



NORTH HORSHAM PARISH COUNCIL

Precept requirement for 2018/19

Forecast for 2017/18		
Revenue expenditure	500,932	500,932
Income		
Precept	293,551	
Council Tax Benefit Grant	1,403	
Environmental Grant	9,691	
Income from hall hires	178,515	483,160
	Deficit	-17,772

Budget for 2018/19		
Revenue expenditure	500,821	500,821
Income		
Council Tax Benefit Grant	0	
Environmental Grant	9,691	
Income from hall hires	183,365	193,056
	Deficit	-307,765

The Internal Auditor had raised concern at the interim Internal Audit that the budget relies on general reserves to top up any deficit. A warning was made that the predicted General Reserve at the year end was only around one months' running costs and that the Council could find itself in a position whereby it runs out of money and is referred to the Secretary of State. The Internal Auditor cautioned the Council against cutting costs as this will impact on the ability to provide valuable community services and advised that it was a better strategy to increase the precept.

The Council AGREED to set a precept of £319,943 to enable the general reserve to be increased as recommended by the Internal Auditor.

**BUDGET 2018/19
PROPERTY COMMITTEE**

		BUDGET 2017/18	ESTIMATED TO 31.03.2018	ESTIMATED DIFFERENCE AT 31.03.2018	BUDGET 2018/19
EXPENDITURE - REVENUE					
	HALLS SUMMARY				
4011	NNDR (Business Rates)	15,690	15,658	-32	16,112
4012	Water Rates	4,164	3,832	-332	3,661
4014	Electricity	11,500	10,500	-1,000	10,665
4015	Gas	9,500	9,250	-250	9,286
4016	Cleaning Materials	4,600	3,650	-950	3,690
4017	Refuse Clearance (HDC)	3,207	3,167	-40	3,285
4018	Sanitary Disposals	607	540	-67	555
4019	Window Cleaning	1,229	1,335	106	1,382
4020	Refreshment Sale Costs	750	500	-250	500
4034	Maintenance - electrical	6,000	6,000	0	6,000
4035	Maintenance - electrical insp.	4,000	5,020	1,020	2,640
4036	Maintenance - general	6,750	7,000	250	7,000
4037	Maintenance - fire alarm	1,500	3,260	1,760	1,821
4039	Maintenance - intruder alarm	2,727	3,359	632	3,385
4040	Maintenance - lift	909	1,500	591	750
4041	Maintenance - fire extinguishers	450	370	-80	450
4042	Maintenance - gas boiler	900	2,150	1,250	2,150
4044	Maintenance - partition wall	1,250	1,500	250	1,200
4061	Legionella Testing	900	690	-210	1,110
4062	Maintenance - air conditioning	354	300	-54	309
4063	Maintenance - plumbing	3,000	3,000	0	3,000
4064	Maintenance - lightning conductor	275	220	-55	227
4065	Fire Prevention Sundries	400	250	-150	250
4066	Keyholder Services	1,266	1,250	-16	1,278
4500	Re-decoration	3,000	3,000	0	5,000
		84,928	87,301	2,373	85,706

