

## HASSOCKS PARISH COUNCIL

You are summoned to a meeting of the **Parish Council** on 10<sup>th</sup> December 2019  
at **7.30 pm** in the Council Chamber, Parish Centre, Adastra Park, Hassocks.

Parish Clerk 4th December 2019

Members of the public are encouraged to come to the meetings and there is an opportunity for them to address the Council relating to the non-confidential items on the published agenda.

### AGENDA

#### 1. APOLOGIES

- 1.1 To Accept Apologies for Absence.

#### 2. DECLARATIONS OF INTEREST

- 2.1 Disclosure by Councillors of personal interests in matters on the agenda, and whether the Councillor regards their interest as prejudicial under the terms of the Code of Conduct.

#### 3. MINUTES

- 3.1 To accept the minutes of the:

**Parish Council** meeting 12<sup>th</sup> November 2019

#### 4. PUBLIC PARTICIPATION

*Up to fifteen minutes will be available to allow for the public to make representations, answer questions or give evidence **in respect of any item of business included in the agenda**, in accordance with Standing Orders.*

#### 5. MINUTES

To accept the following Minutes

- 5.1 **Planning Committee** – to agree the minutes for 25 November 2019 (for noting only)
- 5.2 **Grounds & Environment** – 28 November 2019 (for noting only)
- 5.3 **Policy Resources & Communications** – 19 November 2019 (for noting only)

#### 6. FINANCE

- 6.1 To approve the Financial Report and authorise the list of payments in the sum of £26,142.11 for the period ending 31/10/2019 set out in (**Appendix 1.**)

#### 7. REPORTS

- 7.1 District Councillors' Report
- 7.2 County Councillor Report
- 7.3 Rail Matters (oral report, Leslie Campbell)
- 7.4 Youth Initiatives (oral report Kate Bailey)
- 7.5 Police matters
- 7.6 Report from Councillors on meetings of outside bodies where the Council is represented.

## 8. CHAIRMAN'S REPORT

### 8.1 Verbal update

## 9. CLERK'S REPORT

- 9.1 **BUDGET PROPOSAL 2020/21**- The attached report set out in (**Appendix 2**) details the draft budget proposal for 2020/21. Policy Resources & Communications Committee considered the original report in detail on 19th November 2019 (**PRC19/52.1**) and made the following recommendations.

Members **RESOLVED** to RECOMMEND to Full Council that they consider applying an inflationary increase and an additional contribution to support Earmarked Reserves when considering the precept level for 2020/21

The budget has been reviewed and adjusted in Appendix 2 to reflect Policy Resources & Communications Committees comments. Members are therefore requested to consider the contents of the report and determine the level of budget/precept to be set for 2019/20. Based on the draft budget proposal this would deliver a small surplus but has made no provision for allocation of funds to support the Councils priorities via Earmarked Reserves. With the increase in property base over the last year would equate to a 2% reduction on Council tax paid on a band D equivalent property based on an estimated Property Tax base of 3,451 properties. Member views are sought on this proposal.

### 9.2 IT Operating system- Windows upgrade

The Council currently has a number of its PC's running on either Windows 7 or Windows 10 operating systems. Microsoft have indicated that they will no longer support Windows 7 after January 2020.

We have been advised by one of our main software providers that they will no longer be able to support their software product on Windows 7 after this time therefore it will be necessary to upgrade the Councils operating system to Windows 10. We have therefore sought further details from our IT support provider on the options available to the Council to upgrade those machines that currently are not running Windows 10. To enable all our PC's to retain accessibility to Rialtas (Financial system)

3 options are available.

Option 1: **Utilising existing equipment.** Additional memory installed, Windows 10 professional Licence x 3 plus labour to uninstall Windows 7, install Windows 10 and upload copy all existing data (£1,255.51 net)

Option 2: **Upgrade/replace existing kit** with Windows Professional 10 pre-installed, Microsoft Office Home & Business and install (£2,611.35 net)

Option 3: **Extend support for Windows 7** professional purchased directly from Microsoft for up to 3 years. This price has yet to be published by Microsoft. Although this would maintain ongoing security of those PC's not running Windows 10 it is likely to be the cheapest solution but is likely to impact on the ability of the Council to use Rialtas on these PC's therefore operationally this would not be a viable solution.

