

HELLESDON PARISH COUNCIL CC4 – Playing Fields, Amenities & Allotments

ALLOTMENTS

	2011/2012	2012/2013	
	Budget	Out-turn	
	£	£	
		Estimate	
		£	
INCOME			
Tenants Allotment rental (51 plots @ £30)	1500.00	1500.00	1560.00
	1500.00	1500.00	1560.00
Tenants reimbursements for losses/damage	50.00	50.00	50.00
	50.00	50.00	50.00
Best Kept Allotment Competition Sponsorship	60.00	60.00	70.00
	60.00	60.00	70.00
TOTAL INCOME	<u>1610.00</u>	<u>1610.00</u>	<u>1680.00</u>
 EXPENDITURE			
Landowner rent	200.00	280.00	280.00
	200.00	280.00	280.00
Best Kept Allotment Competition	70.00	70.00	80.00
	70.00	70.00	80.00
 Utilities			
Water	1000.00	1000.00	1000.00
Electricity	430.00	250.00	300.00
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	1430.00	1250.00	1300.00
 Maintenance			
Repairs & maintenance	1950.00	1000.00	1950.00
Tenant loses/damages	50.00	50.00	50.00
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	2000.00	1050.00	2000.00
Pest Control (Nov renewal)	700.00	700.00	750.00
	700.00	700.00	750.00
 Electrical Inspections - toilets			
Periodic inspection (next due 2014/15)	0.00	0.00	0.00
Remedial work following inspection	0.00	0.00	0.00
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	0.00	0.00	0.00
 TOTAL EXPENDITURE	 <u>4400.00</u>	 <u>3350.00</u>	 <u>4410.00</u>
 TOTAL NET EXPENDITURE	 2790.00	 1740.00	 2730.00

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HELLESDON PARISH COUNCIL CC5 Media & Communications

	2011/2012		2012/2013	
	Budget	Out-turn	Estimate	
	£	£	£	
INCOME				
Newsletter Advertising	2500.00	2000.00	2000.00	
	2500.00		2000.00	2000.00
Sale of Specific Software (incorrect p'chase)	0.00	0.00	0.00	
	0.00		0.00	0.00
 TOTAL INCOME	 <u>2500.00</u>	 <u>2000.00</u>	 <u>2000.00</u>	 <u>2000.00</u>
 EXPENDITURE				
Parish Council Promotion	500.00	100.00	500.00	
	500.00		100.00	500.00
 <u>Newsletter</u>				
Printing	6400.00	6400.00	6600.00	
Distribution incl inaccessible areas	1260.00	1260.00	1360.00	
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	7660.00		7660.00	7960.00
 <u>Website</u>				
Annual Hosting & Support (incl annual site maintenance - Jan rnl)	250.00	250.00	260.00	
Domain name (March rnl)	50.00	50.00	60.00	
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	300.00		300.00	320.00
 TOTAL EXPENDITURE	 <u>8460.00</u>	 <u>8060.00</u>	 <u>8780.00</u>	 <u>8780.00</u>
 TOTAL NET EXPENDITURE	 5960.00	 6060.00	 6780.00	 6780.00

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HELLESDON PARISH COUNCIL CC6 Property Policy & Resources

	2011/2012 Budget £	2011/2012 Out-turn £	2012/2013 Estimate £	
INCOME				
Sale of Assets	0.00	0.00	0.00	
		0.00	0.00	0.00
HCC Rent (due each Jan)	1.00	1.00	1.00	
		1.00	1.00	1.00
Bowls Shed Insurance reimbursement	10.00	0.00	0.00	
		10.00	0.00	0.00
HCC Fire Insurance reimbursement	0.00	490.00	520.00	
		0.00	490.00	520.00
Sinkage reinstatement driveway exit from Tracker A/C - from PFA&A Committee		500.00	0.00	
			500.00	0.00
Ground Rent				
HFC Portakabin	0.00	0.00	20.00	
HBC Shed	0.00	0.00	20.00	
HHA Garage	0.00	0.00	20.00	
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		0.00	0.00	60.00
Car Park Soakaway from projects shortfall provision fund	0.00	0.00	20000.00	
TOTAL INCOME		<u>11.00</u>	<u>991.00</u>	<u>20581.00</u>
EXPENDITURE				
<u>Expenses/Mileage</u>				
Chairman	0.00	0.00	0.00	
Members	50.00	130.00	150.00	
Staff	300.00	250.00	300.00	
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		350.00	380.00	450.00
Catering Supplies for PC meets & staff "tea" fund	400.00	400.00	420.00	
		400.00	400.00	420.00
<u>Communication Services</u>				
Telephone/Broadband	660.00	400.00	500.00	
Daily EDP	180.00	180.00	200.00	
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		840.00	580.00	700.00
<u>Office Equipment</u>				
Computer				
Annual contract (Aug ml & 1/4ly hlth chk)	350.00	0.00	0.00	
Service/Repair	400.00	400.00	400.00	
Photocopier Rental/Charges	1800.00	2100.00	2000.00	
<i>Renewals Fund - for items over £100</i>	<i>100.00</i>	<i>100.00</i>	<i>100.00</i>	
New/replacement items - under £100	100.00	100.00	100.00	
New/replacement items - over £100	200.00	200.00	200.00	
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		2950.00	2900.00	2800.00