**BUDGET 2018/19
PROPERTY COMMITTEE**

		BUDGET 2017/18	ESTIMATED TO 31.3.2018	ESTIMATED DIFFERENCE AT 31.3.2018	NOTES	BUDGET 2018/19	NOTES
EXPENDITURE - REVENUE							
401	NORTH HEATH HALL						
4011	NNDR (Business Rates)	6,071	6,058	-13	Notified figure	6,234	2.9% inflation
4012	Water Rates	900	1,000	100	Based on invoices.	926	2.9% inflation
4014	Electricity	3,000	2,500	-500	Based on invoices.	2,575	2.9% inflation
4015	Gas	2,000	2,000	0	Based on renewed contract	2,000	
4016	Cleaning Materials	1,800	1,300	-500	Changes in products to make efficiencies.	1,300	Cost efficiencies
4017	Refuse Clearance (HDC)	808	796	-12	Based on invoices.	832	2.9% inflation
4018	Sanitary Disposals	152	180	28	Based on invoices.	185	2.9% inflation
4019	Window Cleaning	323	360	37	Based on invoices.	370	2.9% inflation
4034	Maintenance - electrical	2,000	2,000	0		2,000	
4035	Maintenance - electrical insp.	250	520	270	PAT testing + monthly EL tests	1,360	PAT Tests + EL Periodic test due 2019
4036	Maintenance - general	2,000	2,000	0	Kept the same as unknown.	2,000	
4037	Maintenance - fire alarm	500	750	250	Urgent remedial work	750	Call panel update
4039	Maintenance - intruder alarm	909	950	41	Based on invoices.	950	Maintenance + 2.9% inflation
4041	Maintenance - fire extinguishers	150	150	0	Based on invoices.	150	
4042	Maintenance - gas boiler	200	650	450	Based on invoices.	650	
4044	Maintenance - partition wall	700	1,000	300	Repair work required	700	
4061	Legionella Testing	250	250	0	Water testing	360	Water testing plus risk assessment
4063	Maintenance - plumbing	750	750	0	Issues with boys toilets	750	
4065	Fire Prevention Sundries	75	75	0	Not known	75	
4066	Keyholder Services	422	414	-8	Based on invoices.	426	
4500	Internal decoration	1,000	1,000	0	Foyer and downstairs	1,500	Hall and kitchens
		24,260	24,703	443		26,093	

**BUDGET 2018/19
PROPERTY COMMITTEE**

			BUDGET 2017/18	ESTIMATED TO 31.3.2018	ESTIMATED DIFFERENCE AT 31.3.2018	NOTES	BUDGET 2018/19	NOTES
EXPENDITURE - REVENUE								
402		HOLBROOK TYTHE BARN						
	4011	NNDR (Business Rates)	3,315	3,309	-6	Notified figure	3,405	2.9% inflation
	4012	Water Rates	1,632	1,632	0	Leak increased costs	1,500	Normal consumption not known
	4014	Electricity	3,500	3,000	-500	Based on invoices.	3,090	2.9% inflation
	4015	Gas	1,500	1,250	-250	Based on renewed contract	1,286	2.9% inflation
	4016	Cleaning Materials	1,000	1,000	0		1,000	
	4017	Refuse Clearance (HDC)	808	796	-12	Based on invoices.	832	2.9% inflation
	4018	Sanitary Disposals	152	180	28	Based on invoices.	185	2.9% inflation
	4019	Window Cleaning	300	300	0	Based on invoices.	312	2.9% inflation
	4034	Maintenance - electrical	2,000	2,000	0	Kept the same as unknown.	2,000	
	4035	Maintenance - electrical insp.	1,750	1,750	0	Periodic electrical inspection due July 2017	530	PAT Tests + electrical inspections + EL
	4036	Maintenance - general	2,000	2,000	0	Gutter work	2,000	
	4037	Maintenance - fire alarm	500	1,600	1,100	Remedial repair work	556	
	4039	Maintenance - intruder alarm	909	909	0	Remedial work required	935	Maintenance + 2.9% inflation
	4041	Maintenance - fire extinguishers	150	150	0	2016/17 figure based on invoices .	150	
	4042	Maintenance - gas boiler	200	500	300	Additional work required	500	
	4061	Legionella Testing	250	200	-50	Water testing	350	Water testing +risk asesment
	4063	Maintenance - plumbing	750	750	0	Improvements to water heater	750	
	4065	Fire Prevention Sundries	75	75	0	Based on invoices.	75	
	4066	Keyholder Services	422	422	0	Based on invoices.	426	
	4500	Internal decoration	1,000	1,000	0	Foyer and kitchen	2,000	Barn and Wallace Room
			22,213	22,823	610		21,882	

