

TLPC Budget 2024/25 notes for meeting 9/1/24

Discussion points in blue

1. Two spreadsheets

A Expenditure Against Budget estimate to 31/3/23

B Tur Langton 24/25 Budget Proposal

2. Spreadsheet A

1. Figures for April to December (unshaded) are exact and already reconciled (see reconciliation to 29/12/23).

Figures December to March

2. The yellow shaded figures are for authorisation meeting 9/1/24. (room hire £5.00, reimbursement to clerk Namecheap email domains £40.50 and clerk reimbursement for travel to HDC Annual Liaison Meeting on 23/11/23 - £4.05.)
3. The blue shaded figures are estimates.

Notes on estimates

4. Salary – for January, February and March £277.77. Salary budget will be £104.24 in debit at end of financial year.
5. Stationary / office – assume a further £50.00 spent.
6. Hall hire for meetings – £5 for March meeting.
7. Internal Audit - assume £200 to be paid in March.
8. Training – assume one more course, **Any more?**
9. Insurance – £390.00 for renewal as estimated by Zurich.
10. Loan repayment - £1,671.87 due Feb
11. Grass cutting – paid to cut 19/9/23. £240.00 invoice received for cuts / strims on 12/10/23 and 20/12/23, assume paid in January.
12. Street furniture maintenance – assumes no payments needed this year. **Is this reasonable, any work identified?**
13. IT – no more payments expected.
14. Election Expenses – assume £230 invoiced from HDC and paid by March.
15. Chair Allowance – assume this will be claimed as budgeted - £30.00.
16. Travel – assumes a further 310 by March, travel to training course if one is taken?
17. VAT:
 - o February, Defibrillator £25.20
 - o March, Stationary £10.00, Memorial Garden (reserves) rounded to £90.00
18. Defibrillator - Annual Support fee of £126, due February
19. Bank Charges, £18 in December and March.

Reserves

20. Memorial Garden reserve - assumes the balance of the budget will be spent by 31/3/24 on plants.

3. Spreadsheet B

21. Grey column is budget set for this current year, 2023/24, as revised July 2023 and any subsequent viring from one budget heading to another
22. Orange column is the current figures to 29/12/23 taken from spreadsheet A and also the same as the "Expenditure against Budget" amounts on the reconciliation spreadsheet to 29/12/23.
23. Light Green Column is the estimate of 23/24 income and expenditure to 31/3/24 (expenditure estimates taken from Spreadsheet A). This adds the estimates for December to March as discussed above.
24. Lilac column is a suggested proposed budget for 2024/25 (see notes below)
25. Light blue section at right of spreadsheet B "Current Basic Summary (estimated)" - This gives an estimated carry over at 31/3/24 of £6,017.62, taking the estimates for the current year into account.

Income for 24/25 estimates (lilac column):

26. Assumes reimbursement for grass cutting will be the same as 23/24.
27. Interest on MHBS account – estimate £50.00. (current year £46.49).
28. VAT Refund – same as estimate of VAT payment in 23/24
29. ELPC contribution of £69.50 - assumes ELPC will pay ½ of SLCC again (note this position is likely to change in future unless ELPC employ the same clerk).

Payments for next year, lilac column estimates

30. **Salary** – Total for 23/24 is £3,333.24. Assume 5% increase from 1/4/24 = £166.66. Total £3,499.90. **Assume new clerk is employed at same grade for five hours a week and there is two-month overlap** would add $(3,499.90 / 12 \times 2) = £583.32$. Total £4,083.22. Therefore add £4,084 for salary budget. **This will depend on the decisions made for recruitment of new clerk, a two-month overlap is consistent with the intentions of East Langton PC.**
31. **Admin / stationary** - £200.00 (to include for if we buy another ink cartridge for printing newsletters etc and advertising for new clerk, printing of application packs)
32. **Subscriptions** - have increased to £380.00 (LRALC for electorate of 172 = £250, NALC £7.94 per elector = £13.66, SLCC for 23/24 was £139, shared with ELPC so we paid £69.50, assume this is increased to £75.00. Total £338.66. £380 included in budget as we don't know if the clerk will be the same for ELPC after September and what impact this will have on SLCC membership. See notes on [LRALC and NALC Funding below](#)
33. **GDPR registration with ICO** - £35
34. **Hall hire for meetings** – £5 a meeting. For six meetings would be £30.00. Have added two more meetings in case we need extra ones or if the fee increases so £40.00 budgeted.

