SPRINGFIELD PARISH COUNCIL
MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING HELD ON
12TH NOVEMBER 2018 AT 7.00P.M.

Cllrs: G Brazendale, Mrs C Garrett, N Gulliver, P Hutchinson (Chairman), Mrs Y Spence (late arrival 7.50p.m.)and Ms S Sullivan.

In attendance: Cllr A. Potts and Clerk, Barbara Larken.

11 APOLOGIES FOR ABSENCE – there were none.

12 MINUTES OF THE COMMITTEE MEETING HELD ON 3rd September 2018

RESOLVED: that the minutes of the meeting be approved and signed as a correct record.

13 DECLARATIONS OF INTEREST & DISPENSATIONS – there were none.

It was noted that all members have a discretionary dispensation to discuss precept matters.

14 CO-OPTION OF NON-COMMITTEE MEMBERS – none were required.

15 QUESTIONS FROM MEMBERS OF THE PUBLIC & PRESS – none were in attendance.

16 RISK ASSESSMENTS

(a) **Work Unit & Equipment** – no significant risks to report and members are asked to note that servicing of the ground maintenance equipment is being undertaken by the handymen. Members were informed that the parish vehicle required 2 new tyres.
(b) **Parish Council Offices** – no significant risks reported

RESOLVED: that (a) two new tyres should be fitted to the parish vehicle;

(b) the remainder of the information was noted.

17 FINANCIAL MATTERS

17.1 **Budget Report**

RESOLVED: that the budget report attached as appendix A for August - October 2018, is received and approved and it is noted that spending is on target for 6 month period.

17.2 **Bank Balances & Investments**
The statement of the Council's bank accounts and investments as at 14th September 2018 were received.

| | |
|---|---|
| Current A/c | £ 5,404.70 |
| Business Premium A/c | £229,314.43 |
| **Investments** | |
| CCLA | £308,237.00 |
| Nat West | £152,075.00 |

RESOLVED: the information is noted.

17.3 **The Public Sector Deposit Fund**

Members received a September 2018, fact sheet from CCLA.

RESOLVED: the information is noted.

17.4 **External Audit 2017-2018**

RESOLVED: that it is noted PKF Littlejohn, the Council's external auditors, had completed the 2017/18-year end accounts with no matters of concern and the completion of audit notification had been posted accordingly.

18 PRECEPT 2019/20

18.1 **Finance & Policy Committee Budget 2019/20 (including Earmarked Reserve Balances)**

Members considered the committee budget in the sum of £ 234,225 for the 2019/20 financial year.

RESOLVED: that the finance & policy committee budget is set at 234,225.

18.2 **Committee Budgets 2019/20 & Precept Requirement**

Members received requests from each of the committees.

| | |
|---|---|
| Premises | £32,409.00 |
| Environment & Leisure | £27,594.00 |
| Events & Projects | £ 3,450.00 |

RECOMMENDED: to full Council that (a) the committee budgets attached as appendix B are submitted as part of the parish council precept requirement for the 2019/20 financial year;

(b) the overall precept requirement for the 2019/20 financial year will be £383,146 as detailed in appendix C to these minutes.

*The parish tax base has since been notified as 7612.75 giving a band D tax rate of £50.32*

19 INSURANCE POLICY REVIEW

Members were advised that following a recent review with the insurance company it had been highlighted that the present cover relating to Section 3 - Business Interruption may be low. This section covers loss of revenue and the increased running costs should there be damage to the premises rendering them unusable.

RESOLVED: the additional insurance premium of £274.40 is paid to increase the level of business interruption cover to

- Loss of Revenue - £190,000
- Additional cost of working - £30,000.

20 UPGRADING OF IT COMMUNICATIONS AND TELEPHONE

Members were informed of the difficulties in changing the BT broadband services, it was noted that business level routers had been installed in the Centre in preparation for the new public access.

RESOLVED: it is noted that IT upgrades are still being progressed.

21 ESSEX PENSION FUND CONSULTATION

Members received a draft copy of the Administration Strategy proposed by the Essex Pension Fund.

RESOLVED: that the Chairman or Vice-chairman of the Council will approve monthly employee contributions being made to the scheme.

22 POLICIES

**Policy Review**
Members reviewed the following parish council policies and

RESOLVED:

- Complaints Procedure – no change
- Document Retention – no change
- Environmental Statement – no change
- Code of Conduct - Members noted there had been no legislation changes that affect this policy.

23 COMMUNITY SPECIAL CONSTABLES

Further to minute 42 of the council meeting on 1st October 2018, Members received additional information.

RESOLVED: that the Parish Council sign up to the 'Community Special Constables' scheme and they will work alongside the Police Authority to recruit appropriate candidate.

24 EXCLUSION OF PRESS & PUBLIC

RESOLVED: that in accordance with the Admission to Meetings Act 1960 members of the public and press be excluded from the following item of business, due to its confidential nature.

