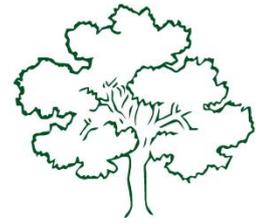


**Henstridge  
Parish Council**



**Budget Setting  
and  
Precept Request  
2020/21**

## **1 - Introduction**

This report is intended to introduce the budget for 2020/21 and to briefly explain residents' Council Tax bills and how this relates to the Parish Council's precept request.

## **2 -Budget**

The Parish Council budget is made up of Payments and Receipts. Within these two headings, the funds to be spent or received are broken down into "cost centres" and then "budget lines". This is to make sure that the Council knows that it has made provision for all of its responsibilities and for any unforeseen costs or income that may be incurred throughout the year.

While some payments and receipts are known in advance, for example salaries and allotment rents, it is impossible to make a completely accurate prediction of exactly how much will be spent or received. The Council's Financial Regulations allow for funds to be transferred from one budget line to another during the year, with agreement at a Full Council meeting, in case of unexpected costs.

In addition to the budget, the Parish Council also carries earmarked reserves. We are advised by the Somerset Association of Local Councils to retain between 6 and 18 months of running costs. Earmarked reserves are also used to save up for expensive items or projects over several years to mitigate the impact on the Council Tax bill of these larger items. Earmarked reserves are reviewed by the Council in April each year and at the time of budget setting.

The following pages show the budget for the 2020/21 financial year, including the percentage increase or decrease for each cost centre and budget line. Where the percentage increase or decrease is significant, these figures are highlighted in yellow and an explanation is given below.

<b>PAYMENTS</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2019/20 +/-</b>	<b>Percentage increase/decrease</b>
<b>Wages</b>				
Clerk's wages (incl HMRC)	£15,295.00	£15,600.00	£305.00	2%
ER NICs	£800.00	£800.00	£0.00	0%
Clerk's travelling expenses	£900.00	£600.00	-£300.00	-33%
Clerk's other expenses	£185.00	£200.00	£15.00	8%
Clerk's training	£200.00	£200.00	£0.00	0%
Pension costs	£306.00	£306.00	£0.00	0%
Grounds staff wages (incl HMRC)	£ 1,915.00	£2010.00	£95.75	5%
	<b>£20,206.00</b>	<b>£19,716.00</b>	<b>-£490.00</b>	<b>-2%</b>
<b>Administration</b>				
Phone/broadband	£720.00	£400.00	-£320.00	-44%
Stationery	£250.00	£250.00	£0.00	0%
Photocopier/Printer	£150.00	£150.00	£0.00	0%
Postage	£200.00	£100.00	-£100.00	-50%
Insurance	£1,400.00	£1,500.00	£100.00	7%
Internal Audit	£515.00	£515.00	£0.00	0%
External Audit	£400.00	£300.00	-£100.00	-25%
Hire of premises	£300.00	£300.00	£0.00	0%
Bank charges	£20.00	£20.00	£0.00	0%
Office equipment	£50.00	£50.00	£0.00	0%
Web site	£150.00	£150.00	£0.00	0%
Software	£60.00	£60.00	£0.00	0%
Subscriptions	£780.00	£780.00	£0.00	0%
Data protection	£55.00	£40.00	-£10.00	18%
Accounting Software	£250.00	£150.00	-£100.00	-40%
	<b>£5,800.00</b>	<b>£4,765.00</b>	<b>-£1035.00</b>	<b>-17%</b>
<b>Election/Councillor Expenses</b>				
Councillor's expenses	£250.00	£250.00	£0.00	0%
Councillor's training	£200.00	£200.00	£0.00	0%
Publications	£30.00	£100.00	£70.00	233%
	<b>£1,030.00</b>	<b>£550.00</b>	<b>-£480.00</b>	<b>-46%</b>
<b>Community Services</b>				
Grants	£2,000.00	£2,000.00	£0.00	0%
Youth Specific Grants	£1,000.00	£1,000.00	£0.00	0%
Other	£500.00	£0.00	£0.00	0%
	<b>£4,500.00</b>	<b>£3,000</b>	<b>£1500.00</b>	<b>-33%</b>
<b>Open Spaces/Burial - Maintenance</b>				
Machinery	£750.00	£500.00	-£250.00	-33%
Fuel	£210.00	£210.00	£0.00	0%
Grass cutting - Recreation Ground	£2,400.00	£2,000.00	-£400.00	16%
Burial Ground spoil management	£500.00	£500.00	£0.00	0%
Annual inspections – Play area, skate park & gym	£130.00	£130.00	£0.00	0%
Playground maintenance	£1,035.00	£1,500.00	£465.00	44%

