

NOTES- Budget 2019-2020 Approved

1. VAT claimed will largely depend on capital projects

2. Allotment rents 2019/2020 Increase ( MinFC20Sept18)

13 full size plots	£33.00	£429.00
55 Half plots	£18.00	£990.00
24 starter plots	£6.00	£144.00
20 Raised beds	£6.00	£126.00
Total		<u>£1,689.00</u>

3. Playing Field Maintenance- 2019-2020

LP Colts	£500.00	MinFC20Sept18
LP Cricket Club	£300.00	MinFC20Sept19
Batch Body Fitness	£22.00	MinFC20Sept20
Buckden Junior FC	£22.00	To be agreed
Total	<u>£844.00</u>	

4. Bank interest on current account is Nil. Interest on CBA minimal  
Term deposit interest 100.00

5. Cemetery fees - budget to remain at £1200

6. Newsletter adverts increase to £50. Sponsorship £nil

7. Paxfest donations, grants , Dog Show registration, Cake competition , donkey rides  
Budget £900.00

8. Community Pavilion electricity contribution.  
Electricity paid for by Council. Pavilion Group reimburse the Council

9. CIL Meaningful porportion			
CIL funds expected in April 2019	1231.21	Conservatory Village	Payment 2
CIL funds expected in April 2019	615.6	Conservatory Village	Payment 3
Total	<u>1,846.81</u>		

10. S106 funds- new budget heading

11. Internal Auditor say 42.50 per our - two visits x 2 hours £162	
Canalbs Ltd Internal Audit	
£42.50 per hour x 4	170.00
Mileage 45p per mile 33miles x 4	132.00
PKF Littlejohns External audit	600.00 plus VAT
Total	<u>902.00</u>

12. Insurance premium with Came & Co 2018/2019 £3273 actual	
Annual premium Axa	3400.00
Motor Insurance	740.00
New LEAP at Samuel Jones Cres	150.00
Additional new equipment	150.00
Total	<u>4440.00</u>

13. Salaries 2018/2019- see separate calculation

## Salaries budget

Staff salaries/NI/Pension contributions	£	66,399.00
Contingency	£	1,360.00
Holiday cover for groundsman	£	500.00
Clerks Exp towards heat/light 12 x £25	£	300.00
	£	<u>68,559.00</u>

## 14. Non S137 Village Donations

Connections Youth Bus Summer holiday visits (2018 £275 per visit) ( 6 visits @ £285)	£1,710.00
Other	£290.00
<b>Total</b>	<u>£2,000.00</u>

## 15. S137 Village Donations.

St.Neots Museum	£200.00
Other	£1,000.00
<b>Total</b>	<u>£1,200.00</u>

## 16. Election expenses - HDC advised to budget £3040 for an election . £2950 already held in Elections Reserve

Increase Elections Reserve £200

## 17. Village Newsletter printing (2018-2019) 4 x £440 = £1768

Clerk limit to 8 x A4

Quarterly costs 2019/2020 say£ 500 per quarter Budget £2000

## 18. Printing Welcome newsletter budget £250- not required

## 19. Newsletter delivery previously £75 x 5 =£375 (MinFC02Nov17)

## 20. Subscriptions

ACRE	£55.00
CAPALC	£650.00
Data Protection ICO	£35.00
Data Protection Officer	£330.00
Edge Designs Ltd- Accounts Band 3	£460
Edge Designs Ltd- Allotments Band 4	£280
Edge Designs Ltd- Epitaph Band 1	£160
SLCC	£900.00
Fields in Trust	£240.00
Hunts Forum	£70.00
Local Council Public Advisory Service	£30.00
	£110.00

**Total** £2,420.00

## 21. 2Commune website

Register & Manage domain name- littlepaxtonparishcouncil.gov.uk	£150.00
Website hosting & annual licence	£400.00
	<u>£550.00</u>

## 22. Council email registration /2Commune

16 emails accounts x £25 £400.00

## 23. Advertisements to cover any legal requirement to advertise notices in the press

24. Local Council Award Scheme Quality Gold 2018-2019 £150.00

Foundation/Quality due to expire Sept 2020

25. Training stage 1,2 & 3 courses cost £100 for all three.Say 6 cllrs complete course	£600.00
Clerk's courses say 3 & £145, 1 x £125 = £560	£560
Groundsman training LANTRA Brushcutter/Trimmers Maintenance & Operatoin Refresher	£216.00
LCPAS trainingg	£580.00
<b>Total</b>	<b><u>£1,956.00</u></b>