25 PLANNING FOR EMERGENCY MATTER

Further to minute 57 of the council meeting on 1st October 2018, it was

RESOLVED: that the Chairman & Vice-chairman of the Council, along with the Chairman of the Finance & Policy Committee will form a small ceremonial panel that reports back to the this in committee

Cllr P. Hutchinson
Chairman

Meeting closed
8.05p.m.

Signed.................................................. Date...........................

**Date:** 05/11/2018
**Time:** 10:17:35

# Springfield Parish Council
## Budget Report

Appendix A

**From:** Month 5, August 2018
**To:** Month 7, October 2018

**Chart of Accounts:** Finance and Policy Committee [PARTIAL]

| | Period | | | | Year to Date | | | |
|---|---|---|---|---|---|---|---|---|
| | Actual | Ratio(%) | Budget | Variance | Actual | Ratio(%) | Budget | Variance |
| **Income** | | | | | | | | |
| 4001 BPA interest | 159.02 | 16.54 | 0.00 | 159.02 | 338.51 | 1.45 | 0.00 | 338.51 |
| 4002 Nat West interest | 0.00 | 0.00 | 0.00 | 0.00 | 206.48 | 0.88 | 0.00 | 206.48 |
| 4004 CCLA (former Scottish widows) | 147.15 | 15.31 | 0.00 | 147.15 | 553.56 | 2.36 | 0.00 | 553.56 |
| 4021 Chairman's Allowance | 0.00 | 0.00 | 0.00 | 0.00 | 37.00 | 0.16 | 0.00 | 37.00 |
| 4006 Miscellaneous | 625.00 | 65.01 | 0.00 | 625.00 | 640.00 | 2.73 | 0.00 | 640.00 |
| 4134 Photocopy / post income | 30.20 | 3.14 | 0.00 | 30.20 | 184.74 | 0.79 | 0.00 | 184.74 |
| 3111 CIL Tax Income | 0.00 | 0.00 | 0.00 | 0.00 | 21,459.07 | 91.63 | 0.00 | 21,459.07 |
| | 961.37 | 100.00 | 0.00 | 961.37 | 23,419.36 | 100.00 | 0.00 | 23,419.36 |
| **Finance & Policy** | | | | | | | | |
| 5011 Handymen Unit - Water charges | 22.20 | 2.31 | 0.00 | (22.20) | 90.52 | 0.39 | 170.00 | 79.48 |
| 50[illegible] Handymen - vehicle | 1,799.90 | 187.22 | 0.00 | (1,799.90) | 2,072.13 | 8.85 | 1,800.00 | (272.13) |
| 5[illegible] Handymen - Workmen's unit - r | 212.40 | 22.09 | 0.00 | (212.40) | 637.20 | 2.72 | 1,350.00 | 712.80 |
| 5014 Handymen - Workmen's unit - e | 60.37 | 6.28 | 0.00 | (60.37) | 191.75 | 0.82 | 400.00 | 208.25 |
| 5015 Handymen - health and safety | 0.00 | 0.00 | 0.00 | 0.00 | 112.03 | 0.48 | 50.00 | (62.03) |
| 5016 Handymen - bin hire | 856.70 | 89.11 | 0.00 | (856.70) | 856.70 | 3.66 | 1,750.00 | 893.30 |
| 5018 Handymen - clothing and boots | 16.00 | 1.66 | 0.00 | (16.00) | 102.42 | 0.44 | 400.00 | 297.58 |
| 5019 Handymen - equipment | 2.33 | 0.24 | 0.00 | (2.33) | 1,422.53 | 6.07 | 550.00 | (872.53) |
| 5020 Handymen - petrol | 601.47 | 62.56 | 0.00 | (601.47) | 1,356.02 | 5.79 | 1,600.00 | 243.98 |
| 5021 Handymen - machinery mainten | 15.55 | 1.62 | 0.00 | (15.55) | 179.89 | 0.77 | 200.00 | 20.11 |
| 5022 Handymen - general maintenan | 79.10 | 8.23 | 0.00 | (79.10) | 90.14 | 0.38 | 150.00 | 59.86 |
