

## HASSOCKS PARISH COUNCIL

To: All Members of the Policy, Resources and Communications Committee (Kate Bailey, Georgia Cheshire, Justine Fisher, Judith Foot, Frances Gaudencio, Peter Gibbons, Sue Hatton, Chris Hobbs, Ian Weir) with copies to all other Councillors for information

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A meeting of the POLICY, RESOURCES and COMMUNICATIONS COMMITTEE will be held on Tuesday 21 November 2017 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.

Ian Cumberworth  
Parish Clerk  
16 November 17

### AGENDA

#### 1. APOLOGIES

#### 2. DISCLOSURE OF INTERESTS

To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under Hassocks Parish Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

#### 3. MINUTES

3.1 To accept Minutes of the Meeting held 17th October 2017 (previously Circulated).

#### 4. PUBLIC PARTICIPATION

#### 5. CLERK'S REPORTS

##### 5.1 Draft Budget 2018/19

The attached paper set out as (Appendix 1) details the draft budget proposal for 2018/19. Members are requested to consider the contents of the report and determine whether the draft budget proposal should be forwarded to Council for consideration and make any recommendations regarding the level of proposed precept for 2018/19.

##### 5.2 Business Plan

This report updates members on the progress of the draft 'high level' Business Plan which has been amended to reflect changes made to the detailed plan. Members are requested to consider the high level document previously circulated and determine whether they are satisfied for this to progress in its current format and agree an outline timeline for it to be considered by Full Council. This should also include agreeing a target date for the document to be launched/publicised.

Consideration will also need to be taken if it is intended for further consultation to be undertaken.

5.3 **Trakker/action list** – for information only (Attached)

6. Urgent Matters at the discretion of the Chairman for noting and/or inclusion on a future agenda.

7. **DATE OF NEXT MEETING**

16<sup>th</sup> January 2018

**EXCLUSION OF PUBLIC AND PRESS**

In the event that any confidential business may be transacted, members of the public or press will be requested to withdraw from the meeting.

**FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA**

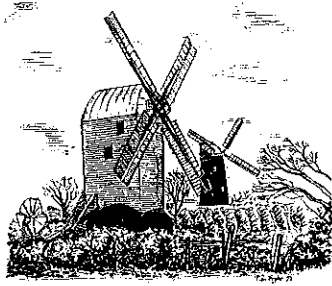
During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting. The Confidential section of the meeting may not be filmed or recorded. If a member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

**Please Note**

All members of the public are welcome to attend meetings of the Parish Council and its Committees.

**Item 4** – a period of 15 minutes will be set aside for the public statements and questions relating to the published non-confidential business of the Meeting.

It may be necessary to consider particular items in confidential session and where this arises, these items will be considered at the end of the agenda.



# HASSOCKS PARISH COUNCIL

## Hassocks Parish Council

# Draft Budget Proposal 2018/19

**DRAFT**

### Contents

**Introduction .....1**

**Summary of Budget Information .....2**

**Summary of projected Income & Expenditure 2017/18 and budgeted 2018/19 3**

**Notes to the budget.....4**

**Earmarked Reserves (Projects).....5**

**Glossary of Terms.....6**

**Appendix A Summary Analysis of Impact on Precept Increases.....7**

**Appendix B Details of nominal codes summarised in budget headings.....8**

## 1. Introduction

The following paper sets out the projected budget out turn for 2017/2018 and a draft budget for consideration for 2018/19.

The aim of this document is to create a budget that takes into account both revenue and capital expenditure. As part of the budget setting process a number of factors are required to be considered which include:

- Allowing for general (e.g. inflationary) changes to expenditure where necessary.
- Allowing for future staffing costs.
- Allowing for changes to the Councils operational priorities identified as part of the Business Planning process.
- Taking into consideration the potential possibility that Parish Council precepts may be capped in future years.
- Setting aside an amount to be transferred to reserves to contribute to the cost of longer term projects to support the Councils priorities.
- Being prudent in the Councils assessment of future income streams.
- The level of unallocated reserves should be set at a prudent level to allow for unforeseen but possibly costly expenditure.

