

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 7 December 2023

<i>Page</i>	<i>Contents</i>
2	Correspondence (Agenda Item 9)
3-4	Voices Grant Application 23-24 (Agenda Item 10a)
5	OCC Lane Rental Scheme Consultation (Agenda Item 10c)
6	Oxford Councils Charter Questionnaire (Agenda Item 10e)
7-8	Governance – Scheme of Delegation (Agenda Item 11)
9	Account Balances – for information (Agenda Item 14a)
10	Review of the year to date for 23-24 (Agenda Item 14b)
11-16	Draft Budget v2 2024-25 (Agenda Item 14d)
17	Confidential Item – Clerk's Pay Review (Agenda Item 17)

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9

Correspondence

All correspondence by email

Clerk's Briefing Notes – 7 December 2023
Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10a – Voices Grant Application 23-24



Aston Newsletter
16 Marsh Furlong
Aston
Oxon
OX18 2FN

31 October 2023

For the Attention of Mrs E. Anstee , Clerk to the Parish Council

**Application for a Grant of £1,250 from the Parish Council of
Aston, Cote, Shifford and Chimney**

Dear Mrs Anstee,

The Aston Newsletter 'Voices' hereby submits application for consideration by the Parish Council of Aston, Cote, Shifford and Chimney for a grant of £1,250 (one thousand, two hundred and fifty pounds) to assist in the publication costs of 'Voices' for the year 2023-24.

'Voices' mission 'to reflect village news, views and events' continues to be fulfilled, delivering six editions per year to every home in the Parish, free of charge with all editions in full colour.

Edition print has continued to increase to accommodate distribution to additional homes in the area. The print run with the associated costs increased by 22% over the previous year.

The 'Voices' editorial team continue to enthusiastically raise funds and work to maintain the level of advertising in each edition. However as can be seen from the enclosed independently audited accounts, the financial support from the Parish Council is an important element in our income, to ensure that future publications remain viable.

Therefore, we trust the Parish Council will look favourably upon this year's grant application.

Should you require any further information, please do not hesitate to contact me.

Yours sincerely,

ID Peat
Treasurer 'Voices' – Aston Newsletter

Encl.

Aston, Cote, Shifford and Chimney Parish Council

<div> Voices Receipts and Payments Account-Year Ended 31 March 2023 </div>		
	Receipts 2022/23	Receipts 2021/22
Advertising	£2,254.00	£1,730.00
Grant from Parish Council / BVCS	£2,028.00	£1,200.00
Donations	£1,019.08	£1,234.86
Donation - Aston Village Bus	£2,000.00	
Postage (from readers)	£48.00	£77.00
	£7,349.08	£4,241.86
	Payments	Payments
Printing Costs	£4,431.22	£3,608.92
Quiz / Prizes/ Engrave		£9.00
Stationery etc.	£23.24	£163.98
Postage (to readers/ advertisers)	£140.65	
Hall Hire		
	£4,595.11	£3,781.90
Surplus/Deficit	£2,753.97	£459.96
Current Account		
Opening Balance	£3,494.10	£3,034.14
Transfer to Deposit account	- £2,000.00	
Closing Balance	£4,248.07	£3,494.10
Add receipts not credited		
Less uncleared payment cheques*		
	£4,248.07	£3,494.10
Deposit Account		
Opening Balance	£1,249.65	£1,249.43
Transfer from current account	£2,000.00	
Interest	£0.39	£0.22
Closing Balance	£3,250.04	£1,249.65
	£7,498.11	£4,743.75
Accounts at Year End		
Examiner: <i>A. Williams</i>	Treasurer: <i>Robert</i>	26/6/2023
26/6/2023	£2,000.00	- Transferred from
Bank Open - Close + Surplus/ Deficit		current A/c to deposit A/c
should = £0.00)		

Agenda Item 10c – OCC Lane Rental Scheme

2.

Please provide your comments on your views about the [Lane Rental scheme](#).

3.

