

Mayfield Parish Council - Budget and Precept request for Year 2024-2025  
For consideration in Meeting - 5th Decemer 2023

updated 23.11.2023

Law/New Item	Payments	Budget 2022-2023	spend to date 1st April - 30th September 2023	Forecast spend - 1st October - 31st March 2024	Total Spend 2023-2024 (excluding VAT)	Varianc e +/-	Budget 2023-2024	DRAFT Budget for 2024-2025 (ex VAT)	Notes
<b>General Administration</b>									
LGA1972 s111	Clerk Salary - Council Admin - locum	0	2031.3	0	2031.3		2031.3	0	
LGA1972 s111	Clerk Salary - Council Admin - new Clerk start date 1st sept 2023	0	390.52	2343.12	2733.64		2733.64	4082.64	Clerk hours increased and new NALC pay award applied. NALC updated 06.11.2023. This figure represents net after pension contribution
	Clerk Salary NALC pay increase	0	0	80	80		80	150	
	Overtime Payments	0	0		0		0	0	
	Clerk Pension - SCC							1332.12	starting on 2nd April 2024
	Litter Picker Salary	0	437.64	541.86	979.5		979.5	1189.76	Minimum wage increase 01.04.2024
	Litter Picker supplies (gloves, bags, etc)	0	0	56	56		56	56	includes gloves, bags and grabbers
NEW	Litter Picker - protective clothing	0	0	75	75		75	45	2023-2024 for Boots, Coat and High Viz, then boots every year, coat every 2 years
NEW	Employee Eye Test and Glasses	0	0	45	45		45	45	
	HMRC	0	0	595.77	595.77		595.77	0	
	Home Working Allowance	0	10	60	70		70	70	
NEW	Councillors Expenses and Printing	0	0	600	600		600	636	Expenses Policy adopted in Sept 2023 - amended Nov 2023 to include printing and postage by Clerk.
	Stationary for Council Admin, including stamps	0	12.8	70	82.8		82.8	82	
	Printer HP Canon				37.99				printer purchased 13.11.2023
NEW	Printer ink	0	2.99	17.94	20.93		20.93	59.88	printer ink contract 200 pages
	EE pay as you go	0	30	60	70		70	120	£10 per month
	Payroll - Libs	0	131	0	131		131	0	
NEW	Payroll - Bradley Ltd	0		87.5	87.5		87.5	175	
	Shredding - confidential waste	0		14	14		14	14	
LGA 1972s111	Room Hire for Parish Council Meetings	0	72	144	216		216	240	
	Room Hire extraordinary meetings	0		10	10		10	0	
	Room Hire for Committee Meetings	0	30	30	60		60	72	
	Room Hire for Council Training	0		48	48		48	30	
	Councillor Training	0		650	650		650	650	
	Clerk Training	0		50	50		50	50	
	General Reserves				0			0	Council voted to keep £10k General Reserves - Nov 2023.
	Earmarked Funds				0				
<b>Statutory Requirements</b>									
	Insurance	0	433.05	0	433.05		433.05	450	assuming increase
LGA1972s150(5)	Audit - External	0	0	0	0		0	0	is £240 if we exceed £25,000 income or expenditure
LGA1972s150(5)	Audit - Internal 1	0	250	0	250		250	0	
	Audit - Internal 2			170	170		170	0	
	Audit - internal - 2024/2025			151.1	151.1		151.1	165	plus travel expenses
	Information Commission Office - Data (ICO)	0	35	0	35		35	35	
	Data Protection Guidance SCC			345	345		345	175	2024-2025 only need Tier 1 - previous year needed GAP analysis undertaken
	Local Council Admin - Charles Arnold Baker book							141	purchase from SLCC
	Website hosting	0	251.94	251.94	503.88		503.88	503.88	123 net
	Website domain name	0		41.99	41.99		41.99	41.99	wordpress
	Website Accessibility	0		300	300		300		Invest in the UK's most diversified EIS fund   SyndicateRoom
	Website Development	0	0	90	90		90	90	
LGA1972 s12p11	Parish Annual Community Meeting	0	0	0	0		0	350	
LGA 1972s111	Elections	0		3000	3000		3000	2500	Need quote from ESBC and need to open separate Lloyds account to hold these funds
<b>Subscriptions</b>									
LGA 1972 s 143	Staffordshire Parish Council Administration (SPCA)	0	313.8	0	313.8		313.8	325	
	Society of Local Clerks (SLCC)	0		166	166		166	166	an estimate as need 2024 rates from SLCC
	support staffordshire	0		25	25		25	25	
	Virus software	0	18.99	0	18.99		18.99	35	
	gdrive annual subscription	0		24.99	24.99		24.99	24.99	
					0		0		
	Grants for community			2000	2000		2000	2000	NEED TO REVIEW, AS NO APPLICATIONS SO FAR IN 2023 - £500 for 4 groups.
		0			0		0		
	Assets - maintenance			354.99	354.99		354.99	564.99	Asset defect identified in Nov 2023 - see separate tab
	See Separate tab - Asset Upkeep - for details								
	Maintenance/Groundworks								

