

HASSOCKS PARISH COUNCIL

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

A meeting of the POLICY, RESOURCES and COMMUNICATIONS COMMITTEE will be held on Tuesday 20 November 2018 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.

Ian Cumberworth
Parish Clerk
14 November 2018

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 16th October 2018 (previously Circulated).

4. PUBLIC PARTICIPATION

5. CLERK'S REPORTS

5.1 Draft Budget 2019/20

The attached paper set out as (Appendix 1) details of the draft budget proposal for 2019/20. 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 2019/20.

5.2 Business Plan (verbal update)

5.3 Communications/Promotions

In the 2018/19 budget the Council allocated £3,000 (110/4065) to support communication and promotion initiatives.

At present this fund has not been utilised, members are therefore requested to consider the funding of the following items in support of future consultation initiatives.

1) Acquisition of Survey monkey to facilitate online consultation, the estimated costs of the product would be an annual cost of circa £400. This would support the objectives of the Business Plan and would be of potential benefit in future consultations.

2) Replacement Display boards. Earlier this year HPC borrowed a set of boards for the Adastra Park Master plan consultation as the Councils own boards are coming towards the end of their useful lives. With the likelihood of increasing consultations/displays members are requested to consider acquiring our own Aluminium 8 Panel Pole Modular Display Board set which would cost in the region of £300 (net). Member's views are sought.

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

7. DATE OF NEXT MEETING

18th December 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.

8. **Staffing Matters** (verbal update)

FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

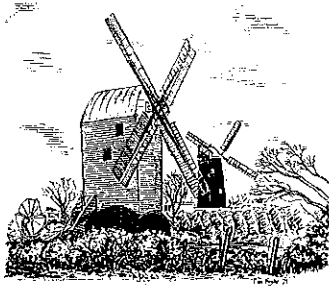
During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting. The Confidential section of the meeting may not be filmed or recorded. If a member of the public objects to being recorded, the person(s) filming 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 2019/20

DRAFT

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1. Introduction

The following paper sets out the projected budget out turn for 2018/19 and a draft budget for consideration for 2019/20.

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.

Last year the Council moved over to adopting a 'balanced budget' approach rather than rely on reserves which enabled the Council to move away from placing reliance on reserves to fund the shortfall in operating costs which was not sustainable. This enabled the Council to establish itself on a sound financial footing and protect its existing reserves to be utilised to fund the Councils priorities. Based on the current budget projections if the Council chose not to increase its precept for 2019/20 the budget would run at a projected deficit of (£6,076) Members may wish to consider a modest inflationary increase in precept. Some savings have been realised from 17/18 and projected for this financial year (18/19) therefore Members may wish to take the opportunity to transfer some of these to Earmarked Reserves to support the longer term priorities of the Council.

Appendix A in this report it sets out the impact on the Council Tax Bands if the Council were to choose to consider applying an inflationary increase to deliver a balanced budget it would equate to 1.70% increase in a band D equivalent property. In addition a projection has been produced to illustrate the position if members chose not to increase the precept.

Timescale for setting the budget

Legally Hassocks Parish Council must set its precept no later than 1st March for the financial year that commences 1st April 2019. 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
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
2018/19	3365	£275,009	£81.73
2019/20	3382 (Est)	£281,085 (illustrative purposes only)	£83.11 (illustrative purposes only)

*** if the Council were to retain the (2018/19) precept level due to the increase in property base of Band D equivalent properties the Band D precept would reduce to £81.32 per annum. (Appendix B) This would deliver a deficit budget of (£6,076)

