

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 7 DECEMBER 2017

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Correspondence sent since 2 November 2017

- 1) Tender requests for grass cutting to West Oxfordshire District Council, Des Johnston, Oxford City Council Commercial Services and Lynick Gardens
- 2) Letter to R Jones, local co-ordinator, enclosing donation to Royal British Legion

Financial Matters**1. Cash Balances**

	£
<i>SANTANDER CURRENT ACCOUNT</i>	
Balance at 31 October 2017	NIL
Transactions in month	NIL
Balance at 30 November 2017	<u>NIL</u>
 <i>UNITY TRUST CURRENT ACCOUNT</i>	
Balance at 31 October 2017	23,095.84
November payments	(1,082.32)
Balance at 30 November 2017	<u>22,013.52</u>
 <i>NATIONWIDE DEPOSIT ACCOUNT</i>	
Balance at 31 October 2017	39,106.79
Transactions in month	NIL
Balance at 30 November 2017	<u>£39,106.79</u>
 <i>SANTANDER BUSINESS DEPOSIT ACCOUNT</i>	
Balance at 31 October 2017	535.15
Transactions in month: interest received	0.05
Balance at 30 November 2017	<u>£535.20</u>
 TOTAL CASH HOLDING AT 30 NOVEMBER 2017	 <u>£61,655.51</u>

**ASTON, COTE, SHIFFORD AND CHIMNEY PARISH COUNCIL
DRAFT BUDGET 2017/18 – VERSION 2**

1.0 **Overview**

- 1.1 A second draft of the budget for 2018/19 is attached. The District Council has now advised that the precept needs to be agreed at the January meeting at the latest as it must be submitted to the District Council by 15 January 2018.
- 1.2 The District Council has now provided information on the level of the council tax support grant and the council tax base for 2018/19. The council tax support grant has been reduced to £513 (from £559 in 2017/18) and the council tax base (the number of households across which the precept is split) has increased to 533.78 (from 524.65 in 2017/18).
- 1.3 The only expenditure change made to the budget at this point from the version presented at the November meeting is the upwards adjustment to the Clerk's salary.
- 1.4 At the meeting on 2 November, it was resolved that the expected surplus above day-to-day requirements at 31 March 2018 (currently forecast at £11,326) would be put into a play facilities reserve. This amount has been brought into the 2018/19 budget as potential expenditure in the year which will enable the Parish Council to release it in the year if the project is able to be completed in 2018/19. This does not represent new expenditure which will increase the precept requirement however, as it is the payment out of an accrued reserve already in hand at the beginning of the financial year.
- 1.5 With these changes, and in order to keep the precept at the same level for a Band D property in 2018/19 as in 2017/18, the Parish Council will be able to set aside £6,558 into the new traffic calming reserve.
- 1.6 The budget and precept calculation can therefore be illustrated thus:

Precept per Band D property 2017/18	£48.76
Council tax base for 2017/18	533.78
Unchanged precept from new base	£26,027
Council Tax support grant	513
Total precept income	<u>£26,540</u>
Core expenditure in budget	£21,132
Other income expected	(£1,150)
First instalment into new traffic calming reserve	£6,558
Total income required in year	<u>£26,540</u>

- 1.7 The quotations for the grass cutting (both verges and playing field) will be opened at the December meeting. The budget currently assumes that the final contract price will rise by 4%; any differences between this and the final prices agreed will have to be incorporated into a subsequent version of the budget to be considered at the January meeting.

2.0 Changes made since Version 1 of Budget

- 2.1 Increase in Clerk's salary agreed at 2 November meeting (upwards expenditure increase of £176 for the year)

3.0 Recommendations

- 3.1 That the Parish Council considers the draft budget as presented, proposing amendments where identified.
- 3.2 That the Parish Council either resolves to receive and consider a third version of the budget at the January meeting, at which the precept will be confirmed.

Prepared by: Helen Sandhu, Clerk and RFO
2 December 2017

**ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
FINANCIAL YEAR 2018/19**

DRAFT BUDGET FOR MEETING ON 7 DECEMBER 2017 - VERSION 2

	Budget 2017/18	Currently expected outturn 2017/18	Draft Budget 2018/19	
EXPENDITURE				
Recurrent Expenditure				
<u>Ordinary Expenditure</u>				
Clerk's Salary	4,445	4,445	4,621	Includes inflationary increase agreed on 2 Nov 2017
Office equipment				No predicted requirement
Office running costs	500	400	500	As existing budget
Bank charges	72	72	72	£6 per month
Website costs	0	0		No renew als due
Insurance	432	402	422	This year actual + 5% New provider, assumed remains as prior
Audit	200	200	200	
Village Hall Rental/Cost APM	40	19	40	As existing budget
Subscriptions	362	340	362	This year + 5%
Chairman's Allowance	100	23	100	As existing budget
<u>Expenditure under Statute</u>				
Grass Cutting - verges & WM	4,961	4,236	5,220	14 cuts - prior actual +4% infl. 18 cuts - prior actual + 4% infl.
Grass Cutting - playing field	1,296	1,080	1,348	See 2 November report
Grants paid under statute	3,950	3,755	3,950	See 2 Nov Report
Dog & Litter Bin Emptying	217	219	228	This year + 4% infl.
Training & Travel	220	0	220	As existing 1 unplanned call-out. Servicing in long term contract
Clock Maintenance	440	509	229	
Bus Shelter Cleaning	110	108	110	This year + 2% infl.
Repairs	500	318	500	General round budget
<u>Expenditure from "Free Resource" (S137)</u>				
Village maintenance (Lengthsman)	1,500	656	1,500	See 2 Nov Report
Subscriptions (CPRE & ORCC)	111	106	110	This year + 4%
Grants - See Separate Analysis	1,400	1,400	1,400	See 2 Nov Report
Recurrent Expenditure c/f	20,856	18,288	21,132	
Recurrent Expenditure b/f	20,856	18,288	21,132	
<u>Projects</u>				
Bench donated to CT	0	20		See 2 Nov Report
Bench at Southlands	0	385		
New Noticeboard Southlands	1,800	1,372		
VAS for Bampton Road	5,000	0		
Playground donation			11,326	
Total Project Spend	6,800	1,777	11,326	
OVERALL EXPENDITURE	27,656	20,065	32,458	
OTHER INCOME				
OCC grass cutting grant	1,049	1,049	1,049	Same as this year
Interest	30	101	101	
TOTAL INCOME	1,079	1,150	1,150	
NET EXPENDITURE			31,308	
Add: Amount to set aside for reserves			6,558	
Less: Amount to be spent from accumulated reserves			(11,326)	
Precept requirement to break even			26,540	