

# PARTON PARISH COUNCIL BUDGET 2020-21

AGREED 08.01.20 AGENDA ITEM 8(b)

"DESCRIPTION

DESCRIPTION	BUDGET 2020-21	SUM & INFLATION	2020-21 GROSS	NOTES FOR COUNCIL
<b>STAFF SALARY</b>	<b>TOTAL STAFF SALARY</b>	1750.00	1750.00	Provision of the Clerk's salary assumes a decrease if CALC's advice is accepted. See report for 19th Dec meeting. There will be a national incremental salary increase in April 2020 and that is usually in line with inflation with the Government tending to use the CPI as the appropriate index. NOTE Nothing included for members costs
<b>EXPENSES</b>	<b>TOTAL EXPENSES (including travel)</b>	380.00	380.00	There may then be some travelling expenditure for the Clerk. The previous Clerk had been putting in approx £55 each month up until now . This includes expenses / postage / stationary / phone. This also included D day commemoration service at the War Memorial on June 6th 2019 expenses. Evidence of actual expenditure must always be submitted unlike previous years.
<b>INLAND REVENUE (HMRC)</b>	<b>Included in staff salary</b>			(EMPLOYEE TAX & NI - NO National Insurance as under £118 income per week)
<b>AUDITOR CONSULTANTS &amp; LEGAL</b>	INTERNAL AUDITOR	70.00		
	SUBSCRIPTIONS (CALC or other)	200.00		Members may wish to continue membership of CALC or seek other source of council advice
	SUBSCRIPTIONS (other)	10.00		The clerk stated in the May Parish AGM that the council was a corporate member at a cost of £10 per annum of Copeland Rail Users Group. (CRUG)
	SUBSCRIPTIONS SLCC	200.00		A provision for the Society of Local Council Clerks [SLCC] membership has been included to provide additional support to the Clerk.
	LEGAL COSTS			Community Asset Transfer Costs if Council agrees to accept lease at a peppercorn rent for the Football Field. There may be legal costs for dealing with the lease and registration of the title fee.
	GDPR / DPA REGISTRATION	40.00		Registration fees under the Data Protection Act 2018 -due August/Sept 2020
	<b>TOTAL AUDITOR, CONSULTANTS &amp; LEGAL</b>			520

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<b>OFFICE &amp; RENT</b>	TELEPHONE / POSTAGE / STATIONARY	100.00		A provision for stationery has been included to cover the costs of all stationery, consumables and printing charges. Provisions for Clerks / members costs are shown above in staff / members expenses section
	VILLAGE HALL RENT	462.00		This is the cost of 2019-20 and added on 10% incase of increase in charges. This years cost so far £840
	ST. BRIDGETS VILLAGE SCHOOL RENT	50.00		
	WEBSITE	50.00		OFFICIAL WEBSITE - renewal <a href="http://www.partonparishcouncil.com/">www.partonparishcouncil.com/</a> <a href="http://www.partonparishcouncil.gov/">www.partonparishcouncil.gov/</a> <a href="http://www.partonparishcouncil.org">www.partonparishcouncil.org</a>
	<b>TOTAL OFFICE &amp; RENTAL</b>		<b>662.00</b>	
<b>RECRUITMENT &amp; TRAINING</b>				
	STAFF TRAINING & DEVELOPMENT	400.00		Staff training due to a new clerk, possibly not CILCA qualified
	MEMBER TRAINING & DEVELOPMENT	200.00		INHOUSE MEMBER TRAINING - The cost for the provision of training has increased due to the need to upskill the new Councillors who have joined us over this past year or two when no training has been provided We are aiming for inhouse training.
	<b>TOTAL RECRUITMENT &amp; TRAINING</b>		<b>600.00</b>	
	NOTICE BOARD REPAIRS & RENEWAL	300.00		New Notice Board for the village
	GRASS CUTTING	300.00		Mike Dowling Contracting Ltd was paid for Grass Cutting in 2019-20. Estimated that this area is to be cut again - but this needs to be reviewed as to what area and ownership. Costs estimated the same for the next year until clarification.
	Football Field grass cutting			Playing field seems to be CBCs and which has some CBC equipment on it and some PPC equipment which needs some repair so a sum needs to be included for that (best guess really in the absence of any guide. CBC has been asked if it can undertake the work and at what cost

