

# CORFE MULLEN PARISH COUNCIL

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## FINANCE & ADMINISTRATION COMMITTEE

There is to be a meeting of the above Committee at the Village Hall, Towers Way, Corfe Mullen on Tuesday 8 January 2019 commencing at 7.45 p.m.

A handwritten signature in black ink that reads 'K. Blee'.

Mrs K M Blee  
Clerk to the Council  
2 January 2019

Mrs Katrina M Blee  
Parish Clerk  
Council Office  
Village Hall  
Towers Way  
Corfe Mullen  
Wimborne  
Dorset  
BH21 3UA

Members of the Committee: Cllrs. Alexander, Anderson, Harrison, Honeyman, Parkin, Perry, Stennett and Waterman.

### PUBLIC DISCUSSION PERIOD

Members of the Public will have an opportunity to raise issues before the meeting starts. Each member of the public will be limited to a 5-minute slot.

### AGENDA

1. To Receive apologies for absence
2. To Record any declarations of interest
3. To Approve the minutes of the meeting held on 9 October 2018
4. To Approve accounts for payment
5. To Note Update on capital projects
6. To Consider Grant Applications
7. To Consider Draft Budget and precept for the 2019-20 financial year
  - a) Revised capital programme
  - b) Budget spending to 28 December 2018 and Draft Budget
  - c) Estimated movement in funds
  - d) Notes on draft budget
8. Items of Information and Matters for Forthcoming Agendas
9. To Confirm date and time of next meeting as 9 April 2019 at 7.45 pm  
*(time subject to change)*

### ITEM 3 MINUTES OF LAST MEETING

**Minutes of the FINANCE & ADMINISTRATION COMMITTEE held at the Village Hall, Corfe Mullen on Tuesday 9 October 2018 commencing at 7.30pm**

**Present:** - Cllr Honeyman - Chairman

Cllrs	Alexander	Harrison	Perry
	Anderson	Parkin	Stennett

Officers in attendance: Katrina Blee (Clerk) and Sheila Bird (Assistant Clerk).

Also in attendance: Cllr Jefferies.

#### **PUBLIC DISCUSSION PERIOD**

**There were no members of the public present.**

#### **18/187 Apologies for Absence**

Apologies were received from Cllr Waterman.

#### **18/188 Declarations of Interest**

There were no declarations of interest.

#### **18/189 Minutes**

The minutes of the Finance & Administration Committee held on 10 July 2018 were approved.

Nem Con.

#### **18/190 Accounts for Payment**

<b>PARISH COUNCIL ITEMS</b>		
201091	Rigby Taylor x 2 - line marking paint and machine accessories	554.40
201092	Borough of Poole - grounds maintenance August	739.20
201093	TopCoat Print - newsletter printing	290.00
201094	R Evetts - office window clean	9.00
201095	Transfer to PSDF (excess second half precept)	80000.00
201096	SSE - PAT Testing	148.85
201097	Broadstone Link - newsletter delivery	201.24
201098	Lockyers Middle School - 6 months' rental for community hub	4750.00
201099	M B Wilkes - topsoil	40.52
201100	CMVH - meeting room hire	282.00
201101	Longham Garden Machinery - new Kubota ride on (including part ex for old m/c)	5010.00
201102	HMRC - PAYE/NIC Month 7	1862.39
201103	DCPF - Superannuation Month 7	2801.34
autopay	Month 7	7868.23
dd 08.10.18	UK Fuels - fuel	74.66

dd 24.09.18	UK Fuels - fuel	112.98
dd 25.10.18	Chubb - fire ext. rental g'staff bldg.	16.92
dd 16.10.18	DCC - waste collections from rec.	133.20
card 21.09.18	OfficeMachines.net - stapler and hole punchers for office	32.99
card 21.09.18	Amazon - 3 x padlocks for groundstaff	60.00
card 26.09.18	Post Office - stamps	58.00
	<b>TOTAL</b>	<b>105045.92</b>
<b>VILLAGE HALL ITEMS</b>		
201096	SSE - PAT Testing	223.27
dd 22.09.18	Gazprom - gas supply August	40.51
card 25.09.18	Screwfix - lamps	39.90
card 26.09.18	Post Office - stamps	11.60
	<b>TOTAL</b>	<b>315.28</b>

Nem Con

**18/191 Budget Monitoring Report for the quarter ended 2018 (Appendix 1)**

The Clerk highlighted some areas of note and gave some explanations.

