



Newbold Verdon
PARISH COUNCIL

Budget Report
2021-2022

1.0 Purpose

Newbold Verdon Parish Council sets and approves a budget annually for the next financial year (2021/2022) and submits a precept request to Hinckley and Bosworth Borough Council every January.

In accordance with section 25 of Local Government Act 2003 and the Accounts and Audit Regulations 2015, this report sets out Council's expenditure plans and anticipated income for the new financial year, along with a breakdown of reserves, to show the adequacy of Council's funds to meet the financial requirements of the next financial year.

The budget and precept proposals were reviewed at a closed council meeting held on 30th November 2020 and approved by full Council at its ordinary meeting held on 4th January 2021, under minute references 20/973 and 20/974.

2.0 Payments

Payments are expected to total £141,607 for next year, which represents a -25% (£47,041) decrease vs Current Year Forecast. The decrease is largely driven by costs associated with the Dragon Lane Recreational Ground improvements during the current year.

Current year forecast assumes that the major spend on Phase 1 of the Dragon Lane Recreational Ground improvements will be completed this financial year. However, next year's Budget includes provision for Phase 2 of the Dragon Lane Improvement Project, resurfacing of the All Weather Pitch and repairs to the sports pavilion.

3.0 Receipts

Receipts (excluding Precept) are expected to total £56,731 for next year, which represents a -61% (-£90,100) reduction vs current year. This is due to the amount of receipts received in the current year in the form of grant funding and VAT refunds associated with the Dragon Lane Recreational Ground improvements.

4.0 Precept

The funding requirement for 2021/22 is therefore calculated (forecast payments) £141,607 – (forecast receipts) £56,731 = £84,876. This is the amount required to cover the estimated budgeted costs, of providing Newbold Verdon Parish Council's services after deducting expected income for the year.

The approved 2021-22 precept of £84,876, has resulted in a +6% (£4,876) increase vs the current year (2020/21).

5.0 Tax Base

Newbold Verdon's Parish Council Tax Base is based on a statutory calculation of the number of chargeable households in the parish and is used to calculate the Council Tax for the year. Hinckley and Bosworth Borough Council confirmed that the 2021-22 Council Tax Base for Band D equivalent properties is 1,046. The 2021-22 Precept of £84,876 is divided by the Tax Base of 1,046 Band D Equivalent houses within the parish, and results in a Council Tax figure of £81.14 for 2021-22. This equates to an increase of +£5.49 per household on last year's figure of £75.65.

6.0 Budget

The budget is set in accordance with statutory requirements as set out in sections 39 to 51 of the Local Government Finance Act 1992 and the Accounting and Audit Regulations 2015, having considered spending pressures, inflation and unavoidable growth. As well as being developed in accordance with key principles of prudence and transparency, ensuring the levels of balances, reserves and contingencies within the budget are adequate, and making cost savings in areas of the budget which have been previously under-utilised.

The budget estimates the resources required to fund the services Newbold Verdon Parish Council provides, its strategic aims and objectives and to also meet community and local taxpayer needs and is included within this report.

Council ensures that each budget guarantees the preservation of existing service levels as cost effectively as possible, whilst keeping the required increase in Council Tax to a minimum. It is also reviewed regularly to ensure it continues to meet the needs of Council and its services.

The financial year runs from 01 April to 31 March with the proposed budget being prepared in the autumn and set and approved in the December/January, in advance of the new financial year.

7.0 Balance and Reserves

The 2021-22 Budget includes contingency provisions to provide protection against any unforeseen revenue commitments and a shortfall in anticipated income. The current levels of balances and reserves should provide adequate resources to protect against any unforeseen spending pressures, possible future funding cuts and to support the future year's spending and capital investment requirements. It is recommended that the balance and reserves remain unchanged as follows:

- Maintain a general fund balance of 3-12 months of the Budget to protect the council against unforeseen budget pressures and possible funding cuts.
- Set aside sufficient sums in earmarked reserves to support future projects and meet other specific commitments.

Current Year Forecast would see Budget Reserves of £128,203 at year end (31st March 2021).

