

TANGMERE PARISH COUNCIL



Clerk to the Council

Louise Steele
Tangmere Village Centre
Malcolm Road
Tangmere PO20 2HS
0203 904 0980
clerk@tangmere-pc.gov.uk

MEMBERS OF THE FINANCE COMMITTEE
ARE HEREBY INVITED TO A MEETING OF THE COMMITTEE TO BE HELD AT
10.00AM ON TUESDAY 7 DECEMBER 2021 AT,
TANGMERE VILLAGE CENTRE, MALCOLM ROAD, TANGMERE.

ALL MEMBERS OF THE PUBLIC HAVE A RIGHT, AND ARE WELCOME, TO ATTEND.

Parish Clerk

01 December 2021

AGENDA

1. Apologies

To receive apologies for absence

2. Declarations of Interest

To receive from Members any declarations of disclosable pecuniary and non-pecuniary interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Tangmere Members' Code of Conduct.

3. Public participation

Members of the public present may make representations or raise questions on issues included on the agenda. This session to be conducted in accordance with Standing Order 3 e to 3 k.

4. Budget 2022/23

To consider the Council's budget for 2022/23. A draft budget and a statement of variation is attached to this agenda

5. Date of next meeting:

The next scheduled meeting of the Finance Committee is to be held on 11 January 2022.

Annual Budget - By Centre (Actual YTD Month 8)

Note: DRAFT BUDGET 2022/23

		<u>2020/21</u>		<u>2021/22</u>						<u>2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101	Administration											
1013	Film Club Subs	0	0	0	0	0	0	0	185	0	0	0
1030	Advertising Income	1,500	1,290	0	0	1,500	0	1,500	1,555	1,600	0	0
1090	Misc Income	1,000	1,120	0	0	1,000	0	1,000	115	1,000	0	0
1176	Precept	79,293	79,293	0	0	86,130	0	86,130	86,130	0	0	0
1196	Interest Received	0	90	0	0	0	0	0	0	0	0	0
	Total Income	81,793	81,793	0	0	88,630	0	88,630	87,985	2,600	0	0
4001	Salaries	30,120	30,420	0	0	30,420	0	30,420	17,745	31,570	0	0
4002	Employers NIC	1,832	1,774	0	0	1,780	0	1,780	1,025	2,010	0	0
4004	Employer's Pension Cost	6,536	6,297	0	0	6,300	0	6,300	3,673	6,540	0	0
4008	Courses/Conferences/Training	500	0	0	0	500	0	500	117	500	0	0
4013	Rent Payable	0	0	0	0	0	0	0	100	0	0	0
4016	Cleaning Material	0	223	0	0	0	0	0	0	0	0	0
4020	Miscellaneous Expenses	50	0	0	0	0	0	0	0	0	0	0
4021	Telephone & Internet	500	581	0	0	500	0	500	321	600	0	0
4022	Postage	200	24	0	0	100	0	100	20	100	0	0
4023	Printing & Stationery	750	516	0	0	700	0	700	196	600	0	0
4024	Subscriptions & Licences	1,500	1,625	0	0	1,600	0	1,600	1,622	1,800	0	0
4025	Insurance	3,000	3,419	0	0	3,500	0	3,500	4,350	4,500	0	0
4026	Publications	0	240	0	0	0	0	0	0	0	0	0
4031	Covid-19	0	1,547	0	0	100	0	100	7	0	0	0
4033	Newsletter	4,250	3,306	0	0	3,900	0	3,900	1,156	3,500	0	0
4034	Website	400	729	0	0	400	0	400	0	400	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

Note: DRAFT BUDGET 2022/23

		<u>2020/21</u>		<u>2021/22</u>						<u>2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4038	Equipment Maintenance	1,000	0	0	0	0	0	0	0	0	0	0
4040	Dog Bin Emptying	1,700	0	0	0	1,750	0	1,750	0	1,800	0	0
4042	Small Tools/Equipment	1,000	382	0	0	1,000	0	1,000	8	1,000	0	0
4051	Bank Charges	0	190	0	0	200	0	200	87	200	0	0
4053	Loan Interest	3,350	3,211	0	0	3,200	0	3,200	1,605	3,200	0	0
4054	Loan Capital Repaid	6,400	6,465	0	0	6,550	0	6,550	3,233	6,500	0	0
4055	Professional Fees - Planning	0	2,250	0	0	0	0	0	0	0	0	0
4056	Professional Fees - Legal	0	321	0	0	7,000	0	7,000	0	7,000	0	0
4057	Professional Fees - Audit	800	750	0	0	900	0	900	324	900	0	0
4058	Other Professional Fees	0	1,672	0	0	1,200	0	1,200	2,914	1,200	0	0
	Overhead Expenditure	63,888	65,941	0	0	71,600	0	71,600	38,504	73,920	0	0
5020	Tfr to Youth services EMR	2,000	0	0	0	2,000	0	2,000	0	2,000	0	0
5023	Tfr to Election EMR	850	850	0	0	850	0	850	0	850	0	0
	Other Cost/Income	2,850	850	0	0	2,850	0	2,850	0	2,850	0	0
	Movement to/(from) Gen Reserve	15,055	15,002			14,180		14,180	49,481	(74,170)		
107	Grants											
4701	Grants	950	0	0	0	1,050	0	1,050	500	1,000	0	0
4702	Grants - s137	100	0	0	0	0	0	0	0	0	0	0
4703	Grants - PAP Initiatives	1,000	0	0	0	1,000	0	1,000	0	1,000	0	0
4704	Grant - Churchyard	250	0	0	0	250	0	250	0	250	0	0
4705	Grant - Youth Work	0	4,000	0	0	0	0	0	0	0	0	0
4711	Comm Wardens Cont	12,600	12,651	0	0	13,000	0	13,000	9,033	13,400	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

