

Worplesdon Parish Council
Approved by the Full Council - 10 December 2020

Power to spend	Budget Heading	Budget Code	Sub-Budget Heading	Budget 2018/2019	Actual expenditure March 2019	Budget 2019/2020	Actual expenditure March 2020	Budget 2020/2021	Draft Budget 2021/2022	Explanatory notes	Earmarked reserves @ 30.09.2020
	Central Services/Administration										
LGA 1972 s112	Central Services/Administration	1, 2, 3 and 4	Staff costs Inc Er's NI & Er's pension conts - see separate breakdown	£90,739	£89,678	£79,998	£107,883	£96,683	£109,573	As per the NALC paycales. Now have a separate budget in the accounts for staff costs	£0
LGA 1972 s112	Central Services/Administration	1, 2, 3 and 4	Allowance for (Locum)/temp staff	£0	£0	£0	£0	£0	£4,610	The Council should ensure the general reserves are at a level sufficient to cover a locum clerk, if required. Provide allowance for O/T - Budget to be recommended by the Staffing Committee - SC meeting to be held 23 November 2020	
LGA 1972 s111	Central Services/Administration	6	Establishment charges (Insurance, stationery, subscriptions, phone, etc.)	£14,000	£13,712	£15,500	£11,471	£17,500	£14,000	Reduce based on 2020 actual expenditure	£0
LGA 1972 s111	Central Services/Administration	7	Equipment Maintenance	£500	£370	£500	£261	£500	£450	Reduce	£0
LGA 1972 s111	Central Services/Administration	55	5 year rented Parish office, Queen Elizabeth Park	£0	£0	£0	£0	£0	£36,270	See worksheet	£0
LGA 1972 s111	Central Services/Administration	55	6 months rent - Unit 2 Beaufort	£11,500	£26,718	£23,500	£17,638	£21,000	-£1,876	See worksheet	£0
LGA 1972 s111	Central Services/Administration	6	Cost of hiring meeting rooms	N/A	N/A	N/A	N/A	£1,200	£0	Not applicable if Unit 2 Saxton achieved.	£0
Assess on case by case basis	Central Services/Administration	8	Contingency Fund	£10,000	£7,296	£10,000	£5,209	£10,000	£10,000	Maintain	£0
LGA 1972 s111	Central Services/Administration	9	Training	£7,000	£4,260	£7,000	£5,686	£6,000	£5,500	Reduce	£0
LGA 1972 s111	Central Services/Administration	11	Audit Fees	£1,100	£951	£1,100	£1,098	£1,100	£1,100	Maintain	£0
LGA 1972 s112	Central Services/Administration	10	Computer software	£650	£518	£0	£485	£0	£0	Budget amalgamated with IT	£0

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LGA 1972 s111	Central Services/Administration	47	IT Budget (replacement computers, screens and printers and software) (Scribe, Parish Online, Adobe Pro, Office 365 licence fees)	£4,000	£1,355	£4,650	£1,984	£3,650	£3,000	Reduce based on 2020 actual expenditure	£0
LGA 1972 ss15(5)	Central Services/Administration	5	Chairman's Allowance	£300	£264	£300	£207	£300	£300	Maintain	£0
LGA 1972 s111	Central Services/Administration	12	Election Costs	£0	£0	£5,000	£400	£250	£250	accrual towards 2023 elections	£500
Local Government Rating Act 1997 s31	Central Services/Administration	13	Donation Crimestoppers	£40	£40	£40	£40	£40	£50	Increase	£0
LGA 1972 s142(2a)	Central Services/Administration	13	Donation Citizens Advice Bureau	£70	£70	£70	£70	£70	£150	Increase	£0
LGA 1972 s142	Central Services/Administration	14	Parish Newsletter Printing and delivery	£3,800	£4,306	£4,000	£3,550	£4,500	£4,500	Maintain in case additional pages required	£0
LGA 1972 s111	Central Services/Administration	42	Professional Advice	£4,400	£9,228	£4,400	£8,447	£7,000	£8,000	Increase based on 2020 figures	£0
Power of competence (Localism Act 2011)	Central Services/Administration	N/A	WW1 Roll of honour (Project completed)	£500	£1,048	£0	£0	£0	£0	N/A	£0
Power of competence (Localism Act 2011)	Central Services/Administration	N/A	WW1 Beacon (Project completed)	£250	£517	£0	£0	£0	£0	N/A	£0
Power of competence (Localism Act 2011)	Central Services/Administration	N/A	WW1 Pamphlet (Project completed)	£1,400	£0	£0	£0	£0	£0	N/A	£0
	Central Services/Administration Sub-Total			£150,249	£160,331	£156,058	£164,429	£169,793	£195,878	N/A	£500