The current year Budget Reserves of £128,203, is an increase of +56% (£82,038) on last year's reserves. This is due to increased receipts in the form of grants received, ring-fenced and earmarked for current and future projects.

This level of Reserves minus the Earmarked Reserves (£69,435), equates to £58,768 of General Reserves and 8 months' worth of operating costs.

The recommended level of General Reserves is between 3 to 12 months, so 8 months should provide robust levels, during the current uncertain operating environment and any future unforeseen circumstances.

8.0 Budget Consultation

The budget proposal is published via a meeting agenda and minutes and the budget report is then made available for download free of charge, from the Parish Council website each January.

Newbold Verdon Parish Council - Budget 2021-22

A Section 137/General Power of Competence

		<u>Actual</u> Last Year	<u>Budget</u> Current Yr.	<u>Act to</u> Oct 2020	<u>F/cast</u> Mar 2021	<u>Out-turn</u> Current Yr.	<u>Budget</u> Next Year
A001	Section 137/General Power of Competence	50	0	0	25	25	1000
TOTAL		50	0	17	19	25	1000

B GRANTS & DONATIONS

		<u>Actual</u> Last Year	<u>Budget</u> Current Yr.	<u>Act to</u> Oct 2020	<u>F/cast</u> Mar 2021	<u>Out-turn</u> Current Yr.	<u>Budget</u> Next Year
B001	General Grant Fund	0	0	50	0	50	250
B002	Community First Responders	0	0	0	0	0	150
TOTAL		0	0	50	0	50	400

C SALARY & EXPENSES

		<u>Actual</u> Last Year	<u>Budget</u> Current Yr.	<u>Act to</u> Oct 2020	<u>F/cast</u> Mar 2021	<u>Out-turn</u> Current Yr.	<u>Budget</u> Next Year
C001	Clerks Salary	29346	32000	15179	10888	26067	26900
C002	Cleaner Salary			4623	3302	7925	8163
C003	Caretaker Salary	0	0	0	492	492	1520
C004	Expenses (all staff)	150	0	131	72	203	300
C005	Pension (Clerk)	1257	0	0	0	0	1000
C006	Payroll Services	475	0	160	160	320	400
TOTAL		29496	32000	3963	14914	34687	38283

D GENERAL, ADMIN & INSURANCE

		<u>Actual</u> Last Year	<u>Budget</u> Current Yr.	<u>Act to</u> Oct 2020	<u>F/cast</u> Mar 2021	<u>Out-turn</u> Current Yr.	<u>Budget</u> Next Year
D001	Training	822	800	1067	40	1107	1000
D002	PC Insurance	3638	3710	2805	0	2805	3500
D003	Stationery & Postage (inc. consumables)	450	400	285	100	385	400
D004	Printing/Promotional costs (leafets)	0	0	24	0	24	50
D005	Website & IT (inc.printer hire & domains)	2570.6	50	1680	140	1820	1500
D006	Chairman's Insignia	0	20	0	0	0	80
D007	Election Costs	0	2400	0		0	2400
TOTAL		7480.6	7380	1915	280	6141	8930

E DRAGON LANE RECREATIONAL GROUND

		<u>Actual</u> Last Year	<u>Budget</u> Current Yr.	<u>Act to</u> Oct 2020	<u>F/cast</u> Mar 2021	<u>Out-turn</u> Current Yr.	<u>Budget</u> Next Year
E001	Annual Inspection Fees	250	300	125	300	425	250
E002	CCTV Fees (annual HBBC fee)	0	0	0	0	0	700
E003	Repairs and maintenance	0	1000	604	0	604	1200
E004	Greens/Tree maintenance	300	400	0	0	0	5000
E005	Additional Equipment (Gym equip.)	0	0	0	0	0	1000
E006	Lighting Costs (unmetered supply)	0	0	0	0	0	1000
E007	Electricity Feed Connection (substation)	0	0	0	0	0	10000
E008	CCTV Installation & connection	0	0	0	8865	8865	2000
E009	Friendly Bench Maintenance	0	0	0	403	403	450
TOTAL		550	1700	729	9568	1029	21600