At present the Council operates a deficit budget which utilises its general reserves to fund the shortfall in revenue and expenditure to finance the operating costs of the Council. In 2017/18 it is currently projected that the **deficit** will be in the region of £ 52,491. Based on the current budget projections if the Council chose not to increase its precept for 2018/19 the budget would run at a projected **deficit** of £92,699. Members will therefore have to consider raising the precept in the forthcoming year to address this shortfall.

At the time of the 2017/18 budget setting, a number of key changes for the Council were under provided for which has led to increased expenditure in those areas. The main one's being the introduction by Central Government of Automatic Pension enrolment, which the Council was legally required to introduce in April 2017. In addition PAYE/NI contributions were under provided for.

The current approach of using General Reserves to subsidise the operating costs of the Council is clearly not sustainable indefinitely.

Members should consider moving towards a balanced budget and to provide an opportunity to utilise the reserves held to support the delivery of the key priorities set out in the Councils Business Plan and meet its operating costs without the reliance of using General Reserves.

**Appendix A** in this report sets out the impact on the Council Tax Bands for every £10,000 increase in precept the Council may wish to consider.

## Timescale for setting the budget

Legally Hassocks Parish Council must set its precept no later than 1<sup>st</sup> March for the financial year that commences 1<sup>st</sup> April 2018. In practice the Council normally determines the precept requirement in December. We have not yet received confirmation of our tax base figures from Mid Sussex District Council which are normally provided in December. Therefore for the purposes of calculating the precept the Council Tax Base figure has been estimated to enable the draft precept to be calculated.

## 2. Summary of Budget Information

HPC Precept Year	Property Tax Base (Band D equivalent)	Total Precept	Precept per Band D equivalent Property	National Average Parish Band D precept
2013/14			£55.69 **	
2015/16	3296	£166,276	£50.44	
2016/17	3329	£181,500	£54.42	
2017/18	3348	£188,760	£56.38	£61.03
2018/19	3368 (Est)			

**Note** \*\* the overall net increase of HPC's precept for a band D has increased by only £0.69 pence since 2013/14

\*\*\* if the Council were to retain the (2017/18) precept level due to the increase in property base of Band D equivalent properties the Band D precept would reduce to £56.04 per annum.

3. Summary of projected Income & Expenditure 2017/18 and budgeted 2018/19

Receipts	2017/18 Yr. end predicted	Receipts	2018/19 Draft Budget
Precept	188,760	Precept (illustrative purposes only)	188,760
Bank Interest	60	Bank Interest	60
Miscellaneous Income	0	Miscellaneous Income	0
Allotment Income	1,450	Allotment Income	1,450
Burial Fees	3,000	Burial Fees	4,000
Adastra Park Pavilion	3,600	Adastra Park Pavilion	3,750
Adastra Park Grounds	7,250	Adastra Park Grounds	7,500
Adastra Park Tennis	1,900	Adastra Park Tennis	2,000
Adastra Park Bowling Green	4,300	Adastra Park Bowling Green	4,300
Parking Disc Income	750	Parking Disc Income	775
<b>Total Receipts</b>	<b>211,070</b>	<b>Total Receipts</b>	<b>212,595</b>
<b>Payments</b>		<b>Payments</b>	
Staff	141,342	Staff	150,199
Administration	26,158	Administration (see note 1)	38,920
Civic	1,775	Civic	2,850
Grants	2,120	Grants	3,250
Allotments	850	Allotments	1,350
Burial Grounds	3,850	Burial Grounds	4,000
Parish Centre/Garage	6,300	Parish Centre/Garage	8,150
Adastra Pavilion	9,360	Adastra Pavilion	11,700
Adastra park Grounds	12,800	Adastra Park Grounds	15,000
Adastra Play Equipment	650	Adastra Play Equipment	1,500
Adastra Skate park	330	Adastra skate park	300
Adastra Tennis Courts	2076	Adastra Tennis Courts	475
Bowling Green	2,250	Bowling Green	2,500
Parklands Copse	80	Parklands Copse	600
Talbot Field	750	Talbot Field	2,000
Street Scene	13,320	Street Scene (see note 2)	16,300
Street Lighting	15,000	Street Lighting	16,000
Environmental Improvements	6,450	Environmental Improvements	6,450
Neighbourhood Plan	18,500	Neighbourhood Plan	20,000
Parking Discs	450	Parking Discs	500
Christmas Lights	3,700	Christmas Lights	3,250
<b>Total Payments</b>	<b>268,111</b>	<b>Total Payments</b>	<b>305,294</b>

