

## Draft Budget and Precept request for 2022/23

### 1 Introduction

Wiltshire Council has issued its timetable for precept requests for 2022/23. Key dates are as follows:

- The tax base for 2022/23 will be sent out by Friday 5<sup>th</sup> November 2021.
- The deadline for parish councils to confirm their precept requirement is 18<sup>th</sup> January 2022.

The following timescale for developing and agreeing the Council's budget and precept for 2022/23 was agreed at the Council meeting on 11<sup>th</sup> October as:

- Draft Budget to be presented to the Council for consideration at the Full Council Meeting on 8<sup>th</sup> November. *(Note: this means that the tax base will be known by this meeting date, but not in time for the issue of papers in advance.)*
- Final Budget to be presented for approval at the Full Council Meeting on 13<sup>th</sup> December. *(Note: this provides a five-week buffer against unforeseen delay.)*

The Council has further approved the following principles to be used to develop the Running Cost element of the Budget, to be funded from the Precept:

- Target will be to set a budget requiring zero increase in Precept.
- Ensure that all provisions can be substantiated and no unsupportable contingency is applied for.
- The budget will be able to demonstrate value-for-money.
- Expenditure to be funded through CIL reserves, if permissible, in preference to Precept.

Budgets and precepts in the previous four years have been:

| Year    | Budget  | Precept |
|---------|---------|---------|
| 2021/22 | £29,682 | £21.72  |
| 2020/21 | £28,161 | £20.76  |
| 2019/20 | £24,000 | £17.97  |
| 2018/19 | £10,000 | £7.92   |

## 2 2022/23 Budget position

The following Draft Budget has been prepared by the Finance Committee. (A spreadsheet version has been circulated for ease of reference.)

### Running Costs (to be funded from Precept):

| Spending Category  | Actual Spend 2019-20 | Actual Spend 2020-21 | Approved Budget Current Year 2021-22 | Spend Current Year to Date (Apr to Oct 2021) | Commentary  | Draft Budget 2022-23 |
|--|----------------------|----------------------|--------------------------------------|--|---|----------------------|
| Training   | £307.20              | £348.00              | £1,500.00                            | £1,032.90                                    | Significant uplift to budget previously made to allow for training of new clerk & councillors. Increased provision for 2022/23 but potential to reduce.   | £2,000.00            |
| Hall Hire  | £295.42              | £265.02              | £400.00                              | £130.53                                      | 2020-21 spend understated due to online meetings. 2022-23 estimate allows for 30 x 2.5hr meetings in NMR at current rate + 3.5% inflation.  | £800.00              |
| Clerk  | £10,006.57           | £9,344.39            | £12,000.00                           | £6,893.19                                    | Estimate allows for Clerk's Salary at 18hrs per week, with 5% uplift for inflation & allowance for employer's pension contribution; plus continuation of current payroll contract with 3.5% uplift. | £13,600.00           |
| Insurance  | £759.18              | £751.70              | £810.00                              | £780.14                                      | Based on last year's premium plus 5% uplift.  | £820.00              |
| Audit  | £450.00              | £690.00              | £700.00                              | £456.00                                      | Based on last year's audit fees plus 5% uplift.   | £500.00              |
| IT Services  | £908.60              | £3,253.39            | £1,500.00                            | £189.80                                      | Estimate allows for ongoing costs of web-hosting, ICO registration, document library plugin, SSL certificate, domain name registration & remote support contract, with 3.5% uplift.                 | £3,350.00            |
| IT Development   | £600.00              | £394.80              | £2,500.00                            | £1,785.36                                    | Allows for ongoing website maintenance & limited development, as per current contract with 3.5% uplift. (NB Current year included outlay for laptop & printer for Clerk.)                           | £1,000.00            |
| Email System   | £670.46              | £670.46              | £660.00                              | £670.46                                      | Estimate allows for increased functionality on existing licences (to include MS TEAMS), with additional 5% uplift.  | £920.00              |
| Bin Emptying   | £849.00              | £1,272.00            | £1,500.00                            | £795.00                                      | Allows for weekly emptying of current 9nr bins, with 3 additional bins and 5% inflation on current contract rates.  | £2,000.00            |
| Election Provision   | £0.00                | £121.74              | £2,400.00                            | £0.00  | Provision would be necessary in the event of a resignation & electors call for a by-election. Proposed to move unspent funds from current year into a ring-fenced reserve.                          | £0.00                |
| Petty Cash   | £200.00              | £197.86              | £200.00                              | £35.00                                       | Combined with credit card budget & increased marginally to £250.  | £250.00              |
| Equipment and Facility Inspection and Maintenance                        |                      |                      | £750.00                              | £340.00                                      | Annual inspections and maintenance council assets including noticeboards, play equipment, Well House and phone box.   | £750.00              |
| Credit Card  |                      |                      | £32.00                               | £5.38  | Combined with Petty Cash  | £0.00                |
| Society of Local Council Clerks (SLCC)                                   | £122.00              | £126.00              | £130.00                              | £208.00                                      | SLCC subscription; allow for last year + 5%   | £225.00              |
| Wiltshire Association of Local Councils (WALC)                           | £1,023.23            | £1,046.38            | £1,100.00                            | £1,054.04                                    | SLCC subscription; allow for last year + 5%   | £1,110.00            |
| Other Subscriptions  | -                    | -                    | £0.00                                | £0.00  | Subscriptions to environmental groups mandated by Climate Emergency motion passed in April 2020.  | £258.00              |
| Public Participation, Exhibitions, Events, Advertising and Communication | £1,229.16            | £310.00              | £1,000.00                            | £1,203.90                                    | Increased to allow for Remembrance Sunday road closure costs and potential Jubilee costs.   | £2,000.00            |
| Neighbourhood Plan   | -                    | -                    | £2,000.00                            | £0.00  | Transferred to Project Costs for 2022/23.   | £0.00                |
| Projects: Running costs  | -                    | £11.00               | £500.00                              | £0.00  | Support for running costs of ongoing projects.  | £500.00              |
| Chairman's Allowance   | -                    | £59.68               | £0.00                                | £0.00  | [No provision made.]  | -                    |
| Accountancy  | -                    | £61.00               | £0.00                                | £0.00  | [No provision made.]  | -                    |
| Grants   | -                    | £10,208.00           | £0.00                                | £0.00  | [No provision made.]  | -                    |
| <b>TOTAL</b>   | <b>£17,420.82</b>    | <b>£29,131.42</b>    | <b>£29,682.00</b>                    | <b>£15,579.70</b>                            |   | <b>£30,083.00</b>    |

