**DIDDLEBURY PARISH COUNCIL - DRAFT PRECEPT BUDGET FOR 2019/2020**

**This budget focuses purely on the PRECEPT and does not include Grant income/payments nor third party or ring-fenced funds**

Precept Budget figures Estimated or actual sum **Suggested Precept**

Admin. items budgeted for claimed for **2018-2019** spent as at 31.03.19 **figure for** **2019- 2020**

1. Subscriptions: SALC £ 270.00 £ 271.64 £ 280.00

2. Insurance £ 290.00 £ 282.80 £ 400.00 – See Note 1

3. Donations £ 250.00 Are paid in March 2019 – say £250 £ 250.00

4. Administrative expenses

See notes for breakdown £ 650.00 £ 669.24 £ 650.00 - see Note 2

5. IT support £ 50.00 £ 115.00 £ 100.00

6. Hall hire for meetings £ 200.00 Invoices awaited from DVH £ 220.00 estimate

and WVH - £200?

7. Contingencies/misc. items.

inc. Councillor’s expenses £ 75.00 nil at 11.18 – claim awaited £ 75.00

8. Asset maintenance £ 75.00 nil at 11/18 £ 150.00 - see Note 3

9. Training courses £ 100.00 nil at 11/18 £ 50.00

10. Clerk's gross salary (inc. PAYE) £2,441.00 £2,441.00 £2,441.00

11. Payroll administration £ 75.00 £ 73.00 £ 80.00

12. Audit fees £ 120.00 £ 115.00 £ 120.00

13. Data Protection costs £ 300.00 £ 35.00 £ 40.00 – see Note 4

Administrative expenses c/fwd £**4,896.00** £**4,452.68 (estimated)** £**4,856.00**

Administrative expenses b/fwd £**4,896.00** **£4,452.68 (estimated)** £**4,856.00**

**NEW NON-ADMIN ITEMS**

14. Match Funding for the

Environmental Maintenance Grant £nil £nil To be discussed

15. Purchase of Portable Speed

Awareness sign (Minute Ref. 123/18) £nil £nil To be discussed – See Note 5

£4,896.00 £4,452.68 £

**Notes to the Budget**

**Note 1** – **Insurance** in 2018/2019 was higher than budgeted for as the insurers sought a higher premium than anticipated. If DPC purchases a portable speed awareness sign I would anticipate an increase in the premium - I am making enquiries. I have allowed an additional £110 initially.

**Note 2 – breakdown of the estimated administrative expenses paid by Clerk in 2018/2019 and reclaimed.**

* Broadband/telephone expenses - £15 per month x 12, plus a surcharge of £8.10 = £188.10.

The Clerk has negotiated a tariff where no further surcharges are applied for Broadband use.

The parish council is serviced by the Clerk’s personal telephone and Broadband connection which for the past year has cost her in excess of £700, towards which the parish council has contributed £188.10. The Clerk seeks an increase from £15 to £20 per month towards this expense from 1st April 2019.

* Ink Cartridges - Total estimated cost for the year - £94.45

The Clerk has switched from using Epson ink cartridges to using compatibles: they cause an amount of difficulty but represent a significant cost saving.

* Postage stamps - estimated cost for the year - £62.58
* Stationery, inc. new mouse for computer – estimated cost for the year - £46.46
* Travelling expenses - estimated cost for the year - £277.65.

This figure includes £43.65 spent in connection with temporary administration of Westhope Village Hall.

**Note 3** **– Asset** **Management.** DPC owns 3 bus shelters, 2 benches, 1 picnic table, 1 plant trough and 15 notice boards. These assets are ageing and exposed to the elements. It is suggested a minimum figure of £150 should be claimed and held as a reserve for the maintenance of these items.

**Note 4 – Data Protection Costs**. £300 was claimed in the 2018/2019 Precept to repay the £300 paid out in the 2017/2018 financial year for the appointment of a Data Protection Officer, which had not been budgeted for. The Clerk then paid the £35 registration fee to the ICO. It appears the ICO fee for the forthcoming coming financial year will increase to £40.

**Note 5 – Portable Speed Awareness sign:** The cost of the basic tripod unit is £2,400 plus VAT. The VAT element can be reclaimed. The cost of some additional displays would increase the cost to £2,995. DPC has £2,440.29 in its CIL fund so would need to Precept for some £600 to cover the cost.

**GENERAL NOTES**

1. Estimated Precept **RESERVES** figure as at 31st March 2019 **is £1,634.57**

1. The bulk of reserves (£5412.29) were transferred into a Reserve Fund for re-surfacing the Diddlebury Village Hall car park in June 2017.

The suggested Precept Budget for 2019/2020 makes no provision for further car park reserves.

**3.** Suggested PRECEPT BUDGET for 2019/2020 to cover the administration of the Parish Council is **- £4,856.00** plus whatever councillors decide to add for the Environmental Maintenance Grant and the Speed Awareness Sign.

1. Effect of the 2018/2019 Precept on the Diddlebury Council Tax payers cannot be calculated until Shropshire Council send the relevant data.

Last year the 2018/2019 Precept of £5,128 resulted in a Band D Charge of approximately £19.00

1. **Recent Precept history**

2018 - 2019 - £5,128

2017 – 2018 - £5,128

2016 - 2017 - £5,149

2015 - 2016 - £4,449

2014 - 2015 - £4,449 (plus £234 Council Tax Support Grant)

2013 - 2014 - £3,449 (plus £201 Council Tax Support Grant)

2013 - 2013 - £2,650

J. de Rusett- Clerk/RFO

27th November 2018