Please indicate to what extent you agree or disagree the streets indicated on the [map](#) should be included in the Lane Rental Scheme:

Strongly agree

Agree

Neither agree nor disagree

Disagree

Strongly disagree

Not sure

4.

Please explain your answer:

5.

Please provide details of any other any streets that you think should be included in the list.

6.

Please indicate the extent you agree or disagree the proposed charge days which are Monday to Saturday inclusive:

Strongly agree

Agree

Neither agree or disagree

Disagree

Strongly disagree

Not sure

7.

Please explain your answer:

8.

Do you believe that Sundays and/or Bank Holidays should be included in the charge days?

Yes

No

Clerk's Briefing Notes – 7 December 2023
Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10e – Oxfordshire Councils Charter questionnaire

1.

What is your role?

Councillor

Clerk

2.

Which form(s) of local authority are you responding of behalf of?

(Please select all that apply)

County council

District council

Town council

Parish council

Parish meeting

3.

Please tell us the name of the district(s), town(s) or parish(es) you are a member of
Maximum 255 characters

4.

If you are a member of a town and/or parish, please tell us which district this sits within
Maximum 255 characters

5.

What does stronger partnership working between the Oxfordshire councils look like?

6.

How can we enhance local democracy in our communities together?

7.

Is there anything else you would like to say to inform the development of the charter?

Submit

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11 – Governance – Scheme of Delegation

The following scheme of delegation is a draft document for discussion. The sections in italics will require discussion as the council does not currently have these standing committees but both these committees are now recommended by NALC.

Scheme of Delegation

The Councils Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer *and Standing Committees* to act with delegated authority in the specific circumstances detailed.

Proper Officer and Responsible Finance Officer

- To take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman and take his/her view into account.
- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500.00.
- To take any action regarding minor repairs (up to a cost of £500.00) and to report minor matters to the relevant authority. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and shall be reported to the next available Council meeting.

Delegated Powers re Planning

Delegation

Planning applications shall be received by the Clerk who will provide details to Councillors and where no queries arise by joint decision of all Councillors, the Clerk shall be delegated to inform the Planning Department within the time allocated of the decision of the Council. All Councillors will report directly back to the Clerk thereby avoiding discussion between members. Where queries arise, the Chairman will call for a site meeting which may require an Extraordinary Meeting to decide upon the application. Adhering strictly to legal procedures set by NALC.

Staffing Management & Finance Committee

- *To take decisions on hours in excess of core hours needed to enable projects to be completed or to deal with exceptional circumstances.*

Staffing Committee

It will deal with HR issues and other contractual matter (except resignation of Staff members) and will have delegated authority to make all decisions relating to staff and their employment, except

Aston, Cote, Shifford and Chimney Parish Council

recruiting, termination and decisions on hours in excess of core hours.

Disciplinary/ Grievance Committee

A committee of 3 Members, who will be available to sit on the Disciplinary/Grievance and Appeal Committee (3 Councillors will sit on the Committee). These members will be required to undertake training in disciplinary and grievance issues, if not already qualified.

Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Council's Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation. All decisions will be reported to the first appropriate Council meeting.

The Council may delegate the power to make individual decisions on individual items to the Proper Office/Responsible Finance Officer and its Committees as and when appropriate.

Clerk's Briefing Notes – 7 December 2023
Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 15a

Financial Matters

Cash Balances

£

UNITY TRUST CURRENT ACCOUNT

Balance at 31 October 2023	44,421.74
Payments November	(1,613.80)
Receipts November (VAT Refund)	654.13
Balance at 30 November 2023	<u>£43,462.07</u>

CCLA INVESTMENT ACCOUNT

Balance at 30 September 2023	50,784.73
Transactions in month of October	207.88
Balance at 31 October 2023	<u>50,992.61</u>

TOTAL CASH HOLDING AT 30 November 2023	<u>£94,545.68</u>
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Aston, Cote, Shifford and Chimney Parish Council

