



RamseyParkeston
PARISH COUNCIL

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**Financial Report 2016/17
&
Proposed Budget 2017/18**

Financial Year 2016/17

The outcome of this proposed budget shows an extraordinary high increase on last year of 64.2%. This has been proven to include additional services for maintenance and waste management following the cuts by district and county councils, together with the addition of Councillors Annual Allowances and the renewal of both fixed contracts of 5 years due in 2018 have also be considers as estimated to increase by 5%, for landscaping and street light maintenance.

In addition to this proposal I have included a table of annual mandatory costs and financial breakdown for 2017/18 to assist in following this recommendation, together with precept requests set over the recent years of the town and parish councils within Tendring.

No charges have been incurred from the bank this year; moving over to online banking has proved successful in saving charges of 60 pence per cheque drawn being imposed together with a reduction in postage and stationery. It is recommended to remain with the Co-operative bank following researching alternatives who were unable to offer the multi signatory mandate that we hold with the current bank. All electronic banking is approved by 2 signatories as with approval of cheques, the Clerk has been added as a signatory on the account as required by the bank for internet banking access, however will not act as signatory unless in an emergency situation.

Year End figures are predicted to show a healthy balance of £ 41,984 to be carried forward into 2017/18.

Financial year 2017/18

Although confirmed for 2017/18 that the Government's proposal of capping parish and town council to 2% in the increase of the precept to avoid referendum principles being introduced as shire districts (an increase of less than 2% or up to and including £5 (whichever is higher) can be set without triggering a referendum) will not be implemented following consultation and strong objections from the Society of Local Council Clerks, supported by the Ramsey & Parkeston PC and neighbouring town and parish councils.

The Local Council Tax Support Scheme (LCTSS) is a grant from Tendring District Council to town and parish councils to help them offset the reduction in precept that can be requested, due largely to the dip in the number of properties in the parish that pay the full amount of council tax. The grant takes account of council tax discounts, collection rates, and level of empty properties or second homes. TDC offer an 80% discount to those in receipt of the council tax subsidies and whilst their grant reduction from Central Government is proved to be 36%, TDC will limit the reduction to town and parish councils to 5%, equating to a grant to be received by the Ramsey & Parkeston Parish Council of £4,034.00 for 2017/18.

The income from the Cemetery Lodge continues to be secured by monthly rental payments being made by standing order direct into the Council's bank account.

I submit the following recommendations to the members of the Council:

1. **Office Equipment:** £500 – No Change
2. **Staff salary:** £12,000: No Change as set according to the national agreement and in line with the Clerk's contract; NJC salary point Scale1, Spinal Column Point 21 (£10.26 per hour x 18 hours per week) being the hourly rate for part-time clerks applicable from 1st April 2016; an increase in the NJC Spinal Column Point 22 (£10.74) is awarded following the success of achieving a pass of the CiLCA qualification the Clerk is currently working towards. Additional hours can be claimed for holiday pay, attending external meetings and training days together with additional work in relation to Parkeston Cemetery.

A contract of employment is in place between the Council and Clerk; reviewed as recorded in the minutes of the Ramsey & Parkeston Parish Council PC Annual meeting held on 5th May 2016 at which a written statement of employment was accepted and signed by the Chairman: an annual review is to be ongoing.

Review of NJC Pay Spine: Following the Local Government pay agreement for 2016-2018 a review of the national pay spine is being undertaken by a working party with the aim of concluding by June 2017; the aim of the review is to accommodate changes to the National Living Wage rate and to ensure the NJC pay spine remains compliant with requirements of the Equality Act 2010; the proposed restructured pay spine would be subject of full consultation before any agreement is reached.

Work Place Pension: Between October 2012 and April 2017; all employers must enrol staff into a workplace pension for those eligible. This is called automatic enrolment. Eligibility status means if the employee is:

- not already in a workplace pension
- aged 22 or over
- under State Pension age
- earn more than £10,000 a year
- work in the UK.

The date the employer has to start automatic enrolment at the workplace depends on how many people are employed. In the case of the Ramsey & Parkeston Parish Council the current Clerk's staging date is 1st May 2017 with a calculation of monthly contributions of £3.32 by the Clerk and £4.15 by the Council (annual total contribution £99.52). As the Clerk is already in a workplace pension there is no impact of a pension scheme being put in place with the Parish Council, therefore no impact will be made on the precept.