| 5029 Handymen - salaries | 14,338.57 | 1,491.47 | 0.00 | (14,338.57) | 32,383.04 | 138.27 | 55,500.00 | 23,116.96 |
| 5038 Spare | 0.00 | 0.00 | 0.00 | 0.00 | 80.10 | 0.34 | 0.00 | (80.10) |
| 5032 Handymen petty cash | 8.33 | 0.87 | 0.00 | (8.33) | 15.27 | 0.07 | 50.00 | 34.73 |
| 5040 Miscellaneous | 0.00 | 0.00 | 0.00 | 0.00 | 900.00 | 3.84 | 0.00 | (900.00) |
| 5050 Parish Council staff - salaries | 32,894.17 | 3,421.59 | 0.00 | (32,894.17) | 76,255.13 | 325.61 | 135,259.00 | 59,003.87 |
| 5060 Internal Audit | 0.00 | 0.00 | 0.00 | 0.00 | 217.90 | 0.93 | 400.00 | 182.10 |
| 5061 External audit | 1,300.00 | 135.22 | 0.00 | (1,300.00) | 2,225.00 | 9.50 | 1,300.00 | (925.00) |
| 5080 - Donations GPC | 100.00 | 10.40 | 0.00 | (100.00) | 100.00 | 0.43 | 500.00 | 400.00 |
| 5121 Telephone Internet | 0.00 | 0.00 | 0.00 | 0.00 | 173.10 | 0.74 | 500.00 | 326.90 |
| 5110 Courses & Training | 115.00 | 11.96 | 0.00 | (115.00) | 293.00 | 1.25 | 1,000.00 | 707.00 |
| 5129 Postage | 200.00 | 20.80 | 0.00 | (200.00) | 200.00 | 0.85 | 350.00 | 150.00 |
| 5120 Telephone | 858.71 | 89.32 | 0.00 | (858.71) | 2,008.29 | 8.58 | 1,500.00 | (508.29) |
| 5130 Stationery | 75.13 | 7.81 | 0.00 | (75.13) | 222.54 | 0.95 | 1,000.00 | 777.46 |
| 5131 PC insurance | 0.00 | 0.00 | 0.00 | 0.00 | 2,774.09 | 11.85 | 5,000.00 | 2,225.91 |
| 5[illegible] Office furniture/equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 250.00 | 250.00 |
| 51[illegible] Photocopier | 189.84 | 19.75 | 0.00 | (189.84) | 689.04 | 2.94 | 500.00 | (189.04) |
| 5145 PC - rates | 424.80 | 44.19 | 0.00 | (424.80) | 1,274.40 | 5.44 | 3,000.00 | 1,725.60 |
| 5150 Bank charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 30.00 | 30.00 |
| 5160 Subscriptions | 50.00 | 5.20 | 0.00 | (50.00) | 1,772.97 | 7.57 | 1,750.00 | (22.97) |
| 5161 Gas | 116.24 | 12.09 | 0.00 | (116.24) | 353.88 | 1.51 | 2,000.00 | 1,646.12 |
| 5171 Electricity | 455.17 | 47.35 | 0.00 | (455.17) | 1,466.99 | 6.26 | 2,000.00 | 533.01 |
| 5172 Professional fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 3,000.00 |
| 5180 Publicity/advertising | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 |
| 5200 Chairman's allowance | 28.83 | 3.00 | 0.00 | (28.83) | 93.83 | 0.40 | 250.00 | 156.17 |
| 5211 Lift Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 5230 Computers/ technology | 3,206.10 | 333.49 | 0.00 | (3,206.10) | 5,085.04 | 21.71 | 6,000.00 | 914.96 |
| 5301 Clerk's Petty cash | 13.50 | 1.40 | 0.00 | (13.50) | 60.26 | 0.26 | 100.00 | 39.74 |
| 5307 HR / personnel | 942.50 | 98.04 | 0.00 | (942.50) | 942.50 | 4.02 | 3,000.00 | 2,057.50 |
| | 58,982.91 | 6,135.30 | 0.00 | (58,982.91) | 136,697.70 | 583.70 | 233,259.00 | 96,561.30 |
| **Net Profit/(Loss):** | (58,021.54) | (6,035.30) | 0.00 | (58,021.54) | (113,278.34) | (483.70) | (233,259.00) | 119,980.66 |

