ITEM 12b – BUDGET AND PRECEPT PROPOSAL

BROUGHT BY

Office/Amenities/Staffing Committee/Finance Committee

SUMMARY

To consider approving the 2024/25 budget and set the Precept for 25/26.

PARISH COUNCIL BACKGROUND

This is part of the annual budgeting process. Finance Committee scrutinised the budget request as below:

b) Budget and Precept Proposal

F24/74 The budget was considered and it was noted that the proposal being made was based on "likely" calls on expenditure. It was noted that the budget did not allow for the increased demand for repairs and replacement due to vandalism and our staffing costs will not be confirmed until after a review of the Estates and Grounds Team

F24/75 It was further noted that there is a lot of work to be done in our open spaces to ensure they are maintained for future generations.

F24/76 It was also noted that the Parish Council are investigating funding free one hour parking for the Library Car Park.

F24/77 It was **RESOLVED** that after taking these factors into account Finance would recommend to Council a budget that would see an increase of £25,500 on last year (a 6.5% increase). This would equate to an annual increase of under £7, or 58p per month for a band D Property

F24/78 It was **RESOLVED** for the Clerk to make the recommended amendments to the budget to present to Council on 3rd Dec 2024.

DETAILS

Introduction

On the whole the budget has been prepared with the principles of keeping the precept charge as small as possible. Whilst there will have to be a rise it is hoped that through prudent planning this rise can be below inflation, thus not adding significantly to the financial burdens faced in the Parish.

There are some significant expenditures that the Council need to make and that includes spending £30k a year replacing equipment in our playgrounds and further money to ensure the Hampden Pond will be preserved for future generations by following the management plan commissioned for the pond.

The staffing costs are difficult to predict accurately because of the current reviews and potential changes but the budget request should allow us to deliver the correct staff team for the Council.

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The projected year end position for this financial year is based on the latest set of management accounts for October (month 7) with each budget line being predicted based on known future expenditure.

As we do not have the General Power of Competence each budget line is based on a specific power, Act or Statutory Instrument. This is available separately on request and will be displayed on the website alongside the budget.

As per last year we do not have the current Band D calculations from Buckinghamshire Council. However, there has been very little movement in the Parish; a prediction based on last years calculations will be so close to this year's actual calculation that Council can be confident of the financial impact of the budget on the average household.

The operational budgets breakdown are shown in Appendix A, The reserves and EMRs are shown in Appendix B, The staffing calculations are shown in Appendix C. This year's year end projection is shown in previous papers as Item 8d.

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This year's request

2025/26				
Amenities Income	38,615.00			
Amenities Expenditure	168,540.00	**129,925.00**	**Net Budget Cost**	
Finance and General Income	13,000.00			
Finance and General Expenditure	86,600.00	**73,600.00**	**Net Budget Cost**	
Staffing Expenditure		**201,857.23**	**Net Budget Cost**	
Total Precept required to cover expenditure		**413,882.23**	**% increase**	**6.55%**
Increase since last year		*25,437.23*		

BAND D 2024/25				
Precept Due		**119.88**	**Year**	
		9.99	**Month**	

This calculation is designed to allow taxpayers to compare the charges with other Parishes. The formula looks at all the properties in different bands in the Parish and calculates what the charge would be for a band D property.

Band D Tax Comparisons from 2023/24			
Annual Difference	£6.99	Percent	6.19%
Monthly Difference	£0.58	Percent	6.19%

Previous year

2024/25			
Amenities Income	29,113.00		
Amenities Expenditure	132,515.00	103,402.00	Net Budget Cost
F&G Income	4,700.00		
F&G Expenditure	83,750.00	79,050.00	Net Budget Cost
Staffing Expenditure		205,993.00	
Total		**388,445.00**	

BAND D - 2023/24			
Precept raised		**112.89**	**Year**
		9.41	**Month**

The headline increase is 6.55% but that only equates to £6.99 a year (28p a month) if we assume the Band D calculation remains roughly the same.