Note: DRAFT BUDGET 2022/23

		<u>2020/21</u>		<u>2021/22</u>					<u>2022/23</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	14,900	16,651	0	0	15,300	0	15,300	9,533	15,650	0	0
	Movement to/(from) Gen Reserve	(14,900)	(16,651)			(15,300)		(15,300)	(9,533)	(15,650)		
109	<u>Capital & Projects</u>											
1049	S106 Income	0	5,191	0	0	0	0	0	0	0	0	0
	Total Income	0	5,191	0	0	0	0	0	0	0	0	0
4910	CP NHB 2019	0	29,420	0	0	0	0	0	0	0	0	0
4911	CP Recreation Field Bund	0	23,235	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	52,655	0	0	0	0	0	0	0	0	0
5128	Tfr from New Homes Bonus EMR	0	-24,246	0	0	0	0	0	0	0	0	0
	Other Cost/Income	0	-24,246	0	0	0	0	0	0	0	0	0
	109 Net Income over Expenditure	0	-23,218	0	0	0	0	0	0	0	0	0
5130	plus Tfr from CIL EMR	0	22,396	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(822)			0		0	0	0		
201	<u>Rec Field & Meadow Way</u>											
1011	Fete Income	0	0	0	0	0	0	0	432	0	0	0
	Total Income	0	0	0	0	0	0	0	432	0	0	0
4020	Miscellaneous Expenses	0	70	0	0	0	0	0	0	0	0	0
4031	Covid-19	0	126	0	0	0	0	0	0	0	0	0
4036	Property Maintenance	600	295	0	0	600	0	600	1,386	600	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

Note: DRAFT BUDGET 2022/23

		<u>2020/21</u>		<u>2021/22</u>						<u>2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4039	ROSPA Fees	200	246	0	0	220	0	220	190	220	0	0
4041	Equipment Hire	0	8	0	0	0	0	0	0	0	0	0
4042	Small Tools/Equipment	100	71	0	0	100	0	100	344	100	0	0
4045	Other Grounds Maintenance	0	245	0	0	0	0	0	310	0	0	0
4046	Grass Cutting	3,500	2,505	0	0	3,000	0	3,000	3,121	3,500	0	0
4047	Tree/Hedge Maintenance	1,000	0	0	0	500	0	500	1,140	500	0	0
4721	Fete Expenses	0	0	0	0	0	0	0	32	0	0	0
	Overhead Expenditure	5,400	3,566	0	0	4,420	0	4,420	6,522	4,920	0	0
	Movement to/(from) Gen Reserve	(5,400)	(3,566)			(4,420)		(4,420)	(6,090)	(4,920)		
202	<u>Street Furniture</u>											
4017	Cleaning Contract	0	54	0	0	0	0	0	125	0	0	0
4036	Property Maintenance	0	60	0	0	0	0	0	0	0	0	0
4038	Equipment Maintenance	0	0	0	0	0	0	0	180	0	0	0
	Overhead Expenditure	0	114	0	0	0	0	0	305	0	0	0
	Movement to/(from) Gen Reserve	0	(114)			0		0	(305)	0		
203	<u>Street Lighting</u>											
4014	Electricity	300	283	0	0	400	0	400	347	400	0	0
4020	Miscellaneous Expenses	0	0	0	0	0	0	0	82	0	0	0
4036	Property Maintenance	100	0	0	0	100	0	100	0	100	0	0
4038	Equipment Maintenance	0	80	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	400	363	0	0	500	0	500	430	500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

