

HPC BUDGET - forecast for 2021-2 and new budget 2022-23

Tax Base set by VWHDC	1959.6	2033.6 figure from VWHDC
Band D Equiv - £ precept	£63.27	£67.49 per Band D equivalent
		6.7% change per Band D equivalent

2020-21

income	set budget	forecast income	variance	budget 2022-23
precept	122,722	122,722		137,253
Harwellian rent	3,049	3,049		3,120 pending 2022 review
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
Football fees - tournament	640	640		672 if 8 pitches per day at tournament, 42 per pitch
Football fees - season		200	200	1,456 if £52 per game x 28 games
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	-	600	600	2,900 no fees while online only
misc - wayleave	30	30		31
bank interest	50	10	(40)	10
CIL				not yet known
football fees (extra to budget)		200	200	
	133,135	134,095	960	152,086

Expenditure

Expenditure	set budget	forecast expenditure	Variance	
staff salaries	69,632	69,632		70,651 1% pay rise proposed, incl NIC employer 3000
max pension on basic salaries	5,271	5,271		5,363
extra hours	5,000	5,000	-	5,050 in case of sickness absence etc
training - staff & c'llors	3,000	3,000		3,123
misc - staff Christmas gifts	150	150		157
donations, represented by				
offset grants/rent	1,430	1,430		1,430 L Pippins
other donations	1,000	1,000		1,040
subs/memberships	900	900		1,000 OALC, SLCC
H News printing	3,500	400	3,100	600
office - running costs	2,600	2,600		3,310 incl 1350 rent, 216 phn, 780M/soft, 205 a/cs, 759 other
IT - website, domain renewal	930	940	(10)	845 incl domain renewal, website hosting, web help
hall hire	515	590	(75)	890 main hall x 13, cttee rm or foyer x 26
insurance - parish	1,000	964	36	1,050
professional fees - fire chk, pat	55	218	(163)	145 staff building only
professional fees - ICO	35	35		35
professional fees - legal	500	500		520
professional fees- audits	1,000	780	220	1,000
new building - services, clng	700	270	430	1,100 water, elec, etc
Play area maintenance	4,000	4,000		4,200 repairs, zipwire service, bark top up
Play area inspection	150	121	29	130
Play area upgrade				
rec maintenance	550	550		580
trees work	7,278	7,278		17,182 based on tree survey plus Footpath 11 pruning
allotments - maintenance	300	300		815 water, repairs
general maintenance, PPE	900	900		990
cemetery maintenance	740	740		900 hedge planting, bin emptying, minor repairs
van maintenance	1,200	1,200		1,500
tools/spares	375	375		390 hand tools, small repairs etc
machinery - new equipmt	250	250		1,000 Carbon-neutral project - elec leaf blower
machinery - maintenance	525	525		551
fuel	1,500	1,500		1,950
renewals	14,929	14,929		15170
waste collection	2340	2,340		3,419 5 x 1100l bins on rec for general waste
rec planting	420	420		transfer to rec project reserve
pavilion	460	420	40	
garage roof				6,000 awaiting quotes
subtotal				152,086 total expenditure
deficit				
	133,135	129,528	3,607	152,086

Optional items

tree work - cemetery conifers 4,000 not included

See separate sheet for projects using reserves

Notes to income:

During 2021-22, income is expected to be slightly higher than budgeted because HN fees to be reintroduced & football use increased.

Draft budget figures for 2022-23 include grass cutting payment from OCC, & 5% increase to fees

Football - season's use plus tournament figures based on use of 8 pitches over 2 days.

S106 funds may be applied for depending on final designs for rec.

Harwellian rent review due 2022 for implementation 6/22.

Notes to expenditure:

During 2021-22, underspend of £3100 HN printing & ~£430 on new staff building utilities to be set against probable overspend of £163 on professional fees, & £75 on hall hire following return to physical meetings

New blower is required but PC wishes to purchase electric one which is ~£1000, not budgeted £250.

Budget figures for 2022-23 give a rise in salaries of 1% where not affected by National Minimum Wage ruling.

No national pay agreement as yet.

Office running costs include rent, Microsoft Office & Alpha accounts package. IT costs no longer include Zoom.

Hall hire expected to increase based on number of physical meetings.

Play area maintenance includes bark top-up & zipwire service.

Trees work on rec & in cemetery is estimated based on survey and quote for Footpath 11 pruning.

General maintenance includes PPE, cemetery maintenance will decrease if waste contracts combined

New machinery will be electric. Cost is for 1 blower plus batteries etc, which are interchangeable with same brand machines.

Env Cttee asked PC to consider budgeting for carbon reduction; Lands had already recommended doing this.

Env Cttee has recommended grass is collected from rec. Attachment to do this would cost ~£4000 plus logistics. Not in budget.

Renewals could be used for any replacement like for like equipment/play area surfacing etc.

Garage roof needs replacing. Optional budget items include tree work in cemetery and Footpath 11.

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 2022-23 is 2033.6.

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 <11% which increased the Band D figure by about 2.9%

Budget options: Staffing & Lands Committees have already recommended budgets for 2022-23.

The option chosen above increases Band D equivalent by 6.7% to £67.49 & increases precept by <11.9% to give no deficit.