Appendix B

SPRINGFIELD PARISH COUNCIL - FINANCE & POLICY BUDGET 2018 -2019

Approved meeting 12 Nov 2018

| n/code | ITEM | 2018-19 | 6 mth spend | 2019 -20 budget | Comments |
|---|---|---|---|---|---|
| 5010 | Handymen - vehicle | **£1,800.00** | £2,072.13 | **£1,800.00** | No change MOT & servicing to be carried out by different supplier |
| 5011 | Handymen - Water charges Unit | **£170.00** | £90.52 | **£170.00** | No change |
| 5013 | Handymen - Work unit council tax | **£1,350.00** | £531.00 | **£1,350.00** | No change slight contingency in current year |
| 5014 | Handymen - Work unit electricity | **£400.00** | £163.47 | **£400.00** | No change |
| 5015 | Handymen Health & Safety | **£50.00** | £112.03 | **£150.00** | Increase overspend in previous 2 years |
| 5016 | Handymen - bin hire | **£1,750.00** | £856.70 | **£1,750.00** | No change |
| 5018 | Handymen - clothing and boots | **£400.00** | £102.42 | **£400.00** | No change |
| 5019 | Handymen - equipment | **£550.00** | £1,420.20 | **£550.00** | No change |
| 5020 | Handymen - petrol | **£1,600.00** | £1,129.31 | **£2,000.00** | increase due to fuel costs |
| 5021 | Handymen - machinery maintenance | **£200.00** | £179.89 | **£200.00** | no change |
| 5022 | Handymen - general maintenance | **£150.00** | £11.04 | **£150.00** | no change (maintenance to be done in winter months) |
| 5029 | Handymen - salaries | **£55,500.00** | £27,593.60 | **£55,500.00** | no change |
| 5032 | Handymen - petty cash (inc mobile) | **£50.00** | £15.27 | **£50.00** | no change |
| 5038 | Premises - Council offices | **£0.00** | £80.10 | **£100.00** | No budget previously included for general small items |
| 5040 | F&P Miscellaneous | **£0.00** | £900.00 | **£0.00** | Unexpected spend on YMCA support |
| 5050 | Parish Council staff salaries | **£135,259.00** | £66,062.56 | **£135,400.00** | slight increase to accommodate column points |
| 5060 | Internal Audit | **£400.00** | £217.90 | **£400.00** | No change |
| 5061 | External Audit / accounts | **£1,300.00** | £2,225.00 | **£2,225.00** | External Audit & Accounts |
| 5080 | Donations GPCompetence | **£500.00** | £100.00 | **£500.00** | No change |
| 5100 | Elections | **£0.00** | £0.00 | **£0.00** | Elections in 2019 - suggest funding is taken from general reserve. (previous £150) |
| 5110 | Courses | **£1,000.00** | £278.00 | **£1,000.00** | No change |
| 5120 | Telephone | **£1,500.00** | £1,376.11 | **£2,200.00** | Increase new services being provided |
| 5121 | Internet connections | **£500.00** | £173.10 | **£0.00** | Combined with 5120 |
| 5129 | Franking Machine / postage | **£350.00** | £200.00 | **£350.00** | No change |
| 5130 | Stationery | **£1,000.00** | £147.41 | **£800.00** | Reduction |
| 5131 | Parish Council Insurance | **£5,000.00** | £2,774.09 | **£4,500.00** | slight reduction |
| 5132 | Office furniture / equipment | **£250.00** | £0.00 | **£250.00** | No change |
| 5140 | Photocopier | **£500.00** | £689.04 | **£700.00** | increase - colour copying. Whole cost funded by F&P budget |
| | Totals | **£211,529.00** | £109,500.89 | **£212,895.00** | |

| n/code | ITEM | **2018 -19** | | | |
|---|---|---|---|---|---|
| 5145 | PC Council Tax | **£3,000.00** | £1,062.00 | **£3,000.00** | No change |
| 5150 | Bank Charges | **£30.00** | £0.00 | **£30.00** | No change |
| 5160 | Subscriptions | **£1,750.00** | £1,772.97 | **£1,850.00** | Slight increase due to subscription charges increasing |
| 5161 | Gas | **£2,000.00** | £353.88 | **£1,500.00** | Reduction |
| 5171 | Electricity | **£2,000.00** | £1,323.29 | **£2,500.00** | Increase in supply cost |
| 5172 | Professional fees | **£3,000.00** | £0.00 | **£3,000.00** | No change |
| 5180 | Publicity / Advertising/ Annual Rep | **£100.00** | £0.00 | **£100.00** | No change |
| 5200 | Chairman's Allowance | **£250.00** | £93.83 | **£250.00** | No change |
| 5230 | Computer / technology | **£6,000.00** | £4,961.84 | **£6,000.00** | No change upgrade to wiring and wi fi throughout the building is ongoing |
| 5301 | Clerk's petty cash | **£100.00** | £48.76 | **£100.00** | No change |
| 5211 | Lift maintenance | **£500.00** | £0.00 | **£500.00** | No change |
| 5307 | HR Personnel | **£3,000.00** | £942.50 | **£2,500.00** | slight reduction |
| | TOTALS | **£233,259.00** | **£120,059.96** | **£234,225.00** | |

Members may wish to consider budgeting for the earmarked reserves or taking the funding from the general reserves

| | Earmarked Reserves | **Total 1.4.2018** | 6 mth spend | **To add to res** | **Balance at 1.04. 2019** |
|---|---|---|---|---|---|
| 3101 | Nabbotts | | | **£0.00** | Balance remaining will be carried forward @1.11.18 = £2584 |
| 3110 | Handyman unit | **£ 3,000.00** | 0 | **£ 500.00** | £3,500 |
| 3111 | CIL Tax (income) new code | **£ -** | 0 | | |
| 3120 | Mower Fund | **£ 500.00** | 0 | **£ 100.00** | £600 |
| 3130 | Vehicle Fund | **£ 4,000.00** | 0 | **£ 1,000.00** | £5,000 |
| 3310 | Photocopier Fund | **£ 200.00** | 0 | **£ 100.00** | £300 |
| 3150 | Beaulieu Community Trust | **£ 56,059.00** | £18,110.00 | ?? | Contribution to maintain reserve at £56,059 On 1st April 2019 |
| 3200 | Parish Centre maintenance reserve | **£ 52,000.00** | £6,668.99 | ?? | Contribution to increase reserve to £62,000 on 1st April 2019 |