The Clerk was asked to separate the rent for Lockyers Community Hub from the general hire of rooms. The report was noted.

**18/192 Correspondence from the District Council regarding precept setting**

Correspondence regarding changes to the way that the precept request is submitted was noted.

**18/193 Budget Strategy 2019-20**

The Clerk asked members to advise her regarding any forthcoming requirements when drafting next year's budget.

Cllr Harrison mentioned the potential upgrade of toilet facilities at the recreation ground.

Cllr Alexander reminded that due to probable changes when the pavilion lease is renewed in 2020, the Parish Council's financial commitment for pavilion maintenance will increase and should be provided for in the budget.

**18/194 Business Continuity and succession planning (Appendix 1)**

The Clerk outlined the initial draft document for members to comment. Some suggestions for additions were put forward which were noted by the Clerk. The Clerk stressed that it will be important to add the background detail to each section and to ensure that there are written procedures for all staff's tasks, including village hall staff. In respect of succession planning, Cllr Alexander suggested that the Parish Council could look at using apprenticeships.

It was agreed that the Clerk should continue to work on the document and that the Staffing Sub-Committee should meet to discuss succession planning.

Nem Con.

**18/195 Update on Capital Projects**

The following update on Capital Projects was noted.

<b>Item</b>	<b>£ Budget</b>	<b>Update</b>	<b>£ Actual cost (net)</b>
New skate park	60000 +60000 grant funding	<p>Opened 4 July 2018. Official opening August 2018, when some feedback from users was received. Snagging relating to railings due to be remedied on 3<sup>rd</sup> or 4<sup>th</sup> October. New litter bin on order to address problem of additional litter. Seating for spectators to be considered at Community Services in November, for onward recommendation to Full Council.</p> <p>Retention of 5% to be held for three months after railings remedied in case of any further defects.</p> <p>Some reports of anti-social behaviour by adult users, in addition to litter problems and a small amount of graffiti, otherwise all feedback very positive.</p> <p><b>New railings – the 2<sup>nd</sup> order of railings was again manufactured incorrectly, and the Clerk has been advised that the railings should be completed by the end of this week – 12 October.</b></p>	£119850 installation Additional costs relating to tree works, CDM fee, project management fee likely to be in the region of £3500. Final costs to be reported to Committee in January 2019 once known.
Replacement gates at Towers Way Play Area	£2000	<b>Completed (Additional budget agreed by councillors).</b>	£2175
Mini-refurbishment of Henbury Play Area – replacement components	£5000	<p>Not started, although the Clerk has had some play area companies out to take an initial look. Larger refurbishment being considered but agreed no action until it is known whether, and on what terms the licence from Dorset County Council is to be renewed.</p> <p>Clerk has put in an enquiry regarding the licence to DCC, awaiting a response.</p>	
Plant replacement	£8000	<p>Planned plant replacement completed under budget.</p> <p>Two new strimmers £1030. Old ride on part exchanged for new one like for like, part ex value was £1300, net cost was £4175.</p>	£5205.00
Cemetery works	£15000	<p>Not started. Quotations considered by Community Services Committee in August and one accepted, subject to Clerk checking no planning permission required.</p> <p><b>Clerk reported no planning permission required and the works will commence on 12 November.</b></p>	

18/196

**Items of Information and Matters for Forthcoming Agendas**

- a) Cllr Parkin queried whether the Phelipps Charity grant was now able to be paid as she thought that it had previously been approved. The Clerk advised her that she

would check back on previous minutes as her recollection was that it had not been approved.