3. **Councillors' Allowance:** £6324: additional cost in 2017/18 which are, depending on the individual personal circumstances, some councillors could incur a tax liability. Parish Basic Allowances are currently for Band 2 – Members maximum @ £516 and additionally Chairman maximum at £648
4. **Office rental:** £500: No Change
5. **Hall rentals:** No Change; paid as donations under S133, circa £275 per annum.
6. **Travelling:** £200: No Change.
Travel allowances are set by the National Joint Council for Local Government Services with amendments circulated to members as and when received.

- 7. Telephone Rental:** £1100: the increase of £550 is proven due to the previous personal mobile contract held by the Clerk included broadband; this is no longer available and the costs now fall to the Parish Council. No Change to the Chairman's allowance to a maximum of £70.00 per quarter.
- 8. Stationery/postage/publications:** £800: No Change
- 9. Audit fees:** £700: increase of £200: covering both annual internal and external audits (external audit fees are set by the Audit Commission as published by the National Financial Advisor, SLCC).
- 10. Annual Memberships:** £900: increase of £50
- 11. Training Costs:** £1000: No Change: All Councillors are encouraged to bring forward ideas for training that can now be easily arranged in house where delivered by the EALC.
- 12. Insurance:** £1,300: No Change; properties insured include the Parkeston Cemetery Chapel Lodge and Chapel.
- 13. Chairs Allowance:** £650: No Change
- 14. Cemetery Water and Sewerage:** £750: No Change, a reduction in costs have been evident following the replacement pipe under the access road to the cemetery installed.
- 15. Business Rates:** £1000: increase of £500; the current Small Business Rate Relief of 100% remains confirmed in place for 2017/18. The rateable value for 2017 of the cemetery is £2,075; the multiplier set by central government is currently 0.467 giving a potential bill of £969.
- 16. Cemetery Interments/Memorials Income:** £1,000: no increase in cemetery fees is proposed for the forthcoming year to ensure our competitiveness remains high.
- 17. Cemetery Lodge Rent:** No Change following a 5% increase last year; currently set at £570 per calendar month. An annual review will continue.
- 18. Landscape Contract work:** £11,824: the fixed contract of 5 years expires 31st April 2018; a 5% increase has been estimated for a further 5 year renewal with the contractor. The contract equates to a value of £9,824 scheduled contracted work; an additional £2,000 being set aside for additional unforeseen works and improvements. [copy of schedule and costs enclosed for information]
- 19. Maintenance and Waste Management:** £12,464: additional services to be delivered in both wards for 2017/18, perceived to be necessary following district council cuts in services. Work required is to be approved in accordance with the Ramsey & Parkeston Parish Council Financial Regulations, S11.1 where for works over £1000, 3 quotations are to be obtained for authorisation at full council, for works under £1000 estimates are to be sourced for best value.

20. Donations: £3,500: No Change: all applications are considered on merit; Hall rentals for RPPC meetings are considered as donations under S19, circa £275 per annum.

The Department for Communities and Local Government (DCLG) who advise the appropriate sum for the purpose of section 137(4)(a) – (Power of local authorities to incur expenditure for certain purpose not otherwise authorised) of the Local Government Act 1972 for parish and town councils in England for 2017-18 have not published the sum at the time of writing this report. (2016-17 = £7.36 per parishioner).

21. Street lighting:

- **Supply:** £1,500: £400 increase: [Ramsey Ward]
- **Maintenance:** £1,208: £58 increase with 5% estimated on renew 5 year fixed term contract that expires 31st July 2018 to maintain the 33 light fittings in Ramsey Ward owned by the Council. [Ramsey Ward]

22. Restoration of memorial: £2,500: increase of £1,500 to support the re-siting of the War Memorial Lychgate from St Paul's Church, Parkeston to the Parkeston Cemetery, circa £16,000, funding is currently being sourced. (War Memorials (Local Authorities' Powers) Act 1923, s 1).

23. Projects: £12,000; No Change: projects for consideration during the municipal year 2017/18 are as follows:

- **Parkeston Cemetery Chapel: £4,000:** maintenance on the building to ensure safety to the public.
- **Small Projects: £8,000: projects** to address maintenance and enhance services for both wards [maximum number of small projects set at £100 per project; those of a higher value can be considered and awarded on merit by the Council.]