No funds have been specifically budgeted (2019/20) for these upgrades therefore any changes will be required to be funded from General Reserves. Member's views are sought on the options and to recommend the allocation of the necessary funds to ensure all Councils computers operating systems remain supported.

9.3 **Grants funding awarded by Hassocks Parish Council.** The purpose of this report is to inform Members that following the grants agreed at the Full Council expressions of thanks have been received from:

- Flora & Fauna Group
- Monday Group

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

11. To note that the date of the next Council meeting is **Tuesday 14th January 2020**

#### **EXCLUSION OF PUBLIC AND PRESS**

In view of the confidential nature of the business about to be transacted Councillors will be referred to the Confidential Agenda. If any members of the public or press are in attendance they will be requested to withdraw from the meeting in the public interest.

#### **12. 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 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 2019/20                                    |                                |           |                 |                                |  |
|--|--------------------------------|-----------|-----------------|--------------------------------|--|
| Current Bank A/C 2114  |                                |           |                 |                                |  |
| List of Payments made between 01/10/2019 and 31/10/2019 (incl VAT) |                                |           |                 |                                |  |
| Date Paid  | Payee Name                     | Reference | Amount Paid £   | Transaction Detail             |  |
| 20/10/2019   | HMRC/PAYE                      | 6142      | 2097.22         | PAYE/NI October 19 Salaries    |  |
| 08/10/2019   | G Jeffcott                     | 6143      | 150.00          | Bench renovation B/G           |  |
| 08/10/2019   | Rob Eager-Rooted Gdn Services  | 6144      | 212.00          | B/G maintenance                |  |
| 08/10/2019   | Close Invoice Finance/TSS      | 6145      | 114.66          | Pavilion Water test Sept       |  |
| 08/10/2019   | James Wilson Tree Care         | 6146      | 250.00          | Parklands Copse Tree Lift      |  |
| 08/10/2019   | Computer Systems Engineers     | 6147      | 40.36           | 365 Business Premium 1/4       |  |
| 08/10/2019   | Kaycee Roofing Ltd             | 6148      | 114.00          | pavilion roof repeat repair    |  |
| 08/10/2019   | Vitax limited                  | 6150      | 64.80           | Supaflush -line marker Adastra |  |
| 08/10/2019   | Dowsettmayhew Planning         | 6151      | 5112.36         | NP Consultancy July-Sept       |  |
| 08/10/2019   | Greenscene Landscapes          | 6152      | 198.60          | Lamp post floral maint Sept    |  |
| 08/10/2019   | Biffa Waste Services Ltd       | 6153      | 241.38          | Biffa waste 24/8-27/9/19       |  |
| 08/10/2019   | Castle Water                   | 6154      | 17.28           | Bowls Water 1.7.18-31.1.19 Adj |  |
| 14/10/2019   | Safeplay Playground Services   | 6155      | 193.20          | Repair to toddler slide        |  |
| 24/10/2019   | invalid cheque                 | 6156      | 0.00            | invalid cheque                 |  |
| 14/10/2019   | Burgess Hill Town Council      | 6157      | 576.00          | Bus shelter clean 2nd install  |  |
| 14/10/2019   | KCS Professional Services      | 6158      | 197.87          | Photocopier rental/charges     |  |
| 14/10/2019   | Mark Mulberry                  | 6159      | 126.00          | Payroll charges July-Sept 19   |  |
| 14/10/2019   | Quality Office Supplies Sussex | 6160      | 4.22            | Mop heads pavilion             |  |
| 14/10/2019   | Connick Tree Care              | 6161      | 5940.00         | Turkey Oak Fell                |  |
| 24/10/2019   | Warnes Windows                 | 6162      | 55.00           | P/O Window Clean Oct           |  |
| 24/10/2019   | Viking                         | 6163      | 241.30          | Various supplies               |  |
| 24/10/2019   | Clayton and Keymer RB Legion   | 6164      | 37.00           | s137 2 x Remembrance Wreaths   |  |
| 30/10/2019   | Biffa Waste Services Ltd       | 6165      | 193.10          | Biffa Waste 28.9-25.10.19      |  |
| 30/10/2019   | Easy Space                     | 6166      | 204.78          | Domain Billing Fee 2019-21     |  |
| 30/10/2019   | Close Invoice Finance/TSS      | 6167      | 114.66          | Pav water testing Oct 19       |  |
| 18/10/2019   | October 19 Total Salaries      | BACS LET  | 6397.41         | October 19 Salaries            |  |
| 20/10/2019   | WSCC Pension Fund              | BACS LET  | 2319.49         | Oct 19 Pension Contributions   |  |
| 07/10/2019   | Barclays Bank                  | BARCLAYS  | 33.49           | Bank Charges 13.8.19-12.9.19   |  |
| 21/10/2019   | British Gas                    | BGASD/D   | 5.82            | P/O Gas Oct D/D                |  |
| 15/10/2019   | British Telecom                | BT D/D    | 101.16          | P/O Telephone Oct D/D          |  |
| 16/10/2019   | Castle Water                   | CASTLED/D | 17.28           | Pavilion Water Supply Oct D/D  |  |
| 28/10/2019   | Castle Water                   | CASTLED/D | 8.67            | P/O Water Supply Oct D/D       |  |
| 21/10/2019   | Campaign to Protect Rural Eng  | CPRE D/D  | 36.00           | 2019/20 Subscription CPRE      |  |
| 01/10/2019   | edf energy                     | EDF D/D   | 356.00          | Pavilion electric D/D Oct      |  |
| 01/10/2019   | edf energy                     | EDF D/D   | 77.00           | P/O electric D/D Oct           |  |
| 01/10/2019   | Mid Sussex District Council    | MSDC D/D  | 271.00          | Business Rates Oct D/D         |  |
| 01/10/2019   | Southeast water                | SEWATD/D  | 23.00           | Allot Water D/D Oct            |  |
|  | <b>Total Expenditure</b>       |           | <b>26142.11</b> |                                |  |
|  | Signed.....                    |           |                 |                                |  |
|  |                                |           |                 |                                |  |
|  | Date.....                      |           |                 |                                |  |

