



**Clerk:**

Mrs Lin Keating  
1 Adelaide Street  
Parkeston, Harwich  
Essex CO12 4PL  
Tel: 01255 506212  
Mobile 07790919094

**Chairman:**

Councillor Rob Passmore  
Ramsey Ward

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**Financial Report 2019/20  
&  
Proposed Budget 2020/21**

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## Financial Year 2019/20

The outcome of this proposed budget shows an increase on last year of 4% - £71,108 from £68,552.

This is partly due to the cessation of the Local Council Tax Support Scheme (LCTSS), a grant received over the past 5 years, reducing annually to £1,049 received in the last financial year; together with an increase in insurance costs.

No charges have been incurred from the bank this year, interest is not applicable on the account and has been removed from the equation. 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 for online access only in order to carry out transactions as approved by the Council.

## Financial year 2020/21

Although a predicted high opening balance of £93,083 the Ramsey & Parkeston Parish Council must give serious consideration to the finances available and to be mindful of the potential high costs in relation to the Cemetery Lodge maintenance, also a possible loss in income from the rent of the lodge that has been reflected in this recommendation.

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

- 1. Office Equipment:** £500 – No Change
- 2. Staff salary:** £14,000: an increase of £2,000 proven by pay awards as set according to the national agreement and in line with the Clerk's contract; NJC salary point Scale 1, Spinal Column Point 21 (£13.41 per hour x 18 hours per week) being the hourly rate for part-time clerks applicable from 1<sup>st</sup> April 2019. 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 16<sup>th</sup> May 2019 at which a written statement of employment was accepted and signed by the Chairman: an annual review is to be ongoing.

- 3. Councillors' Allowance:** £5,810: A reduction of £424: 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 £650. It is the decision of the Parish Council to set the rate for both allowances in considering the precept. Councillor's Allowance procedures are set that payment will be made at the end of the financial year; the amount being paid pro rata to attendance. Councillors have the option to not claim the allowance.
- 4. Office rental:** £500: No Change
- 5. Hall rentals:** £270: set to cover 10 meetings at £27 per meeting 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 on any such occasion.
- 7. Telephone Rental:** £1,300: increase of £300 to cover full independent mobile phone and landline /internet access.
- 8. Stationery/postage/publications:** £700: reduced by £150.
- 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:** £750: reduced by £150, however still includes affiliation to the Society of Local Council Clerks (SLCC), Essex Association of Local Councils (EALC), Community Voluntary Services Tendring (CVST), all of which are valuable sources of information, guidance and advice on all council matters and legislation.
- 11. Training Costs:** £1,000: 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:** £1,400: an increase of £600 proved due to the costs - £1,183 from £850 on the previous year, we also need to be mindful of a possible further increase on following the current claim in place for subsidence at the Cemetery Lodge.
- 13. Chairs Allowance:** £650: No Change
- 14. Cemetery Water and Sewerage:** £750: No Change.
- 15. Business Rates:** £1,000: No Change; the current Small Business Rate Relief of 100% is yet to be confirmed for 2020/21.
- 16. Cemetery Interments/Memorials Income:** £1,000: a revision in cemetery fees should now be a priority to be set in place from 1<sup>st</sup> April 2020.
- 17. Cemetery Lodge Rent:** £560 per calendar month: No Change, however should there be renovations done an increase in the rent should be considered during the financial year, with a new, more robust contract with the tenants to be put in place.
- 18. Landscape Contract work:** £12,000: No Change with fixed contract in place for 5 years running from 1<sup>st</sup> May 2018 until 31<sup>st</sup> April 2023.
- 19. Maintenance and Waste Management:** £5,000: a reduction of £1850 due to the low use of funds over the previous years. Any 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. The contract agreed in September 2019 with Veolia for business waste collection in Parkeston to cover the cemetery and litterpicks in the village is set under this budget; circa £ 350 per annum.

**20. Donations:** £3,000: reduction of £2,000 in a bid to keep the precept request increase minimal: all applications are considered on merit; Hall rentals for RPPC meetings are considered as donations under S133.

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 2020/21 have not published the sum at the time of writing this report. (2019/20 = £8.12 per parishioner).

**21. Street lighting:**

- **Supply:** £1,800: an increase of £300 proved in suppliers increase in charges [Ramsey Ward]
- **Maintenance:** £1,208: No Change with the fixed contract in place for 5 years running from 1<sup>st</sup> August 2018 until 31<sup>st</sup> July 2023. Maintenance of 31 light fittings in Ramsey Ward owned by the Council. [Ramsey Ward].

**22. Restoration of memorial:** £1,500: No Change; upkeep of Lychgate now in place at the Cemetery entrance.

**23. Projects:** £20,000; No Change: if not needed for works on the Cemetery Lodge, dependant on outcome of insurance claim currently in place, other projects are to be given consideration during the municipal year 2020/21

**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 £14,000 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: £3,360: a reduction of £3,360 due to the possibility of having to re-house the tenants or loss of tenancy due to essential works required at the property due to subsidence.
2. Burials, memorials: £1,000: No Change

Equating to a predicted income totalling of just £4,360 – 44% down on the previous year (£7,720)

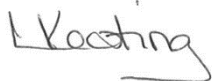
With the use of an internal balance of £5,000 this recommendation arrives at a precept request of £71,108 for 2020/21 against £69,202 for 2019/20 (+£2,556) equating to an overall 4% increase.

| 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<br>£ per<br>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                    |
| 2019/20  | £64.22  | £74.92  | £85.63  | £96.33 | £117.74  | £139.14  | £160.55  | £192.66 | 3.5%  | £8.03                    |
| 2020/21  | £65.69  | £76.64  | £87.59  | £98.54 | £120.44  | £142.34  | £164.23  | £197.08 | 2.3%  | £8.21                    |

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: £71,108 x 1.5 = £106,662, therefore in submitting this precept request detailed monitoring of the bank balance is a future priority requirement.

|  | Credit  | Debit   |
|--|---------|---------|
| Balance brought forward 01 April 19                | £75,674 |         |
| Expenditure predicted to end March 20              |         | £58,863 |
| Income predicted to end March 19                   |         |         |
| Precept  | £68,552 |         |
| Burials/memorials                                  | £ 1,000 |         |
| Lodge Rent   | £ 6,720 |         |
| Predicted Balance as at 1 <sup>st</sup> April 2020 | £93,083 |         |

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: 21<sup>st</sup> November 2019

This recommendation has been agreed by those present at the meeting of the Ramsey & Parkeston Parish Council held on 21<sup>st</sup> November 2019 with approval given for the precept request to be submitted as directed to Tendring District Council by **17th January 2020.**

Proposed by:

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

Signed by the Chairman..... [R Passmore]

Dated: 21<sup>st</sup> November 2019

Witnessed by Councillor.....

Signature: .....

Dated: 21<sup>st</sup> November 2019