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FINANCIAL CONSIDERATIONS

- This is the budget request for 2024/25

LEGAL AND RISKS

- n/a

PROPOSAL

- **To approve the budget and precept request as set out.**

Appendix A - INCOME AND EXPENDITURE BUDGET

Code	Description	24/25 Budget	24/25 FY Forecast	25/26 Budget	Variance 24/25 Budget	THREE YEAR PROJECTION 26/27	27/28	28/29	Comments
	Amenities Income								
1000	Allotment Rent	1,630	1,261	1,630	0	1,580	1,580	1,580	Based on 90% occupancy and fixed charge index prices
1005	Charter Fair	220	220	220	0	240	240	240	Expect 2 x hires £120 each
1010	Cricket Club Lease	300	300	300	0	350	350	350	No increase in lease
1021	Market - Local Produce	1,500	1,200	1,260	-240	1,320	1,320	1,320	based on 6 pitches@£20 for 11 months = 1320
1022	Market - Weekly	10,660	10,660	10,660	0	10,920	10,920	10,920	Agreement is £210 per week paid monthly
1030	Other Rents (Open Spaces)	2,045	2,000	2,045	0	2,000	2,000	2,000	Assuming similar level of usage
1035	BCC Devolved Services	10,158	19,198	19,000	8,842	19,570	20,157	20,762	It is reasonable to assume a similar level of funding
1214	Christmas Trees	2,000	1,750	2,000	0	2,000	2,000	2,000	Assuming similar
1260	Xmas Event Income	500	1,500	500	0	500	500	500	Assuming similar
1261	Rifle Club Lease	100	100	100	0	100	100	100	Assuming similar
1262	Fundraising Income	0	100	500	500	500	500	500	Currently Skatepark
1263	Event Income (PiP etc)	0	370	400	400	400	400	400	Picnic in Park and other events
	TOTAL INCOME	29,113	38,189	37,715	8,602	38,580	39,167	39,772	

Code	Description	24/25 Budget	24/25 FY Forecast	25/26 Budget	Variance 24/25 Budget	26/27	27/28	28/29	Comments
	Events Expenditure								
4100	Annual Parish Meeting	500	257	500	0	510	520	531	Room hire and refreshments
4105	Xmas Decorations (Trees, Lights etc.)	6,500	6,500	8,500	2,000	8,670	8,843	9,020	This represents the predicted cost of maintaining the current lights
4109	Promo Materials	750	750	1,000	250	1,020	1,040	1,061	A small increase to represent extra support for the business group
4110	Entertainments & Events	5,000	5,400	5,000	0	5,100	5,202	5,306	No current reason to change this budget
4111	Parades	500	500	500	0	510	520	531	RAF Freedom parade and Remembrance Day
4112	Floral Display	8,885	8,500	6,500	-2,385	6,630	6,763	6,898	There was a bump year when we get trees for the manor waste
4113	HS2 Public update meetings	0	500	500	500	510	520	531	It is assumed these will continue
4122	Markets - Local Produce (promo and events)	500	650	500	0	510	520	531	events at the markets
4124	Markets - Business Rates	990	1,076	1,050	60	1,071	1,092	1,114	we anticipate an increase from Bucks Council
4125	Markets - Water	50	2	0	-50	0	0	0	We no longer pay for a standpipe as it is never used
4126	Markets - Electric	380	300	380	0	388	395	403	Based on current usage and market price stabilisation
4130	Annual Village Quiz	400	400	800	400	816	832	849	To revamp and promote a new style quiz
4132	Christmas Celebration Event	2,500	2,680	2,750	250	2,805	2,861	2,918	No current reason to change this budget
	TOTAL EXPENDITURE	26,955	27,515	27,980	1,025	28,540	29,110	29,693	

						THREE YEAR PROJECTION			
Code	**Description**	**24/25 Budget**	**24/25 FY Forecast**	**25/26 Budget**	**Variance 24/25 Budget**	**26/27**	**27/28**	**28/29**	**Comments**
	Highways Expenditure								
4200	Bus Shelters	500	1012	4,000	3,500	1,000	1,020	1,040	Bus shelter for stop used by PMG residents
4210	Refuse Bins	500	0	500	0	510	520	531	Based on current and predicted
4211	Severe Weather (bins, grit etc.)	500	0	500	0	510	520	531	Based on current and predicted
4215	Street Furniture (seats, noticeboards etc.)	1,000	0	1,000	0	1,020	1,040	1,061	Based on current and predicted
	TOTAL EXPENDITURE	2,500	**1012**	**6,000**	**3,500**	**3,040**	**3,101**	**3,163**	

