

Melbourn Parish Council Precept Requirement 2021/22

Precept 2020/21 £		Draft Precept 2021/22 £	Change £	Change %
(40,540)	Total Income budget	(42,470)	(1,930)	4.76%
280,860	Total Expenditure budget	294,770	13,910	4.95%
27,550	Contributions to reserves	23,000	(4,550)	-16.52%
267,870	Precept Requirement	275,300	7,430	2.77%
1,960.70	Tax Base (Band D households)	2,007.10	46.40	2.37%
<u>136.62</u>	Cost per household	<u>137.16</u>	0.54	0.40%

Approved by FGGC [DATE]

Approved by Melbourn Parish Council [DATE]

Melbourn Parish Council 2021/22 Income Budget

2019-20 Actual £	EDGE budget code	Income Heading	2021-21 Budget £	2020-21 Forecast £	Forecast/ Actual	Draft 2021-22 Budget £	Notes:	2022-23 Forecast £	2023-24 Forecast £
		<u>Conservation:</u>							
2,260	100	Allotment rent	2,170	2,400	F	2,400	Rents increased 2020/21 (less allowance for vacant plots)	2,500	2,500
3,849	110	Grass cutting	3,850	3,849	A	3,850		3,850	3,900
6,109		Total Conservation	6,020	6,249		6,250		6,350	6,400
		<u>Cemeteries:</u>							
1,980	200	1 Burial fees	1,800	1,800	F	1,800	2020/21 low to date - burials do vary quite a lot	1,850	1,900
900	200	2 Memorials	1,000	1,000	F	1,000	Budget on prudent basis	1,000	1,050
495	200	3 Cremated remains	200	200	F	200		200	200
3,375		Total Cemeteries	3,000	3,000		3,000		3,050	3,150
		<u>Play & Rec:</u>							
	300	Match Fees							
330	300	1 Melbourn Saturdays	320	150	F	320		330	330
2,200	300	2 Melbourn Dynamos	2,200	1,000	F	2,000	Assume continued agreement with Dynamos	2,200	2,300
60	300	3 Melbourn Sundays (now joined Dynamos)	-	-	F	-		-	-
-	300	4 External Clubs	-	-	F	-		-	-
2,590		Total Match Fees	2,520	1,150		2,320		2,530	2,630
394	320	Hire of Recreation Grounds	250	100	F	100	Boot camps etc; assume no fair again in 2021	350	350
753	340	Pavilion hire	750	5,200	F	3,300	Assume one term school income plus £500 ad-hoc	750	800
2,300	370	Pavilion hire - MAYD recharge	1,000	300	F	1,000	MAYD may move to an alternate venue in winter months	1,000	1,050
6,037		Total Play Areas & Recreation Grounds	4,520	6,750		6,720		4,630	4,830
		<u>Finance & General Purpose:</u>							
759	420	Interest receivable	1,000	450	F	500	Assume very low interest rates again 2021/22	600	700
759		Total Finance & General Purpose	1,000	450		500		600	700
		<u>Rental Property:</u>							
26,000	900	Little Hands Property Rent	26,000	26,000	F	26,000		26,500	26,500
26,000		Total Rental Property	26,000	26,000		26,000		26,500	26,500
3,094		Income from unbudgeted sources			50 F				
45,374		Total income excluding Precept	40,540	42,499		42,470		41,130	41,580
255,820		Precept	267,870	267,870	A	275,300			
301,194		Total income (excluding ring-fenced funds eg S106, community benefit, MAYD, Timebank events, Zero carbon grant etc)	308,410	310,369		317,770			

2019/20 shows actual figures against budgeted items. Some additional income was received that was not budgeted e.g FIT, allotment insurance, recharges etc.

