

ALDENHAM PARISH COUNCIL

Council Document

AGENDA item 8

To set and inform Hertsmere Borough Council of the Council's precept demand for 2021/22

Full Council Meeting -- 25th January 2021

Background

The F&GP Committee at its meeting earlier this month were unable to set a budget for APC as there were negotiations still to take place. One of the outstanding areas was discussions with representatives of the Radlett Centre Trust Board regarding simplifying the funding of The Radlett Centre. It is proposed that the Radlett Centre are paid one lump sum to manage the building, except the utilities which will be split on a 75/25 per cent basis until the current contract expires in September 2021.

Budget proposals

The adjustments to the committee requests are attached as appendix a-d.

Appendix (e) is a summary of these requests. This shows a net budget requirement of £677,852 (shown as (A) on appendix e), a decrease of £8,760 (shown as (B) on appendix e) on the 2020/21 budget of £668,612.

HertsmereBC have informed APC that as there have been some new buildings in the parish, the tax base figure has increased from 5230 to 5236 (shown as (C) on appendix e). This has the effect of spreading the amount required by APC over slightly more council tax properties in the parish.

So if you divide the budget required figure of £677,852 by the new tax base of 5236, the amount paid at Band 'D' level by the council tax payers of Aldenham Parish is £129.46 (shown as (D) on appendix e).

The 2020/21 this figure was £131.28 (shown as (E) on appendix e), this leads to a decrease of £1.82 (shown as (F) on appendix e), a percentage decrease of 1.39% (shown as (G) on appendix e). However, this does not achieve the guidelines from the F&GP Committee in October 2020 which indicated that it wanted to see a reduction of 5%.

To achieve this there must be further cost savings of approximately £24,819

Members are asked to consider this budget, and agree what next steps are necessary.

Peter Evans

Parish Council Manager

Aldenham Parish Council

Annual Budget - By Centre (Actual YTD Month 9)

Note: Full Council meeting 25th January 2021

Approved (6/)

	2019/20		Brought Forward	Net Virement	2020/21			Total	Actual YTD	2021/22		
	Budget	Actual			Agreed	EMR	EMR			Agreed	EMR	Carried Forward
101 Administration												
1010 Compost Bags Income	1,800	2,206	0	0	1,800	0	1,800	630	500	0	0	0
1020 Miscellaneous Income	500	409	0	0	500	0	500	284	500	0	0	0
1025 Bank Interest Received	0	0	0	0	3,000	0	3,000	3,112	3,000	0	0	0
1035 Walks booklet income	0	14	0	0	0	0	0	2	0	0	0	0
1037 Footpath Maps Income	0	90	0	0	0	0	0	18	0	0	0	0
1076 Precept	0	0	0	0	686,612	0	686,612	686,613	0	0	0	0
1080 Agency Scs Income - RCT	4,755	4,755	0	0	4,851	0	4,851	0	0	0	0	0
Total Income	7,055	7,473	0	0	696,763	0	696,763	690,659	4,000	0	0	0
4000 Salaries	118,429	118,463	0	0	101,898	0	101,898	77,093	105,228	0	0	0
4005 Overtime	600	485	0	0	600	0	600	81	500	0	0	0
4015 ERS NIC&Pension	41,450	41,490	0	0	35,664	0	35,664	26,356	37,508	0	0	0
4030 Travel	700	437	0	0	700	0	700	71	700	0	0	0
4100 Utilities - Gas,elec & water	10,000	8,055	0	0	11,000	0	11,000	2,453	10,000	0	0	0
4110 Insurance	11,203	8,572	0	0	11,539	0	11,539	11,676	13,500	0	0	0
4120 Telephone	1,768	1,109	0	0	1,200	0	1,200	729	1,500	0	0	0
4135 Office Rental	6,416	6,416	0	0	6,547	0	6,547	4,910	0	0	0	0
4140 Professional Fees	1,000	1,250	0	0	3,000	0	3,000	0	4,000	0	0	0
4150 Audit & Accountancy	2,500	2,765	0	0	2,600	0	2,600	-1,190	2,652	0	0	0
4200 Office Cost	4,192	3,742	0	0	5,224	0	5,224	2,496	5,224	0	0	0
4225 IT	6,000	10,797	0	0	13,000	0	13,000	11,909	16,000	0	0	0
4240 Training	1,500	1,970	0	0	2,000	0	2,000	1,189	2,000	0	0	0
4300 Agency Services	1,567	1,552	0	0	7,500	0	7,500	6,128	7,500	0	0	0

Annual Budget - By Centre (Actual YTD Month 9)

