

ALDENHAM PARISH COUNCIL

Council Document

AGENDA item 8

To consider budget proposals from all committees for 2021/22 and make a recommendation to the Council for a total precept demand for 2021/22 to Hertsmere Borough Council

**Finance & General Purposes Committee Meeting
11th January 2021**

I attach the budgets, following discussions at all the committee meetings. (appendix a-d).

Appendix (e) is a summary of these requests. This shows a net budget requirement of £699,735 (shown as (A) on appendix e), an increase of £13,123 (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 more council tax properties in the parish.

So if you divide the budget required figure of £686,613 by the new tax base of 5230, the amount paid at Band 'D' level by the council tax payers of Aldenham Parish is £133.64 (shown as (D) on appendix e).

The 2020/21 this figure was £131.28 (shown as (E) on appendix e), this leads to an increase of £2.36 (shown as (F) on appendix e), a percentage increase of 1.8% (shown as (G) on appendix e), which is below the Government guidelines of 2%, but 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 cost savings of approximately £46,702

Members are asked to consider this budget, and agree the recommended precept requirement to Full Council.

Peter Evans

Parish Council Manager

Aldenhams Parish Council

Annual Budget - By Centre (Actual YTD Month 8)

Note: F&GP meeting 11th January 2021

Appendix (a)

	2019/20		2020/21				2021/22		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101 Administration									
1010 Compost Bags Income	1,800	2,206	1,800	630	700	0	500	0	0
1020 Miscellaneous Income	500	409	500	284	284	0	500	0	0
1025 Bank Interest Received	0	0	3,000	1,942	2,500	0	3,000	0	0
1035 Walks booklet Income	0	14	0	2	2	0	0	0	0
1037 Footpath Maps Income	0	90	0	18	18	0	0	0	0
1076 Precept	0	0	686,612	686,613	686,612	0	0	0	0
1080 Agency Scs Income - RCT	4,755	4,755	4,851	0	0	0	4,851	0	0
Total Income	7,055	7,473	696,763	689,489	690,116	0	8,851	0	0
4000 Salaries	118,429	118,463	101,898	68,540	102,662	0	105,228	0	0
4005 Overtime	600	485	600	81	81	0	500	0	0
4015 ERS NIC&Pension	41,450	41,490	35,664	23,484	35,930	0	37,508	0	0
4030 Travel	700	437	700	71	71	0	700	0	0
4100 Utilities - Gas,elec & water	10,000	8,055	11,000	1,844	3,000	0	10,000	0	0
4110 Insurance	11,203	8,572	11,539	11,676	9,271	0	11,500	0	0
4120 Telephone	1,768	1,109	1,200	729	1,200	0	1,500	0	0
4135 Office Rental	6,416	6,416	6,547	4,910	6,547	0	6,600	0	0
4140 Professional Fees	1,000	1,250	3,000	0	4,000	0	4,000	0	0
4150 Audit & Accountancy	2,500	2,765	2,600	-1,190	2,600	0	2,652	0	0
4200 Office Cost	4,192	3,742	5,224	2,430	5,224	0	5,224	0	0
4225 IT	6,000	10,797	13,000	10,974	15,000	0	16,000	0	0
4240 Training	1,500	1,970	2,000	1,189	2,000	0	2,000	0	0
4300 Agency Services	1,567	1,552	7,500	6,127	7,000	0	7,500	0	0

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Annual Budget - By Centre (Actual YTD Month 8)