FIT receipts are paid to the Hub, allotment insurance is paid to the Allotment Association (net zero) and other items cannot be budgeted as they are not predictable

Melbourn Parish Council 2021/22 Expenditure Budget

2019/20 Actual £	EDGE Budget code	EXPENDITURE	2020/21 Budget £	2020/21 Forecast £	Draft 2021-22 Budget £	Notes:	2021-22 Forecast £	2022-23 Forecast £
		<u>Conservation:</u>						
2,709	1000	Allotments	1,680	1,562	1,600	2019/20 includes asbestos removal costs	1,615	1,645
6,725	1100	Conservation	7,350	9,350	12,300	2019/20 emergency tree works; 2021/22 Tree inspections/tree work	8,490	8,740
774	1150	Stockbridge Meadows	970	852	1,125		1,180	1,220
10,233	1200	Grass Cutting Contract	8,590	8,670	8,670	Contractor changed part way through 2019/20	8,700	8,700
7,480	1300	Public Open Space Maintenance Contract	7,000	7,920	7,620		7,660	7,695
27,921		Total Conservation	25,590	28,354	31,315		27,645	28,000
		<u>Cemeteries:</u>						
3,984	2000	Cemetery rates, utilities & upkeep	5,045	4,998	4,570		5,240	5,435
5,950	2100	Cemetery Grounds Maintenance Contract	5,500	5,950	6,950	Includes allowance for extra cuts (weather related)	5,950	6,050
9,934		Total Cemeteries	10,545	10,948	11,520		11,190	11,485
		<u>Play Areas & Recreation Grounds:</u>						
2,682	3000	Play Areas	3,025	2,822	4,200	Includes allowance for tree inspection and works	4,410	4,590
11,596	3200	Recreation Grounds	12,480	12,240	12,475		12,550	12,870
6,888	3400	Pavilion	9,970	8,953	8,350		8,515	8,795
21,166		Total Play Areas & Recreation Grounds	25,475	24,015	25,025		25,475	26,255
		<u>Finance & General Purpose:</u>						
1,725	4000	Audit, Legal and Professional Fees	3,000	1,500	3,400	Includes provision for valuation of assets 2021/22	1,600	1,700
-	4200	Contingency - unbudgeted works	3,000	3,000	1,500	Reduced as contingency element now built into individual budget areas + reserves adequate	1,500	1,500
1,753	4300	Wardens' Materials, Equipment & Van	2,900	2,150	2,200		4,305	2,360
7,322	4500	Insurances	7,400	7,562	7,800		8,000	8,270
1,124	4700	Membership of Societies	1,300	1,300	1,340		1,380	1,420
187	4900	Parish Clock	200	345	1,350		350	350
21,540	5000	Parish Office, IT & Contractors	24,790	22,850	23,725	New Parish Office IT equipment needed 2021/22	22,250	23,015
69,799	5100	Salaries, NI & Pensions	75,000	73,000	71,750	Different staffing structure	73,130	75,300
68	5300	Sundry Expenses	233	100	113		105	105
2,300	5400	Training	1,500	800	1,500	2019/20 included CILCA registration and clerk training	1,550	1,600
432	5700	Pension Scheme Service Charge	435	432	440		440	440
185	5900	Bank Charges	200	200	400		405	410
	6000	Grants Payable	700	700	13,450	CRP, Mobile Wardens, Grinnel Hill insurance and 50% MAYD funded from Precept	20,000	20,500
115	6200	Staff and Councillor expenses	200	100	200		200	200
15,000	6400	Community Hub - Grant	15,000	15,000	15,000		15,000	15,000
15,903	6401	Community Hub - Maintenance & Replacements (excl FiT)	13,850	15,860	6,850		9,470	9,790
28,514	6450	PWLB Community Hub - Interest	28,311	28,311	28,098		27,876	27,643
4,440	6451	PWLB Community Hub - Capital	4,643	4,643	4,856		5,078	5,311
6,243	6452	PWLB Car Park - Interest	5,942	5,942	5,632		5,314	4,986
10,644	6453	PWLB Car Park - Capital	10,945	10,945	11,255		11,574	11,902
732	6500	Covid 19 and MCCR	-	3,255	-		-	-
411	6600	Timebanking Expenses	600	500	650		650	670
-	6700	War Memorial	-	-	-		-	-
-	6800	Election Costs	-	-	-	Every four yrs	-	-
13,487	7100	Village Car Park - Rates, Utilities & Maintenance	13,650	13,646	14,200		14,600	15,065
201,924		Total Finance & General Purpose	213,800	212,141	215,710		224,777	227,537
		<u>Planning:</u>						
1,164	7000	Community Development	-	-	5,000	Futures group - traffic calming including MVAS/signage etc	2,000	2,100
1,164		Total Planning	-	-	5,000		2,000	2,100