Note: Full Council meeting 25th January 2021

	2019/20		Brought Forward	Net Virement	2020/21			Total	Actual YTD	2021/22		
	Budget	Actual			Agreed	EMR	EMR			Agreed	EMR	Carried Forward
4400 Office Equipment	1,000	320	0	0	0	0	0	0	0	0	0	0
4405 Asset Purchase	1,000	2,642	0	0	1,000	0	1,000	1,300	17,500	0	0	0
4410 R&M Premises	6,000	5,762	0	0	9,000	0	9,000	2,713	0	0	0	0
4415 RCT Cleaning & Maintenance	10,500	10,978	0	0	10,916	0	10,916	2,891	0	0	0	0
4437 Neighbourhood Plan Expenditure	4,000	2,845	0	0	0	0	0	1,050	1,000	0	0	0
4490 Miscellaneous Expenditure	500	447	0	0	500	0	500	58	500	0	0	0
4495 Compost Bags Costs	1,800	1,899	0	0	1,800	0	1,800	0	500	0	0	0
4497 Footpath Maps costs	0	180	0	0	100	0	100	0	0	0	0	0
4510 Subscriptions	2,200	2,784	0	0	2,500	0	2,500	2,292	2,500	0	0	0
4530 Radlett Centre Trust Grant	0	0	0	0	120,000	0	120,000	90,000	130,000	0	0	0
4531 RCT life cycle grant	0	0	0	0	16,000	0	16,000	16,000	0	0	0	0
4600 Election Costs	0	0	0	0	2,000	0	2,000	0	5,000	0	0	0
4610 Contingency	0	0	0	0	17,450	0	17,450	0	5,000	0	0	0
4612 Newberries Car Park Grant	0	0	0	0	8,512	0	8,512	6,383	8,512	0	0	0
4613 Chairman's Allowance	0	0	0	0	1,600	0	1,600	262	1,600	0	0	0
Overhead Expenditure	234,325	234,960	0	0	393,850	0	393,850	266,851	378,424	0	0	0
Movement to/(from) Gen Reserve	(227,270)	(227,486)			302,913		302,913	423,808	(374,424)			

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Aldenham Parish Council

Annual Budget - By Centre (Actual YTD Month 9)

Note: Full Council meeting 25th January 2021

Appendix (b)

	2019/20		Brought Forward	Net Virement	2020/21			Actual YTD	2021/22			
	Budget	Actual			Agreed	EMR	Total		Agreed	EMR	Carried Forward	
201	Open Spaces											
1020	Miscellaneous Income	100	725	0	0	100	0	100	1,411	100	0	0
1070	Grants Ryved - Other	0	1,000	0	0	0	0	0	0	0	0	0
1150	Allotments Income	2,200	2,488	0	0	2,200	0	2,200	2,471	2,200	0	0
1160	Site Rental	2,500	6,367	0	0	6,500	0	6,500	4,139	6,000	0	0
	Total Income	4,800	10,580	0	0	8,800	0	8,800	8,021	8,300	0	0
4000	Salaries	120,720	87,370	0	0	115,862	0	115,862	68,667	105,228	0	0
4005	Overtime	3,570	2,659	0	0	3,000	0	3,000	625	3,000	0	0
4015	ERS NIC&Pension	32,570	16,672	0	0	31,283	0	31,283	10,447	37,508	0	0
4030	Travel	650	352	0	0	600	0	600	106	600	0	0
4100	Utilities - Gas,elec & water	4,774	4,622	0	0	4,750	0	4,750	1,696	5,814	0	0
4120	Telephone	1,200	715	0	0	0	0	0	0	0	0	0
4240	Training	2,000	375	0	0	1,000	0	1,000	726	2,500	0	0
4401	Open spaces	10,000	10,437	0	0	9,500	0	9,500	9,866	12,000	0	0
4405	Asset Purchase	9,000	7,340	0	0	8,000	0	8,000	5,980	8,000	0	0
4411	Depot	9,500	10,931	0	0	9,400	0	9,400	7,370	9,800	0	0
4417	Fleet management	7,023	8,042	0	0	7,163	0	7,163	4,161	7,306	0	0
4441	High street	2,500	1,593	0	0	3,000	0	3,000	537	4,500	0	0
4451	Tree Management	11,050	11,050	0	0	8,000	0	8,000	6,242	12,240	0	0
4460	Protective Clothing	1,300	738	0	0	1,600	0	1,600	653	1,500	0	0
4490	Miscellaneous Expenditure	500	0	0	0	500	0	500	0	500	0	0
4492	Security	5,500	8,850	0	0	8,500	0	8,500	3,454	6,500	0	0
	Overhead Expenditure	221,857	171,744	0	0	212,158	0	212,158	120,530	216,996	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: Full Council meeting 25th January 2021