<b>PAYMENTS (continued)</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2019/20 +/-</b>	<b>Percentage increase/decrease</b>
				<b>Draft</b>
Skate Park maintenance	£1,000.00	£500.00	-£500.00	-50%
Green Gym maintenance	£100.00	£100.00	£0.00	0%
Recreation Ground hedging & trees	£700.00	£2,000.00	£1,300.00	185%
Woodland Maintenance	£1,350.00	£500.00	-£850.00	-62%
Allotments water	£300.00	£300.00	£0.00	0%
Allotments maintenance	£1,000.00	£2,000.00	£1,000.00	100%
War memorial maintenance	£400.00	£400.00	£0.00	0%
Car park maintenance	£2,000.00	£500.00	£1,500.00	-75%
Litter pick	£100.00	£100.00	£0.00	0%
BMX Pump Track maintenance	-	£100.00	£100.00	100%
	<b>£12,225.00</b>	<b>£11,340.00</b>	<b>-£885.00</b>	<b>-7%</b>
<b>Open Spaces/Burial - Projects</b>				
Open Spaces projects	£1,500.00	£1,500.00	£0.00	0%
Youth facilities/activities	£600.00	£400.00	-£200	-33%
Recreation Ground Events	£500.00	£500.00	£0.00	0%
Ranger	-	£3,000.00	£3,000.00	100%
	<b>£2,600.00</b>	<b>£5,400.00</b>	<b>£2,800.00</b>	<b>107%</b>
<b>Section 137</b>				
Charitable donations	£200.00	£200.00	£0	0%
Other local organisations	£450.00	£450.00	£0	0%
Village Agent	£7,000.00	£7,000.00	£7,000.00	0%
Other	£1,000.00	£0.00	-£1,000.00	-100%
	<b>£8,650.00</b>	<b>£7,650.00</b>	<b>£1,000.00</b>	<b>-11%</b>
<b>TOTAL</b>	<b>£55,011.00</b>	<b>£52,421.00</b>	<b>-£2,590.00</b>	<b>-4%</b>

<b>RECEIPTS</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2019/20 +/-</b>	<b>Percentage increase/decrease</b>
<b>Administration</b>				
Precept	£52,099.00	£53,140.00	£ 1041.00	2%
Land Rents	£185.00	£185.00	£0.00	0%
Interest on deposit and project a/c	£20.00	£ 35.00	£15.00	75%
Other	£0.00	£0.00	£0.00	0%
<b>TOTAL ADMIN RECEIPTS</b>	<b>£52,304.00</b>	<b>£53,360.00</b>	<b>£1,056.00</b>	<b>2%</b>
<b>BG-OS</b>				
Burial Ground fees	£1,400.00	£1,000.00	£0.00	0%
Allotment Rents	£562.50	£ 500.00	-£62.50	-11%
Other	£0.00	£0.00	£0.00	0%
SSDC Playground maintenance grant (earmarked)	£1,035.00	£1,035.00	£0.00	0%
<b>TOTAL BG-OS RECEIPTS</b>	<b>£2,997.50</b>	<b>£2,535.00</b>	<b>-£462.50</b>	<b>-15%</b>
<b>TOTAL RECEIPTS</b>	<b>£55,301.50</b>	<b>£55,895.00</b>	<b>£593.50</b>	<b>1%</b>