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Contingencies	500.00	1250.00 ^(office computer)	1000.00	
	500.00	1250.00		1000.00
Stationery(incl Publications & Model Docs) /Software (& install)	1600.00	1600.00	1600.00	
	1600.00	1600.00		1600.00
Postage	750.00	650.00	750.00	
	750.00	650.00		750.00
Sundries (mobile phone top up/Remembrance Wreath etc)	300.00	200.00	300.00	
	300.00	200.00		300.00
<u>Electrical Inspections - office/workshops</u>				
Annual Portable appliance test (May)	180.00	50.00	80.00	
Periodic inspection (next due 2012/13)	0.00	0.00	450.00	
Remedial work following inspection	0.00	0.00	300.00	
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	180.00		50.00	830.00
<u>CCTV</u>				
Annual Service contract (Dec mwl)	1200.00	1200.00	1250.00	
Call-outs/repair	500.00	1000.00	500.00	
Upgrade Fund	0.00	0.00	0.00	
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	1700.00		2200.00	1750.00
Room Hire	800.00	800.00	800.00	
	800.00	800.00		800.00
<u>Utilities</u>				
Electricity	1000.00	1000.00	800.00	
Water	500.00	500.00	500.00	
Office Rates (due April)	250.00	30.00	200.00	
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	1750.00	1530.00		1500.00
<u>Services</u>				
External Audit	1500.00	1050.00	1200.00	
Internal Audit	1500.00	1500.00	1550.00	
Solicitor Fees	1000.00	3500.00	1000.00	
Legal Advice (Nplaw)	0.00	400.00	450.00	
Scribe Licence/Software (Feb mwl)	650.00	650.00	680.00	
AVG Licence (Dec mwl, every odd year)	60.00	80.00	0.00	
Data Protection	40.00	40.00	40.00	
NflkALC(subscrips/publications)	1000.00	1000.00	1000.00	
Iris Payroll Licence	190.00	180.00	190.00	
SLCC (subscrips/publications)	220.00	220.00	230.00	
LCR subscription	20.00	20.00	20.00	
Clerks/Councils				
Direct (subscription May mwl)	20.00	20.00	20.00	
CAB Donation/Outreach service	100.00	100.00	1100.00	
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	6300.00	8760.00		7480.00
PWLB (Sept & March)	7000.00	7000.00	18900.00	
	7000.00	7000.00		18900.00
Insurance	13000.00	10100.00	10500.00	
Property valuations (next due June 2015)	0.00	550.00	0.00	
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	13000.00	10650.00		10500.00

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<u>Vehicles</u>					
Tractor – lease	- from PFA&A Committee		1100.00		2640.00
Van –					
purchase		0.00	5500.00		0.00
consumables		0.00	1000.00		2000.00
		-----	-----		-----
		0.00		8310.00	4640.00
Property Maintenance		500.00	500.00		500.00
Ann Service of office shutters (Aug)		150.00	140.00		150.00
		-----	-----		-----
		650.00		640.00	650.00
<u>Elections/Parish Poll</u>					
Ordinary Election (nxt due May 2015)		2500.00	2720.00		0.00
By-Elections Fund		1500.00	1500.00		0.00
	<i>increase fund to £5000.00 max</i>				
Parish Poll		2000.00	2000.00	<i>EST FUND</i>	2000.00
		-----	-----		-----
		6000.00		6220.00	2000.00
Youth Club Worker		1850.00	1850.00		1850.00
		1850.00		1850.00	1850.00
Church Grass cutting contribution		700.00	700.00		700.00
		700.00		700.00	700.00
Village Signs (r/about/parish hall)		200.00	200.00		200.00
		200.00		200.00	200.00
War Memorial Fund		0.00	0.00		0.00
		0.00		0.00	0.00
Burial Ground Fund		1000.00	1000.00		1000.00
		1000.00		1000.00	1000.00
<u>Car Park/Pathways</u>					
Hard surfacing & damage repair					
(car park/drive/footpaths)			50.00		200.00
Shingle surfacing repair/top up			110.00		130.00
Car park Marking paint			350.00		400.00
Thermoplastic marking			0.00		0.00
Refurbish Car Park/Path Fund			2000.00		2000.00
		-----	-----		-----
	- from PFA&A Committee			2510.00	2730.00
Site Lighting Maintenance	- from PFA&A Committee		0.00		500.00
				0.00	500.00
Site signage		0.00	50.00		50.00
		0.00		50.00	50.00
<u>Parish Hall</u>					
Car Park Fund		1000.00	1000.00		0.00
Refurbishment Fund		1000.00	1000.00		0.00
Annual Grant		2000.00	2000.00		0.00
		-----	-----		-----
		4000.00		4000.00	0.00
<u>Community Centre</u>					
Annual Grant		246.00	246.00		0.00
Roof Fund		1000.00	1000.00		0.00
Rental Valuation(next due June 2015)		0.00	500.00		0.00
		-----	-----		-----
		1246.00		1746.00	0.00
<u>Outside toilet (PC responsibility Aug 2009)</u>					
Refurbishment Fund		5000.00	5000.00		5000.00
General maintenance		300.00	300.00		300.00
		-----	-----		-----
		5300.00		5300.00	5300.00