**BUDGET 2018/19
PROPERTY COMMITTEE**

		BUDGET 2017/18	ESTIMATED TO 31.03.2018	ESTIMATED DIFFERENCE AT 31.03.2018	NOTES ON 2017/18	BUDGET 2018/19	NOTES ON 2018/19
EXPENDITURE - REVENUE							
403	ROFFEY MILLENNIUM HALL						
4011	NNDR (Business Rates)	6,304	6,291	-13	Notified figure	6,473	2.9% inflation
4012	Water Rates	1,632	1,200	-432	Based on invoices	1,235	2.9% inflation
4014	Electricity	5,000	5,000	0	Based on invoices	5,000	
4015	Gas	6,000	6,000	0	Based on invoices	6,000	
4016	Cleaning Materials	1,800	1,350	-450	Cost efficiencies	1,390	Cost efficiencies
4017	Refuse Clearance (HDC)	1,591	1,575	-16	2016/17 figure based on invoices Plus 1%	1,621	2.9% inflation
4018	Sanitary Disposals	303	180	-123	2016/17 figure based on invoices Plus 1%	185	2.9% inflation
4019	Window Cleaning	606	675	69	2016/17 figure based on invoices Plus 1%	700	2.9% inflation
4020	Refreshment Sale Costs	750	500	-250	2016/17 figure based on invoices	500	Cost efficiencies
4034	Maintenance - electrical	2,000	2,000	0		2,000	
4035	Maintenance - electrical insp.	2,000	2,750	750	Periodic electrical test due March 2018 plus emergency lighting	750	PAT Tests + electrical inspections + EL
4036	Maintenance - general	2,750	3,000	250	Kept the same as unknown.	3,000	
4037	Maintenance - fire alarm	500	910	410	Remedial work	515	2.9% inflation
4039	Maintenance - intruder alarm	909	1,500	591	2016/17 figure based on invoices Plus 1%	1,500	Maintenance + 2.9% inflation
4040	Maintenance - lift	909	1,500	591	Urgent remedial work was required	750	Service visits
4041	Maintenance - fire extinguishers	150	70	-80	2016/17 figure based on invoices	150	To allow for remedial work
4042	Maintenance - gas boiler	500	1,000	500	Urgent remedial work was required	1,000	To allow for remedial work
4044	Maintenance - partition wall	550	500	-50	Annual service	500	Annual service
4061	Legionella Testing	400	240	-160	Testing	400	Testing + risk assessment
4062	Maintenance - air conditioning	354	300	-54	Based on invoices	309	2.9% inflation
4063	Maintenance - plumbing	1,500	1,500	0	2016/17 figure based on invoices and previous years	1,500	
4064	Maintenance - lightning conductor	275	220	-55	Based on invoices	227	2.9% inflation
4065	Fire Prevention Sundries	250	100	-150	2016/176 figure based on invoices and previous years	100	
4066	Keyholder Services	422	414	-8	2016/17 figure based on invoices Plus 2%	426	2.9% inflation
4500	Internal decorations	1,000	1,000	0	Lobby, kitchens and toilets to be done.	1,500	Corridors and halls
		38,455	39,775	1,320		37,731	

**BUDGET 2018/19
PROPERTY COMMITTEE**

BUDGET 2017/18	ESTIMATED TO 31.03.2018	ESTIMATED DIFFERENCE AT 31.03.2018	NOTES ON 2017/18	BUDGET 2018/19	NOTES ON 2018/19
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EXPENDITURE - REVENUE

		AMENITIES - ALLOTMENTS						
301	4012	Water Rates	218	200	-18	Based on invoices	200	
	4102	Rent to WSCC - Harwood Rd	250	250	0		300	Renew contract?
	4200	Grounds Maintenance	750	750	0	Grass and hedge cutting	750	
	4259	Allotment Maintenance	100	100	0	Tree work	100	
			1,318	1,300	-18		1,350	

OTHER AMENITIES

302	4200	Grounds Maintenance	18,870	18,870	0	Plus 2%	19,417	2.9% inflation
	4019	Bus shelter cleaning	2,280	2,280	0	Previously incorporated in bus shelter maintenance	2,346	2.9% inflation
	4250	Bus Shelter Maintenance	2,000	2,000	0	Rolling programme of maintenance	2,000	
	4251	Play Area Maintenance	8,000	8,000	0		8,000	
	4252	Open Space Maintenance	9,000	9,000	0		9,000	
	4253	Litter Warden Equipment	650	200	-450		650	Litter trolley repairs?
	4254	Dog Bin Emptying - HDC	1,853	1,945	92	Based on invoices	2,000	2.9% inflation
	4255	Street Lighting Maint/Supply	4,500	4,500	0	Some work to be done in 2015/16	4,500	
	4258	Multi Courts Maintenance	2,424	2,424	0	2016/17 invoices plus 1%	2,494	2.9% inflation
	4260	Workshop	100	54	-46	Security	100	
	4302	Notice Board Maintenance	1,212	1,000	-212	2016/17 invoices plus 1%	1,000	
TOTAL			50,889	50,273	-616		51,507	