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	Parks and Open Spaces										
LGA 1972 s111	Parks and Open Spaces	£60	Accrual towards replacement works van	£0	£0	£0	£19,608	£2,500	£2,500	Maintain	£5,000
LGA 1972 s111	Parks and Open Spaces	59	Works van - operating costs (use general reserves for 2019/2020)	£0	£0	£0	£5,127	£5,225	£1,891	Insurance costs have reduced due to no under 25 drivers	£0
LGA 1972 s112	Parks and Open Spaces	21	Grounds staff	£0	£10,344	£23,201	£0	£43,663	£0	Include in staff costs budget (as separate heading now required in the accounts)	£0
Highways Act 1980 s96	Parks and Open Spaces	16	Grass cutting	£20,650	£19,765	£21,101	£22,203	£22,156	£23,558	Based on actual cost of contract & presumed 3% RPI increase	£0
Highways Act 1980 s96	Parks and Open Spaces	16	GBC grass cutting grant	-£5,632	-£5,632	-£5,632	-£5,662	-£5,807	-£5,807	No increase assumed	£0
Highways Act 1980 s97	Parks and Open Spaces	16	Churchyard cuts	£0	£0	£900	£894	£900	£900	Maintain	£0
Open Spaces Act (OSA) 1906 s10 Highways Act 1890 s96	Parks and Open Spaces	18	Tree Surgery/ replacement planting	£2,500	£1,010	£3,500	£1,740	£5,000	£5,000	Maintain - Surrey County Council grants to be sought for succession planting	£0
Local Government (LG) (Miscellaneous Provisions) Act 1976 s19	Parks and Open Spaces	19	Playground Repairs	£5,000	£2,933	£5,000	£4,082	£6,000	£6,000	Maintain	£0
LG (Miscs Prov) Act 1976 s19	Parks and Open Spaces	20	Accrual for new play ground equipment	£1,000	£0	£0	£0	£2,000	£2,000	Maintain	£4,000

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Open Spaces Act (OSA) 1906	Parks and Open Spaces	17	Tree Inspections	£840	£810	£880	£855	£1,000	£2,500	Increase based on Dryad Tree Services accepted quote - previous contractor left the region.	£0
LGA 1972 s111	Parks and Open Spaces	22	Rent - Backside Common (WSVCC)	£300	£0	£300	£0	£300	£300	Maintain	£0
LGA 1972 s111	Parks and Open Spaces	22	Income from WSVCC (Rent)	-£300	-£464	-£300	-£583	-£300	-£300	Maintain	£0
LGA 1972 111	Parks and Open Spaces	63	Accrual for new noticeboards (7)	£0	£0	£0	£0	£1,500	£1,500	Maintain	£3,000
LG (Misc Prov) Act 1953 s4	Parks and Open Spaces	23	Repairs to noticeboards/bus shelters/seats etc.	£1,500	£1,296	£1,500	£1,893	£3,000	£3,000	Maintain and ensure accrual at year end for unspent budget	£0
Case by case basis	Parks and Open Spaces	Blank cell	Flood Forum projects	£0	£0	£0	£0	£0	£0	Reduce earmarked reserves	£6,000
Public Health Act 1936 s260	Parks and Open Spaces	24	General pond maintenance	£2,500	£0	£2,500	£0	£5,000	£5,000	Maintain	£1,875
LGA 1972, s144	Parks and Open Spaces	48	Christmas Decorations <ul style="list-style-type: none"> • Lighting in horse chestnut trees, Perry Hill Green • Illuminated Christmas tree outside St Mary's Church, Perry Hill (installation and removal) • Illuminated Christmas tree on WS Village Green (installation and removal) 	£4,600	£9,928	£6,600	£4,772	£7,600	£8,000	Increase based on accepted four-year tender	£0
Power of competence	Parks and Open Spaces	46	WW1 commemoration bench and bin for Harry's Meadow (Project completed)	£1,100	£2,965	£0	£0	£0	£0	N/A	£0
Open Spaces Act (OSA) 1906 s10 Highways Act 1890 s96)	Parks and Open Spaces	49	Land Management	£3,000	£2,914	£3,000	£5,717	£5,000	£6,000	Increase based on 2020 figures	£0
Litter Act 1983, ss5 and 6	Parks and Open Spaces	64	Accrual replacement litter bins	£0	£0	£0	£0	£1,000	£1,000	As approved by Council	£2,000