Appendix B

| | | SPRINGFIELD PARISH CENTRE PROPOSED BUDGET 2019-2020 | | | | DRAFT V1 |
|---|---|---|---|---|---|---|
| | | Expenditure | £220,985.00 | | | |
| | | Income | £188,576.00 | | | |
| | | **PRECEPT REQUIREMENT** | -£32,409.00 | | | |
| | | | **BUDGET** | **INCOME TO** | **PROPOSED** | |
| | | **INCOME** | **2018-2019** | **Sep-18** | **BUDGET** | **Comments** |
| | | | | | **2019-2020** | |
| | | | | *6 months regular | | |
| | | **Parish Centre** | | income Apr to end Sep | | |
| **4008** | 1 | 1st Floor Council Chamber Hire | £24,850.00 | £11,272.54 | £ 25,471.00 | Essex Drivers are invoiced in arrears now so figures are lagging slightly |
| **4010** | 2 | Catering Bar Facilities | £5,040.00 | £4,200.00 | £ 6,550.00 | Café rent £450 a month Jan-Nov £400 Dec = £5350, Bar Income estimated at £1200 based on 6 months figures |
| **4106** | 3 | Daffodil Room | £15,375.00 | £10,498.08 | £ 15,759.00 | Increase based on current budget plus 2.5% (reduced to half days Sept-Jan) |
| **4107** | 4 | Miscellaneous Receipts | £3,150.00 | £3,772.02 | £ 4,000.00 | CVH Admin recharge to increase by £500 |
| **4108** | 5 | refresh income | £21.00 | £58.18 | £ 100.00 | No kitchen facilities in Daff Room or Council Chamber (hot water flasks) |
| **4110** | 6 | Bowers Hall Income | £37,500.00 | £21,379.25 | £ 39,000.00 | Bookings are going very well estimated projection based on current income |
| **4112** | 7 | Springfield Room Income | £14,490.00 | £11,477.22 | £ 17,000.00 | Bookings are going very well estimated projection based on current income |
| **4113** | 8 | Springfield room Occ. | £3,590.00 | £905.50 | £ 2,000.00 | Parties not being booked in this room as much possibly due to appeal of Daffodil room |
| **4114** | 9 | Chelmer Room income | £18,630.00 | £7,532.03 | £ 16,000.00 | Projection based on current income |
| **4115** | 10 | Chelmer room income Occ. | £515.00 | £641.55 | £ 1,200.00 | Projection based on current income |
| **4116** | 11 | Annex Income | £15,530.00 | £8,175.26 | £ 15,918.00 | estimated projection based on current income |
| **4118** | 12 | Kitchen Income | £2,070.00 | £993.91 | £ 2,122.00 | Increase based on current budget plus 2.5% |
| **4119** | 13 | Kitchen Income Occ | £500.00 | £131.88 | £ 300.00 | People hiring are not booking the kitchen |
| **4125** | 14 | Cleaning Costs Income | £1,140.00 | £419.25 | £ 1,169.00 | Increase based on current budget plus 2.5% |
| **4126** | 15 | Damage deposits | £0.00 | £46.50 | £ 489.00 | Figure is recharge for line 5670 call outs recharged to hirers |
| **4127** | 16 | Library Income | £250.00 | £40.02 | £ 50.00 | Logistical issues of setting up rooms prevents regular use |
| **4131** | 17 | hire of light & sound | £250.00 | £64.30 | £ 50.00 | No supplier to facilitate this |
| **4132** | 18 | LCD Projector hire income | £2,300.00 | £865.89 | £ 2,358.00 | Essex Drivers are on back invoicing so this is slightly lower than it should be |
| **4133** | 19 | Storage Income | £1,030.00 | £937.91 | £ 1,500.00 | Income stream to be reviewed and allocated |
| **4200** | 20 | Boleyn Room | £18,650.00 | £16,336.26 | £ 25,000.00 | Very popular room for parties |
| **4202** | 21 | Library Income | £0.00 | £6,081.83 | £ 12,540.00 | This income line is cancelled out by corresponding recharge on 5590 |
| | | | **£164,881.00** | **£105,829.38** | **£ 188,576.00** | |
| | | | ***BUDGET*** | ***EXPENDITURE*** | ***PROPOSED*** | |
| | | | ***2018-2019*** | ***to*** | ***BUDGET*** | |
| | | **EXPENDITURE** | | ***Sep-18*** | ***2019-2020*** | |
| ***5510*** | 21 | *Electrical - Supply Costs* | £11,500.00 | £8,601.30 | £ 14,247.00 | Previous year included a staggered repayment of a large bill |
| ***5520*** | 22 | *Electrical - Lamps* | £500.00 | £38.02 | £ 350.00 | Reduction based on last year expediture |
| ***5522*** | 24 | *Electrical - PAT* | £75.00 | £45.00 | £ 46.00 | Testing now carried out in house calibration fee last year plus 2% |
| ***5523*** | 25 | *Electrical - Circuit Testing* | £500.00 | £0.00 | £ 351.00 | Circuit Testing not due until 2023 Lightning Protection last year plus 2% £250 allowed for repairs |
| ***5530*** | 26 | *SPC Gas costs* | £5,000.00 | £2,099.94 | £ 5,000.00 | figure based on current expenditure |
| ***5540*** | 27 | *Gas - Maintenance* | £1,800.00 | £0.00 | £ 2,500.00 | expenditure reflects Allianz insurance, inspection and testing and £1000 for boiler service |
| ***5550*** | 28 | *Water - Supplies and Services* | £2,000.00 | £441.86 | £ 2,000.00 | Covers sewerage and PC rates budget to remain the same |
| ***5560*** | 29 | *Water - Maintenance Testing* | £750.00 | £691.00 | £ 382.00 | No risk assessment due in 2019 as biannual. Microbiological Analysis £375 + 2% |
| ***5561*** | 30 | *Water - Tank Cleaning/Chlorination* | £380.00 | £0.00 | £ 380.00 | Cleaning and Chlorination of tanks - budget to remain the same |
| ***5570*** | 31 | *SPC Centre - Rates* | £14,000.00 | £7,646.40 | £ 13,004.00 | 10 months x £1274.40 + 2% |
| ***5580*** | 32 | *Refuse Services* | £2,800.00 | £0.00 | £ 2,857.00 | Charge comes in at very end of financial year + 2% |
| ***5590*** | 33 | *SPC Library Sundries (new)* | £0.00 | £8,376.43 | £ 12,540.00 | Figure to match 4127 recharge |
| ***5620*** | 35 | *Hygiene Contracts* | £600.00 | £247.50 | £ 531.00 | ladycare = 4 x £68.75 + 2% £250 allowed for pest control |
| ***5640*** | 37 | *Telephone - 464583/463899* | £1,500.00 | £1,403.09 | £ 1,515.00 | 3 mobiles phones £31.20 x 10 + 2% and quarterly rental at £277.50 x 4 + 2% |
| ***5641*** | 38 | *Telephone - Internet* | £600.00 | £99.30 | £ 500.00 | Broadband approx £100 a quarter |
| ***5652*** | 39 | *Intruder Alarm Mon.* | £500.00 | £316.00 | £ 500.00 | Keep the same £322 for annual monitoring plus allowance for testing/callouts |

