



# Fernwood Parish Council Budget for 2021/22

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## Introduction

This document outlines the proposed budget for the next financial year. This budget is significantly different to previous years' budgets for 3 main reasons; Covid 19, receipt of a significant amount of Community Infrastructure Levy and the Council's plan to purchase land in the village.

The budget document format also differs from previous ones. Pages 3 and 4 outline the planned income and expenditure for the Parish Council as a whole.

The breakdown between the 'Parish Council' and 'Village Hall' is located in Appendix 2. It is important to see how much the Parish Council is subsidising the Village Hall so this will always be broken down in an appendix. However, you will notice in the budget the Precept Assist and Office Rent have been removed for the Budget as these are a transfer between bank accounts rather than actual spending.

On pages 5 and 6, there are notes explaining variation from last years figures.

The Parish Council continues to have a significant amount of reserves which are being kept in anticipation of the Council taking ownership of the open spaces in Fernwood. When this is possible the Council will be in a better position to improve facilities in the village and the funds will be used for this purpose.

**If you have any questions regarding this budget document, please email the Parish Clerk and Responsible Financial Officer: [clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk)**

Report finalised on January 8<sup>th</sup> 2021

Parish Council and Village Hall (combined) Expenditure Budget Proposal for 2021/2

Expenditure Type	Original Budget 2020-21 £	Current Projected Outturn 2020-21 £	Proposed Budget 2021-22 £
Salaries and statutory payments:PAYE, NI and Pension	48,500	54,500	56,500
Copier Rental & Printing	2,200	1,750	1,500
Telephone & Broadband & Website	1,665	1,830	1,300
Stationery	250	250	250
IT	500	750	500
Licences	1,000	490	700
Postage	25	25	25
Expenses & Mileage	300	200	300
Insurance	1,643	1,594	1,725
Bank Charges	150	150	150
Individual Items	7,200	10,000	7,500
Legal	2,500	2,500	8,500
Play equipment (checks and maintenance)	300	1,050	300
Section 137 Grant	4,000	2,000	3,000
Training	750	200	750
Ground Maintenance (Grass & Trees)	1,500	1,000	8,500
Grounds Maintenance (New BDWH Northbuild)			
Audit Fees	735	605	700
Memberships: NALC, SLCC etc	650	800	850
Publications	1,500	1,200	1,500
Dog Bin Emptying	2,750	2,750	2,900
Village Hall Events	1,000	-	500
Advertising	500	-	500
Neighbourhood Watch / CCTV	-	-	-
Signage & Maps	500	200	500
Derry land purchase		-	20,000
Street Lamp/path repairs		-	19,000
Business Rates	-	-	-
Waste Removal	2,000	1,000	1,400
Legionella Testing	900	1,310	1,000
Maintenance including Boiler, CCTV and Intruder Alarm etc	2,200	2,200	2,300
One off Maintenance Services (e.g. PAT, Fixed electrics)	1,100	1,100	2,000
PHS Hygiene Solutions and Cleaning Products	1,200	1,122	1,200
General cleaning	2,100	1,100	2,100
Utilities	6,000	4,100	5,000
<b>Total Budget</b>	<b>95,618</b>	<b>95,776</b>	<b>152,950</b>

Key/Notes
Orange Highlights CIL funding will be used
These figures do not include Office rent and precept assist as these are essentially transfers between Parish Council Bank Accounts

Projected Sources for 2021/22 expenditure	£
CIL	57,000
Precept	71,619
Village Hall income/grants/feed in tariff	19,500
VAT reimbursements	2,500
Reserves	2,331
<b>Total</b>	<b>£ 152,950</b>

**Parish Council and Village Hall (combined) Income Budget Proposal for 2021/2**

<b>Income Source</b>	<b>Original Budget 2020-21 £</b>	<b>Current Projected Outturn 2020-21 £</b>	<b>Proposed Budget 2021- 22 £</b>
Precept	70,008	70,008	71,619
VAT rebate	1,500	2,572	2,500
CIL	119,000	192,321	59,000
Regular Hire	19,000	6,559	12,000
Other Hire / Events	9,000	141	2,000
Bar Profits	1,000	364	-
Feed in Tariff	-	1,500	1,500
Grants	-	12,800	4,000
<b>Total</b>	<b>219,508</b>	<b>286,265</b>	<b>152,619</b>

