

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 4 JANUARY 2018

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Correspondence sent since 7 December 2017

- 1) Tender requests for grass cutting to Mark Pascoe
- 2) Letter to Mr Harris, Aston Parish Minibus, containing grant cheque
- 3) Letter of objection to WODC Planning relating to Livestock Building on Bampton Road, Aston
- 4) Order for replacement post at war memorial

Financial Matters**1. Cash Balances**

	£
<i>SANTANDER CURRENT ACCOUNT</i>	
Balance at 30 November 2017	NIL
Transactions in month	NIL
Balance at 31 December 2017	<u>NIL</u>
 <i>UNITY TRUST CURRENT ACCOUNT</i>	
Balance at 30 November 2017	22,013.52
November payments	(1,765.04)
Balance at 31 December 2017	<u>20,248.48</u>
 <i>NATIONWIDE DEPOSIT ACCOUNT</i>	
Balance at 30 November 2017	39,106.79
Transactions in month	NIL
Balance at 31 December 2017	<u>£39,106.79</u>
 <i>SANTANDER BUSINESS DEPOSIT ACCOUNT</i>	
Balance at 30 November 2017	535.20
Transactions in month: interest received	0.11
Balance at 31 December 2017	<u>£535.31</u>
 TOTAL CASH HOLDING AT 31 DECEMBER 2017	 <u>£59,890.58</u>

**ASTON, COTE, SHIFFORD AND CHIMNEY PARISH COUNCIL
DRAFT BUDGET 2017/18 – VERSION 3**

1.0 **Overview**

- 1.1 A third draft of the budget for 2018/19 is attached. The District Council requires submission of the precept requirement by 15 January 2018.
- 1.2 Total expenditure has been increased by £3,788 in this version of the budget, with the largest single change being the inclusion of £3,000 for planned maintenance on the war memorial. The other changes are outlined in section 2 below.
- 1.3 If the Parish Council wishes to keep the 2018/19 precept at the current level, this will generate total income of £26,027. When the Council Tax Support Grant due to be received from WODC is added into this, total income for the year would be £26,540.
- 1.4 At the meeting on 2 November, it was resolved that the expected surplus above day-to-day requirements at 31 March 2018 (currently forecast at £11,326) would be put into a play facilities reserve.
- 1.5 Excluding this amount, the revised budgeted net expenditure for 2018/19 is now £23,770. The surplus that would be generated by keeping the precept the same would therefore be £2,770. The Parish Council has already resolved to use any funds generated from the precept above day-to-day requirements to build up a traffic calming reserve which will be used to add to the £10,000 s106 funding expected from the Cote Road development to install some traffic calming measures on Cote Road.
- 1.6 The Parish Council has not been able to acquire information from Oxfordshire County Council about potential traffic calming solutions and their proposed cost. However, information on the Cornwall Council website indicates that, in Cornwall at least, the cost of a single “build-out” (road narrowing without a hump) is approximately £7,000 (which would be covered by the £10,000 s106 funding expected). If the Parish Council were to wish to move the 30mph VAS currently located at the entrance to Saxel, this would increase the amount of funding required for any traffic calming solution.
- 1.7 The Parish Council needs to set a target for the traffic calming reserve and to resolve over how many years to build the reserve up – the s106 funding from the Cote Road scheme is likely to be received in either 2018 or 2019 and will need to be spent within 10 years.
- 1.8 The Parish Council could resolve to reduce the amount to put into the play facilities reserve (referred to in 1.4) above, using some of the excess funds expected to be on hand on 31 March 2018 to fund the work on the war memorial, for example. This would increase the amount available to put into the traffic calming reserve.