| | | | BUDGET APR-MAR 2018-2019 | EXPENDITURE to Sep-18 | PROPOSED BUDGET 2019-2020 | |
|---|---|---|---|---|---|---|
| 5660 | 40 | *Insurance Building and Contents* | £6,000.00 | £6,472.86 | £ 6,605.00 | Change of Insurance supplier |
| 5670 | 41 | *Security - Keyholding Services* | £0.00 | £15.00 | £ 489.00 | Normally recharged to hirers see line 4126 Annual Keyholding £459.51 + 2% small allowance for keys |
| 5671 | 42 | *Security - Keyholding Call Out* | £70.00 | £70.00 | £ 71.00 | Internal key holding & allowing for 2 call outs @ £35 + 2% |
| 5710 | 43 | *Housekeeping Consumables* | £3,500.00 | £1,858.14 | £ 3,500.00 | keep the same and monitor stocks some additional costs due to Daffodil Room |
| 5720 | 5720 | *Stationery and Equipment* | £600.00 | £308.03 | £ 600.00 | Remains same based on current expenditure |
| 5721 | 45 | *Postage* | £400.00 | £0.00 | £ 400.00 | Premises pay 50% of total bill - however we have endeavoured to reduce costs |
| 5750 | 47 | *Staff Courses* | £400.00 | £214.00 | £ 400.00 | Remains same based on current expenditure |
| 5760 | 48 | *Salaries - Dept 1* | £138,000.00 | £56,266.72 | £ 140,000.00 | Increase based on current staff salaries plus spinal award increases |
| 5790 | 49 | *PRS/PPL Music Licensing Fees* | £750.00 | £0.00 | £ 756.00 | PRS £485.15 + 2% and PPL £255.73 + 2% |
| 5801 | 50 | *Fire Alarm Engineer Callouts* | £500.00 | 64.65 | £ 673.00 | 6 call outs at £110 + 2% |
| 5820 | 52 | *Fire - Fighting Equipment Main* | £800.00 | £435.86 | £ 816.00 | Lightning Protection £120 + 2%, Fire Extinguisher Services £245 + 2%, 2 Fire Alarm Services £220 + 2% allowance for shutter repairs |
| 5831 | 54 | *Maintenance projects* | £750.00 | £88.65 | £ 750.00 | To remain the same |
| 5832 | 55 | *General Maintenance* | £3,250.00 | £2,301.66 | £ 3,250.00 | To remain the same |
| 5840 | 56 | *Security System - Alarm Maintenance* | £250.00 | £0.00 | £ 334.00 | two services of intruder system |
| 5841 | 57 | *Alarm Engineer Call Out* | £0.00 | £93.00 | £ - | to be amalgamated with 5801 - Engineer callout |
| 5851 | 59 | *Signage for Building* | £150.00 | £0.00 | £ 150.00 | Will require some new signage |
| 5870 | 60 | *Equipment Hire* | £200.00 | £360.66 | £ 623.00 | Dust mats 3 x £180.33 + 2%, Carpet Cleaner £71 |
| 5890 | 61 | *First Aid Supplies* | £50.00 | £0.00 | £ 100.00 | First aid boxes need restocking |
| 5910 | 63 | *Landscaping Maintenance* | £200.00 | £0.00 | £ 550.00 | Oak trees will require maintenance and £350 allowance for tree assessments |
| 5920 | 64 | *Lift Maintenance* | £750.00 | £463.25 | £ 500.00 | £300 allowed for general maintenance plus £1376 potential improvements |
| 5930 | 65 | *PDQ Bank Charges* | £300.00 | £206.60 | £ 420.00 | Equipment to allow online payments/receipts |
| 5962 | 66 | *Petty Cash - Premises* | £50.00 | £0.00 | £ 50.00 | Remains same |
| 6001 | 67 | *Refunds* | £50.00 | £75.60 | £ 100.00 | Slight increase based on current trends |
| 6003 | 68 | *Christmas decorations* | £75.00 | £0.00 | £ 75.00 | Remains same |
| 6004 | 69 | *Vandalism/Repairs* | £200.00 | £0.00 | £ 200.00 | Remains same |
| 6080 | 70 | *General Security Devices* | £0.00 | £31.22 | £ - | Remove this Nominal code |
| 6110 | 72 | *Air Conditioning* | £2,000.00 | £0.00 | £ 2,000.00 | Programme to be put in place for maintenance |
| 6111 | 73 | *Council Chamber* | £600.00 | £0.00 | £ 600.00 | Remains same |
| 6225 | 74 | *Sound & Light Expenditure* | £75.00 | £0.00 | £ 270.00 | Allowance for servicing of equipment and replacement filters |
| | | | | | | |
| | | | **£202,475.00** | **£142,692.74** | **£ 220,985.00** | Excluding sinking fund |

