PROPOSED BUDGET 2021/22 BRIEFING NOTE – For Council meeting 17 December 2020

1. Background

As part of the budget setting process, and in accordance with the budget setting timetable agreed by the F&G committee on 15 October, each committee Each committee considered detailed proposals, reviewed current year spending, and assessed future projects to produce a draft proposal as outlined below:

Community Engagement committee– 8 October 2020
Estates & Facilities Management committee – 12 November
Finance & Governance committee – 19 November

The Finance & Governance committee then reviewed the collated budget and agree a draft budget proposal to put before council at the meeting on 17 December.

2. Changes since initial committee meetings

The changes below were made to the individual committee budgets since the initial meetings were held, due to requests to clarify information and/or changing circumstances, and were considered by the Finance & Governance committee in recommending a draft budget proposal:

- **F&G** – Following the announcement by the Chancellor on 25 November that there will be a public sector pay freeze next year (apart from specified roles and the lowest paid), the **Salaries (5100), National Insurance (5110)** and **Pension Contributions (5120)** budget lines have been reduced to include only a 1% increase to cover any qualifying staff members. Originally, this had been set at 2.75% as per the previous year
- **E&FM – Recreation Grounds** – Upon review of previous invoices, the **Tennis Club Income (3120)** has been increased to £1,800
- **E&FM – Recreation Grounds** – As per the existing contract, the **Waste Services (5020)** has been reduced to £1,300
- **E&FM – Highways & Byeways** – Initial quotes have been obtained for the repair works in South Lane and Pitt Road and the amount of £8,000 has been added to the **Projects (5720)** budget
- **E&FM – Hurst Meadows** – Following a meeting of the Hurst Meadows Working Group, a budget proposal has been submitted. A transfer from the Hurst Meadows EMR will cover the expenditure except for **Waste Services (5020)** – paid for from the precept and **Millennium Gardens Maintenance (5430)** – covered by a transfer from the Millennium Gardens EMR.
- **E&FM – Court Bushes** – With the amended fees agreed by council on 26 November, the income has been recalculated based on achieving pre-Covid capacity levels
- **E&FM – Services** – The increased fee charged by Mid Sussex District Council for waste collections has resulted in an increase in **Waste Services (5020)**
- **E&FM – EMR transfers** – The transfer to the Court Bushes EMR has been maintained at £7,000 to cover the budgeted surplus for the cost centre, Members will recall that the planned £7,000 EMR transfer in the first year of operating Court Bushes did not happen.

3. Tax base, precept and band D information

The Budget and Precept briefing note considered at the committee meeting on 15 October 2020 included historic data on tax base, precept and band D for the parish. As a reminder, the information is reproduced on the next page:

Year	Tax Base	Precept	Band D	Band D % increase	Parish Average (MSDC)	Parish Average (England)
2014/15	2,713.5	£171,360	£63.15	1.9%	£54.12	£52.37
2015/16	2,760.7	£179,000	£64.84	2.7%	£57.40	£54.12
2016/17	2,804.9	£184,191	£65.67	1.3%	£61.03	£57.40
2017/18	2,892.3	£193,736	£66.98	2.0%	£64.04	£61.03
2018/19	2,965.5	£202,602	£68.32	2.0%	£67.18	£64.05
2019/20	3,049.9	£218,788	£71.74	5.0%	£69.38	£67.18
2020/21	3,083.2	£252,021	£81.74	13.9%	£74.37	£69.89

Members will be aware that the tax base used for the precept calculation is the number of band D equivalent dwellings in the parish. This is calculated by the District Council by adjusting the total number of dwellings in each council tax band to account for any discounts, premiums or exceptions.

Mid Sussex District Council confirmed the tax base figure for the Parish of **3,126.1** at its meeting held on 9 December 2020.

4. Draft budget proposal for 2021/22

The draft budget proposal provides details of every nominal code and cost centre by committee, comparing the current year's budget to the projected budget requirement for next year. Page 1 provides a summary of the committee information and outlines the council position.

As you will see, the initial draft projects the following:

Total income (excluding precept)	£106,099
Total expenditure	£370,619
Precept required to balance budget	**£264,520**

Based on the confirmed tax base figure provided by MSDC, this equates to a band D council tax payment of **£84.62**, an increase of 5.5 pence per week on 2020/21.

5. Recommendation and options

RECOMMENDATION – Council approves the draft budget as recommended by the Finance & Governance committee.