### EFFECT ON RESERVES

RESERVES		RESERVES	
Opening Balance brought forward (a) ***	368,375	Total Consolidated Reserves Opening Balance b/fwd. (a)***	311,634
Less Total Earmarked Reserves	(147,860)		
General Reserves Balance (working capital)	220,515		
<b><u>OPERATING COSTS</u></b>		<b><u>OPERATING COSTS</u></b>	
Add total Receipts	211,070	Add total Receipts 2017/18 Precept for illustrative purposes only added assuming no increase	212,595
Less Total Payments	(268,111)	Less Total Payments	(305,294)
Budget Deficit (Funded by General Reserves) (a) ***	(57,041)	Budget Deficit – (based on no increase in precept) (a) ***	(92,699)
General Reserves Balance carried forward	163,774	This assumes all EMR expended in year (for illustrative purposes only) agreed	71,075
EMR carried forward	147,860	Balance carried forward	71,075
Projected Total Consolidated Reserves (a) ***	311,634	Projected Total Consolidated Reserves (for illustrative purposes only) (a) ***	71,075

(a) \*\*\* Opening Reserves Balance – Deficit = Consolidated Reserves c/fwd.

The current Reserve picture is based on existing allocations to Earmarked Reserves (EMR) and does not take into account at present all longer term projects currently under discussion as part of the Business Plan. The 2018/19 balance is based on all current allocated (EMR) being expended in year which is line with the current scheduling.

**New Revenue funding** requested as part of the Business Plan has been incorporated into 2018/19 budget projections

**Notes \***

1: Administration - Communications/promotion budget £3,000 / Increase in Legal & Professional fees from £2,100 to £8,000

2: Street Scene – Greener Funding Hassocks budget £500/Funding to assist TRO £3,000 and Pedestrian Environment £1,000

#### **4. NOTES TO THE BUDGET**

The Council has a number of key Income Streams that it can utilise.

Precept

#### **Other Income**

Adastra Park – Community Pavilion – hire fees  
Grounds (pitch hire fees etc.)  
Tennis Courts (hire fees)  
Bowling green (fees)

Burial Ground

Parklands Allotments

#### **Miscellaneous Income**

Sale of Parking Discs

Bank Interest.

#### **5. EARMARKED RESERVES (PROJECTS)**

<b>Projected Cost</b>	<b>Value</b>	<b>How funded</b>
<b>Hassocks Trading Association</b>	<b>500</b>	<b>Reserves</b>
<b>Village sign</b>	<b>3,000</b>	<b>Reserves</b>
<b>Park Development scheme</b>	<b>112,010</b>	<b>Reserves/S 106</b>
<b>Tree Planting Initiative</b>	<b>4,350</b>	<b>Reserves</b>
<b>Youth Project</b>	<b>5,000</b>	<b>Reserves</b>
<b>Amphitheatre</b>	<b>10,000</b>	<b>Reserves</b>
<b>Burial Ground</b>	<b>3,000</b>	<b>Reserves</b>
<b>Bus Shelter Replacement</b>	<b>10,000</b>	<b>Reserves</b>
<b>Total</b>	<b>147,860</b>	

All projects are scheduled to be actioned in 2018/19



## HASSOCKS PARISH COUNCIL

### 6. Glossary of Terms

**Financial Year:** The financial year for a Parish Council runs from the 1st April to the 31st March each year, this is set in statute.

**A revenue budget:** Revenue is the running cost of the council and its services, and the income that meets those costs.

**Capital Budget/Earmarked Reserves:** A capital budget involves funding for capital projects - the acquisition or construction of long term assets e.g. the development of facilities within Adastra Park or creation of a cemetery or the purchase of a new council building.

**The precept:** The Parish Council is able to raise funds by levying a charge on residents. This is known as the precept. The precept is raised through an additional charge on resident's council tax. The billing authority pays, in this case Mid Sussex District Council, each precepting authority the amount they require and collects such sums from its residents through the council tax. Unlike other tiers of government the precept is not capped at present.

**Council Tax Bands:** The amount of Council tax that you pay varies depending on the "BAND" your property is in. Bands run from A-G, the banding is based on a valuation of a property as at 1 April 1991. Band A is the lowest valuation and Band G the highest. Council tax is usually expressed as the Band D equivalent (this being the mid-point).