Appendix B

ENVIRC ENT & LEISURE 2019/20 BUDGET

| Exp Code | Item | current 18 / 19 | 6 month spend 18/19 | Proposed 2019/20 | 2020/21 | 2021/22 |
|---|---|---|---|---|---|---|
| 6500 | Licences | £25.00 | £25.00 | £25.00 | £25.00 | £25.00 |
| 6505 | Bus Shelters | £8,000.00 | £80.00 | £8,250.00 | £8,500.00 | £8,750.00 |
| 6510 | Hanging Baskets | £280.91 | £0.00 | £280.00 | £285.00 | £290.00 |
| 6520 | Seats | £416.00 | £165.30 | £424.00 | £432.00 | £440.00 |
| 6530 - 6531 | CV Green maintenance & planting | £6,500.00 | £2,158.33 | £8,500.00 | £8,500.00 | £8,500.00 |
| 6540 | Trees & Hedgerow | £1,000.00 | £0.00 | £1,000.00 | £1,000.00 | £1,000.00 |
| 6541 | Litter Bins | £800.00 | £186.65 | £900.00 | £880.00 | £920.00 |
| 6542 | Chelmsford City Council dog bin services | £200.00 | £0.00 | £200.00 | £200.00 | £200.00 |
| 6710 | Allotment (site rental) | £89.00 | £0.00 | £89.00 | £89.00 | £89.00 |
| 6711 | Allotment Water rates | £160.00 | £8.35 | £180.00 | £200.00 | £220.00 |
| 6712 | Allotment contingency | £104.45 | £0.00 | £110.00 | £115.00 | £120.00 |
| 6720 | Noticeboards | £1,244.00 | £15.49 | £1,260.00 | £1,280.00 | £1,300 |
| 6730 | Village Sign | £50.00 | £0.00 | £50.00 | £0.00 | £50.00 |
| 6740 | Playschemes | £5,982.00 | £692.25 | £6,100.00 | £6,200.00 | £6,300.00 |
| 6750 | Newsletter | £100.00 | £0.00 | £100.00 | £100.00 | £100.00 |
| 6760 | E&L Contingency | £500.00 | £0.00 | £500.00 | £500.00 | £500.00 |
| | Total Budget | **£25,451.36** | **£3,331.37** | **£27,968.00** | **£28,306.00** | **£28,804.00** |
| INCOME FROM ALLOT'S | LESS | £363.00 | £362.46 | £374.00 | £385.00 | £396.00 |
| | PRECEPT REQUIREMENT | **£25,088.36** | | **£27,594.00** | **£27,921.00** | **£28,408.00** |