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<b>ASSET MANAGEMENT &amp; MAINTENANCE</b>	ALL OTHER VILLAGE ASSETS	500.00		Car Park, Land between dwellings and the permanent way, The Square Parton, War Memorial, Land on the Foreshore (Memorial Garden) benches, waste bins, picnic tables. This is a best guess as no survey has been undertaken to see what, if anything, needs to be undertaken.
	GROUNDS MAINTENANCE	1032.85		Settlement of the CBC account has now been authorised Dec 2019. However I could not find any minute authorising any contract with CBC for this work. The contract does not specify the areas that were cut by CBC . Request sent to CBC to see a list of the areas that have been cut to identify if Parish owned land. Until this matter is resolved the budget for this line must stay in.
	VILLAGE PLAY AREA MAINTENANCE / UPKEEP	2500.00		A provision is required for any works required in the parish to ensure assets meet health and safety requirements and are maintained for longevity. For example the recent survey of playground equipment that the parish is responsible for has revealed a need for certain works. It was recently identified and paid for a lot of improvements / checks / painting and repairs . This figure may or may not be required. However the Council cannot have nothing in the budget to meet Health and Safety obligations.
	INSPECTION OF PLAY EQUIPMENT	100.00		PLAY SAFETY LTD Company was paid in 2019-20. There is no specific legal responsibility to provide inspection and maintenance programmes but such procedures are recommended by the Health and Safety Executive, Insurers and RoSPA. Playground managers have a legal duty of care to children using the site - and at the same time need to meet the expectations of parents.
	WASTE BIN COLLECTION	180.00		This was paid to Copeland Borough Council in 2019-20 & estimated for the following year
	SHORELINE DEBRIS (WASTE COLLECTION)	100.00		There has been a recent problem with a smashed up boat on the foreshore which has caused some concern for several months. The Council only needs to look after its own part of the foreshore
	BUS SHELTER	1000.00		New Bus shelter for the top of the village. Look into the company Adshell which has provided shelters for other towns for free paid for by advertising. This may merit investigation
	BUS SHELTER REPAIRS	100.00		ESTIMATED based on previous years. There was a payment made to Alwel Glass £90 this was for the damaged bus shelter on Criffel Road
	PURCHASE OF NEW BENCHES & PURCHASE OF NEW BINS			This figure is based on £920 for two benches from a site on the Internet plus bins. There may be cheaper versions of benches just as robust. This needs close investigation next year
	WAYLEAVES	100.00		A right of way granted by a landowner, CBC, CCC or other

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	HARDWARE OFFICE ASSETS	950.00		LAPTOP £500 / PRINTER / SCANNER £100 / Dictaphone £40 / mouse £10 / hardrives & security system antivirus £100 / filing cabinet £100 / Software £100 / This will be a one off payment for this year. There may be some income from Moreby as the Council jointly bought the Clerk's Lap top in 2014. I don't know if the Clerk still has that. It may be possible to look into finance / renting these annually.
	PUBLICATIONS	110.00		CHARLES ARNOLD BAKER PUBLICATION, NALC has secured a 20% discount for member councils and so would be good to take advantage of this
	OTHER ENVIRONMENTAL IMPROVEMENTS	300.00		FLOWER BEDS / GARDENING / OTHER VILLAGE LANDSCPING / LENGTHSMAN WORK / PLANTERS FOR TOP OF VILLAGE
	<b>TOTAL ASSET MANAGEMENT &amp; MAINTENANCE</b>			<b>7572.85</b>
<b>INSURANCE</b>	COUNCIL INSURANCE	338.68		Public Liability and all other Council Insurance 10% added on for the following year. It was £307.89 in 2019-20 to BHIB Policy No LC000747
	LOWCA FOOTBRIDGE INSURANCE	148.00		It appears that the Council has paid half the insurance premium for Lowca Parish Council's insurance of the bridge.
	<b>TOTAL INSURANCE</b>			<b>486.68</b> This has been put in as was requested in 2019 however no motion to the effect
<b>ELECTIONS</b>	ELECTIONS 2020-21	280.00		Estimated £70 per seat - guestimate for 5 seats per year. General Election 2024 (2 May 2024) 11 seats and to take into consideration any bi-elections as the years go by. There have been 4 resignations already in 2019. Fortunately co-options have lessened the financial burden as have cost nothing but volunteer time. If the Parish can save up 4 x seats each year it wont be such a hit in 2024
	<b>TOTAL ELECTIONS / BI ELECTIONS</b>			<b>280.00</b>
<b>EVENTS</b>	VE DAY 2020	30.00		Refreshments for Veterans / residents in the Village Hall or other venue
	CIVIC HOSPITALITY	50.00		
	REMEMBERANCE SUNDAY - NOV' 2020 EVENT	100.00		Includes civic Hospitality (tea / coffee / hire of hall or other venue for Parton Veterans / residents)
	<b>TOTAL EVENTS</b>			<b>180.00</b>

