



Clerk:

Mrs Lin Keating
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Chairman:

Councillor Rob Passmore
Ramsey Ward

Financial Report 2018/19 & Proposed Budget 2019/20

Financial Year 2018/19

The outcome of this proposed budget shows an increase on last year of 3%.

No charges have been incurred from the bank this year, with no interest paid onto the account. Online banking remains the preferred source in order to have easy access to live data and proves to be cost cutting with no cheques drawn to date that incurs a cost per cheque. 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 online banking access, however will not act as signatory unless in an emergency situation.

The successful major project undertaken in the year to re-site the St Paul's Lychgate to the Parkeston Cemetery to a cost of £16,748 was met from the budget as below:

Memorials	£2,500
Cemetery income for burials and memorials	£2,881
Balance of Cemetery lodge rent following the reduction of overheads (landscaping/water supply)	£2,268
Projects	£9,099

Year End figures are predicted to show a balance of £102,381 to be carried forward into 2019/20.

Financial year 2019/20

The reduction of the Local Council Tax Support Scheme (LCTSS) has been confirmed by Tendring District Council a figure of £1,049 against £2,621 in 2018/19. 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 £102,381 together with the security of the renewal contracts agreed in 2018 for a fixed term of 5 years, the Ramsey & Parkeston Parish Council must give serious consideration to the finances available over all departments and are used as requested for.

The income from the Cemetery Lodge continues to be secured by monthly 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 (£10.68 per hour x 18 hours per week) being the hourly rate for part-time clerks applicable from 1st April 2018. Following the Local Government review of the NJC Pay Spine for 2018-2019, 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 3rd May 2018 at which a written statement of employment was accepted and signed by the Chairman: an annual review is to be ongoing.

- 3. Councillors' Allowance:** £6324: No Change. It should be noted this allowance is applicable to elected members only and 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. A revision of the Councillor's Allowance procedures will bring in payment pro rata to attendance with effect from 1st April 2019.
- 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: includes affiliation to the Society of Local Council Clerks (SLCC), Essex Association of Local Councils (EALC), Community Voluntary Services Tending (CVST), all of which are valuable sources of information, guidance and advice on all council matters and legislation.

- 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: No Change.
- 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 to be confirmed in place for 2019/20.
- 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:** £560 per calendar month: No Change
- 18. Landscape Contract work:** £12,000: the new fixed contract of 5 years from 1st May 2018 expires 31st April 2023 was agreed following the tender procedures of the council.
- 19. Maintenance and Waste Management*:** £6,850: reduction of £1,614. 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*:** £5,000: reduction of £2,500: 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. (2018/19 = £7.86 per parishioner).
- 21. Street lighting:**
- **Supply:** £1,500: No Change [Ramsey Ward]
 - **Maintenance:** £1,208: The new fixed contract of 5 years from 1st August 2018 expires 31st July 2023. Maintenance of 33 light fittings in Ramsey Ward owned by the Council. [Ramsey Ward].
- 22. Restoration of memorial*:** £1,500: reduction of £1,000.
- 23. Projects:** £12,000; No Change: projects for consideration during the municipal year 2019/20
- **Parkeston Cemetery Chapel: £20,000:** maintenance on the building to ensure safety to the public allowing the building to be opened to the public with artefacts donated from the closure of St Paul's Church, Parkeston to be displayed.

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 2019/20 is projected to be:

1. Cemetery Lodge Rent: £6,720: No Change
2. Interest: No longer applicable to the current bank account with no income from this source since 2016/17.
3. Burials, memorials: £1,000: No Change

Equating to a predicted income totalling £7,720

With the use of an internal balance of £5,000 this recommendation arrives at a precept request of £69,202 prior to LCTSS¹ grant of £1,049 equating to £68,153 for 2019/20 against £64,589 for 2018/19 [+£3,564], (actual precept 2018/19 requested £67,210 less LCTSS grant of £2,621 received from Tendring District Council).

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	£64.22	£74.92	£85.63	£96.33	£117.74	£139.14	£160.55	£192.66	6.3%	£8.03

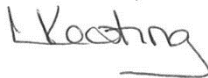
¹ **LCTSS**, introduced in April 2013, is the grant paid under the Localising Council Tax Support Scheme, received via Tendring District Council from Central Government with the aim to assist Council Tax payers on low incomes. This funding to support the scheme from Central Government has continue to reduce with other central funding cuts and will cease 2020.

* Recommendations for reductions in those departments as highlighted are to support the proposed project of maintenance of the Parkeston Cemetery Chapel necessary to secure the building's future.

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 – £68,153 x 1.5 = £102,229 Therefore in submitting this precept request detailed monitoring of the bank balance is a future priority requirement.

	Credit	Debit
Balance brought forward 01 April 18	£78,694	
Expenditure predicted to end March 18		£53,124
Income predicted to end March 19		
Precept	£67,210	
Bank Interest	£ 0	
Burials/memorials	£ 2,881	
Lodge Rent	£ 6,720	
Predicted Balance as at 1 st April 2019	£102,381	

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: 15th November 2018

This recommendation has been agreed by those present at the meeting of the Ramsey & Parkeston Parish Council held on 15th November 2018 with approval given for the precept request to be submitted as directed to Tendring District Council by **18th January 2018.**

Proposed by:

Councillor _____ seconded by Councillor _____

Signed by the Chairman..... [Councillor B Davidson]

Dated: 17th January 2019

Witnessed by Councillor.....

Dated: 17th January 2019

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