**DIDDLEBURY PARISH COUNCIL - 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 £ 300.00

3. Donations £ 250.00 £ 250.00 estimated £ 250.00

4. Administrative expenses

See notes for breakdown £ 650.00 £ 669.24 £ 650.00 - see Note 1

5. IT support £ 50.00 £ 115.00 £ 100.00

6. Hall hire for meetings £ 200.00 £ 175.00 estimated £ 200.00

7. Contingencies/misc. items.

inc. Councillor’s expenses £ 75.00 £ 44.36 £ 75.00

8. Asset maintenance £ 75.00 nil at 23/01 £ 150.00 - see Note 2

9. Training courses £ 100.00 nil at 23/01 £ 50.00

10. Clerk's gross salary (inc. PAYE) £2,441.00 £2,441.00 £2,642.00 – see Note 3

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** £**4,472.04 (estimated)** **£4,937.00**

Administrative expenses b/fwd £**4,896.00** **£4,472.04 (estimated)** **£4,937.00**

**NEW NON-ADMIN ITEMS**

Purchase of a Portable Speed

Awareness sign (Minute Ref. 123/18) £nil £nil **£ 615.00** – See Note 5

**£4,896.00** **£4,472.04 (estimated)** **£5,552.00**

**Notes to the Budget**

**Note 1 – 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 2** **– 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 3 – increase in Clerk’s salary**. The Clerk’s salary is Point 18 on the NALC pay scale and it was agreed in January 2018 that she would be paid for five hours a week – 260 hours per annum. The new NALC pay scales are attached and come into force in April 2019. Spinal point 18 gives a pay rate of £10.61 per hour, making the annual salary £2,642.00

**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 and it is hoped no further Data Protection costs will be incurred..

**Note 5 – Portable Speed Awareness monitor:** This matter has been further considered since the November meeting. The speed awareness monitor selected costs £2,995 plus VAT: the VAT can be recouped. In addition, high-visibility jackets (winter) and summer vests will cost approximately £60, making a total of £3055. Of that sum DPC holds a fund of £2,440.29 which would mean claiming the £615 difference through the Precept.

**GENERAL NOTES TO THE PROPOSED 2019/2020 PRECEPT**

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

1. The bulk of DPC’s 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 **- £4,937.00** plus **£615.00** for the Speed Awareness Monitor and hi-viz. jackets, making a total of **£5,552.00**.

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

**A Precept Budget of £5,552.00 for 2019/2020 will result in a similar Band D Charge - figures awaited from SC**

**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

22nd January 2019