



Parish Council Budget 2024/25

Summary of Current Position and Proposals for Coming Year

Elizabeth Martin: Parish Clerk / RFO



Parish Council Budgets

- A Parish Council needs to account for all its funds either as part of an Operations Budget or as part of its Reserves (or Earmarks).
- It cannot carry over money that is “unallocated” – it needs to account for the reason the money is held, or it may need to return it to the taxpayer.
- The Council should have a Contingency Reserve for unforeseen events and expenses. The goal would be typically 30-50% of the Operations Budget.
- Earmarks or Reserves are planned expenses that stretch passed the forthcoming year (multi-year or future projects).
- Earmarks are not binding, only intentions: They can be changed by Council if circumstances change
- The Operational Budget is the plan for general operations of the Council for the forthcoming year. Again, if things change the budget line items can be amended if circumstances change.
- Changes to Earmarks and Budget lines should be approved at a meeting by a vote



Alton Parish Council

Operations Budget 2023/24

		22/23 Budget	23/24 Budget
STAFF	Staffing	£2,800	£2,800
ADMIN	Administration	£50	£50
VILLAGE HALL RENT	Village Hall Rent	£120	£120
LEGAL	Legal	£0	£0
PAYROLL	Pay Services	£150	£200
SUBS	Subscriptions	£150	£180
INSURANCE	Insurance	£500	£500
TRAINING	Training	£300	£300
PARISH PLAN		£0	£0
AUDIT	Audit	£200	£200
WEBSITE		£100	£200
SPEED INDICATOR	w/Manningford PC	£300	£300
GROUND	Grounds Maintenance	£800	£800
	Trees	£0	£0
REP & M'NT	Other Repairs and Maintenance	£300	£300
	Playground Inspections	£80	£100
GRANTS [S.137]	Other Grants	£0	£0
		£5,850	£6,050



Reserves Budget 2023/24

	Opening Balance
Special Projects Reserve	£6,805
Playground Improvements	£1,000
Legal	£500
Springs Fund	£1,613
Election Expenses	£500
Defibrillator	*** £2,000
Training	£500
Contingency Fund (% of Op Budget)	(44%) → £2,955
	£15,373

Forecasted Budget Outcome 2023/24

Alton Budget Spend to December 31st with Forecast

		23/24	Spent	Forecast	Expected	Expected
		Budget	to 30/12	Spend	Total Spend	Unspent
OPERATIONS						
STAFF	Staffing	£2,800	£1,545.73	£1,720	£3,266	(£466)
ADMIN	Administration	£50	£0.00	£0	£0	£50
VILLAGE HALL						
RENT	Village Hall Rent	£120	£0.00	£0	£0	£120
LEGAL	Legal	£0	£0.00	£0	£0	£0
PAYROLL	Pay Services	£200	£113.36	£43	£156	£44
SUBS	Subscriptions	£180	£119.57	£72	£192	(£12)
INSURANCE	Insurance	£500	£474.41	£0	£474	£26
TRAINING	Training	£300	£0.00	£0	£0	£300
PARISH PLAN		£0	£0.00	£0	£0	£0
AUDIT	Audit	£200	£0.00	£0	£0	£200
WEBSITE		£200	£39.96	£280	£320	(£120)
SID	Speed Indicator Co-Pay	£300	£300.00	£0	£300	£0
GROUNDS	Grounds Maintenance	£800	£900.00	£0	£900	(£100)
	Trees	£0	£0.00	£0	£0	£0
REP & M'NT	Other Repairs and Maintenance	£300	£0.00	£300	£300	£0
	Playground Inspections	£100	£0.00	£100	£100	£0
GRANTS [S.137]	Other Grants	£0	£0.00	£0	£0	£0
	Coronation	£0	£0.00	£0	£0	£0
		<u>£6,050</u>	<u>£3,493</u>	<u>£2,514</u>	<u>£6,008</u>	<u>£42</u>



Proposed Operations Budget 2024/25

OPERATIONS		23/24	24/25	
		Budget	Budget	
STAFF	Staffing	£2,800	£3,150	Covers Full Year Salary
ADMIN	Administration	£50	£50	Should Council Pay Rent for the Hall?
VILLAGE HALL				
RENT	Village Hall Rent	£120	£120	
LEGAL	Legal	£0	£0	
PAYROLL	Pay Services	£200	£175	
SUBS	Subscriptions	£180	£180	Internal Audit Costs
INSURANCE	Insurance	£500	£500	
TRAINING	Training	£300	£300	
PARISH PLAN		£0	£0	Increasing to cover commitment
AUDIT	Audit	£200	£200	
WEBSITE		£200	£370	
SID	Speed Indicator Co-Pay	£300	£300	Increasing to cover expected quotes
GROUNDS	Grounds Maintenance	£800	£1,000	
	Trees	£0	£0	
REP & M'NT	Other Repairs and Maintenance	£300	£300	To Cover General Repairs In The Village
	Playground Inspections	£100	£100	
GRANTS [S.137]	Other Grants	£0	£0	
	Coronation	£0	£0	
		£6,050	£6,745	