If the council do not agree the recommendation, guidance needs to be provided to the Finance & Governance committee as to acceptable changes for a revised draft to be produced at the January 2021 committee meeting. **The final budget and precept must be agreed by council at the January council meeting at the latest.**

The table at the bottom of the draft budget proposal summary page provides information on differing levels of Band D increase, and the associated changes in the budget requires to achieve these. Members are reminded that there is no 'capping' for Parish Councils, and the precept can be whatever amount the council deems appropriate.

To change the budget, one or a combination of the elements below can be considered:

- Increase the budgeted income (excluding precept)
- Reduce the budgeted expenditure
- Agree to fund the budget shortfall from reserves. Members are reminded that general guidance recommends the level of the general reserve should be maintained at approximately 50% of precept (circa £130,000). The current level of general reserve is £57,837 and I strongly recommend not using the general reserve to support the budget requirement.

6. Village Centre

Members are reminded that the budget before them is for the Parish Council only. The Trustees of the Village Hall have a meeting scheduled for February 2021 to determine the budget for 2021/22, as the time critical element of submitting the precept request does not apply to the Village Hall.

Andy Beams
LOCUM RFO
11 December 2020

Draft budget proposal for Council - 17 December 2020

HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL	2019/20		2020/21	
	Income	Expenditure	Income	Expenditure
F&G Committee	14,695	209,714	14,911	208,121
E&FM Committee	67,252	151,704	73,188	136,948
CE Committee	0	18,550	0	18,550
TOTAL (excluding EMR transfers)	81,947	379,968	88,099	363,619
EMR TRANSFER FROM HURST MEADOWS	52,000		17,000	
EMR TRANSFER FROM MILLENIUM GARDENS	1,000		1,000	
EMR TRANSFER TO COURT BUSHES SINKING FUND		7,000		7,000
	Income	Expenditure	Income	Expenditure
TOTAL (including EMR transfers)	134,947	386,968	106,099	370,619
Precept	252,021		264,520	
Tax Base	3,083.2		3,126.1	
Band D	£81.74		£84.62	
Increase			£2.88 3.52%	

Precept and Band D Options	Precept	Band D	Band D weekly increase	Budget change required
As per budgeted calculation	£264,520	£84.62	£0.055	£0

Alternate Band D increases	Precept	Band D	Band D weekly increase	Budget change required
3.00%	£263,193	£84.19	£0.047	-£1,327
2.50%	£261,916	£83.78	£0.039	-£2,604
2.00%	£260,638	£83.37	£0.031	-£3,882
1.50%	£259,361	£82.97	£0.024	-£5,159
1.00%	£258,083	£82.56	£0.016	-£6,437
0.50%	£256,805	£82.15	£0.008	-£7,715
0.00%	£255,528	£81.74	£0.000	-£8,992

101	GENERAL ADMIN	2020/21 Budget	2021/22 Budget	Change £	Change %
3000	Precept				
3150	Village Centre Bookings Income	12,195	12,561	366	3.0%
3300	Parking Disc Income	1,600	1,600	0	0.0%
3400	Bank Interest	900	750	-150	-16.7%
	GENERAL ADMIN INCOME	**14,695**	**14,911**	**216**	**1.5%**
5100	Salaries	125,164	119,515	-5,649	-4.5%
5110	National Insurance	10,116	10,055	-61	-0.6%
5120	Pension Contributions	26,427	25,177	-1,250	-4.7%
5130	Payroll Charges	542	530	-12	-2.2%
5140	Staff Expenses	500	500	0	0.0%
5150	Staff Training	2,000	2,000	0	0.0%
5160	Councillor & Chairman Allowance	9,151	8,300	-851	-9.3%
5170	Councillor Training	500	500	0	0.0%
5200	Bank Charges	140	140	0	0.0%
5210	Insurance	4,300	4,300	0	0.0%
5220	Audit Fees	1,400	1,400	0	0.0%
5230	Subscriptions	2,550	2,600	50	2.0%
5280	Streetlight Loan Repayment	10,204	10,204	0	0.0%
5290	Sayers Common Hall Loan	3,660	0	-3,660	-100.0%
5330	Room Hire	900	900	0	0.0%
5340	Office Furniture	5,000	500	-4,500	-90.0%
5350	Stationery, Copier & Telephone	2,360	2,500	140	5.9%
5360	IT/Computer Costs	2,700	9,100	6,400	237.0%
5710	Miscellaneous	500	500	0	0.0%
5730	Parking Discs Costs	1,600	1,600	0	0.0%
tbc	Professional Support	0	6,000	6,000	#DIV/0!
tbc	Website Costs	0	1,800	1,800	#DIV/0!
	GENERAL ADMIN EXPENDITURE	**209,714**	**208,121**	**-1,593**	**-0.8%**
	GENERAL ADMIN NET INCOME OVER EXPENDITURE	**-195,019**	**-193,210**	**1,809**	**1,809**