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Local Government (LG) (Miscellaneous Provisions) Act 1976 s19)	Parks and Open Spaces	65	Replacement goal posts, Jacobs Well Recreation Ground	£0	£0	£0	£0	£1,500	£0	One-off project in 2020/2021	£0
OSA 1906, ss 9 and 10	Parks and Open Spaces	New code required	Replacement kissing gate into Harry's Meadow (to allow wheelchair access)	£0	£0	£0	£0	£0	£0	Online prices & assumed labour cost - GPs Committee recommended deferring this project until 2022/2023 (cost anticipated £4,000)	£0
OSA 1906, ss 9 and 10	Parks and Open Spaces	New code required	Replacement dipping platform and swim, Wood Street Village pond	£0	£0	£0	£0	£0	£4,000	Online prices & assumed labour cost	£0
OSA 1906, ss 9 and 11	Parks and Open Spaces	New code required	Accrual towards tree succession planting	£0	£0	£0	£0	£0	£2,000	31 trees need to be replaced over the next five years. Utilise earmarked reserves	£175
OSA 1906, ss 9 and 12	Parks and Open Spaces	New code required	Accrual towards tree succession planting	£0	£0	£0	£0	£0	-£2,000	Utilise earmarked reserves	£0
Local Government (LG) (Miscellaneous Provisions) Act 1976 s19)	Parks and Open Spaces	New code required	Accrual towards the provision of a small car parking area in Jacobs Well Recreation Ground	£0	£0	£0	£0	£0	£1,500	Demand for car parking - specifically disability parking	£4,000
	Parks and Open Spaces Sub-Total			£37,058	£45,869	£62,550	£60,646	£107,237	£68,542	N/A	£26,050
Power to Spend	Bus Shelters	Budget Code	Sub-heading Bus shelters	2018/2019	March 2019	2019/2020	March 2020	2020/2021	2021/2022	Explanatory notes	Earmarked reserves @ 30.09.2020
LG (Misc Provisions) Act 1953 s4	Bus shelters	27	Provision of new bus shelter - Oak Tree Close, Jacobs Well	£0	£0	£0	£0	£6,000	£0	No further replacement shelters anticipated in 2021/2022 - Committee assess against ten-year spend	£0

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	Bus Shelters Sub-Total			£0	N/A	£0	£0	£6,000	£0	N/A	£0
	S137 Payments										
LGA 1972 s137 (3) Power to donate to UK charities	S137 Payments s3	13	Kent, Surrey & Sussex Air Ambulance	£150	£150	£150	£150	£150	£175	Increase	£0
LGA 1972 s137 (3) Power to donate to UK charities	S137 Payments s4	13	Towards charitable donations in year	£0	£0	£0	£0	£0	£825	Committee recommendation: Create new budget - reduce earmarked reserves towards tree surgery	£0
LGA 1972 s137 (3) Power to donate to UK charities	S137 Payments	51	Drive Safe Stay Alive Road Safety Campaign	£500	£500	£500	£500	£500	£500	Maintain	£0
S137	S137 Payments	29	Millennium books	£0	-£45	£0	-£25	-£30	-£40	Estimated sale of 4 x books	£0
	S137 Payments Sub-Total			£650	£605	£650	£625	£620	£1,460	N/A	£0
Power to Spend	Capital Expenditure	Budget Code	Sub-heading Capital Expenditure	2018/2019	March 2019	2019/2020	March 2020	2020/2021	2021/2022	Explanatory notes	Earmarked reserves @ 30.09.2020
Case by case basis	Capital Expenditure	30	Equipment	£0	£0	£0	£0	£0	£0	None expected.	£0
	Capital Expenditure Sub-Total			£0	£0	£0	£0	£0	£0	N/A	£0
Power to Spend	Concurrent Functions Grant Aid	Budget Code	Sub-heading GBC Grant Expenditure	2018/2019	March 2019	2019/2020	March 2020	2020/2021	2021/2022	Explanatory notes	Earmarked reserves @ 30.09.2020
Local Government (LG) (Miscellaneous Provisions) Act 1976 s19)	Concurrent Functions Grant Aid	31	New playground equipment - Worplesdon and Fairlands (Project completed)	£31,410	£30,788	£0	£0	£0	£0	N/A	£0
Local Government (LG) (Miscellaneous Provisions) Act 1976 s19)	Concurrent Functions Grant Aid	31	Less earmarked reserves	-£15,000	-£15,000	£0	£0	£0	£0	N/A	£0