Grass Cutting -	0		0	0		0	300	Zurich Insurance advise for Cllr to be covered by Council Insurance the grass cutting to be carried out using a Council owned lawn mower - this figure is based on Lawn mower - <a href="https://hyundaipowerequipment.co.uk/hyundai-hym460sp-self-propelled-electric-push-button-start-4-stroke-139cc-petrol-lawn-mower">https://hyundaipowerequipment.co.uk/hyundai-hym460sp-self-propelled-electric-push-button-start-4-stroke-139cc-petrol-lawn-mower</a>
Strimming and Hedge Cutting in Village		260	0	260		260	260	
Lengthsman projects	0		500	500		500	500	
Lengthsman Annual contract			300	300		300		sent 3 contractors request for quote, figure to be added.
Footpath stile repairs	0		0	0		0	0	the stile kit comes from Rights of Way Team and are Free - for installation - approx £260 per stile - do we establish 4 to be repaired?
Memorial border	0		0	0		0	0	within lengthsman contract.
Poppy Wreath	0		50	50		50	50	donation to RBL Poppy Appeal
Parish Projects								
Village Gateway signs		2324.95	0	2324.95		2324.95		
Speed Indicator sign			0	0		0		
Speed Indicator Sign installation		1600	0	1600		1600		
Jack Mansfield Tree and license			300	300		300	0	project cancelled by family - Nov 2023
Bulb Planting	0			0		0	94	<a href="https://www.bostonbulbwholesale.co.uk/crocus-bulbs/mixed-specie-crocus-bulbs-241-265.html#/s-pack_quantity:100-crocus-bulbs-2,000-for-path-project-and-verges-by-Heritage-Lane">https://www.bostonbulbwholesale.co.uk/crocus-bulbs/mixed-specie-crocus-bulbs-241-265.html#/s-pack_quantity:100-crocus-bulbs-2,000-for-path-project-and-verges-by-Heritage-Lane</a>
Village Flower Box				0		0	100	At entrance to Village x 2 - men in sheds can provide at £50 per box
Christmas Tree x 1, Lights, ground screw, Christmas Wreaths for around parish				0		0	340	£55 for tree, £35 for battery lights, £50 ground screw, £200 for wreaths (£10 each) <a href="https://www.ukchristmasworld.com/collections/commercial-christmas-wreaths-and-garlands">https://www.ukchristmasworld.com/collections/commercial-christmas-wreaths-and-garlands</a>
Allotments	0		0	0		0	350	from 3 yrs plan - membership of National Allotment Association and public consultation meeting.
Horticultural Show	0			0		0	150	
Village Art and Craft show							300	room hire and publicity leaflets
Dog Fouling							677.98	Dog Bin x 2 from 3 yr plan, work with Open Spaces Team ESBC - <a href="https://www.kingfisherdirect.co.uk/heavy-duty-steel-dog-waste-bin-plus-delivery-and-installation">https://www.kingfisherdirect.co.uk/heavy-duty-steel-dog-waste-bin-plus-delivery-and-installation</a>
Parking - Community Car Park								from 3 yr plan - public loan to be discussed during the year
Traffic management sign							400	from 3 yr plan - installed speed indicator signs and gateway signs - Rose and Crown corner traffic survey with SCC
Wildflower border								from 3yrs - propose for 2025-2026
Bus Stop perch seats x 2							625	2 seats, one for each bus stop - David Ogilvie quote supplied to Cllrs on 25.10.2023 + installation
Moorlands Drive path project							1200	cllr sent details 21.11.2023 on the green and middle mayfield - <a href="https://www.davidogilvie.com/braden-seat-plus-installation">https://www.davidogilvie.com/braden-seat-plus-installation</a>
Benches x 2							2224	work with bus companies for 2025-2026 project
Digital timetables at two bus stops								

<b>Total</b>	0	£8,615.98	£13,649.20	£22,265.18	£0.00	£22,303.17	£24,263.23
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Item		
Balance at 01.04.2024	£10,364.00	From 2023-24 Budget Document
Precept 2024-2025		to be decided in December meeting
ESBC Grant 2024 - 2025		
Total Funds (a)	£10,364.00	
spend to 1st October 2024		
spend to 31st March 2025		