- b) Cllr Alexander reported that central government grants will be severely cut next year. It is likely that there will be voluntary redundancies in some Dorset principal authorities as they will have to make substantial savings.
- c) The Clerk reported that the dual bin to be sited near the skatepark has been ordered. This needs to be on a concrete base which will cost £320 plus VAT. She confirmed that the work will be done, and the bin sited within the next few weeks.
- d) Cllr Perry raised the subject of the Windgreen roundabout planting and the Clerk and Parish Council Chairman reminded him that he had previously raised this at Full Council on 28<sup>th</sup> August 2018 and the issue addressed. Cllr Parkin also made some comments on the subject.

**18/197      *Date and time of the next meeting***

*The date and time of the next meeting was confirmed as Tuesday 8 January 2019 at 7.45 pm (time subject to change).*

*The meeting closed at 8.20pm.*

**ITEM 4 ACCOUNTS FOR PAYMENT**

<b>PARISH COUNCIL ITEMS</b>		
201153	J G Fallon - toilet repair at recreation ground	72.00
201154	Glasdon - salt bin, ice melt and equipment for cemetery	552.11
201155	Kingfisher Electrical Contractors Ltd - light repair at rec toilets	72.00
201156	PHS - annual contract paper towels	81.35
201157	TopCoat printing - Jan newsletter	290.00
201158	B&Q - tools and materials	180.53
201159	Dorset Fire & Electrical - fire detection/alarm check	44.40
201160	Corfe Mullen Village Hall - hall hire Jan-Mar 2019	678.80
201161	Martin Brockett - essential tree works at rec, cem and Springdale	380.00
201162	Borough of Poole - November grounds maintenance	369.60
201163	Broadstone Link - newsletter delivery	201.24
201164	UK Fuels - fuel	70.20
201165	Dorset County Pension Fund - Month 10	2801.34
201166	HMRC - Month10	1861.99
Autopay	Month 10	7853.89
dd 21.12.18	Waste and recycling collections November	145.60
dd 21.12.18	Southern Electric - street light energy November	52.86
dd 24.12.18	UK Fuels Ltd - diesel	71.69
dd 29.12.18	Southern Electric - chapel electricity	19.65
dd 02.01.19	Water2business - allotments water June to December	415.82
dd 02.01.19	Water2business -new cem water June to December	22.05
dd 02.01.19	Water2business- old cem water June to December	15.16
dd 27.12.18	British Gas - office electricity Nov-Dec	162.30
dd 25.01.19	Chubb Fire & Security Ltd - fire extinguisher rental Jan	16.92
dd 01.01.19	EDDC office rates	360.00
dd 01.01.19	EDDC cemetery rates	235.00
card 05.12.18	postage	2.41
card 11.12.18	Xmas meeting refreshments - Chairman's allowance	31.45
card 12.12.18	postage	67.00
	<b>TOTAL</b>	<b>17127.36</b>
<b>VILLAGE HALL ITEMS</b>		
201167	CPS Ltd - audiovisual repair Small Hall	154.09
201168	PHS - annual contract janitorial supplies and services	1416.88
201159	Dorset Fire & Electrical - fire detection/alarm check	44.40
dd 15.12.18	Gazprom - gas usage November	183.00
dd 17.12.18	Dual Energy - electricity November	217.71
dd 02.01.19	Water2Business - water bill 16.6.18-4.12.18	558.97
card 29.11.18	Southern Softflow - salt for water softener	55.00
card 20.12.18	Coffee for bingo and coffee mornings	15.00
	<b>TOTAL</b>	<b>2645.05</b>

## ITEM 5 UPDATE ON CAPITAL PROJECTS

Item	£ Budget	Update	£ Actual cost (net)
New skate park	60000 +60000 grant funding	Opened 4 July 2018. Official opening planned for August 2018. Some snagging and monitoring to take place over the next 2 months. Litter a problem, may ease off. Consider additional or larger bin.  New dual bin purchased at additional cost to cope with additional litter, awaiting installation of base before it can be fixed.	£123495 including professional fees, and works incidental to the installation. This includes 2.5% retention still to be paid.
Replacement gates at Towers Way Play Area	£2000	Completed	£2175
Mini-refurbishment of Henbury Play Area – replacement components	£5000	Not yet started – likely to take place in 2018-19. Larger refurbishment being considered for a total redesign and hard landscaping to make the play area more accessible. Suggested budget £35000.  DCC has now confirmed renewal of licence.	Committee asked to consider increased budget
Plant replacement	£8000	Two new strimmers and ride-on (less part exchange for old ride-on)	£5205.00
Cemetery works	£15000	To be completed early January 2019. Additional works to include strengthened gates and safety drop bolts.	Estimated at £14498