Bank Reconciliation Statement as at 11/11/2019  
for Cashbook 2 - Tracker A/C 3548

User: TRACY

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>              | <u>Balances</u>   |
|---|-----------------------|-----------------------------|-------------------|
| Tracker A/C 3548                          | 30/10/2019            | 1                           | 454,496.80        |
|   |                       |                             | <u>454,496.80</u> |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>               |                   |
|   |                       | 0.00                        |                   |
|   |                       |                             | <u>0.00</u>       |
|   |                       |                             | 454,496.80        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                             |                   |
|   |                       | 0.00                        |                   |
|   |                       |                             | <u>0.00</u>       |
|   |                       |                             | 454,496.80        |
|   |                       | Balance per Cash Book is :- | 454,496.80        |
|   |                       | Difference is :-            | 0.00              |

11/11/2019

Hassocks Parish Council Current Year

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Receipts and Payments Summary - Cashbook 2

Tracker A/C 3548

|                           | <u>Receipt Totals</u> | <u>Payment Totals</u> |                       |
|---------------------------|-----------------------|-----------------------|-----------------------|
| Total Year to Date        | 356,139.25            | 275,000.00            |                       |
| Total Receipts / Payments | 356,139.25            | 275,000.00            | Closing Trial Balance |
| Opening Balance           | 373,357.55            |                       |                       |
| Closing Balance           |                       | 454,496.80            | 454,496.80            |
|                           | <u>729,496.80</u>     | <u>729,496.80</u>     |                       |