**BUDGET 2018/19
F & A COMMITTEE**

			BUDGET 2017/18	ESTIMATED TO 31.03.2018	BALANCE AT 31.03.2018	NOTE	BUDGET 2018/19
EXPENDITURE - REVENUE							
101	4006	Conferences	0	0	0		0
	4007	Councillors' Training	750	750	0		750
	4008	Councillors' Expenses	5,850	5,150	-700		5,100
	4021	Telephone	5,500	5,000	-500		5,000
	4022	Postage	2,000	2,000	0		2,000
	4023	Stationery and Printing	2,000	2,000	0		2,000
	4024	Subscriptions	3,060	3,060	0	Plus 1%	3,100
	4025	Insurance	12,040	12,085	45	Plus 1%	12,205
	4026	Publications	100	0	-100	LCR	50
	4028	IT Costs (Software)	2,133	2,400	267		2,400
	4029	Website Maintenance (hosting)	160	160	0		160
	4031	Other Advertising	200	200	0		200
	4032	Publicity/Marketing	1,000	500	-500		1,000
	4033	Newsletter	1,000	1,200	200		1,200
	4038	Office Equipment Maintenance	1,500	1,500	0	Computers etc.	1,500
	4051	Bank Charges	500	200	-300		200
	4053	PWLB Loan Charges	13,400	13,928	528	Principal £4,807.70, interest on remaining sum ends 2025.	13,700
	4057	External Audit Fees	1,500	1,300	-200		1,500
	4058	Professional Services	3,000	3,000	0		3,000
	4059	Internal Audit Fees	500	500	0		500
	4100	Chairman's Allowance	400	400	0		400
	4103	Parish Plan/ Neighbourhood Plan	10,000	10,000	0	Put surplus in an EMR	0
	4120	RMH Equipment (for hire)	750	500	-250	Projectors/ flasks etc	750
	4122	Office Equipment	600	1,000	400	Photocopier	1,000
102	4150	S137 Grants	0	0	0		0
103	4155	Grants	10,000	10,000	0		10,000
104	4101	Burial Charges	1,500	6,000	3,000	Under investigation	6,500
			79,443	82,833	1,890	0	74,215

**BUDGET 2017/18
PET COMMITTEE**

			BUDGET	ESTIMATED	BALANCE	NOTE	BUDGET
			2017/18	TO	AT		2018/19
				31.03.18	31.03.18		
EXPENDITURE - REVENUE							
201	4305	Planning Consultant Fees	2,000	2,000	0	Increased in 18/19 to include items that may be required by the tree wardens	2,250
	4306	Motte and Bailey	0	0	0		0
	4307	Emergency Planning	0	0	0		0
	4308	Highway Enhancements	0	0	0		0
			2,000	2,000	0		2,250

**BUDGET 2017/18
PERSONNEL COMMITTEE**

			BUDGET	ESTIMATED	BALANCE	NOTE	BUDGET
			2017/18	TO	31.03.2018		2018/19
EXPENDITURE - REVENUE							
106	4001	Salaries/NI/Pensions	272,565	272,565		1% increase + pay awards	280,533
	4003	Payroll Administration Charge	360	360		Capita	360
	4009	Staff Expenses	2,500	2,750		Increase in hires requires more journeys	2,750
	4010	Staff Training	1,500	1,500		To ensure that statutory requirements are met.	1,500
	4030	Recruitment Advertising	400	50		Nominal sum	250
		Staff Personal Protective Clothing	0	0		Additional polo shirts and sweatshirts and any other necessary protective clothing.	400
			277,325	277,225			285,793

**BUDGET 2018/19
INCOME**

			BUDGET 2017/18	ESTIMATED TO 31.3.2018	ESTIMATED DIFFERENCE AT 31.3.2018	NOTES 2017/18	BUDGET 2018/19	NOTES 2018/19
INCOME								
401	1000	Hall Lettings	60,200	60,000	-200	NHH - 2%	61,400	NHH - 3% except nurseries 1.5%
402	1000	Hall Lettings	26,200	28,000	1,800	HTB - 2%	28,840	HTB - 3%
	1010	Multi Court Income	12,240	17,000	4,760	HTB MC - 2%	17,510	HTB MC - 3%
403	1000	Hall Lettings	71,400	70,000	-1,400	RMH - 2%	72,100	RMH - 3%
	1004	Miscellaneous Income	600	600	0	Copying, equip hire etc.	600	Keep as previously
	1006	Sale of Beverages	2,000	2,000	0		2,000	Keep as previously
101	1196	Interest Received	50	150	100	F&A Except precept	150	
301	1050	Allotment Rents	765	765	0	2%	765	3%
			173,455	178,515	5,060		183,365	

