

**West Moors
Parish
Council**

**Budget
2012/13**

WEST MOORS PARISH COUNCIL

Budget Summary

2012 - 2013

	2010/2011	2011/12	2012/13
INCOME			
ANNUAL PRECEPT	95439.00	101435.00	101435.00
F & G. P. COMMITTEE	1500.00	2220.00	2320.00
Environment	22550.00	20680.00	31229.00
FROM RESERVES			
TOTAL	119489.00	124335.00	134984.00
EXPENDITURE			
F. & G.P. COMMITTEE	74389.00	83116.00	89149.00
Environment	44330.00	41219.00	45835.00
TO RESERVES	770.00		
TOTAL	119489.00	124335.00	134984.00
Cost to a band D household is £30.60 per year			

Code	Source	BUDGET 2012/13
INCOME		
1000	Precept	
1010	Interest - Deposit account	30.00
1030	General	0.00
1040	Sale of Waste bags	2000.00
1050	Insurance Claims	
1070	Grants	
1080	Youth Club Rent and water charges	70.00
1090	Rent and Insurance from 4 Parkway	220.00
	Total	2320.00

EXPENDITURE

2000	Salaries	
2000/1	Administration staff	31021.00
2000/2	Grounds/Other staff	17982.00
	Overtime fund	3347.00
Total		52350.00
Salaries include Clerk, office assistant, 2 x grounds men, cleaner and 2 x gatekeepers.		
2010	Employers Pension contribution	6898.00
Employers Pension contributions for staff pensions		
2020	Employers NI	2045.00
Employers National Insurance contributions are calculated on the amount of NI that the employees pay.		
2030	Expenses	
2030/1	Office staff Expenses	250.00
2030/2	Grounds man Expenses	150.00
2030/3	Councillors Travel expenses	200.00
2030/4	Chairman's allowance	50.00
Total		650.00
Expenses are mainly for travel and parking costs incurred by staff and councillors. The chairman allowance is a small sum of money set aside for use by the chairman at his/her discretion.		
2040	Training	
2040/1	Clerk/Staff	350.00
2200/2	Councillors	200.00
Total		550.00
Training budget for employees and councillors. Training includes attending courses, seminars, purchase of books that are required to keep up to date with current legislation etc.		
2050	Office & Admin costs	
2050/1	Non Domestic Rates	500.00
2050/2	Electricity	1000.00
2050/3	Phone Charges	650.00
2050/4	Broadband charges	350.00
2050/5	Stationery/Office furniture	450.00
2050/6	Photocopies	1500.00
2050/7	Repairs and Maintenance	200.00
2050/9	Water Charges	100
Total		4750.00

The cost of running and maintaining the Parish Office.		
2055 Loan Repayments		6826
Repayment of £100,000 loan from the Public Works Loans Board in August 2010 for the purchase of 4 Parkway. Loan is fixed interest rate of 3.41% over a 20 year period. Repayments are made twice a year.		
2060 IT Costs		
2060/1	IT Support	350.00
2060/2	IT Capital	200.00
Total		550.00
Costs of purchasing any IT equipment. IT support includes annual fee for Finance and Cemetery software plus fees for the domain name for the website and the website hosting costs.		
2070 Insurance		3500
Includes public liability insurance, insurance for parish council assets and equipment. Motor Insurance for tractor.		
2080 Petty cash		
2080/1	Postage	400
2080/2	Other	250
Total		650
Postage of all Council correspondence plus mobile phone credit for the grounds man and various incidental expenditure.		
2090 Professional Fees		
2090/1	Audit	1300.00
2090/2	Legal Fees	200.00
2090/3	Payroll and other	300.00
Total		1800.00
Internal and External audit fee. Incidental legal fees which may occur throughout the year. Payroll service provided by EDDC.		
2100 Subscription costs		
2100/1	DAPTC	1000.00
2100/2	SLCC	170.00
2100/3	Institute of Groundsmanship	60.00
Total		1230.00
DAPTC annual subscription, Society of Local Council Clerks and the Institute of Groundsmanship		
2110 Purchase of Waste bags		1500
Purchase of black bags, caddy bags, green boxes for resale to residents.		
2120 Grants		
2120/1	Section 137	
2120/1/1	Youth Club	3300.00
2120/1/2	Others	1200.00
2120/2	Section 142 - CAB	200.00
Total		4700.00
Grants consists of a revenue grant each year to the Youth Club, a grant for the Memorial Hall car park of £500 in 2012. Grants for the Royal British Legion and the band for Remembrance Sunday. A small grant each year to each of the local Citizens Advice bureaux's plus a small amount for any other applications that are considered during the year.		
2130 Election Expenses		500
An election can be called at any time and it is prudent for the Council to budget for this eventuality.		
2140 General		200