Code	**Description**	**24/25 Budget**	**24/25 FY Forecast**	**25/26 Budget**	**Variance 24/25 Budget**	**26/27**	**27/28**	**28/29**	**Comments**
	Lighting Expenditure								
4300	Energy - Street Lights	12,500	13000	13,000	500	13,260	13,525	13,796	There may be changes depending on S/L switchoff
4305	Maintenance	10,000	19220	15,000	5,000	15,300	15,606	15,918	This is based on the current pattern of repairs
4315	New Columns	7,000	3000	7,000	0	7,140	7,283	7,428	This allows for two column replacements
4320	Inspections	1,500	1500	1,500	0	1,530	1,561	1,592	No current reason to change this budget
	TOTAL EXPENDITURE	31,000	**36720**	**36,500**	**5,500**	**37,230**	**37,975**	**38,734**	

						THREE YEAR PROJECTION			
Code	**Description**	**24/25 Budget**	**24/25 FY Forecast**	**25/26 Budget**	**Variance 24/25 Budget**	**26/27**	**27/28**	**28/29**	**Comments**
	Recreation Expenditure								
4400	Dog Bins - Contract for Emptying	2,200	2600	**2,600**	400	2,652	2,705	2,759	assume similar
4405	Maintenance Fences, Gates & Hedges	15,000	16000	**7,000**	-8,000	1,600	1,632	1,665	Pond fencing and fencing around community orchard
4406	Maintenance - footpaths	2,000	500	**2,000**	0	2,040	2,081	2,122	Footpath maintenance - inc canal towpath
4410	Maintenance Groundworks	5,000	6000	**19,500**	14,500	19,890	20,288	20,694	Vandalism repairs, open spaces works
4415	Maintenance Inspections etc.	1,800	2800	**2,800**	1,000	2,856	2,913	2,971	mainly playground inspections
4416	Pond	1,500	1500	**1,500**	0	1,530	1,561	1,592	This does not include major works which are Amenities project spend
4417	Tree Works	4,000	10000	**6,000**	2,000	6,120	6,242	6,367	Based on current levels of maintenance
4418	Maintenance Tree Inspections	0	0	**0**	0	0	2,000	2,040	Next due in 2026
4421	Community Orchard Maintenance	750	750	**750**	0	765	780	796	assume similar
4425	Capital Expenditure	12,000	0	**2,500**	-9,500	5,000	5,100	5,202	
4426	Vehicle Lease	4,440	4500	**4,440**	0	4,440	4,529	4,619	Assume similar level to hilux for new vehicle
4430	Mower Maintenance	2,000	2500	**2,500**	500	2,550	2,601	2,653	Mower is at an age where it will need reg maintenance
4435	Play Equipment	5,000	15000	**30,000**	25,000	30,000	30,000	30,000	There is a clear need to start a replacement programme
4440	Play Equipment Repairs & Maintenance	3,000	3000	**3,000**	0	3,060	3,121	3,184	as above
4450	Premises Garage Rent	1,620	1620	**1,620**	0	1,652	1,685	1,719	No current reason to change this budget
4455	Sitesafe Electricity	300	384	**300**	0	306	312	318	based on current usage and prices
4465	Sitesafe Water/Sewage	300	150	**300**	0	306	312	318	No current reason to change this budget
4475	Fuel	3,200	3800	**3,200**	0	3,264	3,329	3,396	in line with higher fuel prices
4480	Materials & Tool Purchase	2,500	1100	**2,500**	0	2,550	2,601	2,653	No current reason to change this budget
4481	Machinery/Tools Service & Repairs	2,500	1000	**2,500**	0	2,550	2,601	2,653	new equipment policy reducing repair needs
4485	Protective Clothing (PPE)	750	450	**750**	0	765	780	796	increase in PPE needs of grounds team
4490	Refuse Bin Contract	1,200	1200	**1,300**	100	1,326	1,353	1,380	assume similar
4495	Sundries	500	50	**500**	0	510	520	531	No need for such a large "sundries" budget
4497	Defibrillators	500	500	**500**	0	510	520	531	assume similar
	TOTAL EXPENDITURE	72,060	**75404**	**98,060**	**26,000**	**96,242**	**99,567**	**100,959**	

						THREE YEAR PROJECTION			
Code	**Description**	**24/25 Budget**	**24/25 FY Forecast**	**25/26 Budget**	**Variance 24/25 Budget**	**26/27**	**27/28**	**28/29**	**Comments**
	Finance & General Income								
1200	Grants Incoming (Inc S106)	0	-	0	0	0	0	0	
1205	Dividends Rec'd ex Whitchell Trust	400	262	400	0	408	416	424	Based on current market conditions
1210	Interest Rec'd ex Deposits	3,500	11,500	11,000	7,500	10,000	10,000	10,000	Based on interest rates going down over the year
1215	Miscellaneous Income	0	-	600	600	612	624	637	Share of money from Budgens parcel machine covering rent
1250	Precept Received	388,445	388,445	413,882	25,437	414,485	430,786	442,048	Precept request collected by Bucks Council
1265	Capital Receipts	0	-	0	0	0	0	0	
1266	Fairhive Income (s/l)	800	816	1,000	200	1,020	1,040	1,061	Approx £200 per quarter
	TOTAL INCOME	393,145	**401,023**	**426,882**	**33,737**	**426,525**	**442,867**	**454,171**	