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>                         | <u>Balances</u>  |
|---|-----------------------|--|------------------|
| Current Bank A/C 2114                     | 30/10/2019            | 3                                      | 39,533.13        |
|   |                       |  | <u>39,533.13</u> |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                          |                  |
|   |                       |  | <u>11,400.94</u> |
|   |                       |  | <u>28,132.19</u> |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |  |                  |
|   |                       | 0.00                                   |                  |
|   |                       |  | <u>0.00</u>      |
|   |                       |  | <u>28,132.19</u> |
|   |                       | Balance per Cash Book is :-            | 28,132.19        |
|   |                       | Difference Excluding Adjustments is :- | 0.00             |
| <u>Adjustments to Reconciliation</u>      |                       |  |                  |
| 24/10/2019 6156 invalid cheque            |                       | 0.00                                   |                  |
|   |                       |  | <u>0.00</u>      |
|   |                       | Unreconciled Difference is :-          | <u>0.00</u>      |

11/11/2019

Hassocks Parish Council Current Year

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Receipts and Payments Summary - Cashbook 1

Current Bank A/C 2114

|                           | <u>Receipt Totals</u> | <u>Payment Totals</u> |                       |
|---------------------------|-----------------------|-----------------------|-----------------------|
| Total Year to Date        | 320,478.08            | 319,781.94            |                       |
| Total Receipts / Payments | 320,478.08            | 319,781.94            | Closing Trial Balance |
| Opening Balance           | 27,436.05             |                       |                       |
| Closing Balance           |                       | 28,132.19             | <u>28,132.19</u>      |
|                           | <u>347,914.13</u>     | <u>347,914.13</u>     |                       |

11/11/2019

## Hassocks Parish Council Current Year

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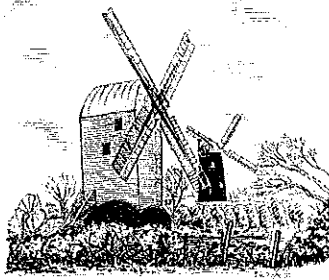
15:53

## Receipts and Payments Summary - Cashbook 3

## Business Saver 3

|                           | <u>Receipt Totals</u> | <u>Payment Totals</u> |                       |
|---------------------------|-----------------------|-----------------------|-----------------------|
| Total Year to Date        | 0.08                  | 0.00                  |                       |
| Total Receipts / Payments | 0.08                  | 0.00                  | Closing Trial Balance |
| Opening Balance           | 85.44                 |                       |                       |
| Closing Balance           |                       | 85.52                 | 85.52                 |
|                           | <u>85.52</u>          | <u>85.52</u>          |                       |





# HASSOCKS PARISH COUNCIL

## Hassocks Parish Council

### Draft Budget Proposal 2020/21

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## 1. Introduction

The following paper sets out the projected budget out turn for 2019/20 and a draft budget for consideration for 2020/21.

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.

The Council has moved over to adopting a 'balanced budget' approach in 2018/19 rather than relying on reserves to fund any shortfall in operating costs which was not sustainable. At the same time Council allocated funds to support the longer term priorities of the Council. This has 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 2020/21 the budget would run at a projected **surplus** of **£4,070** Members may therefore wish to consider a modest inflationary increase in precept alongside potential increase to allow further sums to be allocated to Earmarked Reserves to support the Council priorities. Based on the projected outturn for 2019/20 some savings may be realised therefore Members may wish to take the opportunity to transfer some of these savings to Earmarked Reserves to support the longer term priorities of the Council prior to the Financial year end.

**Appendix A** in this report it sets out the impact on the Council Tax Bands if the Council were to choose to retain the current precept level would deliver a small surplus budget and equate to a 2.00% decrease in a band D equivalent property due to the increase in number of properties within the parish. This has assumed that no additional funds would be raised to support ongoing priority projects.

## 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 2020. 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                                  | £280,545                             | £82.95                                 |
| 2020/21          | 3451 (Est)                            | £280,545 (for illustrative purposes) | £81.29 ***                             |

\*\*\* if the Council were to retain the (2019/20) precept level due to the increase in property base of Band D equivalent properties the Band D precept would reduce to £81.29 per annum. (Appendix A). This approach would deliver a projected surplus budget of £4,070.

