



**Clerk:**

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**Chairman:**

Councillor Rob Passmore  
Ramsey Ward

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**Financial Report 2020/21  
&  
Proposed Budget 2021/22**

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## Financial Year 2020/21

The outcome of this proposed budget shows an increase of £1,310 on last year equating to 4.4% : £72,418 from £70,032 ( an adjustment of £1,066 from £71,108 due to the late receipt of the Local Council Tax Support Scheme (LCTSS) grant in February 2020 that was not expected in preparing the precept request for 2020/21.

At the time of presenting this draft at the RPPC Budget Meeting held on 3rd December 2020 notification from TDC on any LCTSS grant to be received had yet to be confirmed and if received at the same rate as in 2020/21 it would prove a true precept request of £71,352 giving an increase of 0% on the previous year.

No charges have been incurred from the bank this year. Online banking remains the preferred source in order to have easy access to live data. The approval of a debit card to be gained on the account for use only where necessary will take the need to raise cheques that do incur a charge; the use of the debit card also eradicates the need for expenses having to be claimed, giving a smoother audit trail. 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 2021/22

With a predicted a high opening balance of £104,807 it is pleasing to present this recommendation with the inclusion of projects that have been brought forward and approved for the new financial year, as listed in Appendix (i) in this report, by the Ramsey & Parkeston Parish Council to enhance both the physical and mental wellbeing of residents in both wards.

The work of a full revision of the cemetery fees and further additional services to be marketed will increase the income from the rent of the Cemetery Lodge, burials and memorials. Following the investment in upgrading and essential repairs to the Cemetery Lodge due to the subsidence, an ongoing insurance claim remains to date, have now been completed and some costs of those works will be reclaimed from the increase of 10% (£616 from £560 per calendar month) in the rental of the property.

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

- 1. Office Equipment:** £500 – No Change; potential of a new printer needed 2021.
- 2. Staff salary:** £15,500: an increase of £1,5000 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 (currently £13.74 per hour x 18 hours per week) being the hourly rate for part-time clerks applicable from 1<sup>st</sup> April 2020. 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 annual and recorded in the minutes of the Ramsey & Parkeston Parish Council Annual meeting with a written statement of employment accepted and signed by the Chairman.

- 3. Maintenance and Waste Management:** £3,000: a reduction of £2,000 proved in underspend in 2020/21 and confirmation of no further services reducing from Tendring District Council. Any works 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 is set under this budget; circa £350 per annum.
- 4. Members' Allowance:** £5,810: 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 x 11 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.
- 5. Office rental:** £500: No Change
- 6. Travel Expenses:** £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:** £1,100: reduction of £200 made in contract changes for landline/internet access at a maximum of £80 per month and mobile contract at £29 per month.
- 8. IT Support (web/email hosting and security):** £400, itemised separately as mandatory annual subscriptions apply for the hosting and cyber security of email accounts and our website.
- 9. Stationery/postage/publications:** £500: reduced by £150; the use of email for circulating documents has proved a saving in this area.
- 10. Audit fees:** £600: £100 reduction to cover both annual internal and external audits (The External Auditor is dictated by the Audit Commissioners and in place for 5 years; external audit fees are set by the Audit Commission as published by the National Financial Advisor, SLCC).  
I recommend that we continue to contract the services of the current internal auditor, Trevor Brown, CPFA of Woodbridge, Suffolk who has given a professional supporting service to the Council since 2017.
- 11. Consultancy Fees (Elections/Legal):** £2,000: No change: ongoing legal services currently ongoing regarding the cemetery boundary issues.
- 12. Affiliation:** £750 : No Change: 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 to both the Clerk and Councillors on all council matters and legislation.