Proposed Reserves Budget 2024/25

	23/24 Budget	Expected Unspent		Proposed Change	24/25 Budget
Springs Fund	£1,613	£1,213	£847 Added by Fundraising	£0	£2,060
Defibrillator	£2,000	£2,000		£500	£2,500
Training	£0	£0		£0	£0
Election Expenses	£500	£500		£500	£1,000
Trees	£0	£0		£0	£0
Contingency	£2,955	£2,955		£0	£2,955
Legal	£500	£500		£0	£500
Playground Improvements	£1,000	£1,000		£1,000	£2,000
Special Projects Fund	£6,805	£6,805	To cover repairs and maintenance for playground	£0	£6,805
Unallocated Funds	£0	£1,700	re-calculated unused and unallocated money held	£0	£1,700
	£15,373	£16,673		£2,000	£19,520

VH Defib needs replacing in 3yrs

Council will need to Contribute Costs for Next Election

Planning for Future Improvements and Repairs

Potential Planned Projects by the Council

Council should consider allocating some of the Special Projects Fund to Flood Prevention



Summary

- Forecast Spend Of £6,008 of the £6,050 23/24 Budget
 - £42 to be carried forward
- Allocation of £1,700 Unallocated Funds held in Reserves to cover:
 - Defibrillator Earmark should increase by at least £500 per year to cover future anticipated expense
 - Election Expenses to increase by £500 to meet potential future need
 - £700 (of £1,000) to cover future Playground Maintenance / Improvements
- Proposed Budget is £6,745 + Additional £300 for Playground Reserve = £7,045 needed for 24/25
 - Funded by £6,373 Precept, £230 Wayleave, £42 carried forward from 2023/24 and anticipated bank interest of £400



Precept Proposals

- **Proposal A:**
 - Increase Precept to £6,373
 - Increase of £8.48 per year (Band D), 17%.
- **Proposal B:**
 - 0% Increase (reducing Precept to £5,427) leaving a deficit to the budget of £945 (to be funded by reducing the Special Projects Earmark (from £6,805 to £5,860))
- **Proposal C:**
 - A between 0% and 17% Increase and meeting the deficit to the budget by reducing the Special Projects Earmark.



Historical Precept Requests

Year	Tax Base	Grant	Precept	Total
2013/14	103.44	£228.78	£2,021.22	£2,250.00
2014/15	103.53	£148.71	£2,251.29	£2,400.00
2015/16	107.77	£108.56	£3,891.44	£4,000.00
2016/17	113.81	£19.54	£4,980.46	£5,000.00
2017/18	111.05	—	£5,000.00	£5,000.00
2018/19	110.62	—	£5,000.00	£5,000.00
2019/20	111.67	—	£5,000.00	£5,000.00
2020/21	112.52	—	£5,000.00	£5,000.00
2021/22	112.99	—	£5,500.00	£5,500.00
2022/23	113.81	—	£5,540.00	£5,540.00
2023/24	112.35	—	£5,469.20	£5,469.20
2024/25	111.49	—	—	£0.00

The Precept has seen only one increase since 2016 (10% in 2021)

£5,000 in 2016 is worth £6,500 in 2024 based on the rate of inflation

It is recommended that the Precept increase to cover the anticipated budget otherwise a large, uneconomical increase will be required in future years

Summary & Recommendation

- Operational Budget of £6,745 should cover all year-to-year expenses for the Council
- Council expects income of £230 from Rectory Close Wayleave and approx. £400 of bank interest.
- Council should consider the proposed budget for 24/25 and, if agreed, should consider a precept request of £6,373
 - NOTE: The Tax Base has decreased from last year. Therefore, the Council will get slightly less money from “no change”

Local Parish	Tax Base 22/23	Precept 22/23	22/23 Precept Band D
Kennett	404	£25,000	£61.91
Alton	112	£5,469.20	£48.68
East Kennett	57	£0	£0
Wilcot & Huish	278	£9,660	£34.75
Woodborough	151	£9,500	£62.81
Stanton St Bernard	84	£3,885	£46.01
Average			£42.36

Would become
£57.16