Note: F&GP meeting 11th January 2021

	2019/20		2020/21				2021/22		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4400 Office Equipment	1,000	320	0	0	0	0	0	0	0
4405 Asset Purchase	1,000	2,642	1,000	1,300	0	0	1,500	0	0
4410 R&M Premises	6,000	5,762	9,000	2,713	9,000	0	6,000	0	0
4415 RCT Cleaning & Maintenance	10,500	10,978	10,916	2,891	10,916	0	11,134	0	0
4437 Neighbourhood Plan Expenditure	4,000	2,845	0	1,050	0	0	1,000	0	0
4490 Miscellaneous Expenditure	500	447	500	52	100	0	500	0	0
4495 Compost Bags Costs	1,800	1,899	1,800	0	200	0	500	0	0
4497 Footpath Maps costs	0	180	100	0	0	0	0	0	0
4510 Subscriptions	2,200	2,784	2,500	2,292	2,400	0	2,500	0	0
4530 Radlett Centre Trust Grant	0	0	120,000	80,000	120,000	0	120,000	0	0
4531 RCT life cycle grant	0	0	16,000	16,000	16,000	0	16,000	0	0
4600 Election Costs	0	0	2,000	0	0	0	5,000	0	0
4610 Contingency	0	0	17,450	0	0	0	20,000	0	0
4612 Newberries Car Park Grant	0	0	8,512	6,383	8,512	0	8,512	0	0
4613 Chairman's Allowance	0	0	1,600	0	0	0	1,600	0	0
Overhead Expenditure	234,325	234,960	393,850	243,546	361,714	0	405,158	0	0
Movement to/(from) Gen Reserve	(227,270)	(227,486)	302,913	445,943	328,402	(396,307)			

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Aldenhams Parish Council

Annual Budget - By Centre (Actual YTD Month 8)

Note: F&GP meeting 11th January 2021

Appendix (b)

	2019/20		2020/21				2021/22		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
201									
Open Spaces									
1020 Miscellaneous Income	100	725	100	1,411	50	0	100	0	0
1070 Grants R'ved - Other	0	1,000	0	0	0	0	0	0	0
1150 Allotments Income	2,200	2,488	2,200	2,471	2,600	0	2,200	0	0
1160 Site Rental	2,500	6,367	6,500	4,139	6,000	0	6,000	0	0
Total Income	4,800	10,580	8,800	8,021	8,650	0	8,300	0	0
4000 Salaries	120,720	87,370	115,862	61,150	90,306	0	105,228	0	0
4005 Overtime	3,570	2,659	3,000	520	1,000	0	3,000	0	0
4015 ERS NIC&Pension	32,570	16,672	31,283	9,291	24,383	0	37,508	0	0
4030 Travel	650	352	600	86	50	0	600	0	0
4100 Utilities - Gas,elec & water	4,774	4,622	4,750	1,696	2,000	0	5,814	0	0
4120 Telephone	1,200	715	0	0	0	0	0	0	0
4240 Training	2,000	375	1,000	726	500	0	2,500	0	0
4401 Open spaces	10,000	10,437	9,500	9,216	9,500	0	12,000	0	0
4405 Asset Purchase	9,000	7,340	8,000	5,980	4,320	0	8,000	0	0
4411 Depot	9,500	10,931	9,400	4,679	9,400	0	9,800	0	0
4417 Fleet management	7,023	8,042	7,163	3,934	6,500	0	7,306	0	0
4441 High street	2,500	1,593	3,000	132	3,000	0	4,500	0	0
4451 Tree Management	11,050	11,050	8,000	5,012	8,000	0	12,240	0	0
4460 Protective Clothing	1,300	738	1,600	653	1,000	0	1,500	0	0
4490 Miscellaneous Expenditure	500	0	500	0	0	0	500	0	0
4492 Security	5,500	8,850	8,500	3,284	4,500	0	6,500	0	0
Overhead Expenditure	221,857	171,744	212,158	106,359	164,459	0	216,996	0	0

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Aldenham Parish Council

Annual Budget - By Centre (Actual YTD Month 8)

Note: F&GP meeting 11th January 2021

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(217,057)</u>	<u>(161,164)</u>	<u>(203,358)</u>	<u>(98,337)</u>	<u>(155,809)</u>		<u>(208,696)</u>		

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Aldenham Parish Council

Annual Budget - By Centre (Actual YTD Month 8)