**Council Tax Base:** The Council tax base is determined by expressing all domestic properties in an area as Band-D equivalents. The total amount required to be met from council tax is then divided by the tax-base to produce a Band D charge. From that amount so produced, each of the other seven band council tax charges are calculated.

**Council Tax Support (CTRS) Grant:** Council Tax Benefit was abolished from 1st April 2013 and each local billing authority was required to provide their own scheme of Council Tax Support to assist vulnerable and low paid residents in paying their council tax.

Support for low income individuals is now provided through a discount applied to their Council Tax Bill, meaning that the Council Tax Base (the number of Band D equivalent properties in a local authority's area that Council Tax is charged on) is reduced and as such, less Council Tax is collected. The net effect of this is that precepting authorities either need to increase their precepts to offset the cost of this or face a reduction in their funding.

**Reserves:** Part of budgetary control is to ensure adequate but not excessive reserves or balances are held.

It is rare for a local council to hold its reserves other than in the form of easily accessible bank deposit or other short-term savings accounts. Councils have no legal powers to hold revenue reserves other than those for reasonable working capital needs or earmarked purposes. The value of all reserves should be approved by the Council and the amount of working capital to be held should also be approved by the Council.

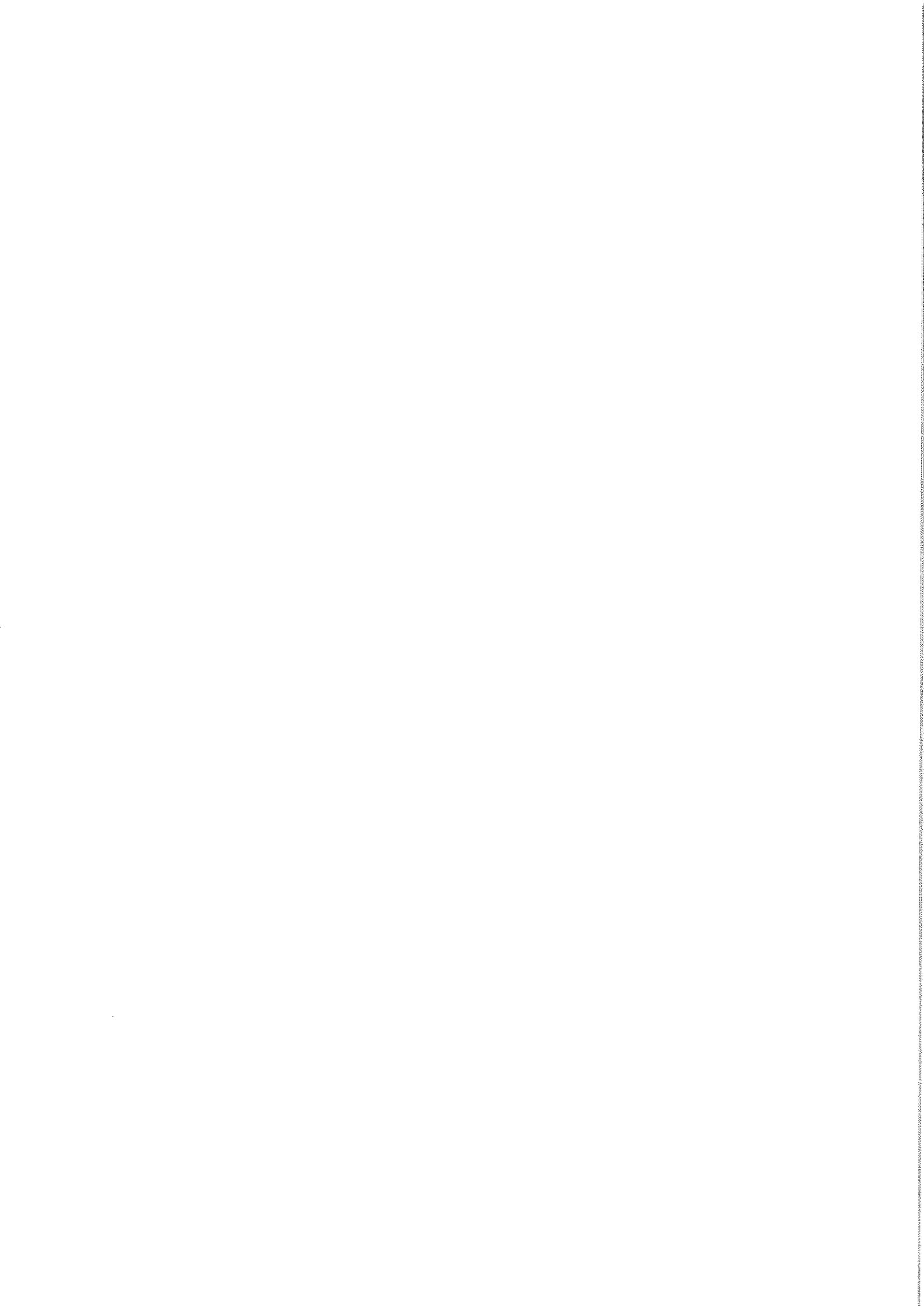


(7) SUMMARY ANALYSIS OF IMPACT ON PRECEPT INCREASES (Band Equivalent Band D – Estimated 3368)

Increase per annum	£0 Current level ***	£10,000	£20,000	£30,000	£40,000	£50,000	£60,000	£70,000	£80,000	£90,000	£100,000
PRECEPT	£188,760	£198,760	£208,760	£218,760	£228,760	£238,760	£248,760	£258,760	£268,760	£278,760	£288,760