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Grants

Under £200	500.00	500.00	500.00
Over £200	1000.00	1000.00	1000.00
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	1500.00	1500.00	1500.00
Donations	0.00	0.00	0.00
	0.00	0.00	0.00
Ground staff Consumables	0.00	800.00	500.00
	0.00	800.00	500.00
Site signage	0.00	50.00	50.00
	0.00	50.00	50.00

PROJECTS

War Memorial Landscaping	FROM FUND	0.00	0.00
War Memorial clean	FROM FUND	0.00	FROM FUND
Franking machine	600.00	0.00	0.00
Civic Regalia - Purchase of			
Chain - for Chairman Chain of Office		0.00	500.00
Chairman/V Chairman/Clerk badges	300.00	300.00	0.00
Investigation for car park soakaway	1000.00	1000.00	0.00
Replace fence LHS exit gate	3500.00	0.00	3500.00
Repairs to Grounds Tractor Shed doors			
& replace locks	100.00	50.00	0.00
Repair to ceiling in Grnds Workshop	100.00	100.00	0.00
Replace Clerks Computer	1500.00	1500.00	0.00
Re-siting (removed) lamppost			
in driveway exit - from PFA&A Committee		700.00	0.00
Sinkage reinstatement			
in driveway exit - from PFA&A Committee		2000.00	0.00
VAT investigation/confirmation	0.00	0.00	750.00
Car Park soakaway	0.00	0.00	20000.00
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	7100.00	5650.00	24750.00
TOTAL EXPENDITURE	<u>67966.00</u>	<u>79476.00</u>	<u>96200.00</u>

TOTAL NET EXPENDITURE **67955.00** **78485.00** **75619.00**

FUNDS

	as at April 2011 £	as at y/e March 2012 £	2012/2013 £
HEL 2 (established July 2008)	357981.00	361905.07	expenditure dependant
New Burial Ground	13000.00	13000.00	14000.00
CCTV Upgrade	11000.00	11000.00	11000.00
Parish Hall Car Park	21200.00	31200.00	31200.00
War Memorial	4000.00	2250.00	2250.00
Parish Office refurbishment	8000.00	0.00	0.00
Community Centre Roof	13000.00	18000.00	18000.00
Parish Hall Refurbishment (established December 2008)	13000.00	18000.00	18000.00
Parish Council Election	5000.00	5000.00	5000.00 (MAX)
Refurbish Car Park/Path Fund - from PFA&A Committee		15000.00	17000.00

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(established April 2009)			
Refurbish o/s toilet fund	15000.00	20000.00	25000.00
Office Equip (items over £100)	300.00	300.00	400.00
(established July 2011)			
Project Shortfall Provision	0.00	24000.00	4000.00
(established March 2012)			
Parish Poll Fund	0.00	2000.00	4000.00

In ADDITION to budgetary increases April 2011 - P & R 4 Jan 2011 (money moved after April 2011) made additional increases to funds of

Parish Hall Car Park - £10000.00
 Community Centre Roof - £5000.00
 Parish Hall Refurbishment - £5000.00
 O/S Toilet Refurbishment - £5000.00

Fund Expenditure

£850.00 Nov 2011 for War Memorial Clean
 £900.00 Dec 2011 for War Memorial Bollards
 £8000.00 Dec 2011 – March 2012 for New Office Feasibility

HELD MONEY

Portakabin security	1000.00	0.00	0.00
Reinstate driveway sinkage	500.00	0.00	0.00

Held Money Expenditure

£1000.00 Dec 2011 fencing requirements for new portakabin
 £500.00 Jan – March 2012 for driveway reinstatement

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HELLESDON PARISH COUNCIL CC7 Staff