- 13. Training Costs:** £1,000: No Change: All Councillors are encouraged to bring forward ideas for training that can now be arranged in house or potentially remotely as delivered by the EALC.
- 14. Insurance:** £2,600: an increase of £1,200 proved due to the increased costs to cover additional assets gained and issues with the subsidence at the Cemetery Lodge as predicted last year.
- 15. Council Rates (Cemetery Business Rates):** £1,000: No Change; the current 100% relief on the rates is not confirmed to be ongoing into 2021.
- 16. Cemetery Water and Sewerage:** £750: No Change and will cover proposed increase of 7% by the provider.
- 17. Landscaping Contract:** £13,430: £880 increase to include additional works approved (Schedule of works set in Appendix (ii) of this report) the contract is in place over a 5 year period commencing 1<sup>st</sup> May 2018 until 31<sup>st</sup> April 2023.
- 18. Donations:** £9,000: an increase of £6,000 as approved proposals under projects £6,000 plus £3,000 for consideration of requests received and hall rentals in order to hold face to face meetings of the council, recorded 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 2021/22 have not published the sum at the time of writing this report. (2020/21 = £8.32 per parishioner). The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it” and that “the direct benefit should be commensurate with expenditure”. All grants are awarded at the discretion of the Parish Council.  
In considering approval of a donation the request should be shown to fit at least one of the following criteria;
- Providing a service to members of the Parish;
  - Enhancing the quality of life for those living in the Parish;
  - Improving the local environment;
  - Promoting the Parish in a positive way.
- 19. Street lighting:**
- **Supply:** £2,200: of an increase of £400 proved in suppliers increase in charges [Ramsey Ward]
  - **Maintenance:** £1,000: small reduction of £208 reflecting lower costs in LED replacement lamps: Fixed retainer contract (see Appendix (iii)) in place for 5 years running from 1<sup>st</sup> August 2018 until 31<sup>st</sup> July 2023. Maintenance of 33 light fittings in Ramsey Ward owned by the Council. The programme of replacing all lamps with LED units (20 remaining) will be completed under this budget year; costs approved under projects.
- 20. Restoration of memorial:** £1,000: No Change; upkeep of Lychgate now in place at the Cemetery entrance.
- 21. Projects:** £20,000; No Change: projects approved are listed in Appendix (i)

**22. 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 2020/21 is projected to be:**

- 1. Cemetery Lodge Rent: £7,392:** an increase of £4,302 due to the predicted potential loss of income 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; not required, together with the increase in rental by 10% (£560 to £616 per calendar month, to be effective from 1<sup>st</sup> April 2021)
- 2. Burials, memorials: £2,880:** increase of £1,880 to reflect the increase in cemetery fees of 15% to be effective from 1<sup>st</sup> April 2021.

Equating to a predicted income totalling of £10,272 an increase of 170% from £4,360 on the previous year, reflected in the increase of cemetery income.

With the use of an internal balance of £5,000 this recommendation arrives at a precept request of £72,418 for 2021/22 against £70,042, including the LTCSS grant for 2020/21 (+£2,712) equating to an overall 4.4% increase.

Below is a comparison year on year based on final figures received from Tendring District Council.

| 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 month<br>£ on Y |
|---------|---------|---------|---------|---------|----------|----------|----------|---------|-------|---------------------------------|
| 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                           |
| 2021/22 | £67.63  | £78.90  | £90.17  | £101.44 | £123.98  | £146.52  | £169.07  | £202.88 | 2.9%  | £8.45                           |

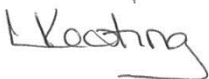
Below is a breakdown of the weekly costs on Tax Bands based on the Annual Tax Base of £101.44.

