



RamseyParkeston
PARISH COUNCIL

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Financial Report 2011/12

&

Proposed Budget 2012/13

Financial Year 2011/12

The outcome of this proposed budget shows a large increase of 56% on the precept request of 2011/12.

This increase is warranted by the following factors:

1. Two large contracts [landscape and street light maintenance] are due for renewal during 2013 with projected increases of between 5-10% on both.
2. Both Water and Electricity supplies are being increased near to 20%.
3. The introduction of further funding for small projects [a maximum of 30 have been included in this proposal] has added to the large increase; these projects are proven to be of benefit to both wards in enhancing services. A proposal to replace the Parkeston village sign and to add a Ramsey village sign accounts for £2000 of proposed projects that will automatically reduce some expenditure in the following municipal year.
4. Again no use of internal balance to ensure a healthier opening balance for the forthcoming new accounting year.

In reading this recommendation in conjunction with the enclosed breakdown of income and expenditure I trust it will reflect the recommended changes proposed.

In the following areas there has been no expenditure against the budget to-date:

- Restoration of Memorials: a proposal to carry out maintenance on the lichgate at St Paul's Church has been agreed.

No charges incurred from the bank this year; signatories are currently being updated with the bank to bring all current Councillors as approved signatories with 3 signatures required on any cheque issued with the cheque stub to be initialled by those signing. The Clerk is not a signatory on the bank account.

Financial year 2012/13

In preparing this recommendation to the Council for the financial year 2012/13 I have sourced advice from the Society of Local Council Clerks in protecting the public purse and considered information in SLCC advice notes on expected External Audit Fees recommended by the Audit Commission. The income from the Cemetery Lodge has been secured by a request of monthly rental payment being made by standing order accepted.

In taking into account the increase of domestic fuels I submit the following recommendations to the Council:

1. **Office Equipment:** No Change
2. **Staff salary:** Set according to the national agreement and in line with the Clerk's contract; NJC salary point Scale1, Spinal Column Point 21 (£9.941 per hour x 18 hours per week) being the hourly rate for part-time clerks applicable from 1st April 2010. A pay freeze has been implemented [2010 – 2012]. A contract of employment is in place between the RPPC and Clerk a review of which is due to be undertaken, thereafter should be undertaken annually.
3. **Office rental:** £500 to reflect increase in domestic charges; last increase 2006/07.
4. **Hall rentals:** Increase to £20 per meeting to assist in the increase for charges of heating/lighting.
5. **Travelling:** Decrease to £100; in house training being the preferred method of training with costs shared with neighbouring councils. All Councillors are reminded of their right to claim travel expenses and are encouraged to do so.
Travel allowances are set by the National Joint Council for Local Government Services to reflect the petrol element and engine sizes with amendments circulated to members.
6. **Telephone Rental:** No Change as set £500 per annum; also includes the supply a land line rental for the Chairman to a maximum of £60.00 per quarter as agreed 2009/10 budget to stand until further notice; this allowance was agreed to enable the Chairman to conduct council business and to limit the cost to parishioners in contacting the Chairman.
7. **Stationery:** Increased to cover price rise of supplies and VAT incurred during 2011.

8. **Audit fees:** Increased by £50 to cover expected increase by internal auditor; external audit fees are set by the Audit Commission as published by the National Financial Advisor, SLCC.
9. **Annual Memberships:** Decrease in line with cancellation of LCR publication that is now available free of charge on line.
10. **Training Costs:** No Change: all Councillors are reminded of the opportunity in attending relevant training courses and encouraged to bring forward requests for independent/group training considered to be beneficial to the RPPC.
11. **Insurance:** No Change
12. **Chairs Allowance:** Increase £100; last increase 2008/09 budget.
13. **Cemetery Water Rates:** Increase 20% as proven necessary.
14. **Cemetery Council Tax:** No Change
15. **Cemetery Interments/Memorials:** an increase of 5% on all interments and memorials within the Parkeston Cemetery to be advised to all Undertakers and Stone Masons that such increase will take effect as from 1st April 2012.
16. **Cemetery Lodge Rent:** Increase of 5% to £117.00 per week to be implemented as from 1st April 2012; with a letter of agreement to be obtained from the current tenants.
17. **Landscape Contract work:** No Change; the contract is due for renewal from 31st March 2013; an addition to the contract and consideration of any increase to be incurred levels out with work undertaken within both parishes. [Special Expenses relate to both Ramsey & Parkeston Wards within the contract]
18. **Donations:** All applications to be considered on merit; amount recommended has been combined to give flexibility in considering donations; Hall rentals are considered as donations under S133.
19. **Street lighting:**
 - Supply:** Increased by 20% [Special Expense - Ramsey Ward]
 - Maintenance:** No change although an increase is expected in the renewal of the contract due 31st July 2013; this is due to the replacement programme of lamps lowering maintenance and call outs. [Special Expense – Ramsey Ward]
20. **Restoration of memorial:** No Change; proposed projects in place.