**Project Costs (to be funded from Reserves, including CIL and Sun Edison funds):**

| Spending Category         | Actual Spend<br>2019-20 | Actual Spend<br>2020-21 | Approved Budget<br>2021-22 | Spend to Date<br>(Apr to Oct<br>2021) | Commentary  | Draft Budget<br>2022-23 |
|---------------------------|-------------------------|-------------------------|----------------------------|---------------------------------------|---|-------------------------|
| ROAD SAFETY               | £1,047.64               | £6,834.00               | £15,000.00                 | £0.00                                 | Provision of £20,000 for improvements arising out of the Road Safety Study & implemented within 2022/23, plus £10,000 for initial funding for improvements to CALW65 footpath/cycleway. Includes allowance for any set up costs associated with Community Speedwatch. Assumes spending on VASS/SID devices is made within current financial year.                   | £30,000.00              |
| INFRASTRUCTURE            | £0.00                   | £0.00                   | £5,000.00                  | £0.00                                 | Funds enhancements to infrastructure, such as cycle tracks & footpaths. Have allowed £2,500 for footpaths & rights of way; £2,500 for cycle improvements; £500 for Lansdowne Arms Bus Stop. Excluded provision for major improvements to CALW65 (Derry Hill to Studley) and CAL24 (Cherhill View to Kingsbury Green) pending better definition on cost & timescale. | £5,500.00               |
| MAINTENANCE               | £0.00                   | £350.00                 | £5,000.00                  | £0.00                                 | Funds enhanced maintenance of paths, hedgerows & verges, signage, gates, etc. Provision of £2,500 for items arising from footpath audits.   | £2,500.00               |
| COMMUNITY IMPROVEMENTS    | £4,126.80               | £558.30                 | £1,000.00                  | £0.00                                 | Provision for initiatives arising from Climate Emergency & Environment Working Group, such as EV charging points.   | £2,500.00               |
| COMMUNITY FACILITIES      | £8,101.20               | £1,770.07               | £3,000.00                  | £0.00                                 | Includes provision for restoration of Stockley Non-Conformist Cemetery and/or other community provision.  | £3,500.00               |
| ENVIRONMENT & AESTHETICS  | £41.94                  | £5,000.00               | £5,000.00                  | £0.00                                 | Includes provision for implementation of improvements to the River Marden arising from Study Recommendations, together with spending on planters.   | £12,500.00              |
| STATUS                    | £0.00                   | £0.00                   | £150.00                    | £0.00                                 | Provision previously made for National Association of Local Council Awards Scheme. Not carried forward.   | £0.00                   |
| Covid-19 Recovery         |                         |                         | £1,000.00                  | £0.00                                 | Remove from next year's budget. Funding requests to be considered against other categories.   | £0.00                   |
| Defibrillator Maintenance |                         |                         | £350.00                    | £350.00                               | Budget increased to potentially cover anticipated replacement / maintenance costs for next year in full.  | £4,300.00               |
| Neighbourhood Plan        | -                       | -                       | £0.00                      | £0.00                                 | Commitment to fund Neighbourhood Plan Review to the order of £2,000 pa. Transferred from Running Costs on basis of funding in 22/23 being drawn from CIL Reserve.   | £2,000.00               |
| <b>TOTAL</b>              | <b>£13,317.58</b>       | <b>£14,512.37</b>       | <b>£35,500.00</b>          | <b>£350.00</b>                        |   | <b>£62,800.00</b>       |

### 3 Recommendation

The Council is requested to consider the Draft Budget for 2022/23 presented above and to identify any changes that it would like to see incorporated in the Final Budget, to be presented for formal approval at the Parish Council Meeting of 13<sup>th</sup> December 2021.