BAND	Cost per annum	Cost per annum	Cost per annum	Cost per annum	Cost per annum	Cost per annum	Cost per annum	Cost per annum	Cost per annum	Cost per annum	Cost per annum
A	£37.59	£39.34	£41.32	£43.30	£45.28	£47.26	£49.24	£51.22	£53.20	£55.18	£57.16
B	£43.85	£45.09	£48.21	£50.52	£52.83	£55.14	£57.45	£59.76	£62.07	£64.37	£66.68
C	£50.12	£52.46	£55.10	£57.74	£60.37	£63.01	£65.55	£68.29	£70.93	£73.57	£76.21
D	£56.38	£59.01	£61.98	£64.95	£67.92	£70.89	£73.86	£76.83	£79.80	£82.77	£85.74
E	£68.91	£72.13	£75.76	£79.39	£83.02	£86.64	£90.27	£93.90	£97.53	£101.18	£104.79
F	£81.44	£85.24	£89.53	£93.82	£98.11	£102.40	£106.69	£110.98	£115.26	£119.55	£123.84
G	£93.97	£98.36	£103.31	£108.25	£113.20	£118.15	£123.10	£128.05	£133.00	£137.95	£142.89
H	£112.76	£118.03	£123.97	£129.90	£135.84	£141.78	£147.72	£153.66	£159.60	£165.53	£171.47

Note \*\*\* Based on current property base of 3348 setting out the current position pre adjustment to increased property base.

Band D	£56.38	£59.01	£61.98	£64.95	£67.92	£70.89	£73.86	£76.83	£79.80	£82.77	£85.74
Precept % increase	0%	5.30%	10.60%	15.89%	21.19%	26.49%	31.79%	37.08%	42.38%	47.68%	52.985



**(8) Hassocks Parish Council****Cost Centres****100 Staff**

4000 Salaries - All Staff  
4010 Salaries - Office Cleaning  
4030 Salaries - Casual Staff  
4035 Salaries - Extra Time  
4040 PAYE/NI  
4045 Pension Costs  
4050 Staff Expenses  
4055 Training Staff  
4070 Payroll

**110 Administration**

1076 Precept  
1090 Bank Interest  
1900 Miscellaneous Income  
4060 Subscriptions  
4075 Hospitality  
4100 Rates  
4120 Web-site & IT Support  
4130 Telephone  
4135 Stationery & Office Supplies  
4140 Insurance  
4145 Audit Fees  
4150 Professional Fees  
4155 PWLB  
4160 Bank Charges

**120 Civic**

4200 Chairman's Allowance  
4205 Training - Councillors  
4210 Members Allowances  
4215 Elections

**130 Grants**

4250 Grants Made  
4260 Pupil Voice & Charities Youth  
4270 Youth Work  
6000 plus Transfer From EMR

**140 Allotments**

1000 Allotment Income  
 4110 Repairs & Renewals  
 4300 Water  
 4305 HAAHA Funding  
 4420 Grounds Supplies  
 4710 Grounds Projects