Note: DRAFT BUDGET 2022/23

		<u>2020/21</u>		<u>2021/22</u>						<u>2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(400)</u>	<u>(363)</u>			<u>(500)</u>		<u>(500)</u>	<u>(430)</u>	<u>(500)</u>		
204	<u>Open Spaces</u>											
1020	Rent Received	0	590	0	0	0	0	0	390	0	0	0
	Total Income	<u>0</u>	<u>590</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>390</u>	<u>0</u>	<u>0</u>	<u>0</u>
4016	Cleaning Material	0	334	0	0	0	0	0	468	0	0	0
4018	Refuse disposal/Bin Emptying	0	297	0	0	0	0	0	0	0	0	0
4020	Miscellaneous Expenses	0	450	0	0	0	0	0	0	0	0	0
4035	Speed Indicator Devices	0	670	0	0	520	0	520	360	520	0	0
4040	Dog Bin Emptying	0	1,437	0	0	0	0	0	0	0	0	0
4042	Small Tools/Equipment	0	0	0	0	0	0	0	107	0	0	0
4045	Other Grounds Maintenance	0	210	0	0	0	0	0	0	0	0	0
4047	Tree/Hedge Maintenance	600	795	0	0	600	0	600	831	600	0	0
4048	General Garden Maintenance	2,200	2,962	0	0	3,200	0	3,200	2,158	3,200	0	0
4058	Other Professional Fees	0	0	0	0	500	0	500	0	500	0	0
4723	Christmas Expenses	0	357	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	<u>2,800</u>	<u>7,512</u>	<u>0</u>	<u>0</u>	<u>4,820</u>	<u>0</u>	<u>4,820</u>	<u>3,923</u>	<u>4,820</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(2,800)</u>	<u>(6,922)</u>			<u>(4,820)</u>		<u>(4,820)</u>	<u>(3,533)</u>	<u>(4,820)</u>		
205	<u>Allotments</u>											
1020	Rent Received	1,200	1,231	0	0	1,200	0	1,200	1,274	1,250	0	0
1090	Misc Income	800	260	0	0	800	0	800	0	800	0	0
	Total Income	<u>2,000</u>	<u>1,491</u>	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>1,274</u>	<u>1,250</u>	<u>0</u>	<u>0</u>

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

Note: DRAFT BUDGET 2022/23

		<u>2020/21</u>		<u>2021/22</u>						<u>2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4012	Water	1,000	326	0	0	1,000	0	1,000	0	1,000	0	0
4020	Miscellaneous Expenses	0	70	0	0	0	0	0	172	0	0	0
4022	Postage	0	0	0	0	0	0	0	32	0	0	0
4024	Subscriptions & Licences	130	150	0	0	150	0	150	0	180	0	0
Overhead Expenditure		1,130	545	0	0	1,150	0	1,150	204	1,180	0	0
Movement to/(from) Gen Reserve		870	946			850		850	1,070	870		
301	<u>Tangmere Village Centre</u>											
521	Fob Deposits	0	0	0	0	0	0	0	60	0	0	0
522	Single Booking Deposits	0	0	0	0	0	0	0	-30	0	0	0
1000	Pitch Hire - Football	300	200	0	0	300	0	300	100	300	0	0
1001	Pitch Hire - Cricket	200	1,211	0	0	1,500	0	1,500	1,838	1,500	0	0
1002	Pitch Hire - Tennis	150	0	0	0	100	0	100	0	0	0	0
1003	Letting Income - Non-Profit	4,500	78	0	0	4,500	0	4,500	968	3,000	0	0
1004	DO NOT USE	0	30	0	0	0	0	0	0	0	0	0
1005	Letting Income - Private/Resid	0	0	0	0	0	0	0	360	1,500	0	0
1010	Letting Income - Commercial	24,000	14,504	0	0	17,500	0	17,500	9,049	20,000	0	0
1020	Rent Received	0	200	0	0	0	0	0	0	0	0	0
1040	Solar Panel Income	800	1,040	0	0	800	0	800	0	800	0	0
1061	Grants Received	0	10,000	0	0	0	0	0	0	0	0	0
1090	Misc Income	0	212	0	0	0	0	0	0	0	0	0
Total Income		29,950	27,475	0	0	24,700	0	24,700	12,345	27,100	0	0
4011	Rates	7,250	0	0	0	7,500	0	7,500	939	7,700	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