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<b>COMMUNITY GRANTS &amp; DONATIONS</b>	s137 and other Grantts	1100.00		A Parish Council may only do what the law expressly says we can do. To do otherwise would be unlawful expenditure. There are times though when the Council may wish to do something for which it has no specific legal power. Provided that the particular project is not actually prohibited by law then the Council may use a power in s137 of the Local Government Act 1972. This is a kind of safety net recognising that the law may not have covered all that a parish may wish to do. However, there are limitations on the use of this provision. The money may only be used for the benefit of local residents and will bring a benefit to them commensurate with the money expended and we cannot spend more than a formula sum which is quite high and we will never meet that figure. However we need to include in our budget a specific sum under s137. It is suggested that figure be, say, £400 with the balance spent on grants that the law specifically covers
	<b>TOTAL COMMUNITY GRANTS / DONATIONS</b>		1100.00	
<b>LOANS</b>			0	(Public Works Loan Board) - Did the Council loan any money for the play area? Can't imagine that a small PC would have a loan from the PWLB to do anything unless they borrowed the £29000 odd for the play equipment?? I have not found evidence of any such loan
	<b>TOTAL LOANS</b>		0	
<b>GENERAL RESERVES</b>	<b>TOTAL GENERAL RESERVES</b>			Section 50 (2)(c) of the 1992 Local Government Finance Act obliges the Council to estimate the financial reserves which the authority estimates will be appropriate to raise in the year for meeting its estimated future expenditure when calculating the budget . I have not found any evidence that the Council has done so in past years and is an issue that needs to be addressed. I fear that due to the suggested level of precept just to stand still we will have to address that this next year. Please see the note in the email with this budget. The Council needs a procedures for the use of reserves and that will need to be the subject of a report to a later meeting. The general reserves for next year will be the estimated balance at this current year end. I have not included in this budget anything to top up the reserves.

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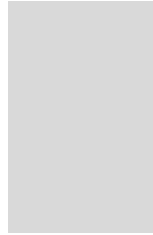
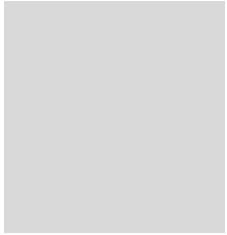
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<b>CONTINGENCY</b>				
<b>TOTAL CONTINGENCY</b>				
<b>TOTAL EXPENDITURE</b>			13531.53	
<b>CURRENT BALANCE (reserves carried forward) (YEAR END)</b>				
<b>PRECEPT</b>	Total Expenditure less income		13348.52	8240 was paid by CBC Creditors on 30th April 2019 for the 2019-20 precept
<b>GARAGES / PARKING INCOME</b>			183.01	£183.01 was paid in for income Rentals. These need actioned and chased up for the current year.
<b>FOOTBALL FIELD</b>				There may be income if the Council takes over the land and is able to, say, hire it to Football Club. I have left this blank as we have no certainty
<b>ALLOTMENT INCOME</b>			0	CBC own the allotments
<b>BANK INTEREST</b>			0	The bank statement says that credit interest is not paid. Debit interest is charged at 241.34%. Possibly look into moving bank accounts?
<b>COUNCIL TAX Support Scheme Grant</b>			0	Awaiting information from Copeland Borough Council and Cumbria County Council regarding any grants that the parish may be granted. CBC have stated that the Parish has not applied for any grants and so The Chair has requested what is available.
<b>WEBSITE ADVERTISING</b>				This is something we may wish to investigate Home page advertising £200 per year
<b>VAT REFUND</b>				The VAT refund was £597.33 27th August 2019 for the year - estimated the same +inflation for 2020-19
<b>TOTAL INCOME</b>			13531.529	

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