## Explanations for Significant Increases/Changes between the 2020/21 and 2021/22 Budget

Expenditure	Reason for changes
Salaries	Assistant Clerk Left and not replaced Clerk hours increased from 20 to 30 hours Nottinghamshire Local Government Pension deficit repayments. National Pay Award higher than originally forecast
Copier rental	Changed the contract May 2020, achieving significant savings
Telephone/Broadband	Changed the contract December 2020. Internet phone , therefore no line rental costs, achieving significant savings.
Licences	Requested refund for TV licence for the hall and discontinued this due to the need to find cost savings
Individual Items	Detail can be found in appendix 1. These are items that don't fall under the other expenditure headings. They tend to be one off purchases, for example new work surfaces, or items that we do buy each year but don't warrant a budget line of their own due to the relative low expenditure, for example Remembrance Day wreaths. Appendix 1 has details of the individual item expenditure breakdown for the 2020/21 up until the end of December.
Legal	Legal work required as the Council has the following projects planned: <ul style="list-style-type: none"> <li>• Purchase of Woodland in the Village</li> <li>• Taking Ownership of the Village Hall (currently leased)</li> <li>• Contract required for the maintenance/future ownership provision for open spaces of in developments in the village.</li> </ul>
Ground Maintenance	Will increase due to taking ownership 2.3 acres of woodland
Village Hall events	Dependent on Covid 19. Possibly get an event in early 2022?
Various one off costs related to Woodland Purchase	Cost of land, signage, street lamp and path repairs. Further quotes will be sought with a view to bringing these estimates down. If the Council decides not to get the County Council to adopt the paths, the work required may be able to be reviewed.
Maintenance Services	5 year fixed wiring testing due this year hence higher than previous year.
Utilities	Energy usage reduced due to the lockdowns/minimal usage.

Income	Reason for changes
Precept	The Council Tax Base has increased due to new properties being built in the village. The proposed precept request is £71619. This is the same band D rate of £75.05 as last year.
VAT	The projected VAT claim figure for 2019/20 was low.
CIL	The forecast for 2020/21 was provided by NSDC and is related to developments in the village. We rely on NSDC for this figure. We have enough Community Infrastructure Levy (CIL) to cover budgeted costs for 2021/22, leaving a significant amount for future projects in the village.
Regular Hire	2020/21 income was drastically affected by Covid19 restrictions. The forecast for 2021/22 relies on regular hire being back to normal by August. However, we anticipate some regular hire will be able to recommence after the lockdown which started in January 2021.
Other hire/ad hoc hire income/bar commission	2020/21 income was drastically affected by Covid19 restrictions. The forecast for 2021/22 relies on ad hoc hire being able to resume by December 2022.

<b>Income</b>	<b>Reason for changes</b>
Feed In Tariff	Income from the feed in tariff was missed off the 2020/21 forecast. A forecast for 2021/22 has been predicted based on income since the panels were installed.

## Appendix 1: Individual Items bought in 2020/21 up to 31/12/20

<b>Village Hall Individual Items</b>	<b>Cost £</b>
Loft insulation	1720
New worktops	1470
Covid 19 compliancy related items	1215
BT Mesh WIFI	191
Hedging for outside the village hall	77
Microwave	61
First Aid Kit	38
Model Hire Agreement	35
Paint	24
Carbon Monoxide detector	18
Measuring tape	12
<b>Total</b>	<b>4860</b>

<b>Parish Council Individual Items</b>	<b>Cost £</b>
Tree Survey (Derry's land)	978
Union Jack Flag	98
Remembrance Day Wreaths	66
Extension lead	11
VE day flag	10
Get well card and gifts	8
<b>Total</b>	<b>1172</b>

## Appendix 2: Parish Council and Village Hall Breakdown

Parish Council Expenditure Budget Proposal for 2021/2

Budget Area	Original Budget 2020-21 £	Current Projected Outturn 2020-21 £	Proposed Budget 2021-22 £	Notes
Salaries and statutory payments:PAYE, NI and Pension	33,500	42,000	43500	
Copier Rental & Printing	2,200	1,750	1500	
Telephone & Broadband & Website	1,665	1,830	1300	
Stationery	250	250	250	
IT	500	750	500	
Licences	100	285	300	
Postage	25	25	25	
Expenses & Mileage	300	200	300	
Insurance	325	283	325	
Bank Charges	150	150	150	
Individual Items	5,000	5,000	5000	(£500 for plan of Derry woods)
Legal	2,500	2,500	8500	
Office Rent	6,000	6,000	6000	
Precept Assist - Village Hall	4,000	6,000	6000	
Play equipment (checks and maintenance)	300	1,050	300	
Section 137 Grant	4,000	2,000	3000	
Training	750	200	750	
Ground Maintenance (Grass & Trees)	1,500	1,000	8500	(£7000 for Derry woods)
Grounds Maintenance (New BDWH Northbuild)				
Audit Fees	735	605	700	
Memberships: NALC, SLCC etc	650	800	850	
Publications	1,500	1,200	1500	
Dog Bin Emptying	2,750	2,750	2900	
Village Hall Events	1,000	0	500	
Advertising	500	0	500	
Neighbourhood Watch / CCTV	0	0	0	
Signage & Maps	500	200	500	(For Derry woods)
Derry land purchase		0	20000	(For Derry woods)
Street Lamp/path repairs		0	19000	(For Derry woods)
<b>Total Budget</b>	<b>70700</b>	<b>76828</b>	<b>132650</b>	

### Key

Orange Highlights CIL funding will be used

Blue indicates a transfer of funds from the Parish Council to the Village Hall bank accounts

