

Swingfield Parish Council

Report Number **PC/19/04**

To: Parish Council
Date: 26 November 2019
Status: Public Report
Responsible Officer: Responsible Financial Officer

SUBJECT: BUDGET AND PRECEPT 2020/21

SUMMARY: This report sets out a Budget for 2020/21 and makes recommendations to enable the Council to set its Precept for 2020/21 and notify the tax collecting authority in accordance with statutory legislation.

REASON FOR RECOMMENDATIONS:

The Council is asked to agree the recommendations set out below because:

1. The Council must approve its Precept for 2020/21 and notify the principal tax collecting authority in January 2020.
2. The approval of the budget makes provision for a spending plan next year.
3. The Parish Council must make provision to cover its liabilities and service growth proposals for 2020/21 and beyond.
4. The Parish Council needs to provide for adequate reserves in the event of a sudden unforeseen, or unplanned, expenditure demands.

RECOMMENDATIONS:

1. To receive and note Report PC/19/04.
2. To approve the Parish Council's budget for 2020/21 as set out in the attached budget.
3. To confirm the Precept for 2020/21 in the sum of £25,651.12 in accordance with the provisions of the Local Government Finance Act 1992.
4. To authorise the Chairman of the Parish Council to sign the Precept demand on the District Council.

1. INTRODUCTION

- 1.1 This report sets out a budget for 2020/21.
- 1.2 The Parish Council must now determine its precept level and budget requirements for 2020/21, taking into account:
 - i. Expenditure falling due in 2020/21 to carry out its functions
 - ii. Appropriate amounts for contingencies
 - iii. The need to provide adequate reserves
 - iv. Any expenditure incurred in 2019/20 not yet paid.

2. BUDGET 2020/21

- 2.1 The Parish Council commenced its budget making process by focusing on its aims and objectives and, in parallel, considering possible growth items and service enhancements as well as savings for 2020/21 and beyond.
- 2.2 **Appendix 1** sets out the budget for 2020/21. The main reasons for growth are: inflation and provision for growth.
- 2.3 The budget is based on 3% increase across all budget items and some actuals where they are known.
- 2.4 At a tax base level based on an estimated 484.39 properties, (last years' figure). in the current year the precept is £24,904. which divided by the property tax base of 484.39 equals £51.41 per year. (99p per week) per band D property.
- 2.5 The proposed budget with overall expenditure of £25,651.12, would result in an annual charge of £52.96 (£1.02 per week) or a 3% increase per Band D property assuming the same Property tax base. The calculation is set out an **Appendix 2**.
- 2.6 As in previous years, when the Parish Council is notified of the Council Tax Base the figure in the general reserve in the budget will be adjusted.

3. RESERVES AND PROVISIONS

- 3.1 The Parish Council must make adequate provision for reserves and provision to cover unforeseen expenditure and possible emergencies.
- 3.2 Estimated total expenditure in the 2020/21 budget is £25,651.12. The recommended precept is £25,651.12.
- 3.4 The end of year balances or surplus will, if the 2019/20 budget become actuals, be approximately £40,000 taking into consideration grants monies held which may be spent.

4. CONCLUSION:

The Parish Council needs to determine its budget and precept requirements to fund expenditure for 2020/21 and beyond. The Council is, therefore required to agree and confirm its spending plans for next year. Subject to any further changes in growth, the Parish Council's estimated budget requirement for 2020/21 is £25,651.12.

5. RISK MANAGEMENT ISSUES

A summary of the perceived risks follows:

Perceived risk	Seriousness	Likelihood	Preventative action
The Council does not keep within its budget	High	Low	Monitor expenditure against the budget by means of monthly monitoring reports to the Parish Council.

6. CONTACT OFFICER AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting:

*Tina Wiles, Clerk and Responsible Financial Officer.
Tel: 01304 242704 or Email: clerk@swingfieldpc.org.uk*

The following background documents have been relied upon in the preparation of this report:

Data from the Swingfield Parish Council Financial System and budget working papers

Appendix: Swingfield Parish Council Budget 2020/21.

Swingfield Parish Council

15 November 2019

	Budget 2019/20	Actual as at 15 November 2019	Remaining	Budget 2020/21
Staff Costs	9,345.05	6,590.64	2,754.41	£9,625.40
Payroll services	349.52	180.00	169.52	£360.01
Clerks expenses	1,166.53	163.65	1,002.88	£1,201.53
Chairman's expenses	286.76	0.00	286.76	£295.36
Stationery	115.78	21.59	94.19	£119.25
Parish Maintenance Swingfield Minnis contract	6,722.38	30.00	6,692.38	£6,924.05
Subscription to KALC	465.31	399.88	65.43	£479.27
Insurance premiums	441.50	237.34	204.16	£454.75
Poppy Appeal	58.43	0.00	58.43	£60.18
Audit fees	220.75	200.00	20.75	£227.37
Hire of hall	232.66	97.50	135.16	£239.64
Donation to twinning association	232.66	0.00	232.66	£239.64
Expenditure against grant funding	0.00	0.00	0.00	£0.00
General reserve + By-election	5,266.67	310.21	4,956.46	£5,424.67
				£0.00
Total estimated expenditure	24904.00	8,230.81	16,673.19	£25,651.12