divided by the council tax base of 513.83).
- 1.6 If the Parish Council wishes to keep the precept for 2017/18 at the same level, the total income to the Parish Council for 2017/18 would be £25,582 collected from local taxpayers (£48.76 x council tax base of 524.65) and £559 from the District Council from the Council Tax Support Grant – total income of £26,141.
- 1.7 Planned expenditure is £7,287 above this level (£33,428 - £26,141). £6,800 of this relates to the planned project spend.
- 1.8 The Parish Council is advised to plan to keep its “core expenditure” (excluding one-off projects) within the expected precept +2% in order to ensure that its core costs remain affordable into the longer term without an increase in the precept beyond the 2% which could trigger a referendum. The core expenditure planned for 2017/18 meets this criteria.
- 1.9 The Parish Council is expected to have general reserves at 31 March 2017 of £8,395 above the previously agreed required level. This can be used to meet the expenditure currently planned within the budget. The finances as discussed can be illustrated thus:

Precept per Band D property 2016/17	£48.76
Council tax base for 2017/18	524.65
Unchanged precept from new base	£25,582
Council Tax support grant	559
Total precept income	<u>£26,141</u>
Core expenditure in budget	£20,857
One-off project expenditure in budget	£6,800
Other income expected	(£1,079)
Final instalment of recreation reserve	£6,850
Total income required in year	<u>£33,428</u>
Surplus/deficit of precept vs. income required	(£7,287)
Expected Parish Council surplus above £10k at 31 March 2017	<u>£8,395</u>
Remaining expected surplus to allocate	<u>£1,108</u>

- 1.10 The Parish Council needs to ensure that it has plans for the use of the £8,395 excess surplus. If this is not to be spent on the projects identified (Southlands noticeboard and VAS), then alternative projects would need to be identified to which the funds could be allocated (not necessarily needing to be delivered in the current year, provided there is a clearly defined plan for their use).
- 1.11 The expected surplus is £1,108 above the current planned expenditure. This may be needed to meet the cost of the VAS should the Parish Council elect to proceed with that project (the current cost for this project included in the budget is from 2013 and may now be too low), or could be used for other projects.
- 1.12 It is to be noted that the budget as laid out does not include any funding for the Community Trust outside the annual playground grant and the cutting of the playing field). Councillors will remember that the Community Trust has asked a question about the possibility of funding be available for their project to relocate and re-equip the younger children's play area (not yet discussed in detail by the Parish Council as the PC is waiting for more information from the Community Trust).

2.0 Changes made since Version 1 of Budget

- 2.1 Increase in Clerk's salary agreed at 3 November meeting (upwards cost increase of £77 for the year)
- 2.2 Three additional cuts of playing field to a maximum for the year of 18 (upwards cost increase of £216).

2.3 Increase in total maximum grants paid under statutory powers by £1,100, with budget grants now including (maximums):

Voices	£1,000
Citizens Advice Bureau	£150
Community Trust – playground maintenance	£750
Aston minibus	£750
Grass cutting, Cote Chapel	£300
Grass cutting, St Mary's Shifford	£300
Grass cutting, St James' Aston	£700
	<hr/>
	£3,950
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2.4 Reduction in non-statutory (s72) grants of £45, with the total budget of £1,400 now including specific grants to the Royal British Legion (£150), Volunteer Link-Up (£135) in addition to a grant pot of £1,400 to which local non-profit making organisations will be able to apply (process to be agreed subsequently).

2.5 £500 reduction in village maintenance expenditure allowance to a total of £1,500.

2.6 Potential project costs included: £1,800 for replacement of Southlands noticeboard, £5,000 for vehicle activated sign on Bampton Road (outline figure provided by OCC at the end of 2013 for this sign was £4-£5k).

3.0 Recommendations

3.1 That the Parish Council considers the draft budget as presented, proposing amendments where identified.

3.2 That the Parish Council confirms its intended use of the £8,395 expected surplus above planned levels at 31 March 2017.

3.3 That the Parish Council makes a resolution on the precept for 2017/18.

3.4 That the Parish Council either approves the budget for 2017/18 as outlined (subject to change at the meeting), or resolves to carry forward final approval of the budget to the meeting in January 2017.

Prepared by: Helen Sandhu, Clerk and RFO
26 November 2016

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
FINANCIAL YEAR 2017/18
DRAFT BUDGET FOR MEETING ON 1 DECEMBER 2016 - VERSION 2

	Budget 2016/17	Currently expected outturn 2016/17	Draft Budget 2017/18	
EXPENDITURE				
Recurrent Expenditure				
<i>Ordinary Expenditure</i>				
Clerk's Salary	4,358	4,358	4,445	Inflationary rise agreed on 3 Nov
Office equipment				No predicted requirement
Office running costs	500	270	500	As existing budget
Bank charges		54	72	£6 per month
Website costs	105	193		No renew als due
Insurance	456	412	432	This year actual + 5%
Audit	200	200	200	Quotation new provider
Village Hall Rental/Cost APM	40	32	40	As existing budget
Subscriptions	362	316	362	This year + 5%
Chairman's Allowance	100	50	100	As existing budget
<i>Expenditure under Statute</i>				
Grass Cutting - verges & WM	5,056	4,284	4,961	14 cuts - actual quote +2% infl.
Grass Cutting - playing field	1,080	1,152	1,296	Actual quote - 18 cuts
Grants paid under statute	2,850	2,880	3,950	See 1 Dec Report
Dog & Litter Bin Emptying	203	213	217	This year + 2% infl.
Training & Travel	220	100	220	As existing
Clock Maintenance	202	638	440	1 unplanned call-out & annual service
Bus Shelter Cleaning	113	108	110	This year + 2% infl.
Repairs	500	0	500	General round budget
<i>Expenditure from "Free Resource" (S137)</i>				
Village maintenance (Lengthsman)	2,000	490	1,500	See 1 Dec Report
Subscriptions (CPRE & ORCC)	106	106	111	This year + 5%
Grants - See Separate Analysis	1,430	960	1,400	See 1 Dec Report
Recurrent Expenditure c/f	19,881	16,816	20,857	
Recurrent Expenditure b/f	19,881	16,816	20,857	
<i>Projects</i>				
Replacement of Southlands Noticboard			1,800	See 1 Dec Report
VAS on Bampton Road			5,000	
Bench donated to CT		355		
Pedestrian barrier works		422		
HM Queen birthday medals		367		
Total Project Spend	0	1,144	6,800	
OVERALL EXPENDITURE	19,881	17,960	27,657	
OTHER INCOME				
OCC grass cutting grant	1,049	1,049	1,049	Same as this year
Interest	110	56	30	
Sundry		8		
TOTAL INCOME	1,159	1,113	1,079	
NET EXPENDITURE			26,578	
Amount to set aside for recreation reserve			6,850	
Precept requirement to break even			33,428	