

## TLPC Budget 2024/25 notes for budget agreed at meeting 9/1/24

### 1. Two spreadsheets

- A Expenditure Against Budget estimate to 31/3/24
- 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,
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.
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 £10 by March, travel to training course if one is taken?
17. VAT:
  - February, Defibrillator £25.20
  - 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 virement 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 the agreed (at meeting 9/1/24) 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.
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.
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** – 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.
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, £450 in reserve.
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** – 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 to cover for clerk's hours, all other expenses should come from grant funding, if it is agreed to go ahead with a review.
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:**

<b>Category</b>	<b>At review of budget July 2023</b>	<b>Agreed January 2024 for 24/25 year</b>
General Reserve	£5,012	£5,360 (see note 54 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	£450 To start to build up reserve
Village Hall	£576	Nil Assumes Village Hall Committee will pay rent to Merton College in 24/25
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
<b>Total reserves</b>	<b>£14,773.37</b>	<b>£7,328.00</b>

**54. General Reserve– £5,360**

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 £10,880.00. Deducting: Election (£136 to be transferred to Earmarked Reserve) and Loan repayment of £3,343.74, this gives £7,400.26. 75% is £5,550.20. The General Reserve in this budget is £5,360 and so very near to 75% of Net Revenue Expenditure.

**Conclusion**

**55.** This gives a precept of £10,880.00 for 24/25, an increase of 8.5% on last year. This is an increase in Council Tax of 5.4%, £5.00 for a Band D Property from £92.75 to £97.75.

**56.** [See note on No Capping for Parish and Town Councils below.](#)

**Notes**

## 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>.