

MARTOCK PARISH COUNCIL
FINAL BUDGET 2021-22
AGREED 20/01/2021

| MARTOCK PARISH COUNCIL | | | | | | | | | | | |
|---------------------------------------------------------------------|------------------------------------|-------------------------------|------------------|-------------------|---------------------|---------------|----------------------------------------------------|------------------|------------------|----------------------|-----------------|
| INCOME & EXPENDITURE BUDGET FOR 2021/2022 FINANCIAL YEAR | | Forecast to 31/03/2021 | | | | | Proposed Budget & Precept for 2021/2022 | | | | |
| | | Projected | Projected | Current | Variance | % of | 2020-21 | Expenses/ | Expenses/ | Total Planned | Precept |
| | | Spend | Spend | Annual Bud | Annual Total | Budget | Original | (Income) | (Income) | Expenditure/ | Required |
| | | Gen Res | Ear Res | | | | Budget | Gen Res | Ear Res | (Income) | |
| Buildings & Open Spaces | | | | | | | | | | | |
| | 130 Parish / Village | | | | | | | | | | |
| 4000 | Salaries | 35,085 | | 47,880 | 9,345 | 80% | 47,880 | 45,235 | | 45,235 | 45,235 |
| 4005 | Pensions | 2,266 | | | | | | | | - | - |
| 4010 | PAYE/NI | 1,184 | | | | | | | | - | - |
| 4200 | Window Boxes | 650 | | 650 | - | 100% | 650 | 650 | | 650 | 650 |
| 4205 | Village Improvements | 1,500 | | 3,000 | 1,500 | 50% | 3,000 | 3,000 | | 3,000 | 3,000 |
| 4210 | Christmas Decorations (Exp.) | 250 | | 250 | - | 100% | 250 | 250 | | 250 | 250 |
| 4212 | Christmas Lights 2021 | | | | | | - | 3,000 | | 3,000 | 3,000 |
| 4215 | Christmas Trees | 100 | | 100 | - | 100% | 100 | 100 | | 100 | 100 |
| 4220 | Village Maintenance | 7,000 | | 4,500 | (2,500) | 156% | 4,500 | 7,000 | | 7,000 | 7,000 |
| 4221 | Village Maintenance Contract | 1,975 | | 2,015 | 40 | 98% | 2,015 | 1,975 | | 1,975 | 1,975 |
| 4240 | Security Patrols | 3,256 | | 3,240 | (16) | 100% | 3,240 | 3,240 | | 3,240 | 3,240 |
| 4245 | Dog Patrols | - | | 200 | 200 | 0% | 200 | 200 | | 200 | 200 |
| 4290 | Public Toilets | 150 | | 150 | - | 100% | 150 | 150 | | 150 | 150 |
| 4291 | Precinct Lighting | - | | 10,000 | 10,000 | 0% | 10,000 | - | | - | - |
| | 140 Churchyard | | | | | | | | | | |
| 4250 | Burial Ground | 4,000 | | 500 | (3,500) | 800% | 500 | 4,000 | | 4,000 | 4,000 |
| 4251 | Burial Ground Maintenance Contract | 7,900 | | 8,060 | 160 | 98% | 8,060 | 7,900 | | 7,900 | 7,900 |
| 4260 | Churchyard Trees & Lighting | 500 | | - | (500) | No Budget | - | 500 | | 500 | 500 |
| 1140 | Burial Ground Income | (8,340) | | (4,800) | 3,540 | 174% | (4,800) | (6,672) | | (6,672) | (6,672) |
| | 150 Market House | | | | | | | | | | |
| 4030 | Rates | 1,264 | | 1,105 | (159) | 114% | 1,105 | 1,327 | | 1,327 | 1,327 |
| 4035 | Electricity | 1,300 | | 1,575 | 275 | 83% | 1,575 | 1,365 | | 1,365 | 1,365 |
| 4045 | Water | 525 | | 525 | - | 100% | 525 | 551 | | 551 | 551 |
| 4280 | Market House (General) | 2,200 | | 2,000 | - 200 | 110% | 2,000 | 2,000 | | 2,000 | 2,000 |
| 4285 | Building Refurbishment | 2,000 | | 2,000 | - | 100% | 2,000 | 2,000 | | 2,000 | 2,000 |
| 1150 | Market House Income | - | | (50) | (50) | 0% | (50) | (50) | | (50) | (50) |
| | 160 Parish Hall | | | | | | | | | | |
| 4030 | Rates | 3,056 | | 2,670 | (386) | 114% | 2,670 | 3,209 | | 3,209 | 3,209 |
| 4035 | Electricity | 2,000 | | 1,260 | (740) | 159% | 1,260 | 2,100 | | 2,100 | 2,100 |
| 4040 | Gas | 1,050 | | 1,050 | - | 100% | 1,050 | 1,103 | | 1,103 | 1,103 |
| 4045 | Water | 160 | | 160 | - | 100% | 160 | 160 | | 160 | 160 |
| 4285 | Building Refurbishment | 724 | | - | (724) | No Budget | - | 2,000 | | 2,000 | 2,000 |
| 4300 | Parish Hall (General) | 2,600 | | 1,680 | (920) | 155% | 1,680 | 2,600 | | 2,600 | 2,600 |
| 1100 | Parish Hall Income | (600) | | (7,050) | (6,450) | 9% | (7,050) | (5,288) | | (5,288) | (5,288) |
| | 170 Highways | | | | | | | | | | |
| 4320 | Highways Maintenance (SCC) | | 160 | 4,000 | 3,840 | 4% | 4,000 | - | | - | - |