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Local Government (LG) (Miscellaneous Provisions) Act 1976 s19)	Concurrent Functions Grant Aid	31	Less concurrent functions grant aid	-£12,281	-£12,080	£0	£0	£0	£0	N/A	£0
LG (Misc Prov) Act 1976 s19)	Concurrent Functions Grant Aid	30	Replacement play equipment Worplesdon Memorial Grounds (Project completed)	£0	£0	£17,641	£17,534	£0	£0	N/A	£0
LG (Misc Prov) Act 1976 s19)	Concurrent Functions Grant Aid	31	Grant aid received from Guildford Borough Council	£0	£0	-£6,528	-£6,507	£0	£0	N/A	£0
LGA 1972 s111	Concurrent Functions Grant Aid	30	New noticeboard - Broadacres (Project completed)	£0	£0	£1,736	£1,736	£0	£0	N/A	£0
LGA 1972 s111	Concurrent Functions Grant Aid	31	Grant aid received from Guildford Borough Council	£0	£0	-£868	-£868	£0	£0	N/A	£0
OSA 1906, ss 9 and 10	Concurrent Functions Grant Aid	30	Land drains, Jacobs Well Rec	£0	£0	£0	£0	£0	£8,750	Quotation received = £8,750 - CCFG sought. If successful would halve the cost. If grant application unsuccessful will need to review.	£0
OSA 1906, ss 9 and 10	Concurrent Functions Grant Aid	31	Land drains, Jacobs Well Rec	£0	£0	£0	£0	£0	-£8,750	Utilise earmarked reserves & 50% grant from GBC if bid successful)	£0
Public Health Act 1936 s260	Concurrent Functions Grant Aid	24	Pond works, Jacobs Well	£0	£0	£0	£0	£0	£7,500	Quotation received = £7.5K - CCFG sought. If successful would halve the cost. If grant application unsuccessful will need to review.	£0
Public Health Act 1936 s260	Concurrent Functions Grant Aid	31	Pond works, Jacobs Well	£0	£0	£0	£0	£0	-£7,500	Utilise earmarked reserves & 50% grant from GBC if bid successful)	£0
	Concurrent Functions Grant Aid Sub-Total			£4,129	£3,708	£11,981	£11,895	£0	£0	N/A	£0