**3. Summary of projected Income & Expenditure 2019/20 and proposed budgeted 2020/21**

| <b>Receipts</b>               | <b>2019/20<br/>Yr. end<br/>predicted</b> | <b>Receipts</b>                                 | <b>2020/21<br/>Draft Budget</b> |
|-------------------------------|--|---|---------------------------------|
| <b>Precept</b>                | <b>280,545</b>                           | <b>Precept (illustrative<br/>purposes only)</b> | <b>280,545</b>                  |
| Bank Interest                 | 700                                      | Bank Interest                                   | 700                             |
| Miscellaneous Income          | 0  | Miscellaneous Income                            | 0                               |
| Allotment Income              | 1,450                                    | Allotment Income                                | 1,450                           |
| Burial Fees                   | 10,500                                   | Burial Fees                                     | 6,000                           |
| Adastra Park Pavilion         | 3,500                                    | Adastra Park Pavilion                           | 3,600                           |
| Adastra Park Grounds          | 7,250                                    | Adastra Park Grounds                            | 7,250                           |
| Adastra Park Tennis           | 2,000                                    | Adastra Park Tennis                             | 2,000                           |
| Adastra Park Bowling<br>Green | 2,800                                    | Adastra Park Bowling Green                      | 2,650                           |
| Parking Disc Income           | 900                                      | Parking Disc Income                             | 900                             |
| <b>Total Receipts</b>         | <b>309,645</b>                           | <b>Total Receipts</b>                           | <b>305,095</b>                  |
| <b><u>Payments</u></b>        |  | <b><u>Payments</u></b>                          |                                 |
| Staff (see note 1)            | 134,375                                  | Staff   | 152,150                         |
| Administration (note 2)       | 26,451                                   | Administration                                  | 31,800                          |
| Civic                         | 1,150                                    | Civic (see note 3)                              | 5,350                           |
| Grants                        | 2,740                                    | Grants  | 3,000                           |
| Allotments                    | 850                                      | Allotments                                      | 1,350                           |
| Burial Grounds                | 4,950                                    | Burial Grounds (see note 4)                     | 6,200                           |
| Parish Centre/Garage          | 8,600                                    | Parish Centre/Garage (See<br>note 5)            | 11,350                          |
| Adastra Pavilion              | 11,900                                   | Adastra Pavilion                                | 12,250                          |
| Adastra Park Grounds          | 13,600                                   | Adastra Park Grounds (see<br>note 6)            | 17,750                          |
| Adastra Play<br>Equipment     | 1,000                                    | Adastra Play Equipment (see<br>note 7)          | 3,250                           |
| Adastra Skate park            | 0  | Adastra skate park                              | 100                             |
| Adastra Tennis Courts         | 900                                      | Adastra Tennis Courts                           | 1,000                           |
| Bowling Green                 | 2,400                                    | Bowling Green                                   | 2,500                           |
| Parklands Copse               | 750                                      | Parklands Copse (see note<br>8)                 | 1,250                           |
| Talbot Field                  | 1,150                                    | Talbot Field (see note 9)                       | 1,750                           |
| Street Scene                  | 11,855                                   | Street Scene (see note 10)                      | 16,875                          |
| Street Lighting               | 16,000                                   | Street Lighting                                 | 17,000                          |
| Environmental<br>Improvements | 1,950                                    | Environmental<br>Improvements (see note 11)     | 9,450                           |
| Neighbourhood Plan            | 17,000                                   | Neighbourhood Plan (note<br>12)                 | 1,500                           |
| Parking Discs                 | 950                                      | Parking Discs                                   | 900                             |
| Christmas Lights              | 3,500                                    | Christmas Lights                                | 3,750                           |
| Economic<br>Development       | 50                                       | Economic Development                            | 500                             |
| <b>Total Payments</b>         | <b>262,121</b>                           | <b>Total Payments</b>                           | <b>301,025</b>                  |

