



# MELTON PARISH COUNCIL

**FRM(21)56.03**

## **DRAFT BUDGET FOR 2022 / 2023**

This report updates the position on the first draft budget for the financial year commencing 1 April 2022, as considered and endorsed by Full Council at its meeting on 17 November. **The detailed budgets by nominal code are in paper FRM(21)56.02**

<https://melton-suffolk-pc.gov.uk/documents/frm2156-02-budget-report-30-november-2021/>

**and that should be read in conjunction with this covering note.**

The Council is required to set its budget and precept requirement at its meeting in January 2022 and advise East Suffolk Council of its precept requirement by 28 January.

Full Council adopted the recommendation from Budget Working Group to add a 3.1% uplift for CPI to £95,957, which represents the same Band D charge as in 2021/22, together with an additional contribution to reflect the costs of servicing the new pavilion, particularly the public toilet provision. For ease of reference, appended to this paper, are the explanatory notes provided to Full Council which support the provisionally recommended precept for next year of £104,536. On that basis the in-year budget provides for a deficit of £12,125, which can be met via appropriate use of CIL monies.

Full Council also agreed that both Recreation Committee and Planning and Transport Committee should have an opportunity to consider the draft budgets relating to their areas of responsibility and make comments accordingly.

Planning and Transport Committee Members considered the budgets at their meeting on 1 December and have no comments to make. Recreation Committee Members have considered the budgets via email. Their only concern is the absence of any budgetary provision for bins next year. As any new / replacement provision would need to be from CIL funds to avoid exacerbating the deficit, a way forward might be to

establish a small Earmarked Reserve specifically for such use. That would enable *ad hoc* needs to be met via CIL without the need to bring specific requests to Full Council.

Additionally there are further calls on expenditure identified since Full Council considered the budget paper on 17 November. These are:

- There is a sum of £800 in the budget set aside for replacement of the Clerk's computer next year. This really needs to be brought forward to the current year to align with the appointment of the new Assistant Clerk.
- There is an identified need for a rubbish bin on Woods Lane by the bus shelter at a cost of c£350.

### **Recommendations**

FERM Committee is requested to review the draft budget for 2022/23, make any further comments / recommendations, and also to agree:

- Moving the provision for the replacement computer hardware from next year to the current year
- Purchasing a rubbish bin for Woods Lane and setting up via a small dedicated Earmarked Reserve, provision for such future *ad hoc* needs.

**William Grosvenor**

**Clerk and Executive Officer to the Council**

**2 December 2021**

## EXPLANATORY NOTES TO DRAFT BUDGET FOR 2022/23

COST CODE	TITLE	BUDGET	NOTES
1101	Precept	104,536	<p>The tax base has increased so keeping the Melton Band D charge the same as this year would yield £95,957.</p> <p>Budget Working Group has recommended a 3.1% uplift in line with CPI inflation (£2,975) together with a contribution of £5,604 towards the maintenance costs of the public convenience and pavilion with an overall precept figure of £104,536.</p> <p>This is an overall increase of £8,579 on the figure of (£95,957) which equates to an increase for a Band D equivalent property of £4.50 a year or £0.37 per month.</p>
1108	B/S interest	262	Both the MPC accounts with IBS are now closed to new investors. Figures are based on latest published information.
1109	Rent from 1 <sup>st</sup> floor	15,584	This allows for one month rent free; otherwise figure is £17,000
4108	Staff salaries	50,243	<p><b>Clerk @ SCP 29 [£17.10 per hr] x 25 hrs pw = £22,230</b></p> <p><b>Maintenance Officer @SCP8 [ £10.65 per hr assuming MPC agrees his progression from current SCP7 and that the new minimum wage rise of 6% wef from next April does not cause the lower scale points to be reviewed] x 18 hrs pw = £9,968.40</b></p> <p><b>New Asst Clerk @SCP18 [£12.98 per hr] x 20 hrs pw = £13,499</b></p> <p><b>Total = £45,697.40</b></p> <p><b>NOTE:</b> No provision is made for annual increments for the Clerk and Asst. Clerk as they will have only been in post for 3 months.</p> <p><b>Adding 1.75% for the employer's final offer on this year's pay rise to be backdated to 1 April 2021 and making provision of 2% for next year's pay rise (an additional £1,713.65) produces an uplifted total of £47,411.05 (rounded to £47,412).</b></p> <p><b>Provision for NI costs:</b></p> <p><b>Gross earnings for NIC:</b> - where employees earn over the secondary threshold (currently £737pcm) NI is charged at 13.8% on the excess.</p> <p><b>Anticipated costs for 2022/23:</b></p> <p>Clerk = £160 x 12 = £1,920.</p> <p>Asst Clerk = £60 x 12 = £720</p> <p>Maint. Officer = £13 x 12 = £156.</p> <p><b>This produces a total of £2,796 to which should be added an uplift of 1.25% for the social care levy = Total of £2,831.</b></p> <p><b>GRAND TOTAL FOR SALARIES BUDGET = £50,243</b></p>

4110	Pensions	8,217	This includes provision for the Clerk (£5,112) and provisionally the Assistant Clerk (£3,105). Total = £8,217. <b>NOTE:</b> The sums remitted monthly to the Suffolk Pension Scheme include the employee contributions which on the above salary figures amount to a further £2,108. They are already provided for in the calculation of the gross salaries payable.
4120	Computer hardware	800	This reflects the need to replace the existing Clerk's PC.
4125	Business rates	6,817	This figure reflects a 3.1% uplift in the light of both latest intelligence and the indications that the Chancellor is not going to do anything radical about Business rates in the autumn statement
4132	Subscriptions	1,110	This figure reflects subscriptions to SALC (based on the electorate size and linked to inflation) and SPS
4164	S137 grant giving	1,000	A notional figure has been included subject to discussions by BWG and Full Council. Any provision for grants payable under other provisions as well e.g. s142 LGA 1972, will need to be considered.
4169	Grant to <i>Melton Messenger</i>	1,200	The sum originally budgeted for in 2021/22 has been included; again this is subject to discussion.
4205	Neighbourhood Plan	2,000	This is included to cover disbursements etc. The main body of work should be grant funded.
4309	Greenspace mgt. contract	4,500	Elements of this can be covered by CIL or the divested lands sinking fund (earmarked CIL) if required.
4310	Greenspace additional works	4,000	Elements of this can be covered by CIL or the divested lands sinking fund (earmarked CIL) if required.
4316	Pavilion -water	500	This is substantially increased in recognition of having a public wc in the new pavilion.
4318	Pavilion – running costs	7,250	This is a new cost head which is primarily designed to cover the cost of servicing the public wc. Based on research undertaken by the Asst. Clerk some time ago, annual costs could be approx. £7k. The budget reflects a 9 month period on the assumption that the new pavilion will not be completed and open to the public until summer 2022.
4327	Play area checks	500	This is increased to provide a more comprehensive check on all equipment – particularly the zip wire.
4346	Trees risk assessment	5,000	Last assessment February 2021. This will need to be done again in about October 2022.
4355	Tree works	5,000	This can be covered by CIL or the divested lands sinking fund (earmarked CIL) if required.