# **High Wych Parish Council**

# **Notes for the Draft Budget for 2021-2022**

1. Overview

The budget for 2021-2022 has been drafted on the information known at this time and is subject to change following feedback from Councillors and other sources. The precept has been left as the same level as the previous year but can be adjusted if it is deemed that the General Reserve is too high.
2. Details
	1. Income

		1. General Reserve
		The General Reserve is the unattributed portion of the balance brought forward from 2020-2021. At present this is forecast to be £1,808.78.
		2. Playing Fields Development Fund
		This fund has been earmarked during the 2020-2021 year for new equipment in the Playing Fields and was set at £8,000. It hasn’t been spent to date as we still await the Section 106 grant from EHDC which is expected to available in the near future.
		3. Election Reserve
		This is a fund set aside to pay the Parish share of any snap election which may be called during the year and is carried over from 2020-2021.
		4. Car Park Development Reserve
		This was agreed as a budget for 2020-2021 with a view to providing extra parking facilities but hasn’t been spent to date and is therefore carried forward.
		5. Commemorative Sign Fund
		This is the unspent amount of the fund brought forward from 2020-2021 which will be used to erect the sign once permission has been obtained.
		6. Precept
		The precept has been left the same as for 2020-2021. There is scope to reduce it (and therefore the amount in the General Reserve to be carried forward into 2022-2023) if thought fit by the Council and there not being any further requests for funds.
		7. VAT Refund
		Set at zero as all expenses have been calculated as net of VAT.
		8. Interest
		The amount of interest expected to be received on the Council Deposit Account.
		9. New Homes Bonus
		As advised by EHDC during the last year. This may be subject to change.
		10. Allotments Rent Income
		Has been increased in line with the new charges with effect from 2020-2021.
		11. Water Levy
		The budget has been set to zero. Note that this can be levied if the use of water exceeds the budgeted cost. See also Treasurer’s Report with regard to the use of water.
		12. Playing Fields Development Grant
		As per the Section 106 grant requested from EHDC.
		13. Pavilion Lease
		To be paid by Harlow Theatre Company for the use of the Pavilion under the terms of their lease.
		14. Pavilion Insurance Refund
		To be paid by the Harlow Theatre Company under the terms of the lease of the Pavilion. This amount is advised separately by the Council Insurers.
	2. Expenditure

		1. General Reserve
		This is the amount of ‘spare’ money for unexpected expenditure during the year or the amount which will be carried over to 2022-2023.
		2. Allotment Water
		Estimated usage during a normal year. See also the Treasurer’s Report.
		3. Allotment Development Grant
		Included to allow the High Wych Allotment Association to maintain and develop the site.
		4. Stationery
		For paper and supplies
		5. Postage
		For letters sent by the Parish Council.
		6. Mileage
		For claims by the Clerk and/or Councillors on Council business.
		7. Audit Fee
		Expenses for Internal and External Audits.
		8. Insurance
		General Council insurance (note that the cost of insuring the Pavilion is met by the Harlow Theatre Company). Note also that there may be a slight increase for the Playing Field equipment which hasn’t been included as there is no plan agreed to date.
		9. HAPTC Fee
		For advice and guidance from the Hertfordshire Association of Parish and Town Councils
		10. Training
		For the Clerk and/or Councillors as required.
		11. Clerk
		Payroll costs plus charges relating to the Clerk for SLCC Fees.
		12. Miscellaneous Expenditure
		For expenses incurred by the Clerk for working from home plus other sundry expenses.
		13. Web Site
		For the hosting and software costs for the High Wych and Allen’s Green website. Note that there may be an overlap between the 1 & 1 charges and the TEEC charges if the old website is not shut down before the change of financial year.
		14. Hall Hire
		For Council and ad hoc meetings.
		15. Grass Cutting
		Cutting the grass on the High Wych Playing Field and the green at Allen’s Green by Mokut. Also includes strimming of the verges twice a year.
		16. Inspections
		Professional inspection of the equipment in the Playing Fields at High Wych (arranged by EHDC).
		17. Development
		Includes the expected Section 106 grant of £75,000 plus the reserve carried forward from 2020-2021 of £8,000.
		18. General Maintenance
		To allow for repairs to fences and maintenance of trees etc.
		19. Pavilion Insurance
		See 2.1.14.
		20. Car Park Maintenance
		For maintaining the car park hedge and borders.
		21. Loan Servicing
		Repayment of the capital and interest to the Public Works Loan Board for the cost of resurfacing the Car Park. Year 9 of 10.
		22. Litter Picking
		Litter picking in the High Wych Playing Fields and emptying the bins.
		23. Essex & Herts Air Ambulance Grant
		As per previous years.
		24. Outreach Post Office
		Subsidising the cost of retaining the Outreach Post Office in the High Wych Memorial Hall.
		25. Small Grants (Other)
		Allocation to be agreed in Council.
		26. Parish Election Costs
		Parish costs in the event that there is a requirement to hold an election to keep the complement of Councillors up to the required level.
		27. Commemorative Sign Installation
		To complete the installation of the sign once permission has been obtained.