Code	Description	23/24 Budget	23/24 FY Forecast	24/25 Budget Request	Variance 23/24 Budget	25/26	26/27	27/28	Comments
						THREE YEAR PROJECTION			
	F&G Expenditure								
4496	Professional Support (HS2 etc)	2,000	1,500	2,000	0	2,040	2,081	2,122	Hampden pond consultancy
4550	Communications - Publicity	7,500	7,000	6,500	-1,000	6,630	6,763	6,898	A lot of time and publicity has been spent on W2W work and
4555	Communications - Website	3,000	2,500	3,000	0	3,060	3,121	3,184	
4560	Financial - Bank Charges	600	400	600	0	612	624	637	
4565	Financial - Fees - Audit	2,300	1,800	2,300	0	2,346	2,393	2,441	Budget accrues for external audit fee from last financial year
4570	Financial - Fees - Legal	2,000	1,500	2,000	0	2,040	2,081	2,122	There is nothing planned but need to keep a contingency
4575	Financial - Insurance	7,950	7,950	7,950	0	8,109	8,271	8,437	Last years budget did not allow for increase due to Hilux
4580	Financial - Software	800	800	800	0	816	832	849	
4582	End of Year Support RBS	0	-	0	0	0	0	0	This was accrued for last year but we do not need eoy support
4615	Office - Broadband/Tel/Fax	1,750	1,600	1,750	0	1,785	1,821	1,857	still on cheaper BT deal but allowing for a small uplift on current yr
4620	Office - Copier	1,500	1,500	1,500	0	1,530	1,561	1,592	
4621	Office - Equipment - Expend	3,000	3,000	3,000	0	3,060	3,121	3,184	Includes IT support, MSOffice and Adobe software subs
4625	Office - Equipment Capital	1,000	1,000	1,000	0	1,020	1,040	1,061	
4630	Office - Postage & Stationery	300	390	400	100	408	416	424	
4640	Office - Testing - Electrical	100	75	100	0	102	104	106	
4645	Office - Testing - Fire	300	300	300	0	306	312	318	
4650	Office - Utilities - Electric	2,800	2,500	2,800	0	2,856	2,913	2,971	based on current costs
4655	Office - Utilities - Water	150	275	150	0	153	156	159	Meter readings have reduced bill based on actual usage
4660	Property Mgt - Clock Tower	1,750	2,900	2,500	750	2,550	2,601	2,653	clock has yet to have its annual service
4665	Property Mgt - Manor Waste	1,000	500	1,000	0	1,020	1,040	1,061	Central drain needs clean and clear
4670	Property Mgt - SiteSafe	1,000	1,000	1,000	0	1,020	1,040	1,061	Nothing planned
4675	Property Mgt - War Memorial	500	2,574	500	0	510	520	531	
4685	Subscriptions and Donations	2,250	2,000	2,250	0	2,295	2,341	2,388	In line with current subscriptions
4690	Misc - Chairman's Expenses	1,200	600	1,200	0	1,224	1,248	1,273	
4691	Misc - Councillor Expenses	100	100	100	0	102	104	106	
4695	Misc - Room Hire	1,200	1,200	1,200	0	1,224	1,248	1,273	
4700	Misc Sundry Expenses Finance	500	500	500	0	510	520	531	
4705	Misc - Travel Staff & Cllrs	200	200	200	0	204	208	212	
4706	Elections	0	-	3,000	3,000	0	0	3,000	Elections in May 25 and May 29
4707	H&S	3,000	3,000	2,000	-1,000	2,040	2,081	2,122	H&S largely up to date
	TOTAL EXPENDITURE	49,750	**48,664**	**51,600**	**1,850**	**49,572**	**50,563**	**54,575**	