## ITEM 5 GRANT APPLICATIONS

Organisation	No. of members or beneficiaries	Project for which grant sought	Cash held	Project Cost	Requested	Last Year's Grant	Recommended grant
Circle of Friends	18 at present	educational trip	872.42	c£300	150	200	150
Citizens Advice East Dorset	All residents of East Dorset. In 17/18 they helped 180 people in Corfe Mullen on a total of 517 issues	Contribution to running costs	156,821	2017-18 cost £197,481	1500	1250	1350
Corfe Mullen 5K run and childrens one-mile run	Open to all	To purchase equipment and trophies for CM-based non-club runners	1,011	750	750	200	200

<b>Corfe Mullen Afternoon Women's Institute</b>	37 plus visitors	Coach hire for trips	1471.3	£1,000	£200	£200	100 due to reserves held	
<b>Corfe Mullen Women's Institute</b>	50	Cream tea/table top sale - part funds to go to Carnival Committee	1471.3	£100	£100	£0	50 due to reserves held	
<b>Corfe Mullen Carnival</b>	5000 attendees, 450 local people take part in procession	purchase of marquee for tea tent	7,236	940	940	600	600 due to reserves held	
<b>Corfe Mullen Community Foodbank</b>	Anyone in the parish	Survey in CM link and surveymonkey to understand how the foodbank is perceived and how it can work on those perceptions.	1,707	205	205	0	150 due to reserves held	
<b>Corfe Mullen Community Foodbank</b>	Anyone in the parish	Free standing banner to put up when open and for use at events	1,707	76	76	0	50 due to reserves held	
<b>Corfe Mullen Day Care Centre</b>	Up to 20	Contribution towards running costs (transport, rent, activities)	11,420	5818.47 last year	not specified	0	0 no application last year and reserves still healthy	
<b>Corfe Mullen Girlguiding</b>	120 members, primarily CM girls	new handbooks for new guiding programme	Awaited	420	420	200	400 subject to accounts/level of reserves	
<b>Corfe Mullen Royal British Legion - Senior Section</b>	19	Cost of a coach outing	363.09	£300	£300	£200	300	
<b>Corfe Mullen Sports Association</b>	whole local community	Phased replacement of showers	21290.16 at 31.3.18	£14,412	£1,000	£1,000	1000	
<b>Dorset Youth Marching Band</b>	Open to Dorset residents	New marching bell	1,651.04	£500	£400	0	350 no application last year	
<b>East Dorset Tourist Information Centre</b>	East Dorset District area	contribution to running costs	9176	see notes	£500	0	500 No application last year	
<b>Thomas Phelipps Charity</b>	All residents of Corfe Mullen	To award grants in accordance with charitable objects	15316.38	N/A	£500	£250	400	
<b>Totals requested/recommended</b>						<b>6891</b>		<b>5450</b>
<b>Already donated RBL Poppy Appeal</b>								<b>50</b>
<b>Total</b>								<b>5500</b>
<b>Budget</b>								<b>5500</b>
<b>Over/underspend</b>								<b>nil</b>



**ITEM 6 DRAFT CAPITAL PROGRAMME, DRAFT BUDGET AND PRECEPT AND MOVEMENT IN FUNDS**

**A) DRAFT CAPITAL PROGRAMME**

2019-20	£	2020-21	£	2021-22	£
Van replacement	12000	Wheelchair friendly accessible track around recreation ground	25000		
Henbury Play Area replacement	35000				
Replacement bins	2500				
Skate park seating	2000				
TW Amenity Area enhancements	5000				
Allotments - enhancements for new site	2000				
Buildings maintenance	15000	Buildings maintenance	10000	Buildings maintenance	10000
Highways enhancements	10000	Highways enhancements	10000	Highways enhancements	10000
Plant replacement	2500	Plant replacement	2500	Plant replacement	10000
	<b>86000</b>	<b>0</b>	<b>47500</b>	<b>0</b>	<b>30000</b>