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| | | <u>Forecast to 31/03/2021</u> | | | | | <u>Proposed Budget & Precept for 2021/2022</u> | | | | |
|-------------|-------------------------------------|-------------------------------|------------------|-------------------|---------------------|---------------|----------------------------------------------------|------------------|------------------|----------------------|-----------------|
| | | <u>Projected</u> | <u>Projected</u> | <u>Current</u> | <u>Variance</u> | <u>% of</u> | <u>2020-21</u> | <u>Expenses/</u> | <u>Expenses/</u> | <u>Total Planned</u> | <u>Precept</u> |
| | | <u>Spend</u> | <u>Spend</u> | <u>Annual Bud</u> | <u>Annual Total</u> | <u>Budget</u> | <u>Original</u> | <u>(Income)</u> | <u>(Income)</u> | <u>Expenditure/</u> | <u>Required</u> |
| | | <u>Gen Res</u> | <u>Ear Res</u> | | | | <u>Budget</u> | <u>Gen Res</u> | <u>Ear Res</u> | <u>(Income)</u> | |
| 4000 | Salaries | 2,253 | | 2,607 | 141 | 95% | 2,607 | 3,093 | | 3,093 | 3,093 |
| 4005 | Pensions | 127 | | | | | | | | - | - |
| 4010 | PAYE/NI | 86 | | | | | | | | - | - |
| 4365 | Youth Centre | 6,000 | | 6,000 | - | 100% | 6,000 | 6,000 | | 6,000 | 6,000 |
| 4370 | Community Youth Project | 26,714 | | 26,714 | - | 100% | 51,714 | 48,152 | | 48,152 | 48,152 |
| 4375 | Scouts & Guides & Others | 2,500 | | 2,500 | - | 100% | 2,500 | 3,062 | | 3,062 | 3,062 |
| | <u>190 Job Club</u> | | | | | | | | | | |
| 4000 | Salaries | 16,827 | | 19,044 | 11 | 100% | 19,044 | 20,191 | | 20,191 | 20,191 |
| 4005 | Pensions | 1,089 | | | | | | | | - | - |
| 4010 | PAYE/NI | 1,117 | | | | | | | | - | - |
| 4016 | Staff Welfare | 600 | | - | (600) | No Budget | - | 720 | | 720 | 720 |
| 4017 | Staff Travel | 50 | | 150 | 100 | 33% | 150 | 150 | | 150 | 150 |
| 4150 | General | 350 | | 350 | - | 100% | 350 | 350 | | 350 | 350 |
| 4151 | Postage & Stationery | 50 | | - | (50) | No Budget | - | 50 | | 50 | 50 |
| 4152 | Photocopier & Ink | 1,000 | | 1,000 | - | 100% | 1,000 | 1,000 | | 1,000 | 1,000 |
| 4153 | Telephone & Computer expenses | 700 | | 1,000 | 300 | 70% | 1,000 | 1,000 | | 1,000 | 1,000 |
| 4154 | Subscriptions & courses | 200 | | 500 | 300 | 40% | 500 | 500 | | 500 | 500 |
| 4443 | Refreshments & Befriending | 250 | | 250 | - | 100% | 250 | 250 | | 250 | 250 |
| 4446 | Volunteering | 200 | | 700 | 500 | 29% | 700 | - | | - | - |
| 4449 | Premises Rental | 735 | | 735 | - | 100% | 735 | 735 | | 735 | 735 |
| 1301 | Job Club Income | - | | (300) | (300) | 0% | (300) | (225) | | (225) | (225) |
| | <u>191 Seniors</u> | | | | | | | | | | |
| 4000 | Salaries | 18,321 | | 20,822 | 24 | 100% | 20,822 | 22,852 | | 22,852 | 22,852 |
| 4005 | Pensions | 1,167 | | | | | | | | - | - |
| 4010 | PAYE/NI | 1,310 | | | | | | | | - | - |
| 4016 | Staff Welfare | 660 | | - | (660) | No Budget | - | 720 | | 720 | 720 |
| 4017 | Staff Travel | 50 | | 150 | 100 | 33% | 150 | 150 | | 150 | 150 |
| 4150 | General | 300 | | 200 | (100) | 150% | 200 | 300 | | 300 | 300 |
| 4151 | Postage & Stationery | 50 | | - | (50) | No Budget | - | 50 | | 50 | 50 |
| 4153 | Telephone & Computer expenses | 200 | | 200 | - | 100% | 200 | 200 | | 200 | 200 |
| 4154 | Subscriptions & courses | 200 | | 500 | 300 | 40% | 500 | 500 | | 500 | 500 |
| 4443 | Refreshments & Befriending | 200 | | 200 | - | 100% | 200 | 200 | | 200 | 200 |
| 4446 | Volunteering | 100 | | 500 | 400 | 20% | 500 | - | | - | - |
| 4449 | Premises Rental | 250 | | 250 | - | 100% | 250 | 250 | | 250 | 250 |
| 1305 | Otago Falls Course | - | | (300) | (300) | 0% | (300) | (225) | | (225) | (225) |
| | <u>192 Community Support</u> | | | | | | | | | | |
| 4000 | Salaries | 23,991 | | 28,002 | 365 | 99% | 28,002 | 29,665 | | 29,665 | 29,665 |
| 4005 | Pensions | 1,547 | | | | | | | | - | - |
| 4010 | PAYE/NI | 2,099 | | | | | | | | - | - |
| 4016 | Staff Welfare | 660 | | - | (660) | No Budget | - | 720 | | 720 | 720 |
| 4017 | Staff Travel | 300 | | 650 | 350 | 46% | 650 | 650 | | 650 | 650 |
| 4150 | General | 250 | | 250 | - | 100% | 250 | 250 | | 250 | 250 |
| 4151 | Postage & Stationery | 50 | | - | (50) | No Budget | - | 50 | | 50 | 50 |