<b>SUMMARY</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2020/21 +/-</b>	<b>Percentage increase/decrease</b>
<b>Wages</b>	£20,206.00	£19,716.00	-£490.00	-2%
<b>Administration</b>	£5,800.00	£4,765.00	-£1035.00	-17%
<b>Cost of Democracy</b>	£1,030.00	£550.00	-£480.00	-46%
<b>Community Services</b>	£ 4,500.00	£3,000.00	-£1500.00	-33%
<b>Open Spaces/Burial - Maintenance</b>	£12,225.00	£11,340.00	-£885.00	-7%
<b>Open Spaces/Burial - Projects</b>	£2,600.00	£5,400.00	£2,800.00	107%
<b>Section 137</b>	£ 8,650.00	£7,650.00	-£1,000.00	-11%
<b>PAYMENTS total</b>				
less				
<b>Administration receipts</b>	£52,304.00	£53,360.00	£1056.00	2%
<b>BG-OS receipts</b>	£2,997.50	£2,535.00	-£462.50	15%
<b>RECEIPTS total</b>	<b>£55,301.50</b>	<b>£55,895.00</b>	<b>£593.50</b>	<b>1%</b>

### 3 - Explanation of significant variances

<b>PAYMENTS</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2019/20 +/-</b>	<b>Percentage increase/decrease</b>
Clerk's wages	£15,295.00	£15,600.00	£305.00	2%

This increase reflects the possible national increase to all SCPs of 2%. The actual national increase figure has not yet been published so the 2% is an estimate.

<b>PAYMENTS</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2020/21 +/-</b>	<b>Percentage increase/decrease</b>
Grounds staff wages (incl HMRC)	£1,915.00	£ 2,010.00	£ 95.75	5%

It is likely that the National Living Wage will rise again from April 2020. The actual rates have not yet been announced so the 5% increase is a best guess based on the rise in April 2019.

<b>PAYMENTS</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2020/21 +/-</b>	<b>Percentage increase/decrease</b>
Clerks travelling expenses	£900.00	£600.00	-£300.00	-33%

This decrease reflects the new Clerk now lives nearer to Henstridge than the previous Clerk so travelling expenses are likely to be less.

<b>PAYMENTS</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2020/21 +/-</b>	<b>Percentage increase/decrease</b>
Phone/Broadband	£720.00	£400.00	-£320.00	-44%

This decrease reflects the Clerk has a private all-inclusive broadband and phone package so the cost is to just cover the Village Hall broadband.

<b>PAYMENTS</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2020/21 +/-</b>	<b>Percentage increase/decrease</b>
Postage	£200.00	£100.00	-£100.00	-50%

This decrease reflects that more correspondence is likely to be conducted electronically in the future require less postage stamps.

<b>PAYMENTS</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2020/21 +/-</b>	<b>Percentage increase/decrease</b>
Insurance	£1,400.00	£1,500.00	£100.00	7%

This increase reflects the anticipated rise in insurance premiums estimated on the 2019/20 fee based on the three year agreement the Council agreed in July 2018.

<b>PAYMENTS</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2020/21 +/-</b>	<b>Percentage increase/decrease</b>
External Audit	£400.00	£300.00	-£100.00	-25%

This decrease reflects the cost of the 2019/20 External Audit

<b>PAYMENTS</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2020/21 +/-</b>	<b>Percentage increase/decrease</b>
Data Protection	£55.00	£40.00	-£10.00	18%

This decrease reflects the 2019/20 ICO Data Protection fee

<b>PAYMENTS</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2020/21 +/-</b>	<b>Percentage increase/decrease</b>
Accounting Software	£250.00	£150.00	-£100.00	-40%

This is the anticipated annual fee for the Council accounting software package.