2023-24		AS AT		
BUDGET	EXPENDITURE	30/11/2023	Performance Against Budget	%
£	Staff Costs			
£ 4,872.86	Clerk's Salary - includes potential 3% payrise if PC resolves to follow the NALC/JPAG guidance.	£ 3,129.83	£ 1,743.03	64%
£ 1,218.27	HMRC	£ 781.80	£ 436.47	64%
£ 312.00	Working from home allowance. Currently being £18 per month = £216. Maximum that can be claimed is £312. For discussion and resolution if PC wish to update.	£ 144.00	£ 168.00	46%
£ 500.00	Clerk sickness/Overtime contingency	£ -	£ 500.00	0%
£ 742.87	Travel and Training (Review for Clerk and Councillor training - industry standard 2.5% budget (£742.87))	£ 30.00	£ 712.87	4%
	Office and General Expenses			
£ 100.00	APM and meeting Hall Hire	£ 14.32	£ 85.68	14%
£ 190.00	Website Costs including domain registration and renewal	£ 30.93	£ 159.07	16%
£ 200.00	External Audit	£ 210.00	-£ 10.00	105%
£ 369.00	Insurance	£ 434.66	-£ 65.66	118%
£ 72.00	Bank Charges	£ 36.00	£ 36.00	50%
£ 650.00	Office running costs	£ 873.83	-£ 223.83	134%
£ 150.00	Office Equipment (transfer to reserve if unspent at year end	£ -	£ 150.00	0%
£ 1,000.00	Professional Fees	£ -	£ 1,000.00	0%
£ 35.00	ICO Fee (DD)	£ -	£ 35.00	0%
£ 515.00	Subscriptions (CPRE, CFO, SLCC, OALC)	£ 469.77	£ 45.23	91%
£ 80.00	Election Expenses (estimated until WODC issue tax base)	£ -	£ 80.00	0%
	General and Ground Maintenance			
£ 5,000.00	Grass Cutting - verges & weed killing	£ 3,004.06	£ 1,995.94	60%
£ 1,500.00	Grass Cutting - playing field and WM	£ 2,166.45	-£ 666.45	144%
£ 2,171.00	Dog & Litter Bin Emptying	£ 760.52	£ 1,410.48	35%
£ 229.00	Clock Maintenance	£ 150.00	£ 79.00	66%
£ 600.00	Bus Shelter Cleaning	£ 210.00	£ 390.00	35%
£ 200.00	Defibrillator pads/batteries	£ 165.00	£ 35.00	83%
£ 1,500.00	Village maintenance	£ 55.00	£ 1,445.00	4%
	GRANTS			
£ 1,115.00	Small Grants	£ 500.00	£ 615.00	45%
£ 5,435.00	General Grants	£ 1,820.00	£ 3,615.00	33%
£ 2,551.00	VAT Paid	£ 4,844.32	-£ 2,293.32	190%
£ 31,308.00	TOTAL	£19,830.49	£ 11,477.51	63%
	INCOME			
£ 30,166.00	Precept	£30,166.00	£ -	100%
£ 1,049.00	OCC Grass cutting Grant	£ 2,100.17	-£ 1,051.17	200%
£ 350.00	Interest on CCLA Investment account	£ 1,348.52	-£ 998.52	385%
£ 2,551.00	VAT reclaimed	£ 4,940.34	-£ 2,389.34	194%
£ -	TERRA Planning Appeal	£12,379.00	-£ 12,379.00	
£ 34,116.00	TOTAL	£50,934.03	-£ 16,818.03	149%
	RESERVED FUNDS			
£ 5,000.00	General Contingency fund (For example: 3 months running costs/insurance excess)	£ -	£ 5,000.00	0%
£ 1,122.54	Working Day to Day Balance	£ -	£ 1,122.54	0%
£ 9,679.00	Traffic Calming	£ -	£ 9,679.00	0%
£ -	Cote Noticeboard	£ -	£ -	
£ 5,000.00	TERRA Planning Appeal	£19,114.20	-£ 14,114.20	382%
£ 3,500.00	Aston History Boards (£1,000 per board)	£ -	£ 3,500.00	0%
£ 3,800.00	North Farm	£ -	£ 3,800.00	0%
£ 1,000.00	Office Equipment (Colour Printer/Laptop replacement 2024)	£ -	£ 1,000.00	0%
£ 3,145.00	Defibrillator Maintenance	£ -	£ 3,145.00	0%
£ 33,476.00	Recreation Reserve	£ -	£ 33,476.00	0%
£ 2,000.00	War Memorial	£ -	£ 2,000.00	0%
£ 10,000.00	Community Trust (50% match funding pot)	£ -	£ 10,000.00	0%
£ 5,000.00	Coronation (St James Church Tower Gate/Celebrations/Footpath)	£ -	£ 5,000.00	0%
£ 82,722.54	TOTAL	£19,114.20	£ 63,608.34	23%