F & G COMMITTEE	2020/21 Budget	2021/22 Budget	Change	
F & G COMMITTEE INCOME	**14,695**	**14,911**	**216**	**1.5%**
F & G COMMITTEE EXPENDITURE	**209,714**	**208,121**	**-1,593**	**-0.8%**
F & G COMMITTEE NET INCOME OVER EXPENDITURE	**-195,019**	**-193,210**	**1,809**	**-0.9%**

		2020/21 Budget	2021/22 Budget	Change £	Change %
201	CEMETERY				
3210	Cemetery Income	8,600	9,000	400	4.7%
3220	War Graves Income	105	0	-105	-100.0%
	CEMETERY INCOME	**8,705**	**9,000**	**295**	**3.4%**
5000	Rates	810	850	40	4.9%
5010	Utilities	250	120	-130	-52.0%
5400	Property Maintenance	6,000	1,000	-5,000	-83.3%
5410	Grounds Maintenance	6,000	6,000	0	0.0%
5440	Repairs	100	100	0	0.0%
5550	Trees	400	400	0	0.0%
5710	Miscellaneous	150	150	0	0.0%
5720	Projects	0	10,000	10,000	#DIV/0!
tba	Lower Churchyard Maintenance	0	600	600	#DIV/0!
	CEMETERY EXPENDITURE	**13,710**	**19,220**	**5,510**	**40.2%**
	CEMETERY NET INCOME OVER EXPENDITURE	**-5,005**	**-10,220**	**-5,215**	**104.2%**

		2020/21 Budget	2021/22 Budget	Change £	Change %
202	RECREATION GROUNDS				
3110	Bowls Club Income	1,000	1,000	0	0.0%
3120	Tennis Club Income	1,500	1,800	300	20.0%
	RECREATION GROUNDS INCOME	**2,500**	**2,800**	**300**	**12.0%**
5020	Waste Services	1,500	1,300	-200	-13.3%
5410	Grounds Maintenance	6,000	6,000	0	0.0%
5440	Repairs	400	1,500	1,100	275.0%
5460	Equipment Costs	400	1,500	1,100	275.0%
5490	Inspections	250	250	0	0.0%
5550	Trees	1,150	1,150	0	0.0%
5710	Miscellaneous	100	100	0	0.0%
	RECREATION GROUNDS EXPENDITURE	**9,800**	**11,800**	**2,000**	**20.4%**
	RECREATION GROUNDS NET INCOME OVER EXPENDITURE	**-7,300**	**-9,000**	**-1,700**	**23.3%**

		2020/21 Budget	2021/22 Budget	Change £	Change %
203	CHANTRY STABLES				
3100	Chantry Stables Income	10,260	10,260	0	0.0%
	CHANTRY STABLES INCOME	**10,260**	**10,260**	**0**	**0.0%**
5250	Revenue Grant	5,130	5,130	0	0.0%
5400	Property Maintenance	400	400	0	0.0%
5710	Miscellaneous	100	100	0	0.0%
	CHANTRY STABLES EXPENDITURE	**5,630**	**5,630**	**0**	**0.0%**
	CHANTRY STABLES NET INCOME OVER EXPENDITURE	**4,630**	**4,630**	**0**	**0.0%**

		2020/21 Budget	2021/22 Budget	Change £	Change %
204	STREET LIGHTING				
5010	Utilities	2,800	2,705	-95	-3.4%
5440	Repairs	300	300	0	0.0%
	STREET LIGHTING EXPENDITURE	**3,100**	**3,005**	**-95**	**-3.1%**
	STREET LIGHTING NET INCOME OVER EXPENDITURE	**-3,100**	**-3,005**	**95**	**-3.1%**

		2020/21 Budget	2021/22 Budget	Change £	Change %
205	**PARISH OFFICE**				
3130	Children & Family Income	2,400	2,400	0	0.0%
	PARISH OFFICE INCOME	**2,400**	**2,400**	**0**	**0.0%**
5300	Parish Office Rental	2,560	2,560	0	0.0%
5400	Property Maintenance	500	500	0	0.0%
5440	Repairs	250	250	0	0.0%
	PARISH OFFICE EXPENDITURE	**3,310**	**3,310**	0	**0.0%**
	PARISH OFFICE NET INCOME OVER EXPENDITURE	**-910**	**-910**	**0**	**0.0%**