### EFFECT ON RESERVES

| RESERVES                                      | 2019/20   | RESERVES   | 2020/21   |
|---|-----------|--|-----------|
| Opening Balance brought forward (a) ***       | 386,302   | Total Consolidated Reserves Opening Balance b/fwd. (a)***                                    | 376,468   |
| Less Total Earmarked Reserves                 | (277,480) | General reserves 159,346<br>EMR 217,122<br>(projected breakdown of reserves)                 |           |
| General Reserves Balance (working capital)    | 108,822   |  |           |
| <b>OPERATING COSTS</b>                        |           | <b>OPERATING COSTS</b>   |           |
| Add total Receipts                            | 309,645   | Add total Receipts 2020/21 Precept for illustrative purposes only added assuming no increase | 305,095   |
| Less Total Payments                           | (262,121) | Less Total Payments  | (301,025) |
| Projected Budget Surplus (a) ***              | 47,524    | Budget Deficit/Surplus– (based on no increase in precept) ***                                | 4,070     |
| EMR projected Expended in year (a) ***        | (57,358)  | This assumes EMR expended in year (for illustrative purposes only) (a) ***                   | (140,000) |
| EMR carried forward                           | 217,122   | EMR Balance carried forward  | 97,122    |
| Projected Total Consolidated Reserves (a) *** | 376,468   | Projected Total Consolidated Reserves (for illustrative purposes only) (a) ***               | 240,538   |

(a) \*\*\* Opening Reserves Balance + Surplus – EMR expended = 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 consideration. The 2020/21 balance is based on £140,000 allocated (EMR) being expended in year which is inline with the current scheduling. Due to savings achieved through the budget this year (19/20) further opportunities exist to allocate additional funds to Priority projects by way of EMR late in the year.

#### 4. Budget Notes 2019/20 – 2020/21

| <u>Notes</u> | <u>Details (Significant variations/suggested options)</u>   |
|--------------|---|
| 1            | <b>Staff Costs (19/20)</b> savings realised this year as HPC is currently carrying a vacancy but option to retain budget sought to enable flexibility in the event of revising establishment at some future point. Therefore proposed budget for next year will be consistent with this year's original budget set for 2019/20. Provision for 2020/21 reflects an allowance for inflationary uplift and incremental progression where appropriate.  |
| 2            | <b>Administration (20/21)</b><br>Proposed budget marginally down compared to budget set for 2019/20. The majority of projected underspend this year relates to Professional Fees – new code established in 2018/19 £4,000 – Projected £1,000 expenditure this year. This budget was originally created to support any conveyancing in the event of any land being transferred to the Parish. It is however proposed to retain this budget allocation element of £4,000 for 2020/21  |
| 3            | <b>Civic (20/21)</b> decrease in proposed budget primarily relates to the MSDC budgeted costs to deliver the Parish elections in May 2019 not being required however this is offset by the potential to allocate additional £4,000 allocation for Twinning 20/21. ***   |
| 4            | <b>Burial Ground (20/21)</b> Repairs & Renewals to be retained at higher level to consider repairing /resurfacing path which is currently starting to break up. This was initially programmed this year (2019/20) but funds had to be utilised to replace entrance gate therefore this work is still required to be completed.  |
| 5            | <b>Parish Centre Repairs &amp; Renewals Budget</b> Proposed to reduce budget marginally but to schedule in works to the outside of Parish offices painting/treating wood frames/doors etc. deferred in 2019/20 therefore increase allocated in 2019/20 to be reflected in next year's budget.   |
| 6            | <b>Adastra Park Grounds –</b> Suggest increasing Adastra Park masterplan support/resource costs by £3,500 to cover ongoing support for the delivery of the project and to protect the Earmarked reserves.   |
| 7            | <b>Adastra Play Equipment –</b> Suggest increasing by further £500 to £1500 for R & R and £3,000 overall for this cost centre. The level of repairs required identified as part of the H & S inspection have increased and it is important the Council maintains its equipment in good order. In addition for 20/21 some equipment that is to be retained as part of the proposed upgrade to the facility will require refurbishment. In addition with additional equipment programmed to be installed next year additional inspections regimes will be required. |
| 8            | <b>Parklands Copse –</b> Increased as proposed this will incorporate potential agreement re permissive paths.   |
| 9            | <b>Talbot Field (19/20)</b> Costs down in part as volunteer group undertaking some remedial work. In 2019/20 a grant was paid to The Fauna & Flora Group as way of contribution to their direct costs associated with projects undertaken within the field. It is suggested that an annual budget fund be set up in acknowledgement of the work they undertake in partnership with the  |