	<u>Highways:</u>							
-	8000 Highways and Footpaths	200	200	3,000	Gulley cleaning - not being carried out by CCC Highways	2,000	2,100	
1,828	8100 Street Lighting	1,800	2,400	1,750		1,800	1,860	
1,828	Total Highways	2,000	2,600	4,750		3,800	3,960	
	<u>Rental Property:</u>							
6,023	9000 Little Hands Nursery	3,450	2,600	1,450	2019/20 electrical works	1,455	1,460	
6,023	Total Rental Property	3,450	2,600	1,450		1,455	1,460	
269,960	Total expenditure	280,860	280,658	294,770		296,342	300,797	
	<u>Budgeted contributions to reserves:</u>							
31,019	General Reserve	21,750	16,100	-	No contribution to General Reserves anticipated 2021/22	-	-	
5,600	Asset Management	4,300	4,300	20,000	Build up Asset Management Reserve to fund major capital repairs/replacements from 2021/22 onwards	22,150	22,800	
-	Election Reserve	-	-	-	Replace van 2022/23	-	-	
1500	Parish Van Replacement Reserve	1,500	1,500	3,000				
38,119		27,550	21,900	23,000				
308,079	Total Precept expenditure budget	308,410	302,558	317,770		318,492	323,597	

Melbourn Parish Council 2020/21 Detailed Expenditure Budget Workings by EDGE cost code