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Power to spend	Tennis Court (Running Expenses)	Budget Code	Sub-headings Tennis Court Running Expenses	2018/2019	March 2019	2019/2020	March 2020	2020/2021	2021/2022	Explanatory notes	Earmarked reserves @ 30.09.2020
Local Government (LG) (Miscellaneous Provisions) Act 1976 s19	Tennis Court (Running Expenses)	32	Tennis court maintenance	£3,300	£688	£1,200	£1,184	£0	£0	No longer responsible	£0
Local Government (LG) (Miscellaneous Provisions) Act 1976 s19)	Tennis Court (Running Expenses)	33	Tennis court income	-£1,400	-£1,242	-£1,400	-£1,313	-£1,400	£0	No longer responsible	£0
	Tennis Court (Running Expenses Sub-Total			£1,900	-£554	-£200	-£129	-£1,400	£0	N/A	£0
Power to Spend	Ward Improvements	Budget Code	Sub-headings Ward Improvements	2018/2019	March 2019	2019/2020	March 2020	2020/2021	2021/2022	Explanatory notes	Blank cell
Open Spaces Act (OSA) 1906 s 10 LG (Misc Prov) Act 1976 s19	Ward Improvements	34	Ward improvements	£2,500	£1,990	£2,500	£2,786	£3,000	£3,000	Maintain	£0
See individual grants	Ward Improvements	41	PC Grant Aid to wards - as per applications	£0	£588	£2,900	£2,401	£3,000	£3,000	Maintain	£0
Road Traffic Regulation Act 1984 s57, s63	Ward Improvements	35	Community Car Park - Wood Street Village Rates	£1,000	£999	£500	£0	£1,000	£1,000	Maintain	0
Road Traffic Regulation Act 1984 s57, s63	Ward Improvements	35	Maintenance of Community Car Park	£9,000	£0	£0	£15,097	£1,000	£1,000	Maintain	£2,000
Power of competence - Localism Act 2011	Ward Improvements	57	Crossing/road safety improvement near Hunts Farm, Aldershot Road	£0	£0	£0	0	-£15,000	£0	Project completed	£2,516
HA 1980, s274A	Ward Improvements	45	Traffic calming - SDR/VAS (Servicing/repairs)	£0	£667	£0	£117	£500	£500	Maintain	£0
	Ward Improvements Sub-Total			£12,500	£4,244	£5,900	£20,401	-£6,500	£8,500	N/A	£4,516
Power to Spend	Environmental Improvements	Budget Code	Sub-headings Environmental Improvements	2018/2019	March 2019	2019/2020	March 2020	2020/2021	2021/2022		Earmarked reserves @ 30.09.2020
LGA 1972 s 214	Environmental Improvements	37	Environmental Improvements	£0	-£113	£0	0	£0	£0	Now under Land Management budget	£0
LGA 1972 s 214	Environmental Improvements	38	St Mary's Churchyard - Towards upkeep (two cuts)	£250	£250	£0	0	£0	£0	Now under new budget	£0
	Environmental Improvements Sub-Total			£250	£137	£0	0	£0	£0	N/A	£0



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Power to Receive	Bank Interest/charges	Budget Code	Sub-Headings Bank Interest/charges	2018/2019	March 2019	2019/2020	March 2020	2020/2021	2021/2022	Explanatory notes	Earmarked reserves @ 30.09.2020
LGA 1972 s111	Bank Interest/charges	40	Bank Interest	-£600	-£789	-£600	-807	-£600	-£600	Maintain	£0
	Bank Interest/charges Sub-Total			-£600	-£789	-£600	-807	-£600	-£600	N/A	£0
N/A	General Reserves	N/A	General reserves	£0	£0	£0	£0	-£23,000	£6,500	To increase general reserves	£0
Blank cell	General Reserves Sub-Total	Blank cell	Blank cell	£0	£0	£0	£0	-£23,000	£6,500	N/A	
N/A	Earmarked Reserves	N/A	Earmarked reserves	£0	£0	£0	£0	£0	-£14,000	Reduce flooding earmarked reserves	£0
	Reserves Sub-Total			£0	£0	£0	£0	£0	-£14,000	N/A	
Power to Spend	Local Council Tax Support Scheme Grant	Budget Code	Sub-headings Local Council Tax Support Scheme Grant	2018/2019	March 2019	2019/2020	March 2020	2020/2021	2021/2022	Explanatory notes	Earmarked reserves @ 30.09.2020
N/A	Local Council Tax Support Scheme Grant	52	LCTSS grant	-£9,424	-£9,424	-£9,424	-£9,424	-£9,424	-£9,424	Guildford Borough Council still hoping to provide this grant despite Covid, but won't be confirmed until November 2020.	£0
	Local Council Tax Support Scheme Grant Sub-Total			-£9,424	-£9,424	-£9,424	-£9,424	-£9,424	-£9,424	N/A	£0
Total				£196,712	£204,127	£226,915	£247,636	£242,726	£256,856	The reserves need to be increased in accordance with Worplesdon Parish Council policy and NALC advice. This will result in a higher than average budget increase. Guildford Borough Council will provide the tax base in November, which means that many of the new homes, currently under construction, won't be included in the tax base until 2022/2023.	£31,066
Earmarked reserves											£31,066
General Reserve levels as a % of proposed budget											42%
Total reserves										£138,108	