- 35. Internal Audit** – Have increased estimate to £220 for LRALC Internal Audit service. This will be audit fee for 25/26 year.
- 36. Training** – I have put in £300 (New clerk may need training if they haven't done any already, e.g., LRALC Parish Clerk 1 / 2 / 3, which are £50 each. Also, other training may be needed, and councillors may want to access training courses – therefore £300 added. **Also to note - sample job description in LRALC recruitment manual says it is essential clerk must have CICLA or be prepared to work towards it. They would have to do Clerks 1, 2 and 3 first so it would be likely to be in 2025/6 if they haven't already done these courses. LRALC cost for CICLA is £695.00 and would also need to take into account additional hours for training time. Internal Audit report in 2022 advised council to be aware of this. So, if new clerk did do CICLA in 2024/5 year more training budget would be required (it is possible new clerk already has qualifications but cannot tell at this point).**
- 37. Insurance** – £430.00. assume 10% increase on Zurich estimate of £390 for renewal in current year.
- 38. Section 137 donations** –£25. Poppy wreath or donation.
- 39. Merton College (Village Hall rent** – nothing added as is it assumed Village Hall Committee will cover this in 24/25. **Is this correct?**
- 40. Grass cutting** – New quotation received. 14 cuts @ £110 a cut plus cutting of bank March to October (assume 7 strims) @ £25 a cut = £1,715.00.
- 41. Village Improvements** – nothing added, and nothing in reserve.
Discussion
- 42. Repairs and maintenance Benches, Noticeboard and phone kiosk**– £200 (£200 in reserve).
- 43. Loan repayment** - £3,343.74 as per schedule
- 44. IT equipment plus domain plus website** – Have put £150 in. Namecheap emails estimated at £50.00. Possibly need to buy new printer / scanner for new clerk. £200 left in reserve to build up for subscription renewals due in 25/26 year.
- 45. Election Expenses** – HDC estimated for 2023 that if the election was contested the cost would be £1,419.00. We need to build up reserves for the 2027 election. Estimate increase of 10% to £1,562.00. £1,018. held in reserve so need to raise £544.00 over four years. So, budget £136.00 a year over the four years.
- 46. Chairman's allowance** – I have kept this at £30.
- 47. Travel** - £60 (New Clerk's travel to training?)
- 48. Defibrillator** - £126 annual support fee. £100 in reserve in case we need to spend any more on maintenance (in 20/21 year we paid out £105 on heater for cabinet)
- 49. Neighbourhood Plan** – £100 added. **For discussion**
- 50. VAT** – estimate of £150 (If we need any more it will need to come from General Reserve, it is claimed back the next year anyway)
- 51. New Category – electricity for road signs** – have added £20.00.
- 52. Bank fees** - £18 x 4 = £72

Balances held – blue section at RHS, bottom of spreadsheet

53. Breakdown of reserves with explanations:

Category	At review of budget July 2023	Suggested November 2023
General Reserve	£5,012	£5,360 (see note 59 below)
Highways	£5,000	£0. Assumes grant spent in 23/24
IT Equipment and Domain	£300.00	£200.00 Reserve in case new equipment is required. £150 in main budget also
Election	£1018	£1,018 Aiming to build up to £1,562.00 by 2027 election by budgeting £136 a year over the four years.
Memorial Garden	£392.37	Nil Assumes all spent in 23/24
Village Improvements	£2,000	£200 To start to build up reserve. For discussion.
Village Hall	£576	Nil Assumes Village Hall Committee will pay rent to Merton College in 24/25 Is this a safe assumption?
Repairs and Maintenance	£300	£200 For unexpected repairs to street furniture. £200 also in main budget
Defibrillator	£175	£100 For any unexpected repairs not covered in maintenance agreement
Total reserves	£14,773.37	£7,078