Note: DRAFT BUDGET 2022/23

		<u>2020/21</u>		<u>2021/22</u>						<u>2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4012	Water	1,000	369	0	0	660	0	660	200	600	0	0
4014	Electricity	1,000	918	0	0	1,000	0	1,000	441	1,500	0	0
4015	Gas	2,000	2,133	0	0	2,000	0	2,000	756	3,000	0	0
4016	Cleaning Material	800	111	0	0	500	0	500	287	500	0	0
4017	Cleaning Contract	7,400	4,930	0	0	5,000	0	5,000	4,337	12,000	0	0
4018	Refuse disposal/Bin Emptying	0	193	0	0	300	0	300	446	350	0	0
4020	Miscellaneous Expenses	300	-155	0	0	200	0	200	50	200	0	0
4021	Telephone & Internet	900	1,098	0	0	1,100	0	1,100	662	1,100	0	0
4023	Printing & Stationery	100	0	0	0	0	0	0	0	0	0	0
4024	Subscriptions & Licences	400	-469	0	0	1,500	0	1,500	179	1,500	0	0
4025	Insurance	0	174	0	0	180	0	180	0	0	0	0
4031	Covid-19	0	966	0	0	0	0	0	0	0	0	0
4036	Property Maintenance	4,000	1,886	0	0	3,000	0	3,000	1,076	3,000	0	0
4037	Cricket Square Maintenance	0	840	0	0	1,000	0	1,000	1,170	1,000	0	0
4038	Equipment Maintenance	0	365	0	0	500	0	500	315	500	0	0
4042	Small Tools/Equipment	0	2,530	0	0	1,000	0	1,000	231	1,000	0	0
4048	General Garden Maintenance	0	588	0	0	800	0	800	496	800	0	0
4049	Occas'l Users Deposit Return	0	130	0	0	0	0	0	0	0	0	0
4051	Bank Charges	0	28	0	0	0	0	0	26	0	0	0
	Overhead Expenditure	25,150	16,636	0	0	26,240	0	26,240	11,610	34,750	0	0
5111	Tfr from VC Fund	0	0	0	0	-7,050	0	-7,050	0	0	0	0
	Other Cost/Income	0	0	0	0	-7,050	0	-7,050	0	0	0	0
	Movement to/(from) Gen Reserve	4,800	10,839			5,510		5,510	735	(7,650)		

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

Note: DRAFT BUDGET 2022/23

	<u>2020/21</u>		<u>2021/22</u>						<u>2022/23</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
999 VAT											
115 VAT Refunds	0	5,776	0	0	0	0	0	0	0	0	0
Total Income	0	5,776	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	5,776			0		0	0	0		
Total Budget Income	113,743	122,316	0	0	115,330	0	115,330	102,425	31,750	0	0
Expenditure	116,518	140,587	0	0	119,830	0	119,830	71,031	138,590	0	0
Net Income over Expenditure	-2,775	-18,271	0	0	-4,500	0	-4,500	31,395	-106,840	0	0
plus Tfr from CIL EMR	0	22,396	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(2,775)	4,125			(4,500)		(4,500)	31,395	(106,840)		

Tangmere Parish Council - Statement of Variation 2021/22 Budget to 2022/23 Draft Budget

Code	Narrative	Amount	Notes
1176 101	Precept for 2021/22	£86,130	
	Plus sum to be funded from General reserves	£4,500	
	Plus sum to be funded from VC Reserve	£7,050	
	Total Budget Requirement 2020/21	£97,680	
	Add		
4001 to 4004 101	Total increase in staffing costs	£1,620	see separate confidential spreadsheet
4021 101	Increase Telephone/Internet budget	£100	
4024 101	Increase Subscriptions & Licenses	£200	
4025 101	Increased cost of insurance	£1,000	
4040 101	Estimated increased costs of bin emptying	£50	
	Revenue costs of additional bins		unquantified
4711 107	Estimated increased cost of Community Wardens	£400	
4046 201	Increase Grass Cutting budget	£500	
4024 205	Increased cost of sub to National Allotment Society	£30	
1002 301	No anticipated tennis income	£100	
4011 301	Estimated increase in NNDR - VC	£200	
4014 301	Estimated increased cost of electricity - VC	£500	
4015 301	Estimated increased cost of gas - VC	£1,000	To be discussed VC Cttee Meeting 7 December 2021
4017 301	Estimated increased cost of cleaning - VC	£7,000	ditto
4018 301	Increase Refuse disposal budget	£50	
	Less		
1030 101	Increased advertising Income - Tangmere News	-£100	
4023 101	Reduced printing & stationery budget	-£100	
4031 101	Remove Covid budget	-£100	
4033 101	Reduced budget for printing Tangmere News	-£400	assumes six editions at average cost of £578 per edition
4054 101	Reduce budget for Loan repayment	-£50	
4701 107	Reduce grants budget	-£50	
1020 205	Increase allotment income	-£50	
1003/1005 301	Virement £1,500 betw Lett'gs - Nonprofit & Lett'gs Private	£0	Nil net effect
1010 301	Estimated increase in letting income	-£2,500	? Nursery
4012 301	Reduction to Water budget	-£60	
4025 301		-£180	
	Total Budget Requirement 2022/23	£106,840	
	Tax base 2021/22	1102.9	
	Tax base 2022/23	1102.9	To be changed when figures received from CDC
	Precept per Band D household 2021/22	£78.09	
	Precept per Band D household 2022/23	£96.87	24.0% increase over 2020/21 at Band D
	Implied precept 2022/23	£106,840	24.0% increase over 2020/21 in cash terms