2019/20 (Actual)		EDGE budget code	Expense Heading	Budget item	2020/21 Budget		2020/21 (Forecast)		Forecast/ Actual	Draft 2021/22 Budget		Notes and queries:	2022/23 Forecast	2023/24 Forecast
£	£				£	£	£	£		£	£			
			<u>Conservation</u>											
564		1000	Allotments	Water (two meters)	580		762	A	600		Lock-down/furlough - lots of summer allotment use	615	635	
-		1000	Allotments	Plot clearance	500		500	F	500			500	500	
2,145		1000	Allotments	Unplanned maint e.g asbestos clearance, water leak, signs etc	600		300	F	500			500	510	
	2,709					1,680		1,562		1,600			1,615	1,645
250		1100	Conservation	Christmas Tree and plants for tubs	350		350	F	300			360	370	
6,449		1100	Conservation	Tree survey/ inspection (E650) plus tree works	6,500		2,600	F	4,500		Includes budget for initial tree assessment and work following tree inspections	4,000	4,120	
		1100	Conservation	Emergency tree works	-		3,900	F	3,000			3,590	3,700	
		1100	Conservation	Project works - move Kohima Stone to New Road Cemetery	-		-	F	4,000					
26		1100	Conservation	Unplanned	500		2,500	F	500		2020/21 replace fencing Worcester Way	540	550	
	6,725					7,350		9,350		12,300		8,490	8,740	
312		1150	Stockbridge Meadows	Refuse collection	350		312	A	325			360	370	
250		1150	Stockbridge Meadows	Path cutting and rolling	120		290	F	300			310	320	
212		1150	Stockbridge Meadows	Small repairs/Unplanned	500		250	F	500			510	530	
	774					970		852		1,125		1,180	1,220	
	10,233	1200	Grass Cutting Contract	Verges contract (£622.50 per month plus 2 x extra cuts @ £600)		8,590		8,670	F	8,670	Contract to be retendered 2021	8,700	8,700	
6,420		1300	Public Open Space- Maintenance Contract	General Maintenance Contract (£460 per month) plus 3(?) extra cuts @ £300 per cut	6,420		6,420	F	6,420		E460 per month - plus 3 extra cuts - contract to be retendered 2021. Assume cost unchanged	6,420	6,420	
1,060		1300	Public Open Space- Maintenance Contract	Extra work eg extra cuts plus hedge and path cutting, leaf clearance etc	580		1,500	F	1,200		Extra work £1,000 (2020 = Worcester Way plus other hedge/leaf works)	1,240	1,275	
	7,480					7,000		7,920	F	7,620		7,660	7,695	
	27,921		Total Conservation			25,590		28,354		31,315		27,645	28,000	
		2000	<u>Cemeteries</u>											
239		2000	1 Orchard Road	Rates	250		245	A	250			260	270	
156		2000	1 Orchard Road	Utilities - Electricity (£100) and water (£95)	145		195	F	200			150	155	
465		2000	1 Orchard Road	Unplanned (2019/20 - tree work)	100		100	F	100			105	105	
	860					495		540		550		515	530	
737		2000	2 New Road	Rates	750		749	A	770			780	800	
581		2000	2 New Road	Water - fresh (large bill 2019/20 - recharged to developer)	100		100	F	100		Water being used by VH developer - all but £100 pa recharged	100	105	
1,340		2000	2 New Road	Tree & hedge work (incl hedge reduction)/ soil store empty/path edging	500		1,000	F	1,000			500	525	
		2000	2 New Road	Pest control	400			F	400			400	425	
467		2000	2 New Road	Cemetery bases/installation	2,600		2,110	F	1,250		Fewer needed 2021/22 due to number installed 2020/21	2,700	2,800	
		2000	2 New Road	Other/Unplanned (moss cleaning)	200		500	F	500			245	250	
	3,124					4,550		4,459		4,020		4,725	4,905	
	5,950	2100	Cemetery Contracts	Grounds Maintenance (£405.83 per month = £4,870 plus 3 extra cuts @ £360 each)	5,500		5,950	F	6,950		Contract 12 x £405.83 monthly fee = £4,870 plus 3 x extra cuts - total £5,950. Plus allowance for increased hedge work built into new contract. Contract to be renewed 2021/22	5,950	6,050	
	9,934		Total Cemetery			10,545		10,948		11,520		11,190	11,485	
			<u>Play Areas and Recreation Grounds</u>											
214		3000	3 Play Areas	Playground maintenance - ROSPA inspection	225		214	A	220			310	310	
1,180		3000	3 Play Areas	Playground maintenance - equipment repairs/renewals	1,500		1,000	F	1,500			1,550	1,650	
1,248		3000	3 Play Areas	Refuse & dog bin collection - Moor playground & skateboard park, Clear Cresc playground	1,300		1,248	A	1,285			1,350	1,400	
		3000	3 Play Areas	Tree work plus edging	-		360	F	1,000			1,000	1,030	
40		3000	3 Play Areas	Other/Unplanned	-		-	F	195			200	200	
	2,682					3,025		2,822		4,200		4,410	4,590	
172		3200	Recreation Grounds	Electricity - old Rec (includes Fair)	180		130	F	185		Assume no fair 2020	180	180	