**B) DRAFT BUDGET**

	2017-18	2017-18	2018-19	to 28.12.18	to 31.03.19	2019-2020
	<i>BUDGET</i>	<i>ACTUAL</i>	<i>BUDGET</i>	<i>ACTUAL</i>	<i>ESTIMATED</i>	<i>BUDGET</i>
<b>INCOME</b>	£	£	£	£	£	£
Precept	294475	294475	294475	294475	294475	297412
Cemetery Fees	10200	18619	16995	11005	14000	14400
Bank interest	1450	32	625	1084	1650	1650
Allotment Rents	0	748	0	33	0	34
Recreation	850	1268	1400	802	802	860
FOI income	5	26	5	1	1	20
Booklet sales	40	8	40	13	13	12
Other income	50	160	50	72	72	60
<b>TOTAL INCOME</b>	<b>307070</b>	<b>315335</b>	<b>313590</b>	<b>307485</b>	<b>311013</b>	<b>314448</b>
<b>EXPENDITURE</b>						
<b>Employees</b>	£	£	£	£	£	£
Salary & wages	146478	145748	153592	115570	153592	162413
Travelling expenses	500	365	500	348	500	500
<b>TOTAL</b>	<b>146978</b>	<b>146113</b>	<b>154092</b>	<b>115918</b>	<b>154092</b>	<b>162913</b>

<b>Recreation</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Grounds maintenance & staff facility	32300	33296	30250	18753	24600	34000
Insurance	575	464	575	483	483	531
Rent - DCC	600	550	700	0	0	550
Play Equipment maintenance	2600	1092	1400	1040	5650	2500
Dog wardening	4000	3900	4000	3900	3900	4000
Community orchard maintenance	300	7	300	0	600	600
Pavilion maintenance (provision)	0	0	0	0	0	2400
<b>TOTAL</b>	<b>40375</b>	<b>39309</b>	<b>37225</b>	<b>24176</b>	<b>35233</b>	<b>44581</b>
<b>General Admin</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Professional services	3100	2629	3100	2417	3512	2882
Staff training and prof fees	1000	711	1000	628	689	770
Member training	960	900	360	0	0	2000
Insurance	2523	2187	2406	2273	2273	2500
DAPTC	1223	1222	1283	1246	1247	1288
Audit fees	1750	1550	1750	0	1500	1550
Hire of rooms	1265	1429	1390	1299	1299	1200
Lockyers Hub rent (net of CMYT rent)	0	0	0	1800	1800	1854
Advertising	250	0	250	0	0	500
Members travelling exps	120	92	180	79	180	185
Chairman's allowance	350	237	1500	1016	1016	1500
Parish Newsletter	2000	1819	2000	1205	1831	1885
Publications & subscriptions	150	1778	150	90	90	200
Website/software/c omp maint	1170	1882	1850	1463	1850	1850
PWLB loan interest	2000	1538	2000	1309	1309	1300
Election costs	2400	0	0	0	0	10000
Miscellaneous	48	433	180	166	180	170
<b>TOTAL</b>	<b>20309</b>	<b>18408</b>	<b>19399</b>	<b>14991</b>	<b>18776</b>	<b>31634</b>
<b>Office Costs</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Postage, Printing & Stationery	975	910	1050	718	1000	915
Telephone/Internet	1200	1368	1380	1200	1600	1680
Office Expenses	7132	7144	7360	6550	7359	7625
<b>TOTAL</b>	<b>9307</b>	<b>9423</b>	<b>9790</b>	<b>8468</b>	<b>9959</b>	<b>10220</b>
<b>Vehicles &amp; Plant</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>