24. Reserves: £5,000: No Change: The advice to the size of the reserve and that given to external auditors is that the general revenues reserves lie within the range of three to twelve months gross expenditure; that of the RPPC equates approximately to the value of £10,000 therefore I remain confident that the amount proposed is acceptable.

Estimated receipts for the Parish Council for financial year 2017/18 is projected to be:

1. Cemetery Lodge Rent: £6,840: No Change
2. Interest: £50.00: No Change
3. Burials, memorials: £1,000: No Change

Equating to a predicted income totalling £7,890

With the use of an internal balance of £5,000 this recommendation arrives at a precept request of £67,090 prior to LCTSS¹ grant of £4,034 equating to £63,056 for 2017/18 against

¹ **LCTSS**, introduced in April 2013, is the grant paid under the Localising Council Tax Support Scheme, received via Tendring District Council from Central Government with the aim to assist Council Tax payers on low incomes. This funding to support the scheme from Central Government has continue to reduce with other central funding cuts and is expected to do so in 2017/18.

£37,679 for 2016/17 [+64.2%], (actual precept 2016/17 requested £41,925 less LCTSS grant of £4,246 received from Tendring District Council).

Tax Bands in monetary values are shown in the table below:

Ramsey & Parkeston Council Tax Bands calculated on Annual Tax Base published										
BAND	A (6/9)	B (7/9)	C (8/9)	D (1)	E (11/9)	F (13/9)	G (15/9)	H (2)	%on Y	Band D £ per month
2012/13	£33.93	£39.58	£45.24	£50.89	£62.20	£73.51	£84.82	£101.78		£4.24
2013/14	£32.57	£37.99	£43.42	£48.85	£59.71	£70.56	£81.42	£97.70	-4.0%	£4.07
2014/15	£31.93	£37.26	£42.58	£47.90	£58.54	£69.19	£79.83	£95.80	-1.9%	£3.99
2015/16	£36.60	£42.70	£48.80	£54.90	£67.10	£79.30	£91.50	£109.80	14.6%	£4.58
2016/17	£36.79	£42.93	£49.06	£55.19	£67.45	£79.72	£91.98	£110.38	0.5%	£4.60
2017/18	£60.41	£70.48	£80.55	£90.62	£110.76	£130.90	£151.03	£181.24	64.2%	£7.55

Example: the increase for a Band D property from 2016/17 to 2017/18 [+£35.43 per annum equates to £0.68 pence per week)

Special Expenses:

Ramsey Ward:

- Landscape Services Contract [Ramsey War Memorial Hall Playing Field and Orchard Close]
- Street Lights: supply and maintenance

Parkeston Ward:

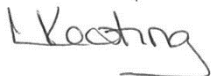
- Landscape Services Contract [Welfare Park and Parkeston House front boundary]

The recommendation remains for all income from the cemetery to be set aside for reinvestment within the cemetery for repairs and maintenance to the grounds and buildings as required. [A separate record of accounts relating to the Cemetery is retained; a copy of such is enclosed for your information]

The limit of the RPPC bank balance is directed by the Audit Commission to be no more than 1.5 times the amount of the actual precept request – £57,546 x 1.5 = £86,319

	Credit	Debit
Balance brought forward 01 April 16	£32,900	
Expenditure predicted to end March 17		£40,731
Income predicted to end March 17		
Precept	£41,925	
Bank Interest	£ 50	
Burials/memorials	£ 1,000	
Lodge Rent	£ 6,840	
Predicted Balance as at 1 st April 2017	£41,984	

I therefore recommend this budget to the Ramsey and Parkeston Parish Council to continue delivering best value to the parishioners of the Council.



Lin Keating
Responsible Financial Officer
Dated: 12th January 2017

This recommendation has been agreed by those present at the meeting of the Ramsey & Parkeston Parish Council held on 12th January 2017 with approval given for the precept request to be submitted as directed to Tendring District Council by 25th January 2017.

Proposed by:

Councillor Ramsay seconded by Councillor Ferguson

Signed by the Chairman..... [Councillor W G Elmer]

Dated: 16th February 2017

Witnessed by Councillor.....

Dated: 16th February 2017