400		3200	Recreation Grounds	Pest control	600		600	F	600			600	650	
1,560		3200	Recreation Grounds	Refuse & dog bin collection (10 bins)	1,600		1,560	A	1,610			1,650	1,700	
9,450		3200	Recreation Grounds	Grounds Maintenance Contract (£755 x 12 = £9,060 plus 4 extra cuts @ £130)	9,600		9,450	F	9,580		Allow 4 x extra cuts. Contract to be retendered 2021 - assume no cost increase	9,600	9,800	
14		3200	Recreation Grounds	Unplanned maintenance/leaf collection	500		500	F	500			520	540	
	11,596					12,480		12,240		12,475		12,550	12,870	
837		3400	Pavilion	Cleaner	1,500		500	F	1,500		Assume return to normal activity levels 2021/22	1,550	1,600	
2,553		3400	Pavilion	Rates	2,650		2,595	A	2,675			2,700	2,800	
1,251		3400	Pavilion	Utilities - electricity (£1,200) and water (£100)	1,300		1,200	F	1,300			1,355	1,335	
326		3400	Pavilion	Refuse Collection	350		343	A	355			350	360	
407		3400	Pavilion	Maintenance - sanitary disposal; septic tank; drain clean (£300); cleaning materials/hand towels	550		900	F	900		Slight increase assumed due to school use + annual drain clean	930	960	
213		3400	Pavilion	Maintenance - Legionella risk assessment	220		215	F	220			225	230	
167		3400	Pavilion	Maintenance - Services - fire alarm £80/fire extinguishers/boiler service £200/boiler repair contract/PAT test	600		400	F	400			405	410	
		3400	Pavilion	Unplanned repairs & maint (eg drain repairs, heating repairs, replacement equipment)	800		800	F	1,000		2020 - some increase likely esp with school use. Heating repairs	1,000	1,100	
	6,888	3400	Pavilion	Maintenance projects - external redecoration	2,000		2,000	F				8,515	8,795	
	21,166		Total Play & Rec			25,475		24,015		25,025		25,475	26,255	
			<u>Finance & General Purpose</u>											
1,725		4000	Audit, Legal & Professional Fees	Internal Audit (£400) , External Audit (£1,300), land searches, plus valuation fees (£1,600)	3,000		1,500	F	3,400		VAT advice not required (2020 budget). Additional £1,600 for valuation 2021 (see project costs)	1,600	1,700	
-		4200	Contingency	Unplanned expenditure items	3,000		3,000	F	1,500		Reduce down going forward as general reserves adequate	1,500	1,500	
		4300	Warden Materials and Equipment:											
315		4300	2 Materials	Materials, mower fuel	500		350	F	350			355	360	
214		4300	3 Equipment	Equipment - PPE equipment (2019/20); chainsaw and safety training (2020/21)	1,000		500	F	500		Budgeted chainsaw purchase and training not now needed	500	500	
1,223		4300	4 Parish Van Expenses	Insurance, tax, MOT, fuel, repairs	1,400		1,300	F	1,350		Van to be replaced 2022/23 (replacement cost included in ring-fenced reserve)	3,450	1,500	
	1,753		Total Warden Materials and Equipment			2,900		2,150		2,200		4,305	2,360	
	7,322	4500	Insurances		7,400		7,562	A	7,800		End of three year agreement - new policy	8,000	8,270	
1,124		4700	Memberships of societies	CAPALC, SLCC x2 , ICCM, LCPAS, ACRE	1,300		1,300	F	1,340			1,380	1,420	
187		4900	Parish Clock		200			F	1,350		Service plus 1 x repair plus training costs. Major repair deferred	350	350	
		5000	Parish Office:											
120		5000	1 IT/phone	Website hosting fee plus domain names (bi-yearly) plus Glassblade plug-in plus £200 for webiste review	125		530	F	350		2020/21 includes website reinstatement and accessibility work. £200 website working party 2021/22	130	160	
978		5000	1 IT/phone	IT support /back-up(£105.50 p/m)+ c£200 extra work	1,200		1,300	F	1,500		Extra work eg new PC/laptop - see equipment below	1,500	1,545	
-		5000	1 IT/phone	Mobile phone top-ups for wardens/other staff	40		-	F	50			50	50	
	1,098					1,365		1,830		1,900		1,680	1,755	
460		5000	2 Office Supplies	Stationery, tea, coffee etc	600		500	F	500			515	530	
779		5000	3 Photocopier Rent and Printing Costs	Rent (£550) plus printing	1,200		1,450	F	850		2020 Includes c £600 printing for MCCR	875	900	
100		5000	4 Parish Office Sundries	Publications, awards, reference books, shredding etc	200		100	F	100			100	105	
27		5000	5 Postage		200		120	F	120			120	125	
12,775		5000	6 Office Licence Fee		13,400		13,400	A	13,400			13,400	13,800	
290		5000	7 Office Cleaner		275		500	F	280		2020 includes extra cleaning due to Covid 19	285	300	

