

Mayfield Parish Council - General Reserves 2024-2025

25th February 2024

Fixed Cost

	Budget 2024-2025	Ongoing Fixed Unavoidable costs	Half of Ongoing Fixed Unavoidable costs
General Administration			
Clerk Salary - Council Admin - new Clerk 1st sept	£4,082.64	£5,414.76	£2,707.38
Clerk Salary NALC pay increase	£150.00	£150.00	£75.00
Clerk Pension	£1,332.12	£1,332.12	£666.06
Litter Picker Salary	£1,189.76	£1,189.76	£594.88
Litter Picker supplies (gloves, bags, etc)	£56.00	£56.00	£28.00
Litter Picker - protective clothing	£45.00	£45.00	£22.50
Employee Eye Test and Glasses	£45.00	£45.00	£22.50
Home Working Allowance	£70.00	£70.00	£35.00
Councillors Expenses and Printing	£636.00	£636.00	£318.00
Stationary for Council Admin, including stamps	£82.00	£82.00	£41.00
Printer Ink	£59.88	£59.88	£29.94
EE pay as you go	£120.00	£120.00	£60.00
Payroll - Bradley Ltd	£175.00	£175.00	£87.50
Shredding - confidential waste	£14.00	£14.00	£7.00
Room Hire for Parish Council Meetings	£240.00	£240.00	£120.00
Room Hire for Committee Meetings	£72.00	£72.00	£36.00
Room Hire for Council Training	£30.00	£30.00	£15.00
Councillor Training	£650.00	£0.00	£0.00
Clerk Training	£50.00	£50.00	£25.00
Statutory Requirements			
Insurance	£450.00	£450.00	£225.00
Audit - Internal	£165.00	£165.00	£82.50
Information Commission Office - Data (ICO)	£35.00	£35.00	£17.50
Data Protection Guidance SCC	£175.00	£175.00	£87.50
Arnold Baker Book	£141.00	£0.00	£0.00
Website hosting	£503.88	£503.88	£251.94
Website domain name	£41.99	£41.99	£21.00
Website Development	£90.00	£90.00	£45.00
Parish Annual Community Meeting	£350.00	£350.00	£175.00
Elections	£2,500.00	£1,186.00	£593.00
Subscriptions			
Staffordshire Parish Council Administration (SPCA)	£325.00	£325.00	£162.50
Society of Local Clerks (SLCC)	£166.00	£166.00	£83.00
support staffordshire	£25.00	£0.00	£0.00
Virus software	£35.00	£35.00	£17.50
gdrive annual subscription	£24.99	£24.99	£12.50
Community Grants			
	£1,000.00	£0.00	£0.00
Asset Maintainance			
	£564.99	£0.00	£0.00
Maintainance/Groundworks			
Hedge Cutting and Strimming	£260.00	£0.00	£0.00
Lengthsman projects	£500.00	£0.00	£0.00
Lengthsman contract	£1,170.00	£1,170.00	£585.00
Poppy Wreath	£50.00	£0.00	£0.00
Projects			
	£2,125.00	£0.00	£0.00
	£19,797.25		£7,249.69

Risk Management

Risk	Likelihood	Mitigation	General Reserve
Delay in receiving precept, uneven cashflow	Possible	Hold 6 months fixed costs	£ 7,250.00
Additional election to the one budgeted	Possible	Hold cost of one additional election	£ 2,500.00
Damage to one of the assets	Possible	Hold cost of insurance excess for one item. Assume item is only replaced when insurance pays out.	£ 250.00
			£ 10,000.00
To be held to mitigate risks identified			