Agreed x (b) 1

	<u>2019/20</u>		Brought Forward	Net Virement	<u>2020/21</u>			<u>2021/22</u>			
	Budget	Actual			Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(217,057)</u>	<u>(161,164)</u>			<u>(203,358)</u>		<u>(203,358)</u>	<u>(112,508)</u>		<u>(208,696)</u>	

Annual Budget - By Centre (Actual YTD Month 9)

Note: Full Council meeting 25th January 2021

Approved (C1)

	2019/20		Brought Forward	Net Virement	2020/21			Actual YTD	2021/22		
	Budget	Actual			Agreed	EMR	Total		Agreed	EMR	Carried Forward
301 Community Development											
1020 Miscellaneous Income	500	0	0	0	500	0	500	0	0	0	0
1021 Winter Fair Income	1,000	1,874	0	0	1,000	0	1,000	0	1,000	0	0
1062 Grant R'ved- Limitless	0	1,569	0	0	0	0	0	0	0	0	0
1063 Grant R'ved - Winter Fair	0	3,500	0	0	0	0	0	0	0	0	0
1070 Grants R'ved - Other	0	0	0	0	0	0	0	6,978	0	0	0
1240 Newsletter Advertising Income	2,250	100	0	0	1,500	0	1,500	0	0	0	0
Total Income	3,750	7,044	0	0	3,000	0	3,000	6,978	1,500	0	0
4000 Salaries	21,786	19,269	0	0	36,810	0	36,810	27,773	40,728	0	0
4005 Overtime	500	423	0	-815	1,000	0	185	61	500	0	0
4015 ERS NIC&Pension	3,461	2,964	0	0	8,098	0	8,098	6,818	9,299	0	0
4030 Travel	150	191	0	0	360	0	360	0	360	0	0
4040 External Staffing	2,250	750	0	0	1,500	0	1,500	0	0	0	0
4226 Website Design & Maintenance	1,500	937	0	0	500	0	1,315	1,667	900	0	0
4405 Asset Purchase	3,950	0	0	0	4,000	0	4,000	2,250	5,000	0	0
4420 Christmas Lights	2,500	3,702	0	0	2,600	0	2,600	4,657	5,500	0	0
4433 Event - Summer	4,250	5,738	0	0	3,000	0	3,000	0	3,000	0	0
4434 Event - Winter Fair	4,000	5,475	0	0	4,000	0	4,000	283	4,000	0	0
4435 Event - varies	2,750	993	0	0	3,000	0	3,000	2,481	3,000	0	0
4438 Youth Council Expenditure	250	252	0	0	250	0	250	0	255	0	0
4470 Newsletter Delivery	1,500	1,043	0	0	1,000	0	1,000	750	1,020	0	0
4475 Newsletter Printing	8,500	7,921	0	0	8,000	0	8,000	4,186	8,670	0	0
4490 Miscellaneous Expenditure	500	0	0	0	500	0	500	0	500	0	0

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Appendix (d)

Aldenham Parish Council
Annual Budget - By Centre (Actual YTD Month 9)
Note: Full Council meeting 25th January 2021

	2019/20		2020/21					2021/22			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4519 Grants	3,500	3,404	0	0	13,500	0	13,500	4,632	13,500	0	0
Overhead Expenditure	61,347	53,062	0	0	88,118	0	88,118	55,558	96,232	0	0
Movement to/(from) Gen Reserve	(57,597)	(46,019)			(85,118)		(85,118)	(48,580)	(94,732)		

**Aldenham Parish Council
BUDGET 2021/22**

Appendix (e)

Precept calculation

Income	
Admin	£ 4,000
Parks & Open Spaces	£ 8,300
Comm Development	£ 1,500
Total	£ 13,800

Expenditure	
Admin	£ 378,424
Parks & Open Spaces	£ 216,996
Comm Development	£ 96,232
Total	£ 691,652

Net Precept requirement	£ 677,852	A)
Tax Base (Band D)	5236	C)
Divide Net Precept by Tax Base	£ 129.46	D)

B)			
£	686,612	-£ 8,760	-1.28%
Previous year	difference	percentage	
£	131.28	-£ 1.82	-1.39%