Parish Council Income Budget Forecast for 2021/2	Original Budget 2020-21 £	Current Projected Outturn 2020-21 £	Proposed Budget 2021-22 £	Notes
Precept	70,008	70,008	71,619	@ £75.05 per band D property (no change from 2020/21)
VAT rebate	1,500	2,572	2,500	
Grants	-	-	-	
Donations	-	-	-	
CIL	119,000	192,321	59,000	
<b>Total</b>	<b>190,508</b>	<b>264,901</b>	<b>133,119</b>	

**Village Hall Expenditure Budget Proposal for 2+L1:V49021/2**

Budget Area	Original Budget 2020-21 £	Current Projected Outturn 2020-21 £	Proposed Budget 2021-22 £	Notes
Salaries	15,000	12,500	13000	
Insurance	1,318	1,311	1400	
Individual Items	2,200	5,000	2500	(2020/21 CIL £3190 was spent on Work surfaces and Insulation)
Licences	900	205	400	NSDC Premises licence, PRS music licence
Business Rates	0	0	0	
Waste Removal	2,000	1,000	1400	
Legionella Testing	900	1,310	1000	
Maintenance including Boiler, CCTV and Intruder Alarm etc	2,200	2,200	2300	
One off Maintenance Services (e.g. PAT, Fixed electrics)	1,100	1,100	2000	
PHS Hygiene Solutions and Cleaning Products	1,200	1,122	1200	
General cleaning	2100	1,100	2100	
Utilities	6,000	4100	5000	
<b>Total Budget</b>	<b>34,918</b>	<b>30,948</b>	<b>32,300</b>	

Village Hall Income Budget Forecast for 2021/2	Original Budget 2020-21 £	Current Projected Outturn 2020-21 £	Proposed Budget 2021-22 £	Notes
Parish Council Office Rent	£ 6,000	£ 6,000	£ 6,000	
Parish Council Precept Assist	£ 4,000	£ 6,000	£ 6,000	Increased in 2020/21 due to Covid 19
Regular Hire	£ 19,000	£ 6,559	£ 12,000	Dependent on Covid 19 restrictions
Other Hire / Events	£ 9,000	£ 141	£ 2,000	Dependent on Covid 19 restrictions
Bar Profits	£ 1,000	£ 364	£ -	
Feed in tariff	£ -	£ 1,500	£ 1,500	
Grants	£ -	£ 12,800	£ 4,000	
<b>Total</b>	<b>£ 39,000</b>	<b>£ 33,364</b>	<b>£ 31,500</b>	

### Appendix 3: Community Infrastructure Levy Spending

<b>Budget Area</b>	<b>Original Budget 2020-21 £</b>	<b>Current Projected Outturn 2020-21 £</b>	<b>Proposed Budget 2021-22 £</b>
<b>Legal (Derry + BWDH)</b>	<b>2500</b>	<b>2500</b>	<b>8500</b>
<b>Plans/valuations (Derry)</b>	<b>0</b>	<b>900</b>	<b>500</b>
<b>Signage &amp; Maps (Derry)</b>	<b>0</b>		<b>500</b>
<b>Derry land purchase</b>	<b>0</b>		<b>20000</b>
<b>Tree Work (Derry)</b>	<b>0</b>	<b>7000</b>	<b>7000</b>
<b>Street Lamp/path repairs (Derry)</b>	<b>0</b>		<b>19000</b>
<b>Village Hall Maintenance/Upgrades</b>	<b>2200</b>	<b>3190</b>	<b>2000</b>
<b>Total CIL</b>	<b>4700</b>	<b>13590</b>	<b>57500</b>

## Appendix 4: Bank Reconciliation from December 31<sup>st</sup> 2020

### Bank Reconciliation Fernwood Parish Council

Period Ending 31-Dec-20

Prepared by: *Marion Fox Goddard, Clerk*

Date: 07 January 2021

Approved by:

Date:

#### Balance per bank statement as at 31-December-2020

	£	Total £
TSB Current Account - Parish Council	£8,440.45	
TSB Reserve Account - Parish Council	£60,288.33	
Unity Trust - Parish Council	£54,468.74	
TSB Current Account - Village Hall	£5,419.70	
TSB Reserve Account - Village Hall	£7,154.66	
Unity Trust - Village Hall	£8,295.89	
Nationwide	£83,263.36	
Petty Cash	None held	
		<b>227,331.13</b>
<b>Less: any unpresented cheques/BACS payments at 31-December-2020</b>		<b>£0.00</b>
<b>Add: any unbanked cash / cleared cheques at 31-December-2020</b>		<b>£0.00</b>
<b>Net bank balances as at 31-December-2020</b>		<b><u>£227,331.13</u></b>

The net balances reconcile to the Cash book (receipts and payments)

#### CASH BOOK

Opening Balance	£116,643.37
Add: Receipts in the year	£175,193.82
Less: Payments in the year	£64,506.06
<b>Closing balance per cash book as at 31-December-2020</b>	<b><u>£227,331.13</u></b>

#### Ringfenced Amounts in the Parish Council Reserve Account/Nationwide

CIL	£80,073.36
General Reserve	£60,288.33
	<b><u>£140,361.69</u></b>