Finance an GP Budget 2012/13

A small budget for general expenditure/contingencies. Such expenditure may include staff holiday cover and land registry searches		
2150	Advertising and Publicity	400
A small budget to cover the cost of notices that may be required to be placed in newspapers and items advertised in publications.		
2160	Website Development	50
A small budget is provided should new software be required for the specific development and improvement of the website		
2170	Civic Events	0
Funds allocated to hold a Civic function for members of the local community.		
	Total	89149.00

Environment Committee Budget
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Code	Source	BUDGET 2012/13
INCOME		
1100	Playing Field Fees	
1100/1	Football	3000.00
1100/2	Cricket	800.00
1100/3	Multi-Purpose	5500.00
1100/4	Other	285.00
Total		9585.00
Income from fees paid by various sports clubs for using the sporting facilities		
1110	Cemetery Fees	
1110/1	Memorial	3944.00
1110/2	Interment	12000.00
1110/3	Purchase Graves	5700.00
Total		21644.00
Income from fees paid by various funeral directors and individuals for interment etc in the cemetery.		
1120	Insurance claims	
TOTAL BUDGETED INCOME		31229.00

EXPENDITURE

3010	Fryer Field Maintenance	
3010/1	General	2100.00
3010/2	Tractor & Attachments Maintenance	600.00
3010/3	Small machinery maintenance	400.00
3010/4	Cricket square maintenance	600.00
3010/5	Pitch Maintenance	700.00
3010/6	Weed Control	550.00
3010/7	Fuel for Machinery	700.00
Total		5650.00
Fryer Field maintenance covers all aspects of keeping the area in a suitable condition for football and cricket and the associated costs of the machinery that is required to carry out the required work. An external contractor is employed annually for weed control over the complete grassed area.		
3020	Pavilion Running Costs	
3020/1	Electricity	440.00
3020/2	Water/Sewage	1000.00
3020/3	Phone/Broadband	500.00
3020/4	Maintenance	2500.00
3020/6	Legionella Testing	400.00
Total		4840.00
Pavilion running costs include services to the pavilion and maintenance costs required to keep the building in good condition. Legionella testing is carried out monthly by EDDC. The maintenance budget (3020/4) includes £1000 towards the earmarked fund for the patio door.		
3030	Multi Purpose Play Area	
3030/1	Floodlight Maintenance	1000.00
3030/2	General Maintenance	4700.00
3030/3	Electricity	600.00
3030/4	Regeneration	2000.00
Total		8300.00