F	HERITAGE WALK PLAY AREA					
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		<u>Actual</u> Last Year	<u>Budget</u> Current Yr.	<u>Act to</u> Oct 2020	<u>F/cast</u> Mar 2021	<u>Out-turn</u> Current Yr.	<u>Budget</u> Next Year
F001	Annual Play Inspection	0	0	125	0	125	150
F002	Repairs and Maintenance	0	0	0	0	0	1000
F003	Additional Equipment/Gates	0	0	0	0	0	1000
	TOTAL	0	0	327	0	125	2150

G	CEMETERY					
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		<u>Actual</u> Last Year	<u>Budget</u> Current Yr.	<u>Act to</u> Oct 2020	<u>F/cast</u> Mar 2021	<u>Out-turn</u> Current Yr.	<u>Budget</u> Next Year
G001	Repairs and Maintenance	1939	300	10651	250	10901	1000
G002	Hedge and Tree Surgery	0	0	0	500	500	4000
G003	Memorial Garden Rebuild	0	0	0	0	0	0
G004	Church Wall Maintenance/Repairs	0	0	0	0	0	1000
G005	Benches (repair/maintenance)	0	0	274	0	274	300
G006	Rates	77	80	0	80	80	80
G007	Water	76	80	110	0	110	120
	TOTAL	1939	460	327	830	11675	6500

H	GREENS & MAINTENANCE					
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		<u>Actual</u> Last Year	<u>Budget</u> Current Yr.	<u>Act to</u> Oct 2020	<u>F/cast</u> Mar 2021	<u>Out-turn</u> Current Yr.	<u>Budget</u> Next Year
H001	Grass Cutting & Hedge Cutting (all sites)	20157	10000	9803	0	9803	12000
H002	Ditch Maintenance	325	400	0	300	300	400
H003	Tree Surgery and Tree Planting	0	0	60	374	434	5000
H004	General Maintenance and Repairs	150	150	858	0	858	2000
H005	Sports Field Slitting	0	0	1039	0	1039	564
H006	Bench Purchase and Maintenance	0	0	1445	0	1445	600
H007	Weed Control	150	150	190	0	190	380
H008	Pest Control - Moles	0	0	0	0	0	120
H009	Dog/Litter Bin - collections/new bins	1458	0	1282	404	1686	1750
H010	Flower Boxes (NV Garden Club)	684	0	665	0	665	670
H011	Mallory Close Vegetation Maintenance	150	0	0	0	0	500
H012	War Memorial Maintenance/Planting	0	100	0	0	100	500
	TOTAL	23074	10800	15342	1078	16420	24484

I	ALANS WAYS					
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		<u>Actual</u> Last Year	<u>Budget</u> Current Yr.	<u>Act to</u> Oct 2020	<u>F/cast</u> Mar 2021	<u>Out-turn</u> Current Yr.	<u>Budget</u> Next Year
I001	Electricity Costs	2735	3000	1587	764	2351	3000
I002	Water	2200	3000	1545	560	2105	2500
I003	Rates (HBBC)	200	200	0	200	200	200
I004	Pavilion Maintenance and Repairs	1000	1500	1156	787	1943	2000
I005	Storage Room Fire Proofing	0	0	0	0	0	8000
I006	Cleaning/PPE Supplies	340	350	233	0	233	350
I007	Fire Extinguisher Rental/Service	357	360	359	0	359	360
I008	BT - Telephone, Broadband and Mobile	908	1000	559	350	909	1000
I009	Mobile Phone Caretaker	0	0	0	0	0	0
I010	CCTV (Extra Cameras)	0	0	1300	0	1300	500
I011	Waste Bin Collection Fees	2350	2350	1700	515	2215	2285
I012	Risk Assessments	0	0	174	0	174	0
I013	PAT Testing	0	0	40	0	40	40
I014	All Weather Pitch Lighting	0	0	2100	0	2100	500
I015	Sports Field/All Weather Maintenance	0	0	225	0	225	2000
	TOTAL	10090	11760	10978	3176	11829	22735