Note: F&GP meeting 11th January 2021

	2019/20		2020/21				2021/22		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
301 Community Development									
1020 Miscellaneous Income	500	0	500	0	0	0	500	0	0
1021 Winter Fair Income	1,000	1,874	1,000	0	0	0	1,000	0	0
1062 Grant R'ved- Limitless	0	1,569	0	0	0	0	0	0	0
1063 Grant R'ved - Winter Fair	0	3,500	0	0	0	0	0	0	0
1070 Grants R'ved - Other	0	0	0	6,978	1,560	0	0	0	0
1240 Newsletter Advertising Income	2,250	100	1,500	0	0	0	0	0	0
Total Income	3,750	7,044	3,000	6,978	1,560	0	1,500	0	0
4000 Salaries	21,786	19,269	36,810	24,687	37,086	0	40,728	0	0
4005 Overtime	500	423	185	0	50	0	500	0	0
4015 ERS NIC&Pension	3,461	2,964	8,098	6,087	8,158	0	9,299	0	0
4030 Travel	150	191	360	0	0	0	360	0	0
4040 External Staffing	2,250	750	1,500	0	750	0	0	0	0
4226 Website Design & Maintenance	1,500	937	1,315	1,667	1,518	0	900	0	0
4405 Asset Purchase	3,950	0	4,000	2,250	2,250	0	5,000	0	0
4420 Christmas Lights	2,500	3,702	2,600	4,657	2,600	0	5,500	0	0
4433 Event - Summer	4,250	5,738	3,000	0	0	0	3,000	0	0
4434 Event - Winter Fair	4,000	5,475	4,000	283	648	0	4,000	0	0
4435 Event - varies	2,750	993	3,000	2,481	400	0	3,000	0	0
4438 Youth Council Expenditure	250	252	250	0	0	0	255	0	0
4470 Newsletter Delivery	1,500	1,043	1,000	750	1,000	0	1,020	0	0
4475 Newsletter Printing	8,500	7,921	8,000	4,186	6,000	0	8,670	0	0
4490 Miscellaneous Expenditure	500	0	500	0	0	0	500	0	0

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Annual Budget - By Centre (Actual YTD Month 8)

Note: F&GP meeting 11th January 2021

	2019/20		2020/21				2021/22		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4519 Grants	3,500	3,404	13,500	4,632	4,500	0	13,500	0	0
Overhead Expenditure	61,347	53,062	88,118	51,680	64,960	0	96,232	0	0
Movement to/(from) Gen Reserve	(57,597)	(46,019)	(85,118)	(44,702)	(63,400)		(94,732)		

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Appendix (C)

Aldenham Parish Council

Annual Budget - By Centre (Actual YTD Month 8)

Note: F&GP meeting 11th January 2021

Appendix (8)

	2019/20		2020/21			2021/22			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
902 S106 /CIL Special Reserve									
1910 S106 income	0	27,105	0	0	0	0	0	0	0
1911 CIL income	0	160,671	0	97,978	0	0	0	0	0
1912 Deposit	0	0	0	3,900	0	0	0	0	0
Total Income	0	187,776	0	101,878	0	0	0	0	0
4910 S106 expenditures	0	10,000	0	0	0	0	0	0	0
4923 CIL expenditures	0	5,000	0	12,152	0	0	0	0	0
Overhead Expenditure	0	15,000	0	12,152	0	0	0	0	0
902 Net Income over Expenditure	0	172,776	0	89,726	0	0	0	0	0
6000 plus Transfer from EMR	0	0	0	12,152	0	0	0	0	0
Movement to/(from) Gen Reserve	0	172,776	0	101,878	0	0	0	0	0
Total Budget Income	690,091	893,576	708,563	806,366	700,326	0	18,651	0	0
Expenditure	690,089	693,739	694,126	483,522	591,133	0	718,386	0	0
Net Income over Expenditure	2	199,837	14,437	322,844	109,193	0	-699,735	0	0
plus Transfer from EMR	0	0	0	81,938	0	0	0	0	0
Movement to/(from) Gen Reserve	2	199,837	14,437	404,782	109,193	0	(699,735)	0	0

**Aldenham Parish Council
BUDGET 2021/22**

Appendix (e)

Precept calculation

Income	
Admin	£ 8,851
Parks & Open Spaces	£ 8,300
Comm Development	£ 1,500
Total	£ 18,651

