



RamseyParkeston
PARISH COUNCIL

Clerk:

Mrs Lin Keating
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Chairman:

Cllr George Elmer
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Financial Report 2017/18 & Proposed Budget 2018/19

Financial Year 2017/18

The outcome of this proposed budget shows a minimal increase on last year of 2.7%.

No charges have been incurred from the bank this year; the transition of moving to online banking has been successful saving charges of 60 pence per cheque drawn on the Council's account. It is recommended to remain with the Co-operative bank following with current procedures in place for approval of all payments by 2 authorised signatories. The Clerk remains 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 high balance of £ 70,057 to be carried forward into 2018/19.

Financial year 2018/19

Tendring District Council have announced their position for 2018/19 to save £3.4m; opting for a 10 year forecast to assess their budget needs that suggests a budget surplus in 2024/25 that they predict will soften the deficit up until that point. In an aim in cutting costs TDC are considering a period of consultation with Parish Councils to explore what further services could be handed over.

The reduction of the Local Council Tax Support Scheme (LCTSS) will be at the same trajectory as the loss in the Revenue Support Grant (RSG) which they receive from Central Government that will be discontinued in 2020.

With a high opening balance of £70,057 predicted consideration must be given to any impact on future reduction in LCTSS and the renewal of both the landscaping contract and street lighting contract during the year with a further potential impact on the funds. However, all Councillors are encouraged to be proactive in considering potential projects to improve the services or environment that is available to their wards.

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 Scale 1, Spinal Column Point 21 (£10.54 per hour x 18 hours per week) being the hourly rate for part-time clerks applicable from 1st April 2016. Following the Local Government review of the NJC Pay Spine for 2016-2018, an annual increase of 1% as from 1st April was agreed. 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 18th May 2017 at which a written statement of employment was accepted and signed by the Chairman: an annual review is to be ongoing

Work Place Pension: eligibility status, criteria as below, is not applicable as submitted to the Local Government in line with the deadline 1st May 2017.

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.

3. **Councillors' Allowance:** £6324: No Change. It should be noted that depending on the individual personal circumstances, some councillors could incur a tax liability. Parish Basic Allowances are currently recommended for Band 2 – Members maximum @ £516 and additionally Chairman maximum at £648. It is the decision of the Parish Council to set the rate for both allowances in considering the precept.
4. **Office rental:** £500: No Change
5. **Hall rentals:** £500: No Change; hourly rate is as set by the provider and paid as donations under S133.
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: No Change.
8. **Stationery/postage/publications:** £850: No Change
9. **Audit fees:** £700: No Change to cover 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: No Change

- 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:** £800: Reduction of £500 following the withdrawal of AON providing the service to local councils and a competitive provider sourced. The current insurance cover is held under a 3 year fixed contract with Came & Company (Insurer Hiscox Insurance Company Limited), expiry date 30th September 2018.
- 13. Chairs Allowance:** £650: No Change
- 14. Cemetery Water and Sewerage:** £750: No Change.
- 15. Business Rates:** £1000: No Change; the current Small Business Rate Relief of 100% remains confirmed in place for 2018/19.
- 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:** £10 per month reduction to compensate for the access to use the tenants wi-fi service to be able to view CCTV recordings remotely. An annual review will continue.
- 18. Landscape Contract work:** £12,234: 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. A full tender process will be carried out during March 2018. [copy of schedule and costs enclosed for information]
- 19. Maintenance and Waste Management:** £8,464: reduction of £4000: . Work required is to be approved in accordance with the Ramsey & Parkeston Parish Council Financial Regulations, S11.1 where for works over £3000, 3 quotations are to be obtained for authorisation at full council, for works under £3000 estimates are to be sourced for best value.
- 20. Donations:** £7,500: increase of £4000: all applications are considered on merit; Hall rentals for RPPC meetings are considered as donations under S19. 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 2018-19 have not published the sum at the time of writing this report. (2017-18 = £7.57 per parishioner).
- 21. Street lighting:**
- **Supply:** £1,500: No Change [Ramsey Ward]
 - **Maintenance:** £1,208: No Change 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]. Best value will be sourced in renewing the contract during March 2018.
- 22. Restoration of memorial:** £2,500: No Change.

23. Projects: £12,000; No Change: projects for consideration during the municipal year 2018/19:

- **Parkeston Cemetery Chapel: £4,000:** maintenance on the building to ensure safety to the public.

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 2018/19 is projected to be:

1. Cemetery Lodge Rent: £6,720: £120 reduction
2. Interest: £50.00: No Change
3. Burials, memorials: £1,000: No Change

Equating to a predicted income totalling £7,770

With the use of an internal balance of £5,000 this recommendation arrives at a precept request of £67,210 prior to LCTSS¹ grant of £2,621 equating to £64,589 for 2018/19 against £63,056 for 2017/18 [+2.7%], (actual precept 2017/18 requested £67,090 less LCTSS grant of £4,034 received from Tendring District Council).

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

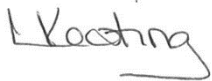
Ramsey & Parkeston Council Tax Bands calculated on Annual Tax Base published										
BAND	A (6/9)	B (7/9)	C (8/9)	D (1)	E (11/9)	F (13/9)	G (15/9)	H (2)	%on Y	Band D £ per month
2012/13	£33.93	£39.58	£45.24	£50.89	£62.20	£73.51	£84.82	£101.78		£4.24
2013/14	£32.57	£37.99	£43.42	£48.85	£59.71	£70.56	£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
2018/19	£62.07	£72.42	£82.76	£93.11	£113.80	£134.49	£155.18	£186.22	2.7%	£7.76

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 2018/19.

The upper 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 – £67,210 x 1.5 = £100,815

	Credit	Debit
Balance brought forward 01 April 17	£48,733	
Expenditure predicted to end March 18		£53,656
Income predicted to end March 18		
Precept	£67,090	
Bank Interest	£ 50	
Burials/memorials	£ 1,000	
Lodge Rent	£ 6,840	
Predicted Balance as at 1 st April 2018	£70,057	

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: 18th January 2018

This recommendation has been agreed by those present at the meeting of the Ramsey & Parkeston Parish Council held on 18th January 2018 with approval given for the precept request to be submitted as directed to Tendring District Council by 24th January 2018.

Proposed by:

Councillor _____ seconded by Councillor _____

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

Dated: 18th January 2018

Witnessed by Councillor.....

Dated: 18th January 2018