54. General Reserve– £5,300

Note on General Reserves – this should be 75% of Net Revenue Expenditure. (Joint Panel on Accountability and Governance Practitioners’ Guide 2022 section 5.31 to 5.33, Nett Revenue Expenditure is defined as precept less any loan repayment, amount included for capital projects and transfer to earmarked reserves). In the suggested budget for 24/25 the precept is £10,630.00. Deducting: Election (£136 to be transferred to Earmarked Reserve) and Loan repayment of £3,343.74, this gives £7,150.26. 75% is £5,363. The General Reserve suggested in this budget is £5,360 as so very near to 75% of Net Revenue Expenditure.

Conclusion

55. This second draft gives a suggested budget of £10,630.00 for 24/25, an increase of 6% on last year.

56. See the Harborough District Council Tax Base Calculator Spreadsheet. This gives an increase of 3% in Council Tax, £2.76 from £92.75 to £95.51.
57. [See note on No Capping for Parish and Town Councils below.](#)
58. Points for discussion are shown in blue in the notes above.

Notes

LRALC and NALC Funding

LRALC Subs

You will remember from the editorial in LRALC's most recent newsletter ([see here](#)) that the LRALC board of directors have been considering a "fees reset" for membership of LRALC. One factor, but not the only one, which drove the fees reset was a need to apply an appropriate increase in the total income received through membership fees to secure a sustainable funding model for LRALC to operate within. You currently have access to two full time professional advisers plus an administrator to look after your council's needs. Without this fees reset exercise, we would have had to make substantial reductions in the resources and services available to you, our valued members. As we advised, this was discussed at Monday's board meeting.

The December meeting is the meeting where the fees are agreed every year, and we immediately communicate this information in order for member councils to include the figures in their own budgets. We had hoped to publish the proposed fee structure in November so that councils could get an indication of the fees under the proposed new structure but chose not to so due to the potential for councils to receive information which would not reflect the final model. This proved to be the case as the proposed funding model, using a per-electoral formula, was replaced in its entirety by a new banded structure as the board felt it provided a much fairer basis for councils of all sizes.

Please find attached the new fees structure for 2024-25 which will be applied to our membership invoices next April. We will, as always, collect the electorate data from the District/Borough Councils so there will not be a need to submit any information to LRALC yourselves.

We are confident that we've struck the right balance with the fees reset which will enable us to continue to offer the large range and quality of services accessible through LRALC membership of which we are so proud. I will remind you that in addition to on-demand query management and training, you also have access to support in many areas including communications, finance, legal advice and

employment guidance as standard features of your membership. If you were to pay for each of these separately, it would add a substantial amount to your budget line for professional services.

As Chief Executive, I am extremely confident that your membership offers exceptional value for money. If your council were to take advantage of all of the services available to it, you would save considerably more than the amount you pay to us in membership. And even if you don't have need for all of our services, the value to your councillors and officers in peace of mind knowing that this support is available is immeasurable.

LRALC Membership Fee Bandings 2024-25

Electorate	Fee
0 to 100	£200
101 to 200	£250
201 to 500	£300
501 to 700	£350
701 to 900	£400
901 to 1000	£450
1001 to 2000	£550
2001 to 3000	£650
3001 to 4000	£750
4001 to 7000	£850
Over 7001	£950

NALC affiliation fees 2024-25

Further to our communication regarding the fees reset sent last Thursday and due to a number of enquires since, we can confirm that the information circulated related purely to LRALC fees. The NALC element, which is collected on the same LRALC invoice, has been agreed at 7.94 pence per elector.

No Precept Referendums ("capping") for Parish and Town Councils

The government has confirmed that council tax referendum principles will not apply to parish and town councils for 2024/25 meaning that there is no legal restriction on how much a parish or town council can raise its precept by. The unitary councils can raise their core council tax by up to 3% with anything higher than that triggering the need for a referendum. The government added the usual caveat that it "*will review the decisions taken by [parish and town councils] when considering referendum principles in future years.*" The full announcement is

at <https://www.gov.uk/government/publications/local-government-finance-policy-statement-2024-to-2025/local-government-finance-policy-statement-2024-to-2025>.