

HPC BUDGET - forecast for 2019-20 and new budget 2020-21

Tax Base set by VVHDC
 Band D Equiv - £ precept £58.47
 1826.8 figure from VVHDC
 £60.87 per Band D equivalent
 4.1% change per Band D equivalent

2019-20 income	set budget	forecast inc	variance	budget 2020-21	
precept	96,277	96,277		111,203	
Harwellian rent	3,049	3,049	-	3,049	set until 2022 review date
bowls rent	10	10		10	set in existing agreement
Tennis rent	10	10		10	set in existing agreement
Scouts rent	20	20		20	set in draft lease
scouts interim payment	500	500			
Football fees - tournament	608	608		624	if 8 pitches per day at tournament, 38 per pitch
L Pippins rent	1,440	1,440		1,440	set in existing agreement
OCC grass cutting	1,364	1,364		1,364	OCC to confirm
Cemetery fees	3,000	3,000		3,000	
allotment rent	800	800		800	
H News ads	2,160	2,350	190	2,190	
misc - wayleave	30	30		30	
bank interest	25	66	41	50	
	109,293	109,524	231	123,790	
Exceptional items					
see reserves sheet					
expenditure	set budget	forecast ex	Variance		
staff salaries	50,116	50,116		54,853	new p/t employee, 1% pay rise proposed
max pension on basic salaries	1,502			4,133	5% for current staff hours
extra hours	4,000	4,000	-	4,000	
training - staff & c'llors	1,500	1,500		3,000	incr since staff budget discussed
misc - staff Christmas gifts	120	120		150	
donations, represented by					
offset grants/rent	1,430	1,430		1,430	L Pippins
other donations	500	500		1,000	
subs/memberships	560	788	(228)	800	OALC, SLCC
H News printing	5,400	6,300	(900)	7,000	extra copies for Grove Rd North, GWP
office - running costs	2,300	2,300		2,300	incl 1240 Rent, £70 PAT, £60 M/S office, £20 VAT software
IT - website, domain renewal	170	170		170	incl domain renewal, website hosting
hall hire	360	360		515	
insurance - parish	2,000	1,740	260	2,000	
professional fees - fire check	90	46	44	55	pavilion only, 0 if staff moved out
professional fees - ICO				35	
professional fees - legal	250	250		500	
professional fees- audits	1,000	850	150	1,000	
new building - services	300	300		300	mv to rsvs for new bldg
new building - furnishing etc	400	400		400	mv to rsvs for new bldg
pavilion - water				250	in credit
pavilion - electric	200	1,200	(1,000)	600	
pavilion - cleaning/mtce	50	50		50	
Play area maintenance	1,150	1,150		2,000	
Play area inspection	125	121	4	250	if need to move 2 x eqpt
Play area upgrade	1,450	1,450		2,000	bark top up
Play area mtce reserve	1,000	1,000			mv to depreciation reserve
rec maintenance	250	250		500	
rec - spraying etc	1,000		1,000		keep in reserves until req'd
rec - trees work	5,000	5,000		9,700	based on 2018 tree survey plus estimated survey costs
rec - planting	150		150	150	keep this year's 150 in reserves
allotments - maintenance	210	210		300	water, repairs
general maintenance, PPE	410	410		600	
cemetery maintenance	700	500	200	710	bin emptying £455, minor repairs
cemetery tree work	550	550		1,550	based on 2018 tree survey
cemetery shed replacement	1,500	1,500			
van maintenance	1,100	1,100		1,165	
tools/spares	420	200	220	350	
machinery - new equipmt	2,100	2,100			covered by depreciation budget
machinery - maintenance	600	600		500	
fuel	1,100	1,100		1,500	
new van reserve	2,000	2,000			mv to rsvs
2019 elections	9,000	200	8,800		put into rsvs for staff bldg
VAS Rowstock	4,300		4,300		put into rsvs for traffic calming
capital depreciation	2,930	2,930		18,224	
subtotal				123,790	total expenditure
deficit					amount needed from reserves
	109,293	94,091	13,700	123,790	
Exceptional Items - see rsvs					

Notes to income:

During 2019-20, income is expected to be slightly more than budgeted because of more Harwell News ads & slightly more bank interest than expected. CIL funds, extra to budget, of £4540 were received.
 Draft budget figures for 2020-21 include grass cutting payment from OCC, & increases to fees where possible of 1.5%.
 Scouts rent is proposed in draft lease (currently at solicitor).
 Football tournament figures based on use of 8 pitches over 2 days.
 S106 funds to be applied for in 2019-20 are £42,500 new staff building if it becomes available; if received, these funds will be spent during 2020-21.
 Budget options all assume minimum 1.5% increase in fees but same fixed rents where they already apply.

Notes to expenditure:

During 2019-20, underspend of £17,354 (£1526 extra staff hours, £260 insurance, £44 fire check, £150 audits, £1,000 rec spraying, £150 rec planting, £200 cemetery maintenance, £220 tools/spares, £8,800 elections, £4,300 VAS, £700 new staff building costs & £4 play area inspection) to be set against overspend of £2,128 (£228 subs, £900 HN printing, £1000 pavilion electric (estimated)
 For S106 income/expenditure please see reserves tab.