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 15d - Draft Budget v2iplayer 2024-25

ASTON, COTE, SHIFFORD AND CHIMNEY PARISH COUNCIL DRAFT BUDGET 2024-25 – VERSION 2

1.0 Overview

1.1 The final draft of the budget for 2024/25 is below. The precept for the year needs to be agreed at the January meeting at the latest as it must be submitted to the District Council shortly thereafter.

1.2 The District Council has provided information on the council tax base for 2024/25. The council tax base (the number of households across which the precept is split) for 2023/24 was 606.48. For 24/25 it is 621.98 which is an increase of 15.5 or 2.5%.

1.3 This draft budget shows recurring expenditure of £35,133. The total expenditure is reduced to a net of £32,281 when the non-precept income budgeted is offset against it (the grass cutting grant from Oxfordshire County Council and interest on the deposit accounts).

1.4 Built into the precept requirement is a revised general contingency sum of £7,630 to cover 3 months running costs, insurance excess and unexpected expenditure. A working day-to-day balance of cash funds required to carry forward at the end of the year of £3,446. Holding a reserve of £10,000 has previously been agreed to be sufficient to give the council financial security, given its limited assets and unavoidable commitments.

1.5 In 2015/16 the Parish Council resolved to increase the precept by an additional £6,850 for three years to build up a recreation reserve of £32,000.00. 2017/18 was the last year of that increase. At 31 March 2018, this reserve totalled £34,476 (having been inflated by the transfer of an excess day-to-day surplus from a previous year). This has been reduced to £33,476 in 20/21 as the Community Trust has started work on the MUGA and requested assurance of this funding.

1.6 In September 2017 the Parish Council carried out a public consultation on whether the precept should be returned to the level prior to the increase referred to in 1.4 above, or whether the precept should be maintained at the higher level, with the surpluses generated to be spent on identified projects in the parish.

1.7 The “traditional” precept (the precept for tax setting purposes) in 2023/24 was £30,166.

2.0 Reserves

2.1 The forecast out-turn for 2023/24 is a deficit of £1,441. This is a forecast if expenditure occurs as budgeted but the track record in previous years is that there will be an underspend.

2.2 The forecast reserves at 31 March 2024 are £6,676.45. A presumption has been made that the Community Trust matched funding budget and Church gate funds will have been spent by then.

Aston, Cote, Shifford and Chimney Parish Council

RESERVED FUNDS	
General Contingency fund (For example: 3 months running costs/insurance excess)	£ 7,630.00
Working Day to Day Balance	£ 3,446.45
Traffic Calming	£ 9,679.00
Aston History Boards (£1,500 per board)	£ 3,500.00
North Farm	£ 3,800.00
Office Equipment (Colour Printer/Laptop replacement 2024)	£ 1,000.00
Defibrillator Maintenance	£ 3,145.00
Recreation Reserve	£ 33,476.00
War Memorial	£ 3,000.00
<i>Community Trust (50% match funding pot)</i>	
<i>Coronation (St James Church Tower Gate/Celebrations/Footpath)</i>	
TOTAL	£ 68,676.45

2.3 Parish Councils are not permitted to hold reserves above planned basic levels unless they are for a designated purpose. The Parish Council therefore decided in 2018/19 budget cycle to ring-fence for another purpose to set aside funding for traffic calming to match the funds expected from the housing development(s) so that an effective measure can be installed. In 21/22 revised budget new reserves were established for Office Equipment, North Farm and War Memorial. With the new budget format project spend has been moved under reserves.