## 26.Office

**Stationery**

<i>Postages</i>	12x£40	£480.00	
<i>Printer P1005</i>	4 x 68	£272.00	
<i>Brother black ink</i>	9x£68	£612.00	
<i>Brother- 3 colours</i>	3x4 x&72	£864.00	
<i>Printer Drum</i>		£100.00	
<i>Envelopes A5</i>	2 boxes	£100.00	
<i>Envelopes A4</i>	1 box	£40.00	
<i>Paper</i>		£168.00	
<i>Misc Stationery</i>		£250.00	
<b>Sub Total</b>		<b>£2,886.00</b>	£2,886.00

**Other Office**

Photocopying	£200.00	
BT Council phones		
£44 x 12	£528.00	Ref 240/02
BT infinity line		
rental £64x 4	£256.00	Ref 240/09
BT Infinity		
(Broadband) £110		
x 4	£440.00	Ref 240/09
BT Cloudpone 12 x		
£43	£516.00	Ref 240/16
Travel	£40.00	
Chairman Exp	£50.00	
Confidential waste		
£53x 4	£212.00	
Payroll processing		
£54 x 5	£270.00	
Solicitors Fees	£500.00	
Computer repairs	£100.00	
Annual chage for		
debit charge card	£35.00	
Misc exp	£220.00	
	<b>£3,367.00</b>	£3,367.00

**Heath & Safety-Office**

PAT Testing	£140.00	
Fire Extinguisher maint	£165.00	
First Aid /Misc	£40.00	
Councillor ID cards 5 x £28	£150.00	
DBS check	£54.00	
<b>Sub Total</b>	<b>£549.00</b>	£549.00

**Total** **£6,802.00**

27. Increase Playground Equipment Replacement Reserve by £2000

28. Office equipment- £100.00

29. Village Hall Meeting room hire ( current back room rate £8 per hour)

Assume increase of £9 per hour

23 meetings £9x 3hrs	£621.00
Adhoc meetings	£200.00
2 main hall public meeting	£196.00
<b>Total</b>	<u>£1,017.00</u>

30. CPAD maintenance

Electricity 4 x £10	£40.00
CPAD batteries due to expire Sept19 3 x£60	180.00
CPAD Pads replacement The Hub	£50.00
Misc	£80.00
<b>Total</b>	<u>£350.00</u>

31. CCTV- maintenance Actual 2018/2019 £180- increase to £200

Maintain budget at £350

32. Tractor

Servicing, no Road Tax required

33. Ride on mower will require to be serviced 50 & 100 hours

33A & 33B New garage electricity & water charges

34. Groundsman mobile phone top up 12 x £10 x 2 employees

35. Play Equipment Inspection increase to £400 to include outdoor gym equipment.  
include new LEAP at Samuel Jones Crescent.

36. Waste collection £16.35 x 52 weeks	850.20
Add £160 extra bins for Paxfest	240.00
<b>Total</b>	<u>1090.20</u>

37. Capital Projects/Council projects ( 2019/2020)

Improvements to the Compound	£5,000.00
CCTV upgrade MinFC04Oct18	£1,000.00

<b>Total</b>	<u>£6,000.00</u>
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Capital Project Reserves 15/10/18 £13,003

38. Tree maintenance

Annual inspection £450

39. Allotment maintenance

Misc	£400.00
	<u>£400.00</u>

40. 46 lights at approx £23 each £10012 plus VAT = £1214  
plus repairs

Street light renewal- budget to replace on column per year

41. Churchyard maintenance.

Donation to church to maintain closed churchyard £517  
Local Government Act 1972 s215

	£1,000.00
Repairs to Churchyard wall	£0.00
Total	<u>£10,000.00</u>

42. Community events

HDC Childrens activities £105 per session x 6	£630.00
Childrens poster competition prizes £150 plus eg	£310.00
History Event	£200.00
Have a Field Day	£0.00
Sport Relief March 2020	£100.00
Community Litter Pick March 2020	£50.00
CPAD Awareness session Oct 2019	£150.00
Flower & Vegetable show	£200.00
Total	£1,640.00

43. Reserves to review

Emergency- all unallocated reserves to be treated as an emergency reserve

Equipment Renewals (general)	£2,000.00
Play park equipment renewal	£2,000.00
Cemetery Reserve £2000	£2,000.00
Elections Reserve	£200.00
Total	<u>£6,200.00</u>

44. Vire £3500 from New Office Reserve to Capital Projects Reserve

Capital Projects Reserve £3500 to be used to offset capital projects budget & reduce precept

CIL payments- cemetery extension, solar lights, zebra crossing