		2020/21 Budget	2021/22 Budget	Change £	Change %
206	**PUBLIC CONVENIENCES**				
5000	Rates	553	575	22	4.0%
5010	Utilities	1,650	1,500	-150	-9.1%
5020	Waste Services	350	350	0	0.0%
5030	Washroom Services	2,050	2,100	50	2.4%
5310	Caretaking	5,853	4,500	-1,353	-23.1%
5440	Repairs	150	250	100	66.7%
	PUBLIC CONVENIENCES EXPENDITURE	**10,606**	**9,275**	**-1,331**	**-12.5%**
	PUBLIC CONVENIENCES NET INCOME OVER EXPENDITURE	**-10,606**	**-9,275**	**1,331**	**-12.5%**

		2020/21 Budget	2021/22 Budget	Change £	Change %
207	**HIGHWAYS & BYEWAYS**				
5580	Cycleways Expenditure	2,500	2,500	0	0.0%
5720	Projects	1,500	8,000	6,500	433.3%
	HIGHWAYS & BYEWAYS EXPENDITURE	**4,000**	**10,500**	6,500	162.5%
	HIGHWAYS & BYEWAYS NET INCOME OVER EXPENDITURE	**-4,000**	**-10,500**	**-6,500**	**162.5%**

		2020/21 Budget	2021/22 Budget	Change £	Change %
208	**ALLOTMENTS**				
3200	Allotment Income	2,000	2,500	500	25.0%
	ALLOTMENTS INCOME	**2,000**	**2,500**	**500**	**25.0%**
5000	Rates	811	0	-811	-100.0%
5010	Utilities	500	850	350	70.0%
5410	Grounds Maintenance	550	550	0	0.0%
5710	Miscellaneous	150	150	0	0.0%
5720	Projects	1,500	0	-1,500	-100.0%
tba	HAA Subscription Payment	0	500	500	#DIV/0!
	ALLOTMENT EXPENDITURE	**3,511**	**2,050**	-1,461	-41.6%
	ALLOTMENT NET INCOME OVER EXPENDITURE	**-1,511**	**450**	**1,961**	**-129.8%**

		2020/21 Budget	2021/22 Budget	Change £	Change %
209	**STREET FURNITURE**				
5500	Bins	100	100	0	0.0%
5510	Bus Shelters	500	500	0	0.0%
5520	Noticeboards	100	100	0	0.0%
5530	Seats	1,300	1,300	0	0.0%
5540	Village Gateways	100	100	0	0.0%
5710	Miscellaneous	100	100	0	0.0%
	STREET FURNITURE EXPENDITURE	**2,200**	**2,200**	0	**0.0%**
	STREET FURNITURE NET INCOME OVER EXPENDITURE	**-2,200**	**-2,200**	**0**	**0.0%**

		2020/21 Budget	2021/22 Budget	Change £	Change %
210	HURST MEADOWS				
5020	Waste Services	2,600	3,380	780	30.0%
5410	Grounds Maintenance	14,000	9,000	-5,000	-35.7%
5430	Millennium Garden Maintenance	1,000	1,000	0	0.0%
5550	Trees	2,400	6,000	3,600	150.0%
5710	Miscellaneous	1,000	0	-1,000	-100.0%
5720	Projects	32,000	2,000	-30,000	-93.8%
	HURST MEADOWS EXPENDITURE	**53,000**	**21,380**	**-31,620**	**-59.7%**
	HURST MEADOWS NET INCOME OVER EXPENDITURE	**-53,000**	**-21,380**	**31,620**	**-59.7%**

		2020/21 Budget	2021/22 Budget	Change £	Change %
211	COURT BUSHES				
3010	MSDC Revenue Support Grant	6,200	6,200	0	0.0%
3140	Court Bushes Income	34,387	39,228	4,841	14.1%
	COURT BUSHES INCOME	**40,587**	**45,428**	**4,841**	**11.9%**
5010	Utilities	6,000	9,000	3,000	50.0%
5020	Waste Services	1,650	1,650	0	0.0%
5260	Nursery Grant	2,082	0	-2,082	-100.0%
5320	Cleaning	5,000	5,000	0	0.0%
5400	Property Maintenance	2,500	2,500	0	0.0%
5410	Grounds Maintenance	1,750	1,750	0	0.0%
5440	Repairs	1,750	1,750	0	0.0%
5460	Equipment Costs	750	750	0	0.0%
5550	Trees	150	150	0	0.0%
5710	Miscellaneous	500	500	0	0.0%
5720	Projects	11,455	15,378	3,923	34.2%
	COURT BUSHES EXPENDITURE	**33,587**	**38,428**	**4,841**	**14.4%**
	COURT BUSHES NET INCOME OVER EXPENDITURE	**7,000**	**7,000**	**0**	**0.0%**