|           |   |
|-----------|---|
|           | Council to manage the site and develop its nature value. This would be paid via the site budget as opposed to the grant budget therefore releasing funds from the grants budget to be allocated to other community groups.  |
| <b>10</b> | <b>Street scene</b> – Budget to be maintained at existing level.  |
| <b>11</b> | <b>Environmental Improvements</b> – The anticipated underspend this year relates to Footpaths and a reduction in reactive work undertaken by BHTC although they will continue to support salt re winter arrangements. It is also suggested that the Council consider allocating £3,600 for the planting of street trees. This figure is based on estimate provided by the tree planting co-ordinator and would enable the Council to continue to support one of its ongoing priorities. |
| <b>12</b> | <b>Neighbourhood Plan</b> – Based on preliminary discussions with our Planning Consultant it has been confirmed that an allowance of £1500 be allocated for the next financial year. Once the plan has passed through the examination stage all future costs are likely to borne by District.   |

Items that were raised at Committees (PR & C and G & E for future consideration) at their most recent meetings. No additional items were identified beyond the current priorities which members wished to continue to support and provide additional funding where feasible and required to support these.

### **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 31/03/20**

|    | Projected Cost               | Value          | How funded        |
|----|------------------------------|----------------|-------------------|
| 1  | Hassocks Trading Association | 500            | Reserves          |
| 2  | Village sign                 | 3,000          | Reserves          |
| 3  | Park Development scheme      | 159,685        | Reserves/s106     |
| 4  | Tree Planting Initiative     | 198            | Reserves          |
| 5  | Youth Project                | 5,000          | Reserves          |
| 6  | Amphitheatre                 | 0              | Project delivered |
| 7  | Burial Ground                | 0              | Reserves          |
| 8  | Bus Shelter Replacement      | 10,000         | Reserves          |
| 9  | Repairs Fund                 | 18,785         | Reserves          |
| 10 | Legal/land transfer          | 8,000          | Reserves          |
| 11 | Operation Watershed          | 0              | Grant funding     |
| 12 | Parish Acoustics             | 3,000          | Reserves          |
| 13 | PROW Improvements            | 6,000          | Reserves          |
| 14 | SDNP CIL Funding             | 2,954          | To be allocated   |
|    | <b>Total</b>                 | <b>217,122</b> |                   |
|    |                              |                |                   |



## 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 Impact on Precept (illustration)**

The following tables have been produced to illustrate the impact of potential changes to the precept element relating to the Parish Council.

Precept remains unchanged to reflect increased property base.

£5,000,£10,000,£15,000 and £20,000 precept increases.

DRAFT

Precept and Banding Calculator

| <u>Current Year</u> |          | <u>Next Year</u> | <u>Increase</u> |
|---------------------|----------|------------------|-----------------|
| £280,545            | Precept  | £280,545         | 0.00%           |
| 3,382.0             | Tax Base | 3,451.0          | 2.04%           |
| £82.95              | Band D   | £81.29           | -2.00%          |

Band D increase per  
£1,000 precept rise      £0.29

## Full Breakdown by Band

| <u>Current Year</u> |        | <u>Next Year</u> |
|---------------------|--------|------------------|
| £55.30              | Band A | £54.20           |
| £64.52              | Band B | £63.23           |
| £73.74              | Band C | £72.26           |
| £82.95              | Band D | £81.29           |
| £101.39             | Band E | £99.36           |
| £119.82             | Band F | £117.42          |
| £138.25             | Band G | £135.49          |
| £165.90             | Band H | £162.59          |

