

Hoveton Parish Council Final Budget 2018-2019

(Revised April 2018)

Item of Expenditure #	Original Budgeted Expenditure	Revised Budgeted Expenditure	Notes
Clerk's Salary	£ 11,716.68	£ 11,716.68	Based on 20 hours per week at £12.98 per hour (after deductions).
LGPS (Employer and Employee Contributions)	£ 3,712.28	£ 3,712.28	Based on 20 hours per week at £12.98 per hour.
Clerk's Mileage and Other Expenses	£ -	£ -	
Postage/Telephone/Stationery	£ 300.00	£ 300.00	
Litter Picker's Salary	£ 3,954.60	£ 3,954.60	Based on 468 hours per year, at £8.45 per hour.
Tax and NIC (Employer and Employee Contributions)	£ 1,776.32	£ 1,776.32	Based on 20 hours per week at £12.98 per hour.
Insurance	£ 977.82	£ 977.82	Based on 2017-2018 expenditure (subject to inflation).
Audit/Legal Fees/Fees and Charges	£ 1,000.00	£ 2,250.00	Internal/External Audit, H&S Inspections, Payroll, Legal Fees, GDPR.
Subscriptions (NALC/SLCC/CAN, etc)	£ 535.20	£ 549.88	Based on estimated 2018-19 subscription rates.
Hire of Premises (Jubilee Room/HVH)	£ 200.00	£ 200.00	
Chairman's Expenses	£ -	£ -	
Councillor/Clerk Training	£ 500.00	£ 500.00	
Office Equipment	£ -	£ -	
Election Costs	£ -	£ -	
Events	£ -	£ 121.00	Granary Staithe Charities Open Day (music £100, TEN £21).
Website	£ -	£ 53.97	£30 (Norfolk ALC website charge), £23.97 (ongoing 1&1 costs).
Granary Staithe (Loan Repayments)	£ 8,808.54	£ 8,808.54	
Granary Staithe Capital Expenditure	£ -	£ -	
Granary Staithe Maintenance (excl Capital Works)	£ 1,000.00	£ 1,000.00	Including pest control, brown bin collection and garden expenses.
Street Lights (including Eon electricity supply)	£ 820.00	£ 1,000.00	Electricity (including 13.65% Eon price increase), street light repairs.
Village Seats	£ -	£ 500.00	Maintenance of village seats.
Dog and Litter Bins	£ 2,529.40	£ 2,529.40	Based on 2017-2018 expenditure (subject to inflation).
NNDC Landscaping	£ 2,100.00	£ 2,100.00	Based on 2016-2017 expenditure (subject to inflation).
Riverside and Pocket Park	£ 1,800.00	£ 1,800.00	Yearly maintenance (horticultural works), skip hire, tree work.
Delegated Services (Urban Grass Cutting)	£ 2,441.53	£ 3,246.85	
Special Projects	£ -	£ 2,300.00	Barrington Farm mural (£1,207.04), new ramp (£650), new signs.
Hoveton Village Hall LG(MP)A 1976 s19	£ 5,000.00	£ 5,000.00	
Village Playing Field Grass Cutting LG(MP)A 1976 s19	£ 1,127.00	£ 1,183.00	
Hoveton St. John P.C.C. Churchyard LGA 1972 s137	£ 350.00	£ 350.00	
Hoveton St. Peter P.C.C. Churchyard LGA 1972 s137	£ 350.00	£ 350.00	
Norfolk Citizens Advice Donation LGA 1972 s137	£ 500.00	£ 500.00	
British Legion Wreath Donation LGA 1972 s137	£ 60.00	£ 60.00	
Contingency	£ 3,000.00	£ 3,000.00	
Totals	£ 54,559.37	£ 59,840.34	

All figures are exclusive of VAT on the assumption that HPC can reclaim all VAT expenditure.

Cumulative Figures			
Detail	Amount		
Amount carried forward from Previous Year	£ 41,866.00	£ 46,462.26	
Precept to be received April 2018	£ 23,547.50	£ 23,547.50	
Precept to be received September 2018	£ 23,547.50	£ 23,547.50	
Grants Due	£ 2,903.00	£ 2,903.00	
Delegated Service Payments (May 2018)	£ 2,441.53	£ 3,246.85	
Interest / Other Income	£ 120.00	£ -	
Total Income and Reserves	£ 94,425.53	£ 99,707.11	
Less			
Budgeted Expenditure	£ 54,559.37	£ 59,840.34	
General Reserve	£ 20,000.00	£ 20,000.00	
Repairs and Renewals Fund	£ 19,866.00	£ 19,866.00	
Sub Total	£ 94,425.37	£ 99,706.34	
Unallocated Funds	£ 0.16	£ 0.77	

Total Precept = £47,095 (£2,680 or 6% increase)
Estimated Council Tax Charge = £58.30 (£2.75 increase)

Budget Virements 2018-2019

HPC Meeting 4th July 2018 (Item 8.1)

The Budget Monitoring Statement was considered. HPC AGREED and RESOLVED to make the following budget changes and virements:

- Miscellaneous Grants & Donations (LGA 1972 s137) – new budget heading with a budget of £300; budget virement from Special Projects (£200 unspent funds from Barrington Farm mural project) and from the Contingency Fund (£100).
- Work Clothing/Safety Equipment – new budget heading with a budget of £25 (to be reviewed as part of Litter Picker's appraisals); budget virement from Special Projects.
- Office Equipment – budget virement of £70 from Repairs & Renewals Fund.
- Hoveton Village Hall – budget virement of £1000 from Special Projects (unspent funds from Barrington Farm mural project).