3.0 Detail

3.1 Where expenditure is expected to be subject to an inflationary rise this has been allowed for at between 2% and 4% depending on the nature of the expenditure/supplier.

3.2 Explanations for many of the changes made to the budget when compared to the expected out-turn and budget for 2024/25 are provided on the below spreadsheet.

3.3 The areas where greater clarity for the rationale behind the budget is required, or where further decisions by the Parish Council are required are covered below:

3.4 Clerk's Salary

Included at the existing level plus 3% pay award still under negotiation by JPAG and NALC.

3.5 General Grass Cutting

The contract was renewed with WODC in 2023 for another 3 years to November 2026. The contract covers 14 + 2 extra cuts, if requested, per year.

3.6 Playing Field Grass Cutting

The contract with Des Johnston was renewed in 2023 for another 3 years. The contract covers a maximum number of cuts of 18 (base of 15 + 3 extra if required). It also includes the War Memorial planting and maintenance of the garden area.

3.7 Grants/Small Grant Pot and Subscriptions

Aston, Cote, Shifford and Chimney Parish Council

The proposed budget of £5,785 has been reviewed and updated at the November 2023 meeting of full council and covers the following maximum grants:

	Actual 2023/24 as at 31 Oct 2023 Actual	2024/25 Budget
Grants		
CAB	£ 500.00	£ 500.00
Voices		£1,500.00
Community Trust - playground maintenance		£1,000.00
Aston Community Shop	£ -	
Aston Fete (Insurance/Toilets)	£ -	
British Legion	£ 150.00	£ 200.00
Volunteer Link-up	£ -	£ 135.00
Cleanslate	£ 100.00	£ 100.00
MyVision Oxfordshire	£ -	£ 100.00
<u>Churchyard Maintenance</u>		
Cote Chapel		£ 600.00
St Mary's, Shifford		£ 200.00
St James', Aston	£ 570.00	£ 700.00
TOTAL BUDGETED GRANTS	£2,070.00	£5,785.00
Small Grants	£ 615.00	£1,115.00
SUBSCRIPTIONS		
CPRE	£ 38.00	£ 38.00
OALC		£ 275.00
Community First Oxford	£ 70.00	£ 70.00
Other - SLCC - Clerk Membership	£ 112.00	£ 224.00
ICO	£ 35.00	£ 35.00
TOTAL SUBS	£ 255.00	£ 642.00
Total Small Grants and Subs	£ 755.00	£1,757.00
TOTAL GRANT BUDGET	£2,825.00	£7,542.00

The Section 137(4)(a) LGA 1972 for local councils in England for 2023/24 was £9.93 per elector. The parish has an electoral base of 1134 as of May 2023 and this would give a S137 amount of £11,260.62.

Though the Parish Council has the General Power of Competence and therefore does not use the S137 power for grants the amount given under this calculation is a good benchmark for grants and donations.

3.8 Village Maintenance

Aston, Cote, Shifford and Chimney Parish Council

The budget includes a round sum allowance of £1,500, for specific individual contracts for pieces of work (such as weed spraying). In 2023-24 this was used for the Jubilee trees and Christmas Tree and crocuses.

3.9 Village Hall

The budget does not include any funds to be spent on work at the village hall (beyond the routine playground maintenance grant and the cutting of the playing field). There are some significant projects, solar panels and guttering to name two, that are being put together. In 2023-24 a reserve of £10,000 was put in for spending in year.

