



RamseyParkeston
PARISH COUNCIL

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Financial Report 2012/13

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Proposed Budget 2013/14

Financial Year 2012/13

The outcome of this proposed budget shows a slight decrease of 4.7% on the precept request of 2012/13. This has been achieved by the decrease of funding of small projects and by the close monitoring of spending throughout the year to deliver best value served to parishioners.

The landscape contract valued at circa £10,000 is due for renewal as at 31st March 2013 with the smaller contract for street light maintenance due for renewal as at 31st July 2013. It is proposed that both are to be put out to tender to show best practice in entering any set contracts in the future.

With the small balance to be carried over into the new budget year, again no use of internal balance is propose to allow a buffer for any unforeseen circumstances.

In reading this recommendation in conjunction with the enclosed breakdown of income and expenditure I trust it will clearly 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 that has been agreed has been put on hold until the future of the Church is formally decided..

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 2013/14

In preparing this recommendation to the Council for the financial year 2013/14 I have sourced advice from the Society of Local Council Clerks in safeguarding public money 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 monthly rental payments being made by standing order direct into the Council's bank account.

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

1. **Office Equipment:** £300: 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. No notification has been received if the pay freeze implemented 2010 – 2012 is to be extended. 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: No Change
4. **Hall rentals:** No Change; paid as donation at £20 per meeting under S19
5. **Travelling:** £100: No Change; 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:** £550: No Change, includes the supply a land line rental for the Chairman to a maximum of £60.00 per quarter to enable the Chairman to conduct council business and to limit the cost to parishioners in contacting the Chairman.
7. **Stationery:** £800: No Change
8. **Audit fees:** £650: No Change, covers both internal and external audits: external audit fees are set by the Audit Commission as published by the National Financial Advisor, SLCC.
9. **Annual Memberships:** £850: small decrease to reflect actual costs on the previous year.

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:** £600: No Change
13. **Cemetery Water and Sewerage:** £600: an increase of 25% as proven necessary. The major percentage of the charge is including in the cemetery lodge rent.
14. **Cemetery Business Rates:** £400: 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 2013.
16. **Cemetery Lodge Rent:** Increase of 5% to £570.00 per calendar month [including water and sewerage charges] to be implemented as from 1st April 2013; with a letter of agreement to be obtained from the current tenants.
17. **Landscape Contract work:** 5% increase notification received from current contractor of increase as of the end of the current contract due for renewal from 31st March 2013, recommendation for the new contract to be put out for tender as valued at £10,906.
18. **Donations:** No Change: all applications to be considered on merit; Hall rentals for RPPC meetings are considered as donations under S19.
19. **Street lighting:**
 - Supply:** £1,000 as proven [Special Expense - Ramsey Ward]
 - Maintenance:** £2,500: No change contract is due for renewal 31st July 2013. [Special Expense – Ramsey Ward]
20. **Restoration of memorial:** No Change; proposed projects in place.
21. **Projects:** £5,000.00; for small projects to address maintenance and enhance services for both wards [maximum number of small projects set at £100 per project; close monitoring will reflect the success in the budget of the next municipal year]

Estimated receipts for the Parish Council for financial year 2013/14 to be:

1. Cemetery Rents: £6840 to be annually reviewed in this recommendation.
2. Interest: £30.00 [low funds held in bank]
3. Burials, memorials: £1,000: No Change
4. VAT Return: £2,500
5. Chapel Storage Rent: £208: No Change

This equates to a predicted income totalling £10,579.00

Without the use of an internal balance this recommendation arrives at a precept request of £37,277.00 – a decrease of 4.7% on the previous year.

The current published Tendring District Council Register of Electors donates 1738, thus an average contribution of £21.45 [over all house bands] and equates to the Precept Request of £37,277.00.

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 to be set aside for reinvestment within the cemetery for repairs and maintenance to the grounds and buildings as required.

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.

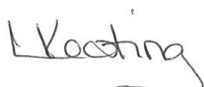
Recommendations from SLCC National Financial Advisor for any amount to be earmarked for general reserves usually lie within the range of three to twelve months gross expenditure, risk assessed and approved by the Council. The amount proposed has been calculated on an average 3 month gross expenditure on 2012/13.

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 – £37,277.00 x 1.5 = £55,915.00

	Credit	Debit
Balance as at 1 st October 12	£8,697.00	
Expenditure to end March 13		£17,868.00
Income to end March 13	£23,872.00	
Predicted Balance as at 1 st April 2013	£6,004.00	

Following the warning from the National Association of Local Councils [NALC] about the impact on communities of the Government's proposals for the localisation of support for council tax contained in the Local Government Finance Bill. Measures contained in the Bill will reduce the tax base construction on local parish and town council precept charges from April 2013 that clearly needs close monitoring. The proposals are that in a community, those on pensions and benefits receive council tax benefit giving a consequence that these new measures will mean less income per household going to the local council. However principal authorities will receive a subsidy from the Government to make up the shortfall to distribute through their parish and town councils at their decision.

I therefore recommend this budget to the Parish Council, to be carried out thoroughly in the spending to avoid a small balance being carried over in the following year and to give best value to Ramsey and Parkeston parishioners.



Lin Keating

Responsible Financial Officer

Dated: 30th October 2012

This recommendation has been considered by those present at the Budget meeting of the Ramsey & Parkeston Parish Council held on _____; proposed by Cllr _____, seconded by Cllr _____ with all in favour, full approval was given for the precept request to be submitted to Tendring District Council by 30th December 2012 as directed by them.

Proposed by:

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

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

Dated:.....

Witnessed by Councillor.....

Dated:.....