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Floodlights require regular inspection and maintenance which is carried out by a local electrician. The floodlights are checked four times per year and any repairs that are required are undertaken at that time. Each year money has to be set aside for the renewal of the artificial grass when it reaches the end of its useful life (approx 10 years after installation). This year £4,200 has been added to the general maintenance heading (3030/2) to cover this cost in the future. Regeneration (3030/4) is set up to save for replacement fencing around the MUGA.		
3040	Fencing	400.00
To cover any fencing requirements in and around the Fryer Field		
3050	Fryer Field Play area	
3050/1	Maintenance	1500.00
3050/3	Safety Inspections	400.00
Total		1900.00
Maintenance fund for keeping the play equipment in a safe and satisfactory condition. Monthly inspections are carried out plus an annual inspection (these are required by the insurance company)		
3060	Oakhurst Play area Maintenance	
3060/1	Maintenance	1500.00
3060/3	Safety Inspections	380.00
Total		1880.00
Maintenance fund for keeping the play equipment in a safe and satisfactory condition. Monthly inspections are carried out plus an annual inspection.		
3070	Skate park Maintenance	300.00
General maintenance of the skate park to ensure it is safe to use. Inspections are carried out monthly as part of the Fryer field play area inspections.		
3080	Play Equipment	3000.00
For replacement play equipment. A working party is currently in the process of trying to find funding in order to refurbish both play areas. In order to get funding the parish council has to show that it will be putting funds into the project. It is advisable that the parish council can show that it can fund at least 10% of any project.		
	Loan Repayment (potential loan for play areas)	2500.00
3090	New Machinery & equipment	600.00
Budget to cover the cost of any new equipment that is required by the grounds man in order to carry out their tasks.		
3100	Cemetery Costs	
3100/1	Non Domestic Rates	100.00
3100/2	Water Charges	100.00
Total		200.00
Rates and water charges for the cemetery		
3110	Cemetery Maintenance	
3110/1	General	200.00
3110/2	Fencing	1670.00
3110/3	Gravel	200.00
3110/4	Landscaping	0.00
3110/5	Externally Contracted Work	0.00
3110/6	Weed Control	100.00
3110/7	Refuse collection service	1500.00
	Cemetery Mapping	0.00
Total		3670.00
Cemetery maintenance covers all aspects of work that is required to ensure the cemetery is kept neat and tidy. It also includes funds to carry out any works to improve/replace the area. Refuse collection is carried out weekly by SITA. Fencing (3110/2) £1500 has been included as all the fencing at the cemetery need attention. It is anticipated to start with the rear of the cemetery erecting deer fencing and then carry on with the work in subsequent years. Extra funds for gravel have also been included in order to top up the footpaths.		
3120	Memorial Inspections	500.00

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Memorial Safety inspections are carried out every 5 years. The last inspections were carried out in June 2009. In order to ensure there are sufficient funds to carry out the inspections in 2014 a sinking fund has been set up and £500 per year placed into it.		
3130	Lychgate Maintenance	400.00
For the maintenance of the Lychgate at the entrance to the cemetery. It requires regular maintenance in order to keep it in a good state of repair.		
3140	Petwyn Maintenance/improvements	500.00
Budget for maintenance and improvement to the Petwyn Village green. Includes water charges for stand pipe located on the Petwyn.		
3150	Allotments	1000.00
Budget heading in order to put monies into a sinking fund for use in the future should land be found for allotments.		
3160	Tree Maintenance	1000.00
Funds for the maintenance of all trees on parish land. A rolling maintenance program is in place with the Fryer Field trees being inspected and trimmed in 2011/12, Cemetery Trees in 2012/13. Petwyn trees in 2013/14, then back to Fryer field in 2014/15.		
4000	Public seats	
4000/1	Maintenance	200.00
4000/2	Purchase	0.00
Total		200.00
For the repair/maintenance/replacement/addition of public seats in the village. The lengthsman carries out maintenance of benches.		
4010	Bus Shelters	
4010/1	Maintenance	500.00
4010/2	Purchase	0.00
Total		500.00
Budget for the maintenance of Parish Council owned Bus shelters, plus any improvements/replacement that may be required.		
4020	Street Furniture (inc Dog Bins)	
4020/1	Maintenance	100.00
4020/2	Purchase	0.00
Total		100.00
Repairs/maintenance/purchase of welcome signs, dog bins, refuse bins.		
4030	General	200.00
A general contingency fund for items not specifically covered in the budget		
4040	Christmas decorations	3000.00
Includes the cost of installing /removing various lights on the lamp posts in Station Road, the Christmas tree and electricity costs. Budget also includes £1000 for a sinking fund to upgrade the decorations in the future.		
4070	Lengthsman	3120.00
Lengthsman is employed for 4 hours per week		
4090	Dog Warden Scheme	2075.00
Dog warden is contracted for 2 hours per week to patrol the Fryer Field area. Plus the emptying of Parish Council owned Dog waste bin.		
TOTAL BUDGETED EXPENDITURE		45835.00