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|-------------|----------------------------------------------------------------------|-------------------------------|------------------|-------------------|---------------------|------------------|----------------------------------------------------|------------------|------------------|----------------------|-----------------|---------|
| | | <u>Projected</u> | <u>Projected</u> | <u>Current</u> | <u>Variance</u> | <u>% of</u> | <u>2020-21</u> | <u>Expenses/</u> | <u>Expenses/</u> | <u>Total Planned</u> | <u>Precept</u> | |
| | | <u>Spend</u> | <u>Spend</u> | <u>Annual Bud</u> | <u>Annual Total</u> | <u>Budget</u> | <u>Original</u> | <u>(Income)</u> | <u>(Income)</u> | <u>Expenditure/</u> | <u>Required</u> | |
| | | <u>Gen Res</u> | <u>Ear Res</u> | | | | <u>Budget</u> | <u>Gen Res</u> | <u>Ear Res</u> | <u>(Income)</u> | | |
| 4153 | Telephone & Computer expenses | 200 | | 200 | - | 100% | 200 | 200 | | 200 | 200 | |
| 4154 | Subscriptions & courses | 200 | | 500 | 300 | 40% | 500 | 500 | | 500 | 500 | |
| 4442 | Martock Friends | | | | | | - | 1,000 | | 1,000 | 1,000 | |
| 4443 | Refreshments & Befriending | 300 | | 300 | - | 100% | 300 | 300 | | 300 | 300 | |
| 4445 | Wednesday Club Expenses | 600 | | 1,800 | 1,200 | 33% | 1,800 | 1,800 | | 1,800 | 1,800 | |
| 4446 | Volunteering | 200 | | 400 | 200 | 50% | 400 | - | | - | - | |
| 4449 | Premises Rental | 365 | | 365 | - | 100% | 365 | 365 | | 365 | 365 | |
| 1080 | Grants Received | | | | - | No Budget | - | - | | - | - | |
| 1303 | Wednesday Club Income | - | | (100) | (100) | 0% | (100) | (75) | | (75) | (75) | |
| | <u>200 Info Centre</u> | | | | | | | | | | | |
| 4400 | Information Centre | 800 | | 1,000 | 200 | 80% | 1,000 | 1,000 | | 1,000 | 1,000 | |
| 1080 | Grants Received (Info Centre) | (500) | | (500) | - | 100% | (500) | (500) | | (500) | (500) | |
| | <u>210 Discretionary</u> | | | | | | | | | | | |
| 4446 | Volunteering | | | | | | - | 1,000 | | 1,000 | 1,000 | |
| 4447 | Crisis Fund | - | | 500 | 500 | 0% | 500 | - | | - | - | |
| 4450 | Covid-19 Emergency Spending | | 4,500 | 5,000 | 500 | 90% | | | 2,550 | 2,550 | - | |
| 1080 | Grants Received (Covid Emergency) | | (5,000) | - | 5,000 | No Budget | | - | | - | - | |
| 1310 | Covid-19 Spending Reimbursals | | (188) | - | 188 | No Budget | | - | | - | - | |
| | <u>215 Library</u> | | | | | | | | | | | |
| 4645 | Library | 5,089 | | 5,345 | 256 | 95% | 5,345 | 5,089 | | 5,089 | 5,089 | |
| | <u>280 Community events (Rename To Parish Council Events)</u> | | | | | | | | | | | |
| 4430 | Community Events | - | | 4,000 | 4,000 | 0% | 4,000 | 7,000 | | 7,000 | 7,000 | |
| 1302 | Community Events Income | - | | (1,800) | (1,800) | 0% | (1,800) | (1,800) | | (1,800) | (1,800) | |
| | Total Gross Expenditure | 334,716 | 55,216 | 403,605 | 13,673 | 83% | | | | | | |
| | Total Income | 372,202 | 8,099 | 381,107 | 806 | 98% | | | | | | |
| | Net Expenditure Over Income | (37,486) | 47,117 | 22,498 | 12,867 | | Totals | 40,050 | 362,036 | 8,050 | 370,086 | 362,036 |