HPC Meeting 8th October 2018 (Item 8.6)

To address an expected budget overspend, HPC AGREED and RESOLVED to make the following budget changes and virements:

- Virement of £1,800 from Contingency Fund to Clerk's Salary budget heading.
- Virement of £1,100 from Contingency Fund to LGPS budget heading.
- Virement of £200 from Councillor and Clerk Training budget heading to Litter Picker's Salary budget heading.
- Virements of £800 from Audit/Legal Fees/Fees and Charges budget heading, £350 from Riverside and Pocket Parks budget heading*, and £450 from Special Projects budget heading (£1,600 in total) to Tax and NIC budget heading.
- Virement of £300 from Norfolk Citizens Advice budget heading to Miscellaneous Grants & Donations budget heading.

* Virement of £350 from Riverside and Pocket Parks budget heading not completed as funds still needed in this budget heading for hire of extra skip for park clearance work.

Hoveton Parish Council Draft Budget 2018-2019

Item of Expenditure #	Budgeted Expenditure	Notes
Clerk's Salary	£ 11,716.68	Based on 20 hours per week at £12.98 per hour (after deductions).
LGPS (Employer and Employee Contributions)	£ 3,712.28	Based on 20 hours per week at £12.98 per hour.
Clerk's Mileage and Other Expenses	£ -	
Postage/Telephone/Stationery	£ 300.00	
Litter Picker's Salary	£ 3,954.60	Based on 468 hours per year, at £8.45 per hour.
Tax and NIC (Employer and Employee Contributions)	£ 1,776.32	Based on 20 hours per week at £12.98 per hour.
Insurance	£ 977.82	Based on 2017-18 expenditure (TBC April 2018).
Audit/Legal Fees/Fees and Charges	£ 1,000.00	Monthly Payroll, Internal/External Audit, Health & Safety Inspections.
Subscriptions (NALC/SLCC/CAN, etc)	£ 535.20	Based on 2017-18 expenditure (TBC April 2018).
Hire of Premises (Jubilee Room/HVH)	£ 200.00	
Chairman's Expenses	£ -	
Councillor/Clerk Training	£ 500.00	
Office Equipment	£ -	
Election Costs	£ -	
Events	£ -	
Website	£ -	
Granary Staithe (Loan Repayments)	£ 8,808.54	
Granary Staithe Capital Expenditure	£ -	
Granary Staithe Maintenance (excl Capital Works)	£ 1,000.00	Quarterly Pest Control, Brown Bin Collection, Garden Expenses.
Street Lights (including Eon electricity supply)	£ 820.00	Based on 2017-18 expenditure (electricity & street light repairs).
Village Seats	£ -	
Dog and Litter Bins	£ 2,529.40	Based on 2017-18 expenditure (TBC April 2018).
NNDC Landscaping	£ 2,100.00	Based on 2016-17 expenditure (TBC April 2018).
Riverside and Pocket Park	£ 1,800.00	Yearly maintenance (horticultural works).
Delegated Services (Urban Grass Cutting)	£ 2,441.53	Urban Grass Cutting 2018 (delegated by NCC, TBC April 2018).
Special Projects	£ -	
Hoveton Village Hall LG(MP)A 1976 s19	£ 5,000.00	
Village Playing Field Grass Cutting LG(MP)A 1976 s19	£ 1,127.00	Based on 2017-18 expenditure (TBC April 2018).
Hoveton St. John P.C.C. Churchyard LGA 1972 s137	£ 350.00	
Hoveton St. Peter P.C.C. Churchyard LGA 1972 s137	£ 350.00	
Norfolk Citizens Advice Donation LGA 1972 s137	£ 500.00	
British Legion Wreath Donation LGA 1972 s137	£ 60.00	
Contingency	£ 3,000.00	
Totals	£ 54,559.37	

All figures are exclusive of VAT on the assumption that HPC can reclaim all VAT expenditure.

Cumulative Figures		
Detail	Amount	
Amount carried forward from Previous Year	£ 41,866.00	
Precept to be received April 2018	£ 23,547.50	Total Precept = £47,095 (£2,680 or 6% increase)
Precept to be received September 2018	£ 23,547.50	Estimated Council Tax Charge = £58.30 (£2.75 increase)
Grants Due	£ 2,903.00	
Delegated Service Payments (May 2018)	£ 2,441.53	
Interest / Other Income	£ 120.00	
Total Income and Reserves	£ 94,425.53	
Less		
Budgeted Expenditure	£ 54,559.37	
General Reserve	£ 20,000.00	
Repairs and Renewals Fund	£ 19,866.00	
Sub Total	£ 94,425.37	
Unallocated Funds	£ 0.16	