**Explanatory Notes**

| | |
|---|---|
| **Income from Allotments** | Budget figure includes a 50p per tenant increase. Annual proposed fee £17.00 |
| 6500 | Licences - The budgetary allocation covers payment of a licence fee to Essex County Council for three seats on the public open space at Lawn Lane. |
| 6505 | Bus Shelters - To include within the budget a sum for a single new shelter with a small surplus for effecting repairs and maintenance. |
| 6510 | Hanging Baskets - |
| 6520 | Seats - This sum covers the cost of to provide one new seat. |
| 6530 - 6531 | CV Green maitenance & planting -Maintenance contract up for renewal from April 2019 for three years |
| 6540 | Trees & Hedgerow - budget figure provides provision for any additional maintenance/trimming of hedgerows at C. Vill Green. |
| 6541 | Litter & Dog Bins - This sum accomodates the purchase of 3 bins in total (a combination of litter/dog bins) Members may wish to consider . |
| | increasing the budget. |
| 6542 | Chelmsford City Council Dog Bin Services - £100 increase annually for collecting waste for each new dog bins installed. |
| | The proposed budget includes £100 annual charge for a dog bin installed this year and a budget for one additional dog bin during the year |
| 6710 | Allotment site rental. |
| 6711 | Allotment Water rates - Due to increase in charges. |
| 6712 | Allotment contingency. |
| 6720 | Noticeboards - slight % increase. |
| 6740 | Playscheme slight increase to accommodate any potential increase and hiring of premises (CVHall). |
| 6750 | Newsletter - no charges if current arrangement continues with Community Ad. |

Appendix B

SPRINGFIELD PARISH COUNCIL

EVENTS & PROJECTS BUDGET REQUEST 2019 - 2020

| N/Code | | 2017-2018 PRIOR YEAR | 2018 -2019 CURRENT | 6 mth spend | Balance | PROPOSED 2019 -2020 |
|---|---|---|---|---|---|---|
| **income** | | | | | | |
| 4121 | Council Events (panto) | 1190.00 | 0.00 | 0 | 1190.00 | 1200.00 |
| 4130 | Funday | 0 | | | | 0.00 |
| | **TOTAL** | | | | | **1200.00** |
| **Expenditure** | | | | | | |
| 7000 | Functions Events | 500 | 500.00 | 0.00 | 500.00 | 2800.00 |
| 7001 | Funday (staff & other) | 2200 | 2300.00 | 0.00 | 0.00 | 0.00 |
| 7002 | Pantomime | 900 | 900.00 | 920.00 | -20.00 | 1100.00 |
| 7004 | Youth Items | 550 | 550.00 | 0.00 | 550.00 | 500.00 |
| 7005 | Garden Project | 500 | 500.00 | 92.42 | 407.58 | 250.00 |
| | **TOTAL** | **4650.00** | **4650.00** | **1012.42** | **3637.58** | **4650.00** |
| | | | | | Income | 1200.00 |
| | | | | | Expenditure | 4650.00 |
| | | | | **Precept requirement** | | **£3,450.00** |

*Note: A charge of £900 was made by YMCA in this financial year for the youth club facility and 2880 in the prior year which was taken from reserves.*

Appendix C

SPRINGFIELD PARISH COUNCIL

PRECEPT REQUIREMENT 2019 / 2020

| 2018/19 (current year) | COMMITTEE | 2019/20 (next year) |
|---|---|---|
| £25,088 | Environment & Leisure | £ 27,594 |
| £37,594 | Premises | £ 32,409 |
| £233,259 | Policy & Finance | £ 234,225 |
| £3,100 | Events & Projects | £ 3,450 |
| £70,150 | Public Works Loans (x3) | £70,468 |
| £ 369,191 | SUB TOTAL | 368,146 |
| £15,000 | Beaulieu Community Centre | £15,000 |
| **£384,191**<br>**Tax base 7450.54**<br>**Band D £51.56** | **TOTAL** | **£383,146**<br>**Tax base 7612.75**<br>**Band D £50.32** |