

**CLIVE PARISH COUNCIL  
AGREED BUDGET 2021-22**

	2021-2022	
PAYMENTS	Draft budget	Council agreed
Clerk's salary	6430	6430
Home allowance	216	216
Clerk mileage	275	275
Chair's allowance	0	0
Office/Postage	150	150
Audit fees	150	150
Affiliation fees	360	360
Room hire/Lease	275	275
Insurance	300	300
Training & meetings	210	210
Parish events	200	200
Repairs & maintenance	350	350
Clive & Grinshill newsletter	200	200
Loan	4176	4176
Donations	300	300
VAT	0	0
<b>Total payments budget</b>	<b>13592</b>	<b>13592</b>

Earmarked Reserves	Draft budget	Council agreed
Office equipment fund	0.00	0.00
Automatic External Defib	50.00	50.00
Parish Assets	40.00	40.00
GDPR	0.00	0.00
Parish elections	800.00	800.00
Parish Projects	0.00	0.00
Play Area	0.00	0.00
Professional services	0.00	0.00
Traffic calming	0.00	0.00
<b>Total earmarked reserves budget</b>	<b>890</b>	<b>890.00</b>
<b>Planned expenditure from earmarked reserves</b>	<b>2935.00</b>	<b>2935.00</b>

Totals (payments plus reserves budgets, plus planned pmts from reserves)	17417.00
Estimated General reserves at 2020-21 yr end	5,389

<b>Precept calculation:</b>	
Total 2020-21 budget = payments budget plus EMR budget, plus planned payments from EMR	17417
Less total expected receipts	0.00
Less planned payments from Earmarked reserves	2935
<b>= Precept as calculated</b>	<b>14482.00</b>

In order to keep a zero% increase on council tax, propose requesting a lower precept of £13974 and using £508 of general reserves to make up the balance

<b>Precept for 2020-2021</b>	<b>14028</b>
<b>Agreed Precept for 2021-20</b>	<b>13974.00</b>
<b>£ increase</b>	<b>-54</b>
<b>% increase</b>	<b>-0.40%</b>

CLIVE PARISH COUNCIL  
 AGREED RECEIPTS & PAYMENTS BUDGET 2021-22

	2019-20		2020-2021		Y/e forecast	2021-22 proposals		Comments
	Budget	Actual receipts	Agreed budget	YTD receipts (as at 30.09.2020)		Draft budget	Council changes	
<b>RECEIPTS</b>								
<b>Precept</b>	13428.00	13428.00	14028	14028.00	14028	13974	13974	
<b>VAT Refund</b>		38.91	0	709.51	709.51	0.00	0.00	Should be able to reclaim at least £118, but CPC does not budget for VAT spend or refund.
<b>Grant funding</b>		3590.00	0	0	0	0	0	No grant funding opportunities identified as yet.
<b>HMRC tax refund</b>			0	770.39	770.39	0	0	
<b>TOTAL</b>	13428	17056.91	14028	15507.90	15507.9	13974	13974	Will be up on receipts budget by y/e.