J FEES & SUBSCRIPTIONS

		<u>Actual</u> Last Year	<u>Budget</u> Current Yr.	<u>Act to</u> Oct 2020	<u>F/cast</u> Mar 2021	<u>Out-turn</u> Current Yr.	<u>Budget</u> Next Year
J001	PWLB - Pavilion Loan	8188	9000	4094	4094	8188	9000
J002	Speed Display Signs	0	0	0	0	0	300
J003	LRALC - membership	744	800	0	745	745	800
J004	Internal Audit	484	500	493	0	493	500
J005	Ext Audit - PKF Littlejohn	480	480	480	0	480	480
J006	LRPC and RCC Annual Memberships	90	90	90	0	90	90
J007	Parish Online Annual Membership (burials)	80	80	0	80	80	100
J008	Legal Fees	690	700	0	1000	1000	500
J009	Hallmaster Booking Tool Annual Fee	0	0	137	0	137	140
J010	EDGE Software - Annual Fee & Year End Fee	364	0	482	215	697	500
J011	Data Protection Officer Fee	0	10	10	0	10	10
J012	ICO Registration	35	40	0	40	40	40
TOTAL		2967	2700	1692	2080	3772	12460

K SPECIAL PROJECTS

		<u>Actual</u> Last Year	<u>Budget</u> Current Yr.	<u>Act to</u> Oct 2020	<u>F/cast</u> Mar 2021	<u>Out-turn</u> Current Yr.	<u>Budget</u> Next Year
K001	Defibrillator parts/repairs (pavilion & church)	59	0	1151	350	1501	1000
K002	Christmas Tree and event costs	504	500	0	280	280	3000
K003	Community Events Fund	0	0	0	0	0	1000
K004	Emergency/Contingency Fund	0	5000	0	0	0	5000
K005	Noticeboards	5256	1000	35	0	35	1500
K006	Signage	0	0	478	100	578	200
K007	Annual Parish Meeting	0	0	0	0	0	50
K008	BT Kiosk Maintenance	0	0	0	105	105	50
K009	Bus Shelter Maintenance	0	100	0	0	0	100
K010	Neighbourhood Plan	0	0	1953	0	1953	1000
TOTAL		5819	6600	3617	835	4452	12900

<u>PAYMENTS BUDGET</u>					
Item	Actual	Budget	Out-turn	Budget	
	LY	CY	CY	2021-22	
A	S137/General Power of Competence	50	0	25	1,000
B	Grants	0	0	50	400
C	Salary & Expenses	29,496	32,000	34,687	38,283
D	General, Admin & Insurance	7,481	7,380	6,141	8,930
E	Dragon Lane Recreational Ground	550	1,700	1,029	21,600
F	Heritage Walk Play Area	0	0	125	2,150
G	Cemetery	1,939	460	11,675	6,500
H	Greens & Maintenance	23,074	10,800	16,420	24,484
I	Alans Way Sports Ground and Pavilion	10,090	11,760	11,829	12,900
J	Fees and Subscriptions	2,967	2,700	3,772	12,460
K	Special Projects	5,819	6,600	4,452	12,900
TOTAL Precept Items		72,680	64,100	81,981	141,607

RECEIPTS BUDGET

	Actual	Budget	Out-turn	Budget
	LY	CY	CY	2021-22
Bank Interest	0	0	120	120
Grants & Donations	0	0	10,000	10,000
Burials & Memorials	0	0	3,775	5,000
Alans Way Income	0	0	4,520	13,000
CIL/S106 Money	0	0	1,251	2,000
Miscellaneous	0	0	46	2,400
VAT Refund	0	0	20,739	24,211
TOTAL Receipts				56,731
PRECEPT 2021/22	73,640	0	80,000	84,876
TOTAL	73,640	0	120,451	141,607

Precept History

Year	Precept	Change	% Change
2019/2020	73340	-	-
2020/2021	80000	6660	8.33%
2021/2022	84876	4876	5.74%

Year	No. Houses	Cost per Household	Difference	% Difference
2019/20	1055.4	£ 69.49	£ —	0.00%
2020/21	1057.5	£ 75.65	£ 6.16	8.14%
2021/22	1046.0	£ 81.14	£ 5.49	6.77%