3.11 One-off Projects – Was changed to Reserved funds in 2023-24

This is good practice in financial management for the Parish Council to identify and set aside budgets for one-off projects during the budget setting process.

4 Precept

4.1 The net expenditure in the budget as presented is £30,935. This would equate to £49.74 per Band D household (using the 2023-24 council tax base). This keeps the precept at the same level as 2023-24.

4.2 As noted in 2.4 above, Parish Councils are not permitted to hold excess reserves for unplanned purposes.

5 Recommendations

5.1 That the Parish Council considers the draft budget as presented and resolves on its adoption.

5.2 Areas discussed and decided at the November 2023 meeting:
;

- Grants, Small Grants and Subscriptions
- Reviewed specific reserves, with agreed total target reserve(s) and expected timescale for the expenditure.
- Clerk to draft a strategy for the next 3 years for frame-working the reserves.

5.3 That the Parish Council resolves the level of the precept for 2024-25.

5.4 That the Parish Council RESOLVES to adopt the budget as detailed or defer to the January meeting if amendments are requested.

Prepared by: Elaine Anstee, 1 December 2023

Aston, Cote, Shifford and Chimney Parish Council

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL	
FINANCIAL YEAR 2024/25	
Draft Budget Dec 2023	
ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL	
Budget 2024-25	
2023-24	2024-25
Forecast Spend	Draft Budget
EXPENDITURE	
Staff Costs	
Clerk's Salary - includes potential 3% payrise if PC resolves to follow the NALC/JPEG guidance.	
£ 4,872.80	£ 4,427.26
RFO Salary	
£ -	£ 1,867.68
Working from home allowance. Currently being £18 per month = £216. Maximum that can be claimed is £312. For discussion and resolution if PC wish to update.	
£ 312.00	£ 624.00
HMRC	
£ 1,218.27	£ 1,258.99
Staff sickness/Overtime contingency	
£ -	£ 500.00
Travel and Training (Review for Clerk/RFO and Councillor training - industry standard 2.5% budget (£742.87))	
£ 742.87	£ 1,500.00
Office and General Expenses	
APM and meeting Hall Hire	
£ -	£ 466.00
Website Costs including domain registration and renewal	
£ 100.00	£ 250.00
External Audit	
£ 210.00	£ 210.00
Insurance	
£ 434.66	£ 456.39
Bank Charges	
£ 72.00	£ 72.00
Office running costs	
£ 950.00	£ 1,101.60
Office Equipment (transfer to reserve if unspent at year end)	
£ 1,000.00	£ 150.00
Professional Fees	
£ -	£ 1,000.00
ICO Fee (DD)	
£ 35.00	£ 35.00
Subscriptions (CPRE, CFO, SLCC, OALC)	
£ 515.00	£ 610.00
Election Expenses (estimated until WODC issue tax base).	
£ -	£ -
General and Ground Maintenance	
Grass Cutting - verges & weed killing	
£ 3,004.06	£ 6,000.00
Grass Cutting - playing field and WM	
£ 2,166.45	£ 2,500.00
Dog & Litter Bin Emptying	
£ 2,171.00	£ 2,189.26
Clock Maintenance	
£ 300.00	£ 600.00
Bus Shelter Cleaning	
£ 600.00	£ 600.00
Defibrillator pads/batteries	
£ -	£ 500.00
Village maintenance	
£ 500.00	£ 1,500.00
GRANTS	
Small Grants	
£ 1,115.00	£ 1,115.00
General Grants	
£ 5,435.00	£ 5,600.00
TERRA Planning Appeal	
£ 19,114.20	
VAT Paid	
£ 4,762.34	£ -
£ 49,630.65	TOTAL
	£ 35,133.18
INCOME	
Precept	
£ 30,166.00	£ -
OCC Grass cutting Grant	
£ 2,100.17	£ 1,052.17
Interest on CCLA Investment account	
£ 2,140.64	£ 1,800.00
VAT reclaimed	
£ 4,286.61	£ -
TERRA Planning Appeal	
£ 12,379.00	£ -
£ 51,072.42	TOTAL
	£ 2,852.17
RESERVED FUNDS	
General Contingency fund (For example: 3 months running costs/insurance excess)	
£ 5,000.00	£ 7,630.00
Working Day to Day Balance	
£ 4,498.91	£ 3,446.45
Traffic Calming	
£ 9,679.00	£ 9,679.00
Aston History Boards (£1,500 per board)	
£ 3,500.00	£ 3,500.00
North Farm	
£ 3,800.00	£ 3,800.00
Office Equipment (Colour Printer/Laptop replacement 2024)	
£ 1,000.00	£ 1,000.00
Defibrillator Maintenance	
£ 3,145.00	£ 3,145.00
Recreation Reserve	
£ 33,476.00	£ 33,476.00
War Memorial	
£ 2,000.00	£ 3,000.00
Community Trust (50% match funding pot)	
£ 10,000.00	
Coronation (St James Church Tower Gate/Celebrations/Footpath)	
£ 5,000.00	
£ 81,098.91	TOTAL
	£ 68,676.45
Forecast Current Account Balance as at 31 March	
	£ 29,454.82
Forecast CCLA Investment account balance as at 31 March	
	£ 51,644.09
Forecast Total in bank accounts at year end 31 March	
	£ 81,098.91
Forecast Total left after Reserves are taken into account	
	£ 12,422.46
Total expected income (not Precept)	
	£ 2,852.17
Total left including expected income	
	£ 15,274.63
Total in proposed budget	
	£ 35,133.18
Total Precept needed	
	£ 30,935.00