2,015	5000	8	Software Licences	Adobe £220/Payroll Software £75/Edge accounting software £1,275/Parish Online £250/Local Council Risk (£140), Zoom (£100)	2,050	2,150	F	2,200	2020 includes Zoom. Assume part of 2021 too	2,100	2,200
	5000	9	Contractors								
2,485	5000	9.3	Litter Picker	Litter picking plus equipment	4,000	2,600	F	2,800		2,900	3,000
75	5000	9.4	DPO	CAPALC membership scheme	-	-	A	75		75	80
2,560			Total Contractors		4,000	2,600		2,875		2,975	3,080
1,436	5000	10	Office furniture & equipment	New PC + support £1,000 (2020/21) - deferred to 2021/22	1,500	200	F	1,500	New PC for Clerk/Laptop	200	220
21,540			Total Parish Office		24,790	22,850		23,725		22,250	23,015
69,799	5100		Salaries and Pensions		75,000	73,000	F	71,750		73,130	75,300
68	5300		Sundry Expenses	ICO registration fee (£35), defibrillator pads/batteries; unplanned	233	100	F	113		105	105
2,300	5400		Training	Clr training programme, Office staff training, CILCA registration (2021/22)	1,500	800	F	1,500	2019/20 included CILCA registration and Clerk training courses	1,550	1,600
432	5700		Pension Scheme Service Charges		435	432	F	440		440	440
185	5900		Bank charges - current a/c	Potentially two current accounts 2021/22	200	200	F	400		405	410
-	6000		Grants payable	Community Rail Partnership plus Grinnell Hill insurance, mobile wardens and 50% MAYD	700	700	A	13,450	MAYD (£6,000)/Grinnell Hill Insurance (£1,750)/Mobile Wardens (£5,000), CRP (£700)	20,000	20,500
115	6200		Staff and Councillor expenses	Travel to training etc	200	100	F	200		200	200
			Community Hub:								
15,000	6400		Community Hub -maintenance/replacements	Maintenance Grant	15,000	15,000	A	15,000	Assume unchanged	15,000	15,000
646	6401		Community Hub -maintenance/replacements	Maintenance - services: fire alarms(£300), fire extinguishers (£150), boiler service (£130), airconditioning x2 (£180), stair lift (£300), PAT test (£50), legionella risk assess (£220)	1,520	1,150	F	1,420		1,460	1,500
922	6401		Community Hub -maintenance/replacements	Service charge - Hundred Houses	930	930	F	930		940	950
	6401		Community Hub -maintenance/replacements	Small repairs/replacements (replacement sockets, velux blinds, babychange table etc)	500	500	F	500		525	550
713	6401		Community Hub -maintenance/replacements	Unplanned and emergency e.g.boiler/handryer (2019/20); water still/light/safety screens (2020/21)	1,000	3,380	F	1,500		1,545	1,590
13,622	6401		Community Hub -maintenance/replacements	Maint Projects 2019/20 (repaint exterior, air con x 2 units, CCTV upgrade, leaflet rack etc)			A				
	6401		Community Hub -maintenance/replacements	Maint Projects 2020/21 - per list	9,900	9,900	F				
	6401		Community Hub -maintenance/replacements	Maint Projects 2021/22 - per list			F	2,500	Project/Discretionary	5,000	5,200
15,903			Total Community Hub - maintenance/replacements		13,850	15,860		6,850		9,470	9,790
28,514	6450		PWLB Hub Interest		28,311	28,311	A	28,098		27,876	27,643
4,440	6451		PWLB Hub Capital		4,643	4,643	A	4,856		5,078	5,311
6,243	6452		PWLB Car Park Interest		5,942	5,942	A	5,632		5,314	4,986
10,644	6453		PWLB Car Park Capital		10,945	10,945	A	11,255		11,574	11,902
732	6500		Covid 19 and MCCR		-	3,255	F	-	Assume no costs 2021/22	-	-
411	6600		Timebanking expenses	Software (£125), phone (£350), mileage/travel (£75), other (£100)	600	500	F	650		650	670
-	6700		War memorial	Fencing/paving	-	-		-	Fencing replacement at the Cross - this will be s106 funded	-	-
-	6800		Election costs		-	-		-		-	-
11,784	7100		Car Park - rates, utilities and maintenance					-			
	7100		Car Park	Rates	12,000	11,976	A	12,350		12,700	13,100
1,415	7100		Car Park	Electricity	900	1,050	F	1,085		1,120	1,150
142	7100		Car Park	Water - sewerage £100 and fresh £72 (£6/mnth)	150	170	F	175		180	185
	7100		Car Park	PAT testing - workshop	100	100	F	100		100	105
147	7100		Car Park	Contingency eg signage/CCTV repairs	500	350	F	490		500	525
13,487			Total Car Park		13,650	13,646		14,200		14,600	15,065
201,925	201924		Total Finance and General		213,800	212,141		215,710		224,577	227,337
			Planning:								
1,164	7000		Community Development	Futures Working Party - leafleting (£200), MVAS, signage etc (£4,800) (see project costs) be funded 2019/20 and then recoup 2020/21	-	-		5,000	MVAS plus signage etc (see Projects)	2,000	2,100
			Highways:								
-	8000		Highways and Footpaths	Brown Tourist Info highways signs for Stockbridge Meadows (2020/21); gully cleaning (2021/22)	200	200	F	3,000	Gully cleaning 2021/22 - not being carried out by CCC Highways	2,000	2,100
1,828	8100		Street Lighting	Electricity (2019/20 includes Admin Charge of £285)	1,800	2,400	F	1,750	Large final bill SCDC 2020; new supplier - no admin charge; 3 extra lights 2021/22	1,800	1,860
1,828			Total Highways		2,000	2,600		4,750		3,800	3,960
			Rental Property:								
426	9000		Littlehands	Electricity - store (disconnected 2019/20)	-	-		-		-	-
450	9000		Littlehands	Annual drain clean	450	450	A	450		455	460
647	9000		Littlehands	Unplanned Maintenance - eg signage, anti-vandalism, drain clearance and drainage patch	1,000	1,000	F	1,000		1,000	1,000
4,501	9000		Littlehands	Maintenance projects (2019/20)- electrical works; (2020/21 anti-vandalism/changes to doors)	2,000	1,150	A	-		-	-
6,023	6023		Total Rental Property		3,450	2,600		1,450		1,455	1,460
269,962			Total expenditure excluding contributions to Reserves		280,860	280,658		294,770		296,142	300,597
			Contributions to Reserves								
31,019			General Reserve		18,400	16,100		-		-	-
			General Reserve	Additional contribution re Futures Working Party Consultation/Traffic Survey (agreed Nov 2019)	3,350	-		-		-	-
5,600			Asset Management		4,300	4,300		20,000	Plan to start building up asset management reserve/replacement fund for major assets	21,500	21,500
-			Election Reserve		-	-		-		-	-
1,500			Parish Van Replacement		1,500	1,500		3,000	Van to be replaced 2022/23	-	-
308,081			Total Expenditure including contributions to Reserves		308,410	302,558		317,770		317,642	322,097