3. Summary of projected Income & Expenditure 2018/19 and budgeted 2019/20

Receipts	2018/19 Yr. end predicted	Receipts	2019/20 Draft Budget
Precept	275,009	Precept (illustrative purposes only)	275,009
Bank Interest	60	Bank Interest	60
Miscellaneous Income		Miscellaneous Income	0
Allotment Income	1,450	Allotment Income	1,450
Burial Fees	3,750	Burial Fees	5,000
Adastra Park Pavilion	3,700	Adastra Park Pavilion	3,750
Adastra Park Grounds	7,500	Adastra Park Grounds	8,000
Adastra Park Tennis	1,950	Adastra Park Tennis	2,000
Adastra Park Bowling Green	3,282	Adastra Park Bowling Green	3,500
Parking Disc Income	875	Parking Disc Income	875
Total Receipts	297,576	Total Receipts	299,644
Payments		Payments	
Staff (see note 1)	139,915	Staff	149,150
Administration (see note 2)	26,645	Administration	32,570
Civic	1,075	Civic (see note 3)	7,850
Grants	2,520	Grants	2,750
Allotments	975	Allotments	1,350
Burial Grounds	3,175	Burial Grounds (see note 4)	4,950
Parish Centre/Garage	6,600	Parish Centre/Garage (See note 5)	11,850
Adastra Pavilion	7,550	Adastra Pavilion (see note 6)	11,825
Adastra Park Grounds (*includes height barrier costs)	16,090 *	Adastra Park Grounds	14,250
Adastra Play Equipment	1,250	Adastra Play Equipment (see note 7)	2,200
Adastra Skate park	150	Adastra skate park	0
Adastra Tennis Courts	100	Adastra Tennis Courts	475
Bowling Green	2,500	Bowling Green	2,500
Parklands Copse	500	Parklands Copse	750
Talbot Field	600	Talbot Field (see note 8)	1,750
Street Scene	14,070	Street Scene (see note 9)	16,800
Street Lighting	16,000	Street Lighting	16,000
Environmental Improvements	5,500	Environmental Improvements (see note 10)	6,250
Neighbourhood Plan	17,500	Neighbourhood Plan	18,000
Parking Discs	825	Parking Discs	750
Christmas Lights	3,250	Christmas Lights	3,700
Total Payments	266,790	Total Payments	305,720

EFFECT ON RESERVES

RESERVES		RESERVES	
Opening Balance brought forward (a) ***	343,830	Total Consolidated Reserves Opening Balance b/fwd. (a)***	366,616
Less Total Earmarked Reserves	(241,181)		
General Reserves Balance (working capital)	102,649		
<u>OPERATING COSTS</u>		<u>OPERATING COSTS</u>	
Add total Receipts	297,576	Add total Receipts 2018/19 Precept for illustrative purposes only added assuming no increase	299,644
Less Total Payments	(266,790)	Less Total Payments	(305,720)
Projected Budget Surplus (a) ***	30,786	Budget Deficit/Surplus– (based on no increase in precept) ***	(6,076)
General Reserves Balance carried forward	133,435	This assumes EMR expended in year (for illustrative purposes only)	(80,000)
EMR carried forward	233,081	EMR Balance carried forward	153,081
Projected Total Consolidated Reserves (a) ***	366,616	Projected Total Consolidated Reserves (for illustrative purposes only) (a) ***	280,540

(a) *** Opening Reserves Balance + Surplus = 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 2019/20 balance is based on £80,000 allocated (EMR) being expended in year which is line with the current scheduling. Due to savings achieved through the budget this year (18/19) and saving realised last year further opportunities exist to allocate additional funds to Priority projects by way of EMR

4. Budget Notes 2018/19 – 2019/20

Notes	Details (Significant variations/suggested options)
1	Staff Costs (18/19) for this year costs are down primarily due to currently carrying a vacancy but is likely to return to establishment in due course. Also extra time payments and casual labour will be underspent.
2	Administration (18/19) Communications /Promotions – new code established 2018/19 £3,000. Propose that we consider acquiring Survey Monkey software (circa £400) and display boards (circa £300) therefore code would still be underspent in region of £2,300. Professional Fees – new code established in 2018/19 £4,000 – No proposed expenditure at this time. This was created to support any conveyancing in the event of any land being transferred to the Parish. Also savings realised as a result of Insurance tendering (circa £1500)
3	Civic (19/20) Increase primarily relates to the MSDC budgeted costs to deliver the Parish elections next year – May 2019
4	Burial Ground (19/20) Repairs & Renewals increase to consider repairing /resurfacing path which is currently starting to break up
5	Parish Centre Repairs & Renewals suggest increase. This could include outside of Parish offices painting/treating wood frames /doors etc. and /roof treatment –moss clearance/gutter clearance etc. Currently budget of £500 but proposing £3,000 (19/20) but may require further refinement if we were to commit to the works above being undertaken. Grounds machinery & equipment – Currently £1,000 which primarily covers servicing /repair of tractor and mower. Proposed to consider increasing to £2500 to acquire new equipment for the groundsman to include items such as e.g. extendible/long reach hedge trimmer.
6	Pavilion - Repairs & Renewals Currently £1,750 and will be underspent this year. Currently suggesting to increase to £2,750 for (19/20) It is likely furniture will need to be replaced and potentially repair the bi-fold doors.
7	Adastra Play Equipment – Suggest increasing by further £500 to £1500 for R & R and £2,200 overall for this cost centre. The level of repairs required identified as part of the H & S inspection have increased.
8	Talbot Field (18/19) Costs down in part as volunteer group undertaking some remedial work. Suggest reducing budget slightly (19/20) however should expend next year with intention of introducing a structured management plan for the site
9	Street scene – suggest increasing as new fingerpost will be required. Fingerpost maintenance increase from £200 to £1,500
10	Environmental Improvements BHTC no longer providing highways support under WSCC agreement – ceased in June. Will provide support re delivery of salt re winter arrangements therefore underspend likely to be circa £1,250 after any winter support. Also will continue to undertake bus shelter cleaning. On this basis suggest we to retain similar budget levels

