

Notes - Draft budget 2021-2022 – created September 2020

03 September 2020

OVERVIEW

The budget for the financial year April 2021 to March 2022 needs to be approved at the November Council meeting to enable the precept to be agreed by full Council in time for the Clerk to submit the precept request to WODC.

The draft budget has been prepared and circulated to councilors in preparation for discussion at the September Council meeting.

The budget document shows the actual expenditure for the year 2019-2020, the agreed budget for the current year, the actual expenditure for the current year to August 2020, the anticipated expenditure to the end of the financial year, and the proposed budget for the next financial year.

CLERK EMPLOYMENT

SALARY – Based on one SPC grade increase including NJC pay agreement 2.75% increase

EMPLOYERS LIABILITY – Based on budget salary no employer NI or pension contribution will be due

PAYROLL – Allowed for increase of just under 10% per month (from £15 to £16.25)

OFFICE CONSUMABLES – Increase to allow for increased prices of stationery and postage

USE OF HOME PREMISES – No change

PHONE/INTERNET – No change

USE OF HOME EQUIPMENT – No change

MILEAGE – No change

TRAINING – No change

PARISH MAINTENANCE

CHURCHYARD MAINTANCE – Council to determine donation

GRASS CUTTING – Council to determine requirements

PARISH MAINTENANCE – Council to determine requirements

PARISH HALL GROUNDS RENTAL – No change

DEFIBRILLATOR – Council assets – parts may require replacing

ACCOUNTS

INTERNAL AUDITOR – Increased rate

EXTERNAL AUDITOR – Standard fee allowed for. Exemption may be possible

ADMINISTRATION

INSURANCE – Allowance for small increase in premium rate

PUBLICATIONS – No change

ICO REGISTRATION – To allow for increase

SOFTWARE SUBSCRIPTIONS – Current subscriptions, plus allowance for remote meetings

HALL HIRE – Does council pay for use for hall for meetings?

SUBSCRIPTIONS

OALC – Membership to County Association - to allow for price increase

SLCC – Clerk membership to Professional Association – percentage of full cost, as membership cost is divided between Clerk’s councils allowing for rate increase

COMMUNITY FIRST OXFORDSHIRE – To allow for increase

ASSETS

REPAIR/MAINTENANCE OF EXISTING ASSETS – Council to determine requirement

PURCHASE OF ADDITIONAL ASSETS – Council to determine purchase of new assets

PROVISION FOR FUTURE REPLACEMENT OF ASSETS – Council to determine allowance

WEBSITE

WEBHOSTING OF SITE, EMAILS AND DOMAIN– Costs reduced as limited editing/additions required

DONATIONS - COUNCIL TO TAKE NOTE OF GRANTS AND DONATIONS POLICY

Council to decide whether to offer donations and grants, whether to specific groups and specific amounts or agree to set an “allowance” for the year.

CONTINGENCY

Council to determine whether required