	2011/2012		2012/2013	
	Budget	Out-turn	Estimate	
	£	£	£	
INCOME				
<u>Community Centre Reimbursement</u>				
Hire Premium/Surcharge/ Sunday Out of Hours	1000.00	1500.00	1000.00	
	1000.00		1500.00	1000.00
Second Sunday Caretaker	4700.00	4400.00	4600.00	
	4700.00		4400.00	4600.00
TOTAL INCOME	<u>5700.00</u>	<u>5900.00</u>		<u>5600.00</u>

EXPENDITURE

Remuneration (confidential spreadsheet supports figures)

Salaried Employed & Vacant positions	ALL) PAY IS)	169350.00	172000.00	184224.00	
Additional Payments	GROSS)	20230.00	23532.00	24245.00	
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		189580.00	195532.00	208469.00	
Relief/Temporary workers		1000.00	500.00	1000.00	
		1000.00	500.00	1000.00	
Employer NI Conts (above threshold)		19000.00	14000.00	20850.00	
		19000.00	14000.00	20850.00	
Employer PS Conts		15000.00	15000.00	24500.00	
		15000.00	15000.00	24500.00	
Staff Recruitment Costs					
Advertising/CRB checks/Facilitators		500.00	7000.00	500.00	
		500.00	7000.00	500.00	
Staff/Members					
Training and Courses		5000.00	2000.00	5000.00	
		5000.00	2000.00	5000.00	
Staff Sundries/Uniforms		500.00	500.00	500.00	
		500.00	500.00	500.00	
Employment Advice		2500.00	1000.00	2500.00	
		2500.00	1000.00	2500.00	
Personnel Costs – Referrals (Medical etc)		1500.00	1000.00	1500.00	
		1500.00	1000.00	1500.00	
TOTAL EXPENDITURE		<u>234580.00</u>	<u>236532.00</u>	<u>264819.00</u>	
TOTAL NET EXPENDITURE		228880.00	230632.00	259219.00	

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HELLESDON PARISH COUNCIL CC8 Traffic Highways & Environment (P&R)

		2011/2012		2012/2013	
	Budget £		Out-turn £	Estimate £	
INCOME					
Bus Shelter Grant	500.00		500.00	500.00	
		500.00		500.00	500.00
TOTAL INCOME		<u>500.00</u>		<u>500.00</u>	<u>500.00</u>
 EXPENDITURE					
Grit Bins	400.00		0.00	0.00	
		400.00		0.00	0.00
<u>Bus Shelters</u>					
New/Replacement	3000.00		3000.00 <small>(To be identified)</small>	3000.00 <small>(To be identified)</small>	
Half Yearly Clean/Graffiti Removal	1200.00		800.00	900.00	
Repair	2000.00		760.00	500.00	
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		6200.00		4560.00	4400.00
Litter Warden Equipment	50.00				
		50.00		- moved to P&R committee	
H/Way Bin Contribution	0.00		30.00	30.00	
		0.00		30.00	30.00
<u>Notice Boards</u>					
Additional/Replacement	200.00		200.00	200.00	
Repair	100.00		50.00	100.00	
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		300.00		250.00	300.00
Contingencies	100.00		100.00	100.00	
		100.00		100.00	100.00
 <u>PROJECTS</u>					
Welcome to Hellesdon sign – Low Rd	0.00		0.00	320.00	
		0.00		0.00	320.00
TOTAL EXPENDITURE		<u>7050.00</u>		<u>4940.00</u>	<u>5150.00</u>
TOTAL NET EXPENDITURE		6550.00		4440.00	4650.00

FUNDS

P & R 4 Jan 2011 (money moved after April 2011) established funds of

	as at April 2011	as at y/e March 2012	2012/2013
	£	£	£
Bus Shelters	0.00	4000.00	4000.00
Grit Bins	0.00	2396.00	2396.00

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HELLESDON PARISH COUNCIL CC10 – Income on Investment

	2011/2012		2012/2013
	Budget	Out-turn	Estimate
	£	£	£
INCOME			
<u>Bank Interest</u>			
Precept Account	100.00	70.00	60.00
Treasury Deposit	5000.00	3900.00	5000.00
Reserves Account	60.00	330.00	350.00
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TOTAL INCOME	<u>5160.00</u>	<u>4300.00</u>	<u>5410.00</u>
EXPENDITURE			
<u>Bank Interest</u>			
To Treasury Deposit	5000.00	3900.00	5000.00
To Reserves A/C			
(to support maintaining 10% of precept)	60.00	330.00	350.00
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	5060.00	4230.00	5350.00
TOTAL EXPENDITURE	<u>5060.00</u>	<u>4230.00</u>	<u>5350.00</u>
TOTAL NET EXPENDITURE	(100.00)	(70.00)	(60.00)

A. S. Adams
7TH FEBRUARY 2012