Items that were raised at Committees (PR & C and G & E for future consideration) at their last meetings.

PR& C –

- Software Packages (such as Survey Monkey) suggested this could be met from the Communications budget 2018/19
- Sound transmission in the Chamber

G & E

- Continue to support Public Footpaths
- Traffic Calming initiatives
- Garden of Remembrance
- Support funding of R & R fund

Income Streams

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) projected closing balance 31/03/19

Projected Cost	Value	How funded
Hassocks Trading Association	500	Reserves
Village sign	3,000	Reserves
Park Development scheme	162,010	Reserves/S 106
Tree Planting Initiative	6,238	Reserves
Youth Project	5,000	Reserves
Amphitheatre	10,000	Reserves
Burial Ground	2,400	Reserves
Bus Shelter Replacement	10,000	Reserves
Repairs Fund	10,500	Reserves
Legal/land transfer	8,000	Reserves
Operation watershed	15,433	Grant funding
Total	233,081	

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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).

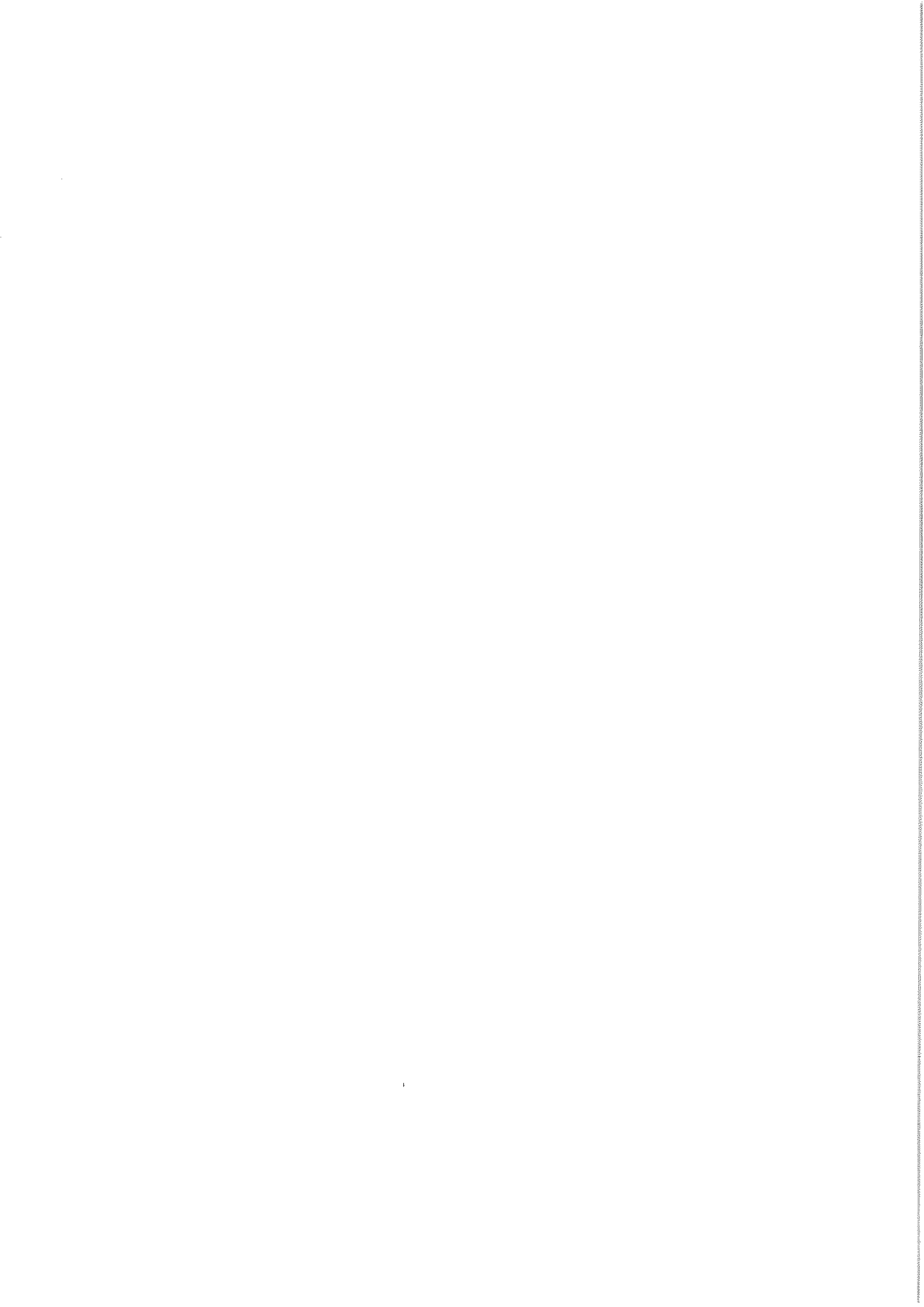
Council Tax Base: The Council tax base is determined by expressing all domestic properties in an area as Band-D equivalents. The total amount required to be met from council tax is then divided by the tax-base to produce a Band D charge. From that amount so produced, each of the other seven band council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