**BUDGET 2018/19
SUMMARY**

	2017/18								2018/19	
	EXPENDITURE				INCOME				BUDGET	
	BUDGET 2017/18	ACTUAL 31.3.2018	ESTIMATED 31.3.2018	TOTAL	BUDGET 2017/18	ACTUAL 31.3.2018	ESTIMATED 31.3.2018	TOTAL	EXPENDITURE	INCOME
Roffey Millennium Hall	38,455	0	39,775	39,775	74,000	0	72,600	72,600	37,731	74,700
North Heath Hall	24,260	0	24,703	24,703	60,200	0	60,000	60,000	26,093	61,400
Holbrook Tythe Barn	22,213	0	22,823	22,823	38,440	0	45,000	45,000	21,882	46,350
Amenities	52,207	0	51,573	51,573	765	0	765	765	52,857	765
F & A (exc. Precept)	79,443	0	82,833	82,833	50	0	150	150	74,215	150
PERSONNEL	277,325	0	277,225	277,225	0	0	0	0	285,793	0
PET	2,000	0	2,000	2,000	0	0	0	0	2,250	0
	495,903	0	500,932	500,932	173,455		178,515	178,515	500,821	183,365

F & A - precept *

Council Tax Benefit Gt*

Environmental Grant*

Total Funding

FUNDING			
BUDGET 2017/18	ACTUAL 31.3.2017	ESTIMATED 31.3.2018	FUNDING 2018/19
293,552		293,551	319,943
1,401		1,403	0
9,500		9,691	9,691
299,232		304,645	329,634

NORTH HORSHAM PARISH COUNCIL
SUGGESTED RESERVE BALANCES - from 31.03.16

	BALANCE	RESERVES	BALANCE	ACTUAL	ACTUAL	BALANCE	RESERVES	BALANCE	ESTIMATED	ESTIMATED	BALANCE	
	31.3.2016	TRANSFER	1.4.2016	EXPENDITURE	INCOME	31.03.2017	TRANSFER	1.4.2017	EXPENDITURE	INCOME	31.03.2018	
310/0	GENERAL RESERVES	101,744	-24,100	77,644	470,391	478,024	85,277	-10,000	75,277	500,932	483,160	57,505
EARMARKED RESERVES												
320/0	VAT Contingency	7,955	0	7,955			7,955		7,955			7,955
321/0	Repairs and Renewals	140,666	20,100	160,766	23,736		137,030	8,000	145,030	1900		143,130
322/0	Election costs	19,950	0	19,950			19,950	0	19,950			19,950
325/0	Damage	4,000	0	4,000			4,000	-4,000	0			0
327/0	Roffey Youth Club	5,621	0	5,621			5,621		5,621			5,621
328/0	Planning	8,000	4,000	12,000	3,750		8,250		8,250	215		8,035
330/0	Capital Projects	4,000	0	4,000			4,000	-4,000	0			0
331/0	Neighbourhood Plan							10,000	10,000			10,000
335/0	Capital projects associated with NHPC Business Plan	25,000	0	25,000			25,000		25,000			25,000
		316,936	0	316,936	497,877	478,024	297,083	0	297,083	503,047	483,160	277,196

Summary of Precepts

Year	Precept	Tax Base	Tax at Band D	% increase at Band D
2018/19	319,943	8658.80	36.95	8.00
2017/18	293,552	8580.90	34.21	1.90
2016/17	282,726	8421.40	33.57	0.90
2015/16	278,908	8382.10	33.27	0.91
2014/15	271,405	8230.70	32.97	0.91
2013/14	267,040	8172.30	32.68	0.90
2012/13	288,106	8894.30	32.39	0.87
2011/12	285,531	8894.80	32.10	0.91