Expenditure	
Admin	£ 405,158
Parks & Open Spaces	£ 216,996
Comm Development	£ 96,232
Total	£ 718,386

Net Precept requirement	£ 699,735	A)
Tax Base (Band D)	5236	C)
Divide Net Precept by Tax Base	£ 133.64	D)

B)		
£ 686,612	£ 13,123	1.91%
Previous year	difference	percentage
£ 131.28	£ 2.36	1.80%

Aldenharn Parish Council
Budget Notes

cyrenia x (P)

<u>Alc 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	HBC is now allowing to purchase compost bags for supermarkets close brothers , CCLA , new investment with HBC plus active saver sales are very few
1037	Footpath Maps Income	101	Administration	PE 2 hrs per week , no charges due to Covid 19
1080	Agency Scs Income - RCT	101	Administration	provision of 2.5% living cost increase
4000	Salaries	101	Administration	contract for electricity & Gas from Oct 19 for 2 years.
4100	Utilities - Gas,elec & water	101	Administration	increase for inflation
4110	Insurance	101	Administration	provision to purchase extra mobile phones due to staff working more hours from home
4120	Telephone	101	Administration	small increase anticipated
4135	Office Rental	101	Administration	To allow for RNP fees for referendum in May
4140	Professional Fees	101	Administration	2% increase anticipated
4150	Audit & Accountancy	101	Administration	prov for 1 new laptop -- windows 10 update and new IBAS contract
4225	IT	101	Administration	New training available from HR consultants
4240	Training	101	Administration	will debit salaries if there is any
4250	Staff Recruitment	101	Administration	payroll plus HR Contract
4300	Agency Services	101	Administration	RCT mainly
4405	Asset Purchase	101	Administration	RCT expenditure as agreed at common costs meeting between APC/RCT in Nov
4410	R&M Premises	101	Administration	9490 x 0.76% plus cleaning supplies etc plus allowance for Covid19 extra cleans £200
4415	RCT Cleaning & Maintenance	101	Administration	see note re compost bags sale
4495	Compost Bags Costs	101	Administration	not many big maps purchased now
4497	Footpath Maps costs	101	Administration	NALC, SLCC CMS CDA etc
4510	Subscriptions	101	Administration	As there will be by elections in May 2021 not budgeted for
4600	Election Costs	101	Administration	proposed increase to 20,000
4610	Contingency	101	Administration	no change
4612	Newberries Car Park Grant	101	Administration	
1160	Site Rental	201	Open Spaces	includes all leases and EE Mast at Radlett Gardens
4000	Salaries	201	Open Spaces	reduction in staffing numbers and 2.75% increase for annual RPI
4005	Overtime	201	Open Spaces	To be finalised in January -- weekend working Mar -- Oct plus APC events
4015	ERS NIC&Pension	201	Open Spaces	only one staff on LPGS now at 29% contribution plus ill health est NEST
4030	Travel	201	Open Spaces	Courses for OST & weekend working
4100	Utilities - Gas,elec & water	201	Open Spaces	Based on previous year actual plus inflation

Aldenhams Parish Council
Budget Notes

A. M. Jones (P)

A/c Code	Description	Centre	Description	Budget Notes
4120	Telephone	201	Open Spaces	central contract now under admin.
4240	Training	201	Open Spaces	H&S Courses and First Aid
4401	Open spaces	201	Open Spaces	Increase as OST take on more maintenance that previously outsourced or neglected less replacement equipment required
4411	Depot	201	Open Spaces	to include plants to enhance area around Radlett Station
4441	High street	201	Open Spaces	Scrubbitts Wood to be surveyed 2021
4451	Tree Management	201	Open Spaces	new rates for security and CCTV being monitored externally
4492	Security	201	Open Spaces	
1240	Newsletter Advertising Income	301	Community Development	Per CD decision to not charge in 2021 to support business
4000	Salaries	301	Community Development	Includes cost of living rises 2.75 plus 1 incremental increase for CD Officer
4005	Overtime	301	Community Development	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	Website Design & Maintenance	301	Community Development	hosting, maintenance plus any widgets
4405	Asset Purchase	301	Community Development	To build up funds for 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