ITEM 7

Precept and Banding Calculator £0 increase(APPENDIX A)
(PAGE 10F2)

Retaining Existing Precept

<u>Current Year</u>		<u>Next Year</u>	<u>Increase</u>
£275,009	Precept	£275,009	0.00%
3,365.0	Tax Base	3,382.0	%
£81.73	Band D	£81.32	-0.50%

Band D increase per
£1,000 precept rise £0.30

Full Breakdown by Band

<u>Current Year</u>		<u>Next Year</u>	<u>Weekly Increase</u>
£54.48	Band A	£54.21	-£0.27
£63.56	Band B	£63.25	-£0.31
£72.65	Band C	£72.28	£0.37
£81.73	Band D	£81.32	-£0.41
£99.89	Band E	£99.39	-£0.50
£118.05	Band F	£117.46	-£0.59
£136.21	Band G	£135.53	-£0.68
£163.45	Band H	£162.63	-£0.82

Precept and Banding Calculator £10,000 increase (APPENDIX A)
(Page 1 of 2)

<u>Current Year</u>		<u>Next Year</u>	<u>Increase</u>
£275,009	Precept	£281,085	2.21%
3,365.0	Tax Base	3,382.0	%
£81.73	Band D	£83.11	1.70%

Band D increase per
£1,000 precept rise £0.30

Full Breakdown by Band

<u>Current Year</u>		<u>Next Year</u>	<u>Weekly Increase</u>
£54.48	Band A	£55.41	£0.93
£63.56	Band B	£64.64	£1.08
£72.65	Band C	£73.88	£1.23
£81.73	Band D	£83.11	£1.38
£99.89	Band E	£101.58	£1.69
£118.05	Band F	£120.05	£2.00
£136.21	Band G	£138.52	£2.31
£163.45	Band H	£166.22	£2.77

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
4065 Communications/Promotions
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
4715 Economic Development

130 Grants

4250 Grants Made
4260 Pupil Voice & Charities Youth

140 Allotments

1000 Allotment Income
4110 Repairs & Renewals
4300 Water
4305 HAHA Funding
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

4430 Adastra Park Masterplan
4650 Biffa Waste
4655 Tree Maintenance

182 Adastra Skate park
4110 Repairs & Renewals

183 Adastra Tennis Courts
1040 Adastra Park Income
4110 Repairs & Renewals
4420 Grounds Supplies

190 Bowling Green
1040 Adastra 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 Greener Hassocks Funding
4545 Funding to assist TRO
4655 Pedestrian Environment
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

260 Neighbourhood Plan

4800 Neighbourhood Plan

270 Parking Discs

1060 Parking Disc Income
4540 Parking Discs

280 Christmas Lights

4255 Christmas Lights