Draft budget figures for 2020-21 give a rise in salaries of 1%, and allows £4,000 for any extra staff work due to sickness etc.
 Office running costs include rent.
 Harwell News printing cost increase is due to extra housing in the parish - in December 2019 2184 Copies due to be delivered & a further increase is assumed based on developments in the parish.

New staff building will not start until next year; 700 budgeted for furnishing, fire check etc to be kept in reserves for next year. Architect's costs being met from reserves this year.
No rec spraying budget for next year; unspent amount from this year to be set aside for moss removal.
Trees work on rec & in cemetery is estimated based on survey done early in 2018 plus estimated new survey costs.
General maintenance includes PPE, cemetery maintenance is mainly for bin emptying, new machinery to include new blower & mower for rec.
Cemetery shed -looking into replacement options as Vale not giving permission for a shed in the cemetery.
Capital depreciation is a new budget line formerly spread across other budget lines, eg new van/mowers/play equipment

NB Precept is calculated using a tax base from the Vale, which is based on the number of homes in the parish. Tax base for 2020-21 is 1826.8.
The precept amount is divided by the tax base to give a Band D equivalent amount, payable per Band D property.
Last year the council increased the precept by 2.7% but this decreased the Band D figure by about 13%

Budget options: council considered 3 options, 2 of which required use of general reserves to meet expenditure.
The option chosen above increases Band D equivalent by 4.1% to £60.87 & increases precept by >15.5% to give no deficit.

RESERVES	<i>movement in</i>		<i>movement out</i>	balance	<i>movement</i>		Notes
	01-Apr-19	2019-20	2019-20	31-Mar-20	2020-21	31-Mar-20	
					<i>forecast</i>		
Allocated Reserves							
Allot keys	166	7	(3)	170		170	
Bus shelt	3,050		(150)	2,900		2,900	a
youth project	3			3		3	
staff bldg project	41,591	9,500	(3,633)	47,458	(47,458)		b
rec access	1,800			1,800	(1,800)		c
pavn - asbestos	7,925		(7,925)				
CIL		4,540		4,540	(4,540)		d
traffic calming		4,300		4,300		4,300	e
rec spraying		1,000		1,000	(1,000)		E
Orchard Way payment					28000	28,000	f
OCC Priority Fund		3,500	(3,500)				g
new van reserve		2,000		2,000		2,000	
rec planting		150		150	(150)		c
capital depreciation		3,930	3,930	18,224		22,154	G
Allocated Reserves	54,535	28,927	(11,281)	82,545	(26,948)	59,527	
General Reserves	28,419	1,109	(2,120)	27,408		27,408	h
S106 Reserves							
bins	5,247		(160)	5,087		5,087	
GWP admin	12,056		(625)	11,431		11,431	j
rec access	10,702		(7,000)	3,702	(3,702)		k
staff building				42,500	(42,500)		l
Total Reserves	110,959	30,036	(21,186)	172,673	(73,150)	103,453	balance at bank

Notes

a - assumes no maintenance this year but some maintenance to older shelters next year

b - assumes architect's & professional fees paid this year, unspent £8,800 election budget & £700 building services etc added to reserve, & staff building built next year

c - assumes rec projects decided next year and funds spent - see also S106

d - PC to decide on project to use CIL funding - spend by 2024.

e - assumes PC will decide on traffic calming measures after surveys completed this year & public consultations next year

E - assumes no treatment needed 2019-20 but moss removal required 2020-21

f - assumes one-off payment received from Orchard Way development; PC to decide on project for this money

g - assumes OCC Priority Fund paid to PC and used to upgrade Westfield path

G - 2019-20 amount includes capital depreciation budget £2930 plus play area maintenance reserve of £1000

Possible expenditure 2020-21 may include new leaf blower& new mower.

h - assumes unspent budget items totalling £1109 added to gen reserves, and overspends of £2,120 in 2019-20 budget

j- land survey paid for 2019-20 (land adjacent to footpath 11); use for new laptop if required 2020-21 & S106 conditions allow

k - assumes rec projects agreed next year and final expenditure on S106 project completed

l - S106 for staff building still disputed. Possible that no S106 funds forthcoming

See also separate sheet for S106 possibilities

S106 possibilities 2020-21

project	cost (est)	Amount to claim	source - S106 unless otherwise stated	notes
Pump track	10000	10000	8000 Reading Road, 2000 B Hill (for skate park)	
firm surface track				not known
gym equipment x 5 pieces including 1 replace	2600	2005	2005 Meadow View (for youth sport)	
car park upgrade			151017 B Hill (for POS)	not known
basketball area	2000		"	
new play eqpt incl monkey bars, toddler			"	not known
eqpt, replace bridge??				not known
community orchard				not known