<b>PAYMENTS</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2020/21 +/-</b>	<b>Percentage increase/decrease</b>
Publications	£30.00	£100.00	£70.00	233%

This increase is based on the Council producing more hard copy publications and printing costs

<b>PAYMENTS</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2020/21 +/-</b>	<b>Percentage increase/decrease</b>
Machinery	£750.00	£500.00	-£250.00	-33%

It is anticipated that it is unlikely any expensive machinery will be purchased in the financial year

<b>PAYMENTS</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2020/21 +/-</b>	<b>Percentage increase/decrease</b>
Grass Cutting – Recreation Ground	£2,400.00	£2,000.00	-£400.00	16%

This decrease reflects the price of the grass cutting during the current financial year

<b>PAYMENTS</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2020/21 +/-</b>	<b>Percentage increase/decrease</b>
Playground Maintenance	£1,035.00	£1,500.00	£465.00	44%

The increase reflects the maintenance works carried out on the playground in the current financial year and the aging of the equipment

<b>PAYMENTS</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2020/21 +/-</b>	<b>Percentage increase/decrease</b>
Skate Park Maintenance	£1,000	£500.00	-£500.00	-50%

The decrease reflects the lack of foreseeable maintenance on the Skate Park

<b>PAYMENTS</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2020/21 +/-</b>	<b>Percentage increase/decrease</b>
Recreation Ground hedging and trees	£700.00	£2,000.00	£1,300.00	185%

The increase reflects the biannual cutting of the hedging and trees within the Recreation Ground which will take place during the 2020/21 financial year

<b>PAYMENTS</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2020/21 +/-</b>	<b>Percentage increase/decrease</b>
Woodland Maintenance	£1,350.00	£500.00	-£850.00	-62%

The decrease in budget is a result of works taking place on the woodland during the 2019/20 financial year indicating that maintenance the following year will be less.

<b>PAYMENTS</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2020/21 +/-</b>	<b>Percentage increase/decrease</b>
Allotments Maintenance	£1,000.00	£2,000.00	£1,000.00	100%

The increase in budget reflects plans for the Council to improve allotment facilities

<b>PAYMENTS</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2020/21 +/-</b>	<b>Percentage increase/decrease</b>
Car Park Maintenance	£2,000.00	£500.00	-£1,500.00	-75%

It is expected improvements to the Village Hall Car Park will no coincide with longer term plans to improve the Village Hall as a whole indicating the budget requirement will be less for the forthcoming year

<b>PAYMENTS</b>	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>2020/21 +/-</b>	<b>Percentage increase/decrease</b>
Youth Facilities/Activities	£600.00	£400.00	-£200.00	-33%

The decrease in budget reflects the costs of Henstridge Play Day during the current financial year

## **4 - Council Tax – Your Bill**

The Parish Council precept is just one small part of a residential Council Tax bill. According to SSDC's website, Council Tax is distributed between the following:

*“...70.5 per cent of Council Tax money goes to Somerset County Council, 10.9 per cent to Avon & Somerset Police, 4.7 per cent to Devon & Somerset Fire & Rescue Service, 3.9 per cent to parish and town councils within the district and 10 per cent goes to SSDC.”*

Full details on your Council Tax bill can be found here:

<https://www.southsomerset.gov.uk/services/council-tax/your-guide-to-council-tax/>

## 5 – Precept calculations

The information in the box below shows how the 2020/21 precept figure compares to the previous year.

<b>Henstridge</b>	
<b>Precept 2019/20</b>	£52,099
<b>Tax Base 2019/20</b>	661.68
<b>Equivalent Band D Charge 2019/20</b>	£78.74
<b>Precept 2020/21</b>	£53,140
<b>Tax Base 2020/21</b>	663.89
<b>Equivalent Band D Charge 2020/21</b>	£80.04
<b>Increase/decrease in Charge</b>	£1.31
<b>Increase/decrease in % to Tax Payer</b>	1.66%

## 6 – Earmarked Reserves

<b>Purpose and nature of reserve</b>	<b>Balance at 27/12/2019</b>
Playground Equipment	£ 15,000.00
Long term tree maint and leilandii	£ 2,000.00
Provision of temporary office building	£ 10,000.00
Legal costs	£ 5,000.00
Speed Indicator Device	£ 2,000.00
Improvements to cemetery	£ 1,000.00
Car park resurfacing & maintenance	£ 20,000.00
Day to day running	£ 40,000.00
<b>TOTAL</b>	<b>£ 95,000.00</b>

If you have any queries regarding this document please contact the Parish Clerk:

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