**Aldenham Parish Council
Budget Notes**

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1010	Compost Bags Income	101	Administration	
1025	Bank Interest Received	101	Administration	
1037	Footpath Maps Income	101	Administration	HBC is now allowing to purchase compost bags for supermarkets close brothers , CCLA , new investment with HBC plus active saver sales are very few
1080	Agency Sgs income - RCT	101	Administration	under new arrangements with RCT this not charged seperately from 2021/22
4000	Salaries	101	Administration	provision of 2.5% living cost increase
4100	Utilities - Gas,elec & water	101	Administration	contract for electricity & Gas from Oct 19 for 2 years.
4110	Insurance	101	Administration	increase for inflation plus now paying all of Radlett Centre buildings insurance
4120	Telephone	101	Administration	provision to purchase extra mobile phones due to staff working more hours from home
4135	Office Rental	101	Administration	from 2021/22 this will no longer be charged
4140	Professional Fees	101	Administration	To allow for RNP fees for referendum in May
4150	Audit & Accountancy	101	Administration	2% increase anticipated
4225	IT	101	Administration	prov for 1 new laptop -- windows 10 update and new IBAS contract
4240	Training	101	Administration	New training available from HR consultants
4250	Staff Recruitment	101	Administration	will debit salaries if there is any
4300	Agency Services	101	Administration	payroll plus HR Contract
4405	Asset Purchase	101	Administration	To include provision of buildings fund for future large replacemnet costs
4410	R&M Premises	101	Administration	From 2021/22 this is not charged
4415	RCT Cleaning & Maintenance	101	Administration	From 2021/22 this is no longer charged
4437	Neighbourhood Plan Expenditure	101	Administration	possible funding for referendum
4495	Compost Bags Costs	101	Administration	see note re compost bags sale
4497	Footpath Maps costs	101	Administration	not many big maps purchased now
4510	Subscriptions	101	Administration	NALC, SLCC CMS CDA etc
4530	Radlett Centre Trust Grant	101	Administration	From 2021/22 the Radlett Centre will be allocated a lump sum which will include all costs of running
4531	RCT life cycle grant	101	Administration	This transferred to asset purchase as a future cost as is the same with other committees
4600	Election Costs	101	Administration	As there will be by elections in May 2021 not budgeted for
4610	Contingency	101	Administration	per F&GP minutes in Jan 21
4612	Newberries Car Park Grant	101	Administration	no change

Aldenham Parish Council
Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1160	Site Rental	201	Open Spaces	
4000	Salaries	201	Open Spaces	includes all leases and EE Mast at Radlett Gardens
4005	Overtime	201	Open Spaces	reduction in staffing numbers and 2.75% increase for annual RPI
4015	ERS NIC&Pension	201	Open Spaces	To be finalised in January -- weekend working Mar -- Oct plus APC events
4030	Travel	201	Open Spaces	only one staff on LPGS now at 29% contribution plus ill health est NEST
4100	Utilities - Gas,elec & water	201	Open Spaces	Courses for OST & weekend working
4120	Telephone	201	Open Spaces	Based on previous year actual plus inflation
4240	Training	201	Open Spaces	central contract now under admin.
4401	Open spaces	201	Open Spaces	H&S Courses and First Aid
4411	Depot	201	Open Spaces	Increase as OST take on more maintenance that previously outsourced or neglected
4441	High street	201	Open Spaces	less replacement equipment required
4451	Tree Management	201	Open Spaces	to include plants to enhance area around Radlett Station
4492	Security	201	Open Spaces	Scrubbitts Wood to be surveyed 2021
				new rates for security and CCTV being monitored externally

Aldenham Parish Council
Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1240	Newsletter Advertising Income	301	Community Development	
4000	Salaries	301	Community Development	Per CD decision to not charge in 2021 to support business
4005	Overtime	301	Community Development	Includes cost of living rises 2.75.plus 1 incremental increase for CD Officer for weekend events but mainly taken as TOIL
4015	ERS NIC&Pension	301	Community Development	NEST pension plus NI
4030	Travel	301	Community Development	To courses and Community Engagement
4040	External Staffing	301	Community Development	recommendation to cancel the contract with contractor
4226	Webiste Design & Maintenance	301	Community Development	hosting, maintenance plus any widgets
4405	Asset Purchase	301	Community Development	To build up funds fro replacement Xmas lights and website updates
4420	Christmas Lights	301	Community Development	to include ongoing cost on installation and removal of xmas lights , annual column test , & xmas tree
4435	Event - varies	301	Community Development	for other events such as 100 years Rec Ground celebration etc
4438	Youth Council Expenditure	301	Community Development	only for meetings
4519	Grants	301	Community Development	to include agreed annual grants for Remembrance Day sound Annual Fireworks display and CAB