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|--|--|--|--|--|-------------------------------|------------------|-------------------|---------------------|---------------|-------------------------------------------------------------------------------------|------------------|------------------|----------------------|-----------------|---------------|
| | | | | | <u>Projected</u> | <u>Projected</u> | <u>Current</u> | <u>Variance</u> | <u>% of</u> | | | | | | |
| | | | | | <u>Spend</u> | <u>Spend</u> | <u>Annual Bud</u> | <u>Annual Total</u> | <u>Budget</u> | <u>2020-21</u> | <u>Expenses/</u> | <u>Expenses/</u> | <u>Total Planned</u> | <u>Precept</u> | |
| | | | | | <u>Gen Res</u> | <u>Ear Res</u> | | | | <u>Original</u> | <u>(Income)</u> | <u>(Income)</u> | <u>Expenditure/</u> | <u>Required</u> | |
| | | | | | | | | | | <u>Budget</u> | <u>Gen Res</u> | <u>Ear Res</u> | <u>(Income)</u> | | |
| | | | | | | | | | | Precept Sub Total (As Above) | | | | | 362,036 |
| | | | | | | | | | | Adjustment: Insufficient General Reserves | | | | | 0 |
| | | | | | | | | | | Precept Required | | | | | 362,036 |
| | | | | | | | | | | Budget 2019-20 | | | | | 359,657 |
| | | | | | | | | | | Percentage Increase | | | | | 0.66% |
| | | | | | | | | | | Council Tax Reduction Scheme: | | | | | |
| | | | | | | | | | | Precept required | | | | | 362,036 |
| | | | | | | | | | | Less grant | | | | | 0 |
| | | | | | | | | | | Net precept | | | | | 362,036 |
| | | | | | | | | | | / Tax Base | | | | | 1,647.84 |
| | | | | | | | | | | 2021/22 Band D charge | | | | | 219.70 |
| | | | | | | | | | | 2020/21 Band D charge | | | | | 219.73 |
| | | | | | | | | | | Change in Parish Council element of Council Tax levied on Martock households | | | | | -0.01% |