| BAND    | Band A |            | Band B |            | Band C |            | Band D  |            | Band E  |            | Band F  |            | Band G  |            | Band H  |            |
|---------|--------|------------|--------|------------|--------|------------|---------|------------|---------|------------|---------|------------|---------|------------|---------|------------|
|         | A      | £ per week | B      | £ per week | C      | £ per week | D       | £ per week | E       | £ per week | F       | £ per week | G       | £ per week | H       | £ per week |
| 2012/13 | £33.93 | £0.65      | £39.58 | £0.76      | £45.24 | £0.87      | £50.89  | £0.98      | £62.20  | £1.20      | £73.51  | £1.41      | £84.82  | £1.63      | £101.78 | £1.96      |
| 2013/14 | £32.57 | £0.63      | £37.99 | £0.73      | £43.42 | £0.84      | £48.85  | £0.94      | £59.71  | £1.15      | £70.56  | £1.36      | £81.42  | £1.57      | £97.70  | £1.88      |
| 2014/15 | £31.93 | £0.61      | £37.26 | £0.72      | £42.58 | £0.82      | £47.90  | £0.92      | £58.54  | £1.13      | £69.19  | £1.33      | £79.83  | £1.54      | £95.80  | £1.84      |
| 2015/16 | £36.60 | £0.70      | £42.70 | £0.82      | £48.80 | £0.94      | £54.90  | £1.06      | £67.10  | £1.29      | £79.30  | £1.53      | £91.50  | £1.76      | £109.80 | £2.11      |
| 2016/17 | £36.79 | £0.71      | £42.93 | £0.83      | £49.06 | £0.94      | £55.19  | £1.06      | £67.45  | £1.30      | £79.72  | £1.53      | £91.98  | £1.77      | £110.38 | £2.12      |
| 2017/18 | £60.41 | £1.16      | £70.48 | £1.36      | £80.55 | £1.55      | £90.62  | £1.74      | £110.76 | £2.13      | £130.90 | £2.52      | £151.03 | £2.90      | £181.24 | £3.49      |
| 2018/19 | £62.07 | £1.19      | £72.42 | £1.39      | £82.76 | £1.59      | £93.11  | £1.79      | £113.80 | £2.19      | £134.49 | £2.59      | £155.18 | £2.98      | £186.22 | £3.58      |
| 2019/20 | £64.22 | £1.24      | £74.92 | £1.44      | £85.63 | £1.65      | £96.33  | £1.85      | £117.74 | £2.26      | £139.14 | £2.68      | £160.55 | £3.09      | £192.66 | £3.71      |
| 2020/21 | £65.69 | £1.26      | £76.64 | £1.47      | £87.59 | £1.68      | £98.54  | £1.90      | £120.44 | £2.32      | £142.34 | £2.74      | £164.23 | £3.16      | £197.08 | £3.79      |
| 2021/22 | £67.63 | £1.30      | £78.90 | £1.52      | £90.17 | £1.73      | £101.44 | £1.95      | £123.98 | £2.38      | £146.52 | £2.82      | £169.07 | £3.25      | £202.88 | £3.90      |

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: £72,418 x 1.5 = **£108,627**, therefore in submitting this precept request detailed monitoring of the bank balance is a future priority requirement.

|  | Credit                 | Debit   |
|--|------------------------|---------|
| Balance brought forward 01 April 20                | £95,454                |         |
| Expenditure predicted to end March 21              |                        | £72,963 |
| Income predicted to end March 21                   |                        |         |
| Precept  | £72,174                |         |
| Burials/memorials                                  | £ 3,422                |         |
| Lodge Rent   | £ 6,720                |         |
| Predicted Balance as at 1 <sup>st</sup> April 2021 | <b><u>£104,807</u></b> |         |

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: 3<sup>rd</sup> December 2020

This recommendation has been agreed by those present at the meeting of the Ramsey & Parkeston Parish Council held on 14<sup>th</sup> January 2021 with approval given for the precept request to be submitted as directed to Tendring District Council by **15<sup>th</sup> January 2021**.

Proposed by:

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

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

Dated:

Witnessed by Councillor.....

Signature: .....

Dated:

Due to COVID-19 restrictions in holding face to face meetings; this recommendation was approved on 14<sup>th</sup> January 2021, signed retrospectively by those named above.