	2019-20		2020-2021		Y/e forecast	2021-22 proposals		Comments
	Budget	Total payments	Agreed budget	YTD pmts (as at 31.12.2020)		Draft budget	Variance on 2020-21 budget	
<b>PAYMENTS</b>								
<b>Clerk's salary</b>	4617.00	5520.83	4800	4212.21	5850	6430	34%	See notes. Council agreed clerk salary point for 2020-21 at Oct meeting. With potential 2.75% National salary award increase for 2021-22, plus margin for pension, max annual salary will be approx £6429.
<b>Home allowance</b>	207.84	207.84	216	162.00	216	216	0%	Keep same as last year.
<b>Clerk mileage</b>	252.16	371.25	300	0.00	50	275	-8%	See notes. Suggest slight reduction in case face to face meetings are able to resume soon after April 2021.
<b>Chair's allowance</b>	50	0.00	50	0.00	50	0	-100%	Suggest no budget this year, no claims made in last few years (requires receipts if reimbursement, or must go through PAYE if claimed as allowance).
<b>Office/Postage</b>	150	83.40	150	74.05	150	150	0%	Suggest keep same as previous years.
<b>Audit fees</b>	250	125.00	250	125.00	125.00	150	-40%	CPC usually exempt from external audit. Suggest reduce budget to account for internal audit only.
<b>Affiliation fees</b>	350	334.56	350	389.07	390	360	3%	See notes. SALC fee approx. £266, SLCC membership fee approx. £88.
<b>Room hire/Lease</b>	300	269.50	350	134.40	220	275	-21%	See notes. If face to face meetings resume in April 2021, £20/meeting room hire.
<b>Insurance</b>	300	167.44	300	185.64	185.64	300	0%	Suggest keeping the same as this year. Covid-19 could push premiums up next year.
<b>Training</b>	350	299.49	350	140.00	170	210	-40%	Suggest slightly lower budget as clerk training costs being split with Ruyton PC.
<b>Parish events</b>	300	0.00	300	0.00	0	200	-33%	If small events are able to take place safely, suggest slightly reduced budget.
<b>Repairs &amp; maintenance</b>	500	240.65	500	0.00	50	350	-30%	2020-21 will be underspent due to covid-19. If grounds maintenance resumes in Spring 2021, expect costs of £225, plus small margin for unplanned repairs. Suggest lower budget.
<b>Clive &amp; Grinshill newsletter</b>	125	125.00	125	0.00	125.00	200	60%	Newsletter not printed between April - Aug, so will have been loss of advertising revenue (though less expenditure). Printing now resumed. Grinshill PC have asked if Clive will match their contributions (£200pa.)
<b>Loan</b>	4176.00	4175.04	4176	4175.04	4176	4176	0%	No change expected.
<b>Donations</b>	500	0.00	300	0.00	300	300	0%	All grant requests to be considered at Feb meeting.
<b>VAT</b>	0	718.14	0	177.73	220			Do not budget for this.
<b>s.137</b>		125.00	0.00	0.00	425.00			Do not budget for this. S. 137 expenditure comes out of other budget headers but must be recorded separately for transparency. Total s.137 spend must be within limit for Parish (2020-21 limit £3611).
<b>Totals (budget vs actual pmts)</b>	<b>12428.00</b>	<b>12638.14</b>	<b>12517.00</b>	<b>9775.14</b>	<b>12277.64</b>	<b>13592.00</b>		

CLIVE PARISH COUNCIL  
EARMARKED RESERVES AGREED BUDGET 2021-22

		2020-2021	2020-2021							
Earmarked Reserves	Starting bal. 01.04.2020	Agreed budget	YTD payments 2020-21	Current bal.	Forecast y/e spend 2020-21	Forecast closing bal. 31.03.2021	Agreed budget 2021-22	Planned expenditure 2021-22	Forecasted bal. end 2021-22	Comments
Office equipment fund	468.52	100	0.00	468.52	0	468.52	0.00	0.00	468.52	CPC printer old but still works, but v. hard to find replacement toner now. Ruyton PC may agree to let CPC share their printer if need be (may need to contribute towards cost of ink, paper, etc.)
Automatic External Defib	526.15	100	212.70	313.45	213	313.15	50.00	150.00	213.15	Replacement parts and maintenance. Possible training donation to Heartstart if safe to plan this in 2021-22. Suggest small increase in reserve.
Parish Assets	480.00	100	285.95	194.05	285	195.00	40.00	0.00	235.00	2 x notice boards purchased for bottom of Drawwell in 2020-21. No planned expenditure in 2021-22. Suggest topping up reserve by small amount.
GDPR	272.87	0	35.00	237.87	35	237.87	0.00	35.00	202.87	ICO registration paid by DD £35. no other planned expenditure.
Parish elections	2650.00	750	0.00	2650.00	0.00	2650.00	800.00	2750.00	700.00	May 2021 elections could use large portion of reserve if contested (estimated spend based on other parish council costs in 2017 election, plus margin for covid-19 measures). Suggest precepting for £800 to help build up this reserve after election.
Parish Projects	8243.00	0	0.00	8243.00	3350	4893.00	0.00	0.00	4893.00	To be used towards Speed reduction measures (purchase of VAS signs and infrastructure), Neighbourhood plan/Parish Plan review, and other Community projects e.g. Village Hall roof.
Play Area	1500.00	500	0.00	1500.00	0	1500.00	0.00	0.00	1500.00	No planned expenditure in 2021-22. If community don't want additional amenities, may not be worth adding to EMR for 2021-22, so have suggested no extra budget.
Professional services	300.00	100	0.00	300.00	0	300.00	0.00	0.00	300.00	No planned expenditure in 2021-22.
Traffic calming	515.00	0	250.00	265.00	250	265.00	0.00	0.00	265.00	VAS installed and invoice paid in full. No planned expenditure for 2021-22.
<b>Total earmarked reserves</b>	<b>14955.54</b>	<b>1650</b>	<b>783.65</b>	<b>14171.89</b>	<b>4133.00</b>	<b>10822.54</b>	<b>890.00</b>	<b>2935.00</b>	<b>8777.54</b>	