MARTOCK PARISH COUNCIL

APPENDIX 1: BUDGETED RESERVES FOR 2021/2022 FINANCIAL YEAR

| | <u>Earmarked Reserves</u> | <u>Movement 2020-21</u> | | | | <u>Est. Reserves 31/03/2021</u> | <u>Budget 2021-22</u> | | | |
|---------------------------------|----------------------------------------|--------------------------------|--------------------------------------------------|-------------------------------------------|--------------------------------------------------|-------------------------------------|------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------|---------------------------------------------|
| | | <u>Reserves 01/04/2020</u> | <u>Transfer + / (-) Reserves 2020-21</u> | <u>Income To Reserves 2020-21</u> | <u>Expenditure From Reserves 2020-21</u> | | <u>Budgeted Transfers + / (-) Reserves 2021-22</u> | <u>Budgeted Income To Reserves 2021-22</u> | <u>Budgeted Expenditure From Reserves 2021-22</u> | <u>Budgeted Reserves 31/03/2022</u> |
| 320 | Traditional Lighting | 10,000 | | | | 10,000 | (10,000) | | | - |
| 321 | Monument repairs | 6,000 | | | | 6,000 | | | | 6,000 |
| 322 | Garden of Remembrance Ext. | 8,000 | | | | 8,000 | (8,000) | | | - |
| 323 | New Field for Burials | 4,000 | | | | 4,000 | 4,000 | | | 8,000 |
| 324 | War Memorial | 1,500 | | | | 1,500 | | | | 1,500 |
| 325 | Tennis Court | 13,000 | | | | 13,000 | | | | 13,000 |
| 326 | Play Equipment Repair/Replace | - | | 1,756 | (1,756) | - | 5,500 | (5,500) | | - |
| 327 | MUGA & Skate Park | 10,000 | | | (5,000) | 5,000 | (1,000) | | | 4,000 |
| 329 | Computer Fund | - | | | | - | | | | - |
| 330 | Quinquennial | 27,250 | | | | 27,250 | (2,250) | | | 25,000 |
| 331 | Elections | 600 | | | | 600 | 600 | | | 1,200 |
| 334 | Village Improvements & Security | 11,000 | 14,000 | | (25,000) | - | | | | - |
| 335 | Operation London Bridge | 374 | | | | 374 | | | | 374 |
| 336 | Planning Contingency Fund | 9,000 | 1,000 | | | 10,000 | 5,000 | | | 15,000 |
| 337 | New Cricket Pitch | 3,800 | | | (3,800) | - | | | | - |
| 338 | Human Resources | 7,250 | | | | 7,250 | | | | 7,250 |
| 339 | Highways (previously named 'Potholes') | 4,000 | | | (160) | 3,840 | 1,160 | | | 5,000 |
| 340 | Covid-19 Contingency | - | 5,000 | 5,188 | (4,500) | 5,688 | (3,138) | | (2,550) | - |
| 341 | Memorial Wood | - | 15,000 | | (15,000) | - | | | | - |
| 345 | CIL/S106 Reserve | - | | 1,155 | | 1,155 | | | | 1,155 |
| TOTAL EARMARKED RESERVES | | 115,774 | 35,000 | 8,099 | (55,216) | 103,657 | (8,128) | - | (8,050) | 87,479 |
| GENERAL RESERVES | | 97,065 | (35,000) | | 37,486 | 99,551 | 8,128 | - | - | 107,679 |
| BALANCE SHEET TOTAL | | 212,839 | - | 8,099 | (17,730) | 203,208 | - | - | (8,050) | 195,158 |

RESERVES POLICY

WE SHOULD HOLD GENERAL RESERVES OF 25% OF OUR ANNUAL EXPENDITURE AS PER OUR RESERVES POLICY

| | |
|------------------------------------------|---------|
| Budgeted Non-Capital Expenditure 2021-22 | 389,391 |
| Recommended General Reserve 31/03/2022 | 97,348 |
| Budgeted General Reserve 31/03/2022 | 107,679 |

General Reserves as % of Expenditure 27.65%

Budget Reconciliation

| | | |
|---------------------------------------------|----------|-----------------|
| Planned Expenditure Per Budget | 389,391 | |
| Planned Income Per Budget | (19,305) | |
| Net Budgeted Expenditure | | 370,086 |
| Increase/(Decrease) Earmarked Reserves | (16,178) | |
| Increase/(Decrease) General Reserves | 8,128 | |
| | | (8,050) |
| Precept 2021-22 | | (362,036) |
| Reconciliation Balance Should Be Nil | | <u><u>0</u></u> |