**150 Burial Grounds**

1020 Burial Fees  
 4110 Repairs & Renewals  
 4300 Water  
 4415 Grounds Maintenance Contracts

**160 Parish Centre/Garage**

4105 Utilities  
 4110 Repairs & Renewals  
 4115 Fixtures & Fittings  
 4125 Equip incl. Computer/Photocopier  
 4300 Water  
 4410 Building Maintenance Contracts  
 4700 Grounds Machinery & Equipment

**170 Adastra Pavilion**

1040 Adastra Park Income  
 4105 Utilities  
 4110 Repairs & Renewals  
 4115 Fixtures & Fittings  
 4125 Equip incl Comp/Photocopier  
 4300 Water  
 4410 Building Maintenance Contracts  
 4420 Grounds Supplies

**180 Adastra Park Grounds**

1040 Adastra Park Income  
 4110 Repairs & Renewals  
 4415 Grounds Maintenance Contracts  
 4420 Grounds Supplies  
 4650 Biffa Waste  
 4655 Tree Maintenance

**181 Adastra Play Equipment**

4110 Repairs & Renewals  
 4415 Grounds Maintenance Contracts  
 4420 Grounds Supplies

**182 Aadastra Skate park**

4110 Repairs & Renewals  
4410 Building Maintenance Contracts

**183 Aadastra Tennis Courts**

1040 Aadastra Park Income  
4110 Repairs & Renewals  
4420 Grounds Supplies

**190 Bowling Green**

1040 Aadastra Park Income  
4110 Repairs & Renewals  
4115 Fixtures & Fittings  
4300 Water  
4420 Grounds Supplies

**200 Parklands Copse**

4110 Repairs & Renewals  
4420 Grounds Supplies  
4655 Tree Maintenance

**210 Talbot Field**

4415 Grounds Maintenance Contracts  
4655 Tree Maintenance

**220 Street Scene**

1900 Miscellaneous Income  
4515 S137/Mobile Refuse Collection  
4520 Floral Displays  
4525 Finger Post Maintenance  
4530 Bus Shelter Maintenance  
4535 Seats  
4545 Litter Bins  
4655 Tree Maintenance  
4665 Dog Bins & Maintenance Contract

**230 Street Lighting**

4110 Repairs & Renewals  
4600 WSCC Energy

**240 Environmental Improvements**

1050 Street Tree Fund  
1900 Miscellaneous Income  
4500 Footpaths  
4510 BHTC Reactive Work  
4560 S137/The Monday group  
4660 Tree Planting

**250 General**

4110 Repairs & Renewals  
4705 Environment Projects  
4710 Grounds Projects

**260 Neighbourhood Plan**

4800 Neighbourhood Plan

**270 Parking Discs**

1060 Parking Disc Income  
4540 Parking Discs

**280 Christmas Lights**

4255 Christmas Lights

**290 Economic Dev & Tourism**

4715 Economic Dev & Tourism



POLICY RESOURCES & COMMUNICATIONS ACTION PLAN MONITORING SCHEDULE (for information)

Resolution Number	Detail	Date Raised	Action By	Date Completed
PRC17/29	<p><b>BUSINESS PLAN –</b></p> <p>To assist in this process it was agreed that a range of dates would be provided by the Chair (Cllr Weir) to convene a Chairs meeting in November to progress the prioritisation and development of the Business Plans.</p>	17/10/2017	IW/Clerk	Completed – November 2017 Remove from Action list
PRC17/30	<p><b>REVIEW OF STAFFING COMMITTEE-</b></p> <p>It was agreed that Cllr Weir would contact Cllr Sue Hatton and Cllr Fisher to confirm they were happy to continue to fulfil this role alongside Cllr Gaudencio and Cllr Weir</p>	17/10/2017	IW	
PRC17/31.1	<p><b>TERMS OF REFERENCE-</b></p> <p>Terms of Reference to be considered at the next Policy Resource &amp; Communication meeting in November. Respective Chairs to be contacted to consider Terms of Reference</p>	17/10/2017	IW/Clerk	Deferred - to be considered PR & C 16/01/2018