Code	Description	24/25 Budget	24/25 FY Forecast	25/26 Budget	Variance 24/25 Budget	THREE YEAR PROJECTION 26/27	27/28	28/29	Comments
	Grants Out - not S137								
4585	Grants Out - Churchyard Care	7,000	7,500	7,500	500	7,500	7,500	7,500	
4586	Grants Out - Wendover Youth Ce	7,000	7,500	7,500	500	7,500	7,500	7,500	
4591	Grants Out - Major - not S137	0	5,000	10,000	10,000	10,000	10,000	10,000	
4613	Grants Out - Minor - not S137	0	2,000	2,000	2,000	2,000	2,000	2,000	
	Grants Out - S137								
4590	Grants Out - Major S137	15,000	10,000	5,000	-10,000	5,000	5,000	5,000	
4611	Grants Out - Minor S137	5,000	3,000	3,000	-2,000	3,000	3,000	3,000	
	TOTAL EXPENDITURE	**34,000**	**35,000**	**35,000**	**1,000**	**35,000**	**35,000**	**35,000**	

Code	Description	23/24 Budget	23/24 FY Forecast	24/25 Budget Request	Variance 23/24 Budget	THREE YEAR PROJECTION 25/26	26/27	27/28	Comments
	Staffing								
4800	Amenities Salaries	73,585	76,745	61,457	-12,128	77,089	80,007	83,043	See salary calculations and notes spreadsheets
4801	Amenities NIC	6,795	6,174	7,165	370	7,582	7,962	8,357	
4802	Amenities Pension	10,459	7,789	3,466	-6,993	10,459	11,875	12,256	
4810	F&G Salaries	91,561	86,271	95,824	4,263	97,318	102,393	103,363	
4811	F&G NI	8,243	8,028	11,169	2,926	8,991	9,650	9,780	
4812	F&G Pensions	5,310	4,748	13,476	8,166	5,310	5,944	5,975	
4816	Student Loan	990	990	1,200	210	990	990	990	
4845	Payroll Charges	750	720	800	50	816	832	849	
4860	Training Staff & Councillors	3,500	3,500	3,500	0	3,570	3,641	3,714	
4855	HR & H&S Fees (Ellis Whittam)	3,500	2,500	2,500	-1,000	2,550	2,601	2,653	
4861	Uniform	1,000	1,000	1,000	0	500	510	520	
4862	SMART Pension Monthly Fee	300	220	300	0	306	312	318	
	TOTAL EXPENDITURE	205,993	**198,686**	**201,857**	**-4,136**	**215,481**	**226,718**	**231,820**	

Appendix B – EMR AND GENERAL RESERVES

2025/2026 EMR's		Comments
Cessation	75,000.00	Maintain
Skate Park	40,000.00	an increase of c.£22k
Transport projects	5,000.00	a reduction of £4567 for TWG Priorities
Climate Action	4,748.00	No change
Play park replacement fund	0.00	plan to use EMR changed to a phased programme in I&E budgets
Equipment replacement fund	2,000.00	Any surplus from equipment purchase will go into this account and not general reserves
Hampden Pond	20,000.00	Starting to build up a fund for management plan
Witchell Bank	15,000.00	Start to build up a fund to sort out the path and bank
Total	**161,748.00**	

GENERAL RESERVES 2025/26

Detail		£	Comments
Balance as per Oct 2024 (Month 7)		£484,436.00	*Source - Balance Sheet*
Deduct Predicted Spend remaining		£191,985.62	*See forecast spreadsheet for details*
	Sub Total	£292,450.38	
Deductions			
n/a		£0.00	
Deduct Expected EMR Spends through to March		£8,000.00	*Library extension*
Add on income (to be received and transferred to EMRs)		-1700	*HS2 Grant to top up Hampden Pond EMR*
	Sub Total	£6,300.00	
Predicated End of Year Balance March 2025		**£286,150.38**	
2024/25 budget		£401,382.23	*Funded by Precept*
Money in from BC for Precept 2024/25		£401,382.23	
	Sub Total	£286,150.38	
Minus EMR's planned for 2025/26		161,748.00	
		£124,402.38	**General Reserve Remaining**

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Appendix C – STAFFING CALCULATIONS

	Salary								
Staff	2024/25 Current	2024/25 Projected	2025/26 Projected	o/t	25/26 Projected Gross	eNIC	ePension	Additional	Total cost
Finance and General	58,371.00	90,709.00	95,824.18	0	95,824.18	11,169.12	13,475.94	-	120,469.23
Estates and Grounds	49,992.00	99,047.00	59,726.75	1,730.12	61,456.87	7,165.42	3,466.17	-	72,088.46

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