Melbourn Parish Council

Project and Discretionary Items recommended for inclusion in 2021/22 budget

	Precept	Other
1100 Kohima Stone - move to New Road Cemetery	4,000	
1150 Boardwalk (if grant funding not obtained)		10000 S106
4000 Professional valuation for buildings	1,600	
4300/4 Parish Van replacement (£3000 already in reserves)	3,000	
4900 Parish Clock	1,000	
6000 MAYD	6,000	6,000 Community
6000 Grinnel Hill Insurance	1,750	
6000 Mobile Wardens	5,000	
6700 Replace fencing at the Cross		4,000 s106
7000 Futures - traffic calming eg MVAS/signage	5,000	
8000 Gulley Cleaning	3,000	
	<u>30,350</u>	<u>20,000</u>

6401 Melbourn Hub 2021-22 Projects

IT Server Upgrade	<u>2,500</u>
	<u>2,500</u>

Melbourn Parish Council Forecast Reserves at 31st March 2021

	General Reserve	Asset Management	Election Reserve	Parish Van
Opening Balance at 1st April 2020	126,873	31,502	2,775	1,500
2020/21 Income - forecast	310,369			
2020/21 Expenditure - forecast	(280,658)			
Reserve movements -tfr to Parish Van reserve (2020/21 budget)	(1,500)			1,500
Reserve movements - tfr AMA 2020/21 budget	(4,300)	4,300		
Closing Balance at 31st March 2021 (forecast)	<u>150,783</u>	<u>35,802</u>	<u>2,775</u>	<u>3,000</u>
Budgeted 2020/21 contribution to General Reserve	21,750			
Forecast Movement in General Reserve	23,911			
Difference	2,161			
General reserve target = 6 mnths x budgeted expenditure	147,385	(Based on budgeted expenditure before contribs to Reserves)		
Forecast General Reserve	150,783	6.1 months		
Difference	3,399			
Budgeted reserve contributions 2021/22	-	No contribution to general reserve anticipated 2021/22		

Melbourn Parish Council Precept 2021-22**Detailed spending plans****(required by SCDC for precepts over £140,000)**

	2020-21 Gross	2020-21 Net	2021-22 Gross	2021-22 Net
Conservation, parks, recreation and planning	61,610	48,070	72,860	56,890
Highways, footpaths and lighting	2,000	2,000	4,750	4,750
Election costs	-	-	-	-
Corporate Management	217,250	190,250	217,160	190,660
Asset Management/Reserves	27,550	27,550	23,000	23,000
Total	308,410	267,870	317,770	275,300
Contribution from Balances		-		-
Amount of Precept	308,410	267,870	317,770	275,300