21. Projects: circa £13,000.00; newly introduced following demands of small projects to address maintenance and enhance services for both wards [maximum number of small projects set at 30; close monitoring will reflect the success in the budget of the next municipal year]

I estimate that the receipts for the Parish Council for financial year 2012/13 to be:

1. Cemetery Rents: £6084 [= £117 per week being a 5% increase on Cemetery Lodge Rent as from 1st April 2012 thereafter to be annually reviewed in this recommendation.
2. Cemetery Water Rates: £432; collected with payment of Cemetery Lodge rent
3. Interest: £30.00 [low funds held in bank]
4. Burials, memorials: No Change
5. VAT Return: Increase due to increase of VAT charged.
6. Chapel Storage Rent: Decrease due to loss of user.

This equates to a predicted income totalling £9254.00

Without the use of an internal balance this recommendation arrives at a precept request of £39,021.00 – an increase of 56% on the previous year.

The current published Tendring District Council Register of Electors donates 1738, thus an average contribution of £22.45 [dependent on house bands] equates to the Precept Request of £39,021.00. This compares to a contribution of £14.34 in the previous year [calculated on published TDC Register of Electors of 1745 with a Precept Request of £25,026.00].

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 for all income from the cemetery be set aside for reinvestment within the cemetery for repairs and maintenance to the grounds and buildings as highlighted by the risk assessment policy adopted by the RPPC at the Annual Meeting May 2011.

With the recommendation that finance set aside from the opening balance to the amount of £5000.00 only for the purpose of:

1. £5,000.00 General Reserve to be a contingency to cushion the impact of unexpected events or emergencies in either ward.

Recommendations from SLCC National Financial Advisor for any amount to be earmarked for general reserves usually lie within the range of three to twelve months gross expenditure, risk assessed and approved by the Council. The amount proposed has been calculated on an average 3 month gross expenditure on 2011/12.

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 precept request – $£39,021.00 \times 1.5 = £58,531.00$

	Credit	Debit
Balance as at 1 st October 11	£6,576.00	
Expenditure to end March 12		£13,460.00
Income to end March 12	£16,461.00	
Predicted Balance as at 1 st April 2011	£9,577.00	

To follow from the recommendations set at the budget 2011/12 to increase the opening balance gives the reason for the exclusion of use of reserves in the precept for the new financial year.

I therefore recommend this budget to the Parish Council, confident to be able justify the high increase in proving that the members of the Ramsey & Parkeston Parish Council have adjusted the precept accordingly over the years to give best value to its parishioners.

Lin Keating

Lin Keating
Responsible Financial Officer

Dated: 30th October 2011

This recommendation has been considered by those present at the Budget meeting of the Ramsey & Parkeston Parish Council held on Thursday, 3rd November 2011; proposed by Cllr Colbourne, seconded by Cllr Prior with all in favour, for full approval at the meeting of the Ramsey & Parkeston Parish Council held on Thursday, 17th November 2011 allowing time for submission to Tendring District Council by 30th December 2011.

Proposed by:

Councillor..... seconded by Councillor.....

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

Dated:.....

Witnessed by Councillor.....

Dated:.....

ADOPTED 17.11.2011