Aston, Cote, Shifford and Chimney Parish Council

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
FINANCIAL YEAR 2024/25
Draft Budget Dec 2023
CALCULATION OF PRECEPT REQUIREMENT

	Ref	Calculation	
Recurrent Expenditure	A	A	35,133
Special Projects	B	B	<u>0</u>
TOTAL EXPENDITURE	C	A + B	35,133
Other Income	D		<u>2,852</u>
NET EXPENDITURE	E	C-D	32,281
Contingency Sum	F		7,630
Working Day to Day Balance	G		3,446
Less: Expected balance at 1 April 2023	H		(81,099)
Add back: All reserves at 1/4/2024	I		68,676
Add: Precept increase for traffic calming reserve			0
INCOME REQUIRED	K	E+F+G+H+I+J	<u>30,935</u>
2022/23 COUNCIL TAX GRANT	L		
2022/23 PRECEPT	M	K-L	<u>30,935</u>
2022/23 TOTAL TRADITIONAL PRECEPT	N	L+M	<u>30,935</u>
Council Tax Base (2024 base)	O		621.93
Precept per Band D property	P	M/O	£49.74
2023/24 Precept per Band D Property	Q		£49.74
Increase in Precept £ per annum	R	P-Q	£0.00
Increase in Precept £ per month	S	R/12	£0.00
Increase in Precept £ per week	T	R/52	£0.00
Increase in Precept %	U	R/Q	0.0%

Agenda Item 17 – Pay Review 23-24



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6 NOVEMBER 2023

E01-23 | 2023/24 LOCAL GOVERNMENT SERVICES PAY AGREEMENT

We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

The new pay rates for local councils are attached and have been agreed with SLCC and ALCC.

Employers are encouraged to implement this pay award as swiftly as possible.

For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%

The Joint Council notes on backpay for employees who have left employment: "If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of www.lgpsregs.org.

Historically the calculation of hourly pay for local councils has been reached by dividing the annual salary by 52 weeks and then by 37 hours. This is different from the recommendation of the Joint Council which calculates hourly rates by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week). This marginal difference causes some confusion, and it is intended that next year we shall move to the approach recommended by the National Joint Council.

NALC continues to be disappointed that the annual settlement has been delayed for reasons outside the Association's control.