1.9 With the play facilities reserve at £11,326 (as in version 2 of the budget), the budget and precept calculation can therefore be illustrated thus:

Precept per Band D property 2017/18	£48.76
Council tax base for 2017/18	533.78
Unchanged precept from new base	£26,027
Council Tax support grant	513
Total precept income	<u>£26,540</u>
Core expenditure in budget	£21,920
Other income expected	(£1,150)
One off expenditure – war memorial work	£3,000
First instalment into new traffic calming reserve	£2,770
Total income required in year	<u>£26,540</u>

2.0 Changes made since Version 2 of Budget

- 2.1 Increase in ICO fee - £20. The Information Commissioner has advised that the fee levels for an organisation the size of the Parish Council will rise by up to £20 following the introduction of the new GDPR regime.
- 2.2 Increase in general grounds (verge and war memorial) maintenance costs - £585. Whilst the contract has not yet been awarded, the budget has been increased to the level of the WODC quotation.
- 2.3 Increase in playing field grass cutting - £182. Increased to reflect quotation from Des Johnston.
- 2.4 Proposed cleaning and re-lettering of War Memorial - £3,000. This work was last done in August 2010 at a cost of £1,890. £3,000 has been set aside in the budget to reflect inflation.

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 resolves on the amount to set aside in the playing facilities reserve (subject to final out-turn for 2017/18) and the traffic calming reserve.
- 3.3 That the Parish Council approves its budget for 2018/19.
- 3.4 That the Parish Council passes a resolution on the precept for 2018/19.

Prepared by: Helen Sandhu, Clerk and RFO
30 December 2017

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
FINANCIAL YEAR 2018/19
DRAFT BUDGET FOR MEETING ON 4 JANUARY 2018 - VERSION 3

	Budget 2017/18	Currently expected outturn 2017/18	Draft Budget 2018/19	
EXPENDITURE				
Recurrent Expenditure				
<i>Ordinary Expenditure</i>				
Clerk's Salary	4,445	4,445	4,621	Includes inflationary increase agreed on 2 Nov 2017
Office equipment				No predicted requirement
Office running costs	500	400	500	As existing budget
Bank charges	72	72	72	£6 per month
Website costs	0	0		No renew als due
Insurance	432	402	422	This year actual + 5% New provider, assumed remains as prior
Audit	200	200	200	
Village Hall Rental/Cost APM	40	19	40	As existing budget
Subscriptions	362	340	382	This year + 5%. ICO new subs level
Chairman's Allowance	100	23	100	As existing budget
<i>Expenditure under Statute</i>				
Grass Cutting - verges & WM	4,961	4,236	5,805	14 cuts - quotation from WODC
Grass Cutting - playing field	1,296	1,080	1,530	18 cuts - actual quotation
Grants paid under statute	3,950	3,755	3,950	See 2 Nov Report
Dog & Litter Bin Emptying	217	219	228	This year + 4% infl.
Training & Travel	220	0	220	As existing 1 unplanned call-out. Servicing in long term contract
Clock Maintenance	440	509	229	
Bus Shelter Cleaning	110	108	110	This year + 2% infl.
Repairs	500	318	500	General round budget
<i>Expenditure from "Free Resource" (S137)</i>				
Village maintenance (Lengthsman)	1,500	656	1,500	See 2 Nov Report
Subscriptions (CPRE & ORCC)	111	106	110	This year + 4%
Grants - See Separate Analysis	1,400	1,400	1,400	See 2 Nov Report
Recurrent Expenditure c/f	20,856	18,288	21,920	
Recurrent Expenditure b/f	20,856	18,288	21,920	
<i>Projects</i>				
Bench donated to CT	0	20		See 2 Nov Report
Bench at Southlands	0	385		
New Noticeboard Southlands	1,800	1,372		
VAS for Bampton Road	5,000	0		
Cleaning of War Memorial			3,000	
Playground donation			11,326	
Total Project Spend	6,800	1,777	14,326	
OVERALL EXPENDITURE	27,656	20,065	36,246	
OTHER INCOME				
OCC grass cutting grant	1,049	1,049	1,049	Same as this year
Interest	30	101	101	
TOTAL INCOME	1,079	1,150	1,150	
NET EXPENDITURE			35,096	
Add: Amount to set aside for reserves			2,770	
Less: Amount to be spent from accumulated reserves			(11,326)	
Precept requirement to break even			26,540	