		2020/21 Budget	2021/22 Budget	Change £	Change %
212	VEHICLES & MACHINERY				
5450	Tools and Machinery Purchases	500	500	0	0.0%
5470	Tool and Machinery Maintenance	250	250	0	0.0%
5480	Vehicle Maintenance	500	500	0	0.0%
5710	Miscellaneous	100	100	0	0.0%
tbc	Fuel	0	300	300	#DIV/0!
	VEHICLES & MACHINERY EXPENDITURE	**1,350**	**1,650**	**300**	**22.2%**
	VEHICLES & MACHINERY NET INCOME OVER EXPENDITURE	**-1,350**	**-1,650**	**-300**	**22.2%**

		2020/21 Budget	2021/22 Budget	Change £	Change %
213	SERVICES				
3310	Dog Bag Income	800	800	0	0.0%
	SERVICES INCOME	**800**	**800**	**0**	**0.0%**
5020	Waste Services	2,900	3,500	600	20.7%
5240	Footpath Maintenance	150	150	0	0.0%
5550	Trees	2,500	2,500	0	0.0%
5560	Weed Spraying / Verge Cutting	1,000	1,000	0	0.0%
5570	Snow Clearance	500	500	0	0.0%
5710	Miscellaneous	350	350	0	0.0%
5740	Dog Bag Costs	500	500	0	0.0%
	SERVICES EXPENDITURE	**7,900**	**8,500**	**600**	**7.6%**
	SERVICES NET INCOME OVER EXPENDITURE	**-7,100**	**-7,700**	**-600**	**8.5%**

E & F M COMMITTEE	2020/21 Budget	2021/22 Budget	Change £	Change %
E & FM COMMITTEE INCOME	67,252	73,188	5,936	8.8%
E & FM COMMITTEE EXPENDITURE	151,704	136,948	-14,756	-9.7%
E & FM COMMITTEE NET INCOME OVER EXPENDITURE	-84,452	-63,760	20,692	-24.5%
Add: EMR TRANSFER FROM HURST MEADOWS	*52,000*	*17,000*	*-35,000*	*-67.3%*
Add: EMR TRANSFER FROM MILLENIUM GARDENS	*1,000*	*1,000*	*0*	*0.0%*
Less: EMR TRANSFER TO COURT BUSHES SINKING FUND	*7,000*	*7,000*	*0*	*0.0%*
E & FM COMMITTEE NET INCOME OVER EXPENDITURE	-38,452	-52,760	-14,308	37.2%

301	COMMUNITY ENGAGEMENT	2020/21 Budget	2021/22 Budget	Change £	Change	%
	COMMUNITY ENGAGEMENT INCOME	**0**	**0**	***0***	***#DIV/0!***	
5240	Grants	4,000	4,000	*0*		*0.0%*
5600	Newsletter	2,600	2,600	*0*		*0.0%*
5610	Tourism & Attractiveness	6,000	6,000	*0*		*0.0%*
5620	Hurst Life	1,200	1,200	*0*		*0.0%*
5630	Hurst Festival Super Sunday	2,500	2,500	*0*		*0.0%*
5640	Health & Wellbeing Grants	1,000	1,000	*0*		*0.0%*
5650	Health & Wellbeing Projects	1,000	1,000	*0*		*0.0%*
5700	General	250	250	*0*		*0.0%*
	COMMUNITY ENGAGEMENT EXPENDITURE	**18,550**	**18,550**	*0*		***0.0%***
	COMM. ENGAGEMENT NET INCOME OVER EXPENDITURE	**-18,550**	**-18,550**	***0***		***0***

	CE COMMITTEE	2020/21 Budget	2021/22 Budget		Change	
	CE COMMITTEE INCOME	**0**	**0**	***0***	***#DIV/0!***	
	CE COMMITTEE EXPENDITURE	**18,550**	**18,550**	***0***		***0.0%***
	CE COMMITTEE NET INCOME OVER EXPENDITURE	**-18,550**	**-18,550**	***0***		***0.0%***