FEES LIST 2022-23

Agreed increase is 5% rounded down to nearest £1, as per CPI end October 2021

CEMETERY FEES	Current		Proposed	
	Residents	Non-residents	Residents	Non-residents
Grave space	129	322	135	338
PC fee	80	161	84	169
Total	209	483	219	507
Children 12-18*	54	54	56	56
Ashes plot	38	75	39	78
PC fee	80	161	84	169
Digging fee**	48	48	50	50
Total	166	284	174	298
Plaque fix fee***	97.89	97.89	102	102
Headstone	107	107	112	112
Ashes tablet	75	75	78	78
2nd inscription	32	32	33	33
Rec pitch fee				
Full-size pitch****	39		52	
HN ads*****				
50x80mm	15.7		16	
1/4 page	31		32	
1/2 page	63		66	
full page	123		129	
Allotment rent				
	13p per m2 plus £6 key deposit		15p per m2 no change till 2023	

Harwellian rent review due 2022; proposed increase is 5% but Club needs to agree
Tennis, Bowls, Little Pippins, Scouts have set rents

* no charge for children under 12

** paid as part of salary to cemetery worker who digs plot

*** consists of PC fee plus fixing fee

**** PC charged £50 per pitch this season

*****assuming fees in place for full year

RESERVES	<i>movement in</i>		<i>movement out</i>	balance	<i>movement</i>	Notes
	01-Apr-21	2021-22	2021-22	31-Mar-22	<i>forecast</i> 2022-23	
Allocated Reserves						
Allot keys	183	15	(5)	193		193
Bus shelt	3,050			3,050		3,050 a
youth project	3			3		3
staff bldg project	35,577		(35,577)			b
rec access & planting	1,950			1,950	-1950	c
renewals	22,154	14,929		37,083	15170	52,253 d
traffic calming	3,300		(3,300)			e
rec spraying	1,000			1,000		1,000
Orchard Way payment					28000	28,000 f
new van	2,000			2,000		2,000
play area maintenance	1,000		(1,000)			g
Allocated Reserves	70,217	14,944	(39,882)	45,279	41,220	86,499
General Reserves	54,314	4,855	(288)	58,881		58,881 h
CIL	7,853		(1,554)	6,299		6,299 j
S106 Reserves						
bins	4,566		(800)	3,766		3,766 J
GWP admin	11,071		(1,295)	9,776		7,856 k
rec access	3,702			3,702	(3,702)	l
staff building	23,388		(23,388)			
Total Reserves	175,111	19,799	(67,207)	127,703	37,518	163,301

Notes

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

b - assumes project finished by 31.3.22, see also staff building S106

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

d - renewals could be used to purchase new machinery

e - budget used for SID & gates

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

g - reserve to be put to wetpour repair?

h - approximate figures based on 2021-22 budget estimates

j - spend was on Community Speedwatch equipment

J - assumes 2 new litter bins for cemetery - see waste report

k - spend was on laptop, iphone & Harwellian newspaper ad; VWHDC states must start spending this money next year. Spend date is now 2026.

l - see also note c

S106 possibilities 2022-23

project	estimate cost/S106 claim	source - S106 unless otherwise stated
Pump track	47460	38566 from POS B Hill, 8893 R Rd
perimeter track	52656	29275 av from sports facilities Alder Vw (80k); shortfall 23381
gym equipment x 4 pieces	3000	from POS B Hill
monkey bars/ basketball hoop	6566	from MUGA Grove Rd North
new play eqpt incl toddler, inclusive	22749	from POS B Hill
community orchard	0	Woodland Trust? Env Cttee investigating; OCC priority Fund appn
community orchard/meadow fencing	?	grants

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S106 administration funds report

VWHDC has expressed surprise that these funds have not already been spent.
 Clerk has been liaising with officers who suggest the funds could be used for the items below;

spend 2021-22

- Parish Clerk's salary
 - Rent for parish office
 - Room hire for holding parish meetings, activities
 - Website matters and expenses
 - Zoom or MS Teams expenses
 - Computer software purchases, yearly membership, anti-virus software
 - Telephone costs (rental, call costs)
 - Banking and audit expenses
 - Printing costs
 - PAT testing of equipment used by parish office/clerk
 - Cemetery admin, record keeping, back up of documents
 - Expenses for engaging with Solicitors
 - Insurances
 - Planning permission applications
 - Tree surveys
 - RoSPA/RPII training course for outdoor staff (relates to play areas)
 - Annual RoSPA play area inspection
 - Purchase of laptop and phone to use for the administration of the parish council.
- conversion of cemetry records to disc
- rec
- rec

They expect the council to begin spending these funds as soon as possible and provide proof of expenditure by 3/22.
 Spend deadline is end December 2026.

REPORT to accompany budget 2022-23

Budget item

Machinery - C-neutral project	1000 new leaf blower, start of replacing petrol tools with electric versions
garage roof	6000 estimate but awaiting quotes; various firms approached
tree work - cemetery conifers	4000 OPTIONAL to prune conifers along south wall and adjacent to The Cleave
tree work - Footpath 11	12500 OPTIONAL to prune alders to 7", to remove inclusive of stump grinding 21000 grounds staff to remove chainlink fence
waste collection (see sep report)	3761 quote is for 5 wheeled 1100l bins at rec x weekly, 1 wheeled 1100l bin at cemetery for green waste x 2-weekly current cemetery bin is 660l 1 other quote obtained for emptying of bins weekly but no extra bags 10920 quotes assume VWHDC does not take on any highway bins - awaiting confirmation