Precept and Banding Calculator £5,000 increase

| <u>Current Year</u> |          | <u>Next Year</u> | <u>Increase</u> |
|---------------------|----------|------------------|-----------------|
| £280,545            | Precept  | £285,545         | 1.78%           |
| 3,382.0             | Tax Base | 3,451.0          | 2.04%           |
| £82.95              | Band D   | £82.74           | -0.25%          |

|  |       |
|--|-------|
| Band D increase per<br>£1,000 precept rise | £0.29 |
|--|-------|

## Full Breakdown by Band

| <u>Current Year</u> |        | <u>Next Year</u> |
|---------------------|--------|------------------|
| £55.30              | Band A | £55.16           |
| £64.52              | Band B | £64.36           |
| £73.74              | Band C | £73.55           |
| £82.95              | Band D | £82.74           |
| £101.39             | Band E | £101.13          |
| £119.82             | Band F | £119.52          |
| £138.25             | Band G | £137.90          |
| £165.90             | Band H | £165.49          |

Precept and Banding Calculator £10,000 increase

| <u>Current Year</u> |          | <u>Next Year</u> | <u>Increase</u> |
|---------------------|----------|------------------|-----------------|
| £280,545            | Precept  | £290,545         | 3.56%           |
| 3,382.0             | Tax Base | 3,451.0          | 2.04%           |
| £82.95              | Band D   | £84.19           | 1.49%           |

Band D increase per  
£1,000 precept rise      £0.29

## Full Breakdown by Band

| <u>Current Year</u> |        | <u>Next Year</u> |
|---------------------|--------|------------------|
| £55.30              | Band A | £56.13           |
| £64.52              | Band B | £65.48           |
| £73.74              | Band C | £74.84           |
| £82.95              | Band D | £84.19           |
| £101.39             | Band E | £102.90          |
| £119.82             | Band F | £121.61          |
| £138.25             | Band G | £140.32          |
| £165.90             | Band H | £168.38          |

# Precept and Banding Calculator £15,000 increase

| <u>Current Year</u> |          | <u>Next Year</u> | <u>Increase</u> |
|---------------------|----------|------------------|-----------------|
| £280,545            | Precept  | £295,545         | 5.35%           |
| 3,382.0             | Tax Base | 3,451.0          | 2.04%           |
| £82.95              | Band D   | £85.64           | 3.24%           |

Band D increase per  
£1,000 precept rise      £0.29

## Full Breakdown by Band

| <u>Current Year</u> |        | <u>Next Year</u> |
|---------------------|--------|------------------|
| £55.30              | Band A | £57.09           |
| £64.52              | Band B | £66.61           |
| £73.74              | Band C | £76.12           |
| £82.95              | Band D | £85.64           |
| £101.39             | Band E | £104.67          |
| £119.82             | Band F | £123.70          |
| £138.25             | Band G | £142.73          |
| £165.90             | Band H | £171.28          |

## Precept and Banding Calculator £20,000

| <u>Current Year</u> |          | <u>Next Year</u> | <u>Increase</u> |
|---------------------|----------|------------------|-----------------|
| £280,545            | Precept  | £300,545         | 7.13%           |
| 3,382.0             | Tax Base | 3,451.0          | 2.04%           |
| £82.95              | Band D   | £87.09           | 4.99%           |

Band D increase per  
£1,000 precept rise      £0.29

### Full Breakdown by Band

| <u>Current Year</u> |        | <u>Next Year</u> |
|---------------------|--------|------------------|
| £55.30              | Band A | £58.06           |
| £64.52              | Band B | £67.74           |
| £73.74              | Band C | £77.41           |
| £82.95              | Band D | £87.09           |
| £101.39             | Band E | £106.44          |
| £119.82             | Band F | £125.80          |
| £138.25             | Band G | £145.15          |
| £165.90             | Band H | £174.18          |

