**DIDDLEBURY PARISH COUNCIL**

 **PRECEPT BUDGET FOR 2018/2019 – second draft**

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

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

Items budgeted for claimed for **2017-2018** spent as at 31.03.18 **figure for** **2018 - 2019**

1. Subscriptions: SALC £270.00 £264.85 £270.00

2. Insurance £280.00 £282.80 £290.00

3. Donations £250.00 £250.00 £250.00 – see Note 1

4. Administrative expenses inc.

 stationery, ink cartridges, postage,

Clerk's travelling expenses,

Broadband & telephone costs,

printing & other office

consumables £575.00 £664.11 (estimated) £650.00 - see Note 2

5. IT support £50.00 £35.00 £50.00

6. Hall hire for meetings £200.00 £180.00 £200.00

7. Contingencies/misc. items.

 inc. Councillor’s expenses £50.00 £145.50 £75.00 - see Note 3

8. Asset maintenance £50.00 £137.99 £ 75.00 - see Note 4

9. Training courses £100.00 £65.00 £100.00

 Sub-total………… £1,825.00 £2,025.25 £1,960.00

 B/fwd………. £1,825.00 £2,025.25 £1,960.00

10. Clerk's gross salary (inc N.I) £2,152.80 £2,152.80 £2,441.00 - Subject to agreement

 To be reviewed see Note 5

11. Payroll administration £60.00 £73.00 £75.00

12. Audit fees £90.00 £110.00 £120.00

13. May 2017 Elections fund £1,000 £nil £nil - see Note 6

**New item**

14. Contingency fund for

 Implementation of new

 Data Protection legislation £nil £nil £300.00 - see Note 7

 Total………….

 **£5,127.80 £4,361.05 £4,896.00**

**Notes to the Budget**

**Note 1 -** £180 has already been donated the Corvedale Walking & Footpath Group so £70 remains to be disbursed before 31.3.18.

**Note 2 –** Breakdown of Clerk’s expenses/admin costs estimated to 31st March 2018 at £664.11

Ink cartridges **-** £148. Postage stamps - £72.96. Stationery etc. - £32.15. Travelling expenses – 675 miles @ 45p per mile = £283.50.

Broadband/telephone expenses - £127.50. 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 £650, towards which the parish council has contributed £127.50. The Clerk seeks an increase from £10 to £15 per month towards this expense.

**Note 3** – The Contingencies/misc. items budget set at £50 for 2017/2018 has been exceeded by £95.50. In addition to ink cartridges for the Chairman, travelling expenses have been incurred by councillors, and refreshments were provided to the working parties who spent three days replacing all the stiles etc along FP20, this being a one-off item. The Clerk recommends increasing this budget item to £75.

**Note 4 –** Asset maintenance was budgeted at £50 but £137.99 has been spent on repairing parish council notice boards. The Clerk recommends increasing this budget item to £75.

**Note 5 –** The Clerk’s pay review. Her contract states that her salary will be reviewed annually in January. The salary was not reviewed in 2015 or 2017, but was reviewed in January 2016, when her hours were increased from 4 hours to 4.5 per week and the NALC Spinal Column Point was increased from 15 to 17, at the then prevailing rate of £9.20 per hour, making a total salary of £2,152.80 per annum. The Clerk suggests she should by now be on Spinal Point 18 at £9.39 per hour making a total gross salary of £2,197.26 based on 4.5 hours per week. SALC state that the job of Parish Clerk cannot be done in less than 6 hours a week. The Clerk has not pressed for an increase from 4.5 hours to six hours a week before as she is aware that the website and payroll administration are outsourced (at a cost of £78 p.a.) Whatever route is taken concerning the General Data Protection Regulations it will necessarily involve the Clerk in additional work and she asks the council to review her salary to five hours per week, at spinal column point 18, which makes a total salary of £2,441.00, effective from 1st April 2018.

**Note 6 -** The council budgeted in 2017/2018 for £1,000 as a reserve towards the possible cost of a contested Election in May 2017. In the event the election was uncontested, but Shropshire Council have indicated that the DPC will be charged a £100 uncontested fee for which it will be invoiced in April 2018. Consequently there is a reserve of £900 in DPC’s accounts which can be taken into consideration in settling the 2018/2019 Precept.

**Note 7 –** The Clerk has circulated notes following a seminar she attended about the new General Data Protection Regulations (GDPR) which come into force on 25th May 2018 and applies to DPC. The Clerk seeks specialist help to set up the stringent procedures and documentation which have to be in place by 25.5.18. In addition DPC needs to appoint a suitably qualified Data Protection Officer to oversee and audit DPC’s implementation of the GDPR. The Clerk has obtained a quotation of £250 from Mrs Diane Malley (DPC’s current payroll administrator) to help implement the legislation and to act at DPO for the parish council, plus £24.50 per hour if any additional assistance is required. The Clerk recommends that Mrs Malley be appointed as soon as possible so the necessary procedures can be implemented before 25.5.18.

**GENERAL NOTES**

**1. Estimated Precept RESERVES as at 31st March 2018 are £1,583.90 (includes Elections fund of £900). 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 2018/2019 makes no provision for further car park reserves.**

**2. Suggested PRECEPT BUDGET for 2017/2018 to cover the administration of the Parish Council is - £4,896.00**

**3.** **Effect of the 2018/2019 Precept on the Diddlebury Council Tax payers will result in a Band D Charge of approximately £18.13**

 **(a reduction from the 2017/2018 Precept which was £19.81).**

 **Any additional sum over and above £4,896 will be £0.37 per £100**

**4. Recent Precept history**

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

18th January 2018