Licence & Insurance	900	841	1205	884	960	990
Petrol/Repairs	3120	3632	3500	1628	2375	4000
<b>TOTAL</b>	<b>4020</b>	<b>4465</b>	<b>4705</b>	<b>2512</b>	<b>3335</b>	<b>4990</b>
<b>Cemeteries</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Insurance	395	326	359	339	339	373
Rates and utilities	2267	2237	2395	2513	2600	2750
Repairs & maintenance	550	3758	550	642	800	2500
Plot survey - new area	500	0	0	0	0	0
<b>TOTAL</b>	<b>3712</b>	<b>6322</b>	<b>3304</b>	<b>3494</b>	<b>3739</b>	<b>5623</b>
<b>Grants to outside organisations</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Small grants programme/donations	5500	4700	5500	300	5750	5500
Additional grant to CMSA	0	5000	0	0	0	
Youth Centre revenue grant	36963	20641	36104	36619	36619	36619
Corfe Mullen Village Hall - contribution to new roof		0			0	0
Corfe Mullen Village Hall - contribution to improvements	0	0	15000	15000	15000	0
<b>TOTAL</b>	<b>42463</b>	<b>30341</b>	<b>56604</b>	<b>51919</b>	<b>57369</b>	<b>42119</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Highways &amp; Street lighting</b>	<b>2090</b>	<b>568</b>	<b>1340</b>	<b>435</b>	<b>1300</b>	<b>5500</b>
<b>Allotments</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Rent of land	205	205	205	0	205	1
Water	600	370	500	657	657	750
Maintenance	240	0	240	60	60	250
Legal fees new site	1250	0	1250	0	1250	0
<b>TOTAL</b>	<b>2295</b>	<b>575</b>	<b>2195</b>	<b>717</b>	<b>2172</b>	<b>1001</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>TOTAL EXPENDITURE</b>	<b>271549</b>	<b>255525</b>	<b>288654</b>	<b>222630</b>	<b>285953</b>	<b>308581</b>
<b>Net surplus/(deficit)</b>	<b>35521</b>	<b>59810</b>	<b>24936</b>	<b>84855</b>	<b>25038</b>	<b>5867</b>
<b>EXCEPTIONAL AND CAPITAL INCOME</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
CIL receipts	0	0	0	2352	2352	7055
Capital grant - skate park	0	0	0	60000	60000	0

<b>TOTAL EXCEPTIONAL INCOME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>62352</b>	<b>62352</b>	<b>7055</b>
<b>EXCEPTIONAL AND CAPITAL EXPENDITURE</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
PWLB Loan repayments	8521	8745	8800	8975	8975	8975
Earmarked reserves expenditure	68250	5264	90000	143176	143820	78945
CMSA contingency	2000	0	0	0	0	0
Allotments provision	0	0	2000	0	0	
Provision for staffing review/revaluation	0	0	0	0	0	2500
Provision for devolved services	10000	0	10000	0	0	10000
Contribution to improvements to PROW Brook Lane to Newtown Lane	1000	1000	0	0	0	0
Asset transfer Towers Way land (provision)	15000	0	0	0	0	0
CIL expenditure	0	0	0	0	2352	7055
<b>TOTAL EXCEPTIONAL EXPENDITURE</b>	<b>104771</b>	<b>15009</b>	<b>110800</b>	<b>152151</b>	<b>155176</b>	<b>107475</b>
<b>Net exceptional/capital surplus/deficit</b>	<b>-104771</b>	<b>-15009</b>	<b>-110801</b>	<b>-89799</b>	<b>-92795</b>	<b>-100420</b>
<b>NET OVERALL SURPLUS/DEFICIT</b>	<b>-69250</b>	<b>44800</b>	<b>-85864</b>	<b>-4944</b>	<b>-67785</b>	<b>-94553</b>
Transfers to funds	0	0	0	0	0	77422
Funded from reserves	69250	-44800	85864	4945	67755	17131
<b>Balanced Budget:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## C) MOVEMENT IN FUNDS

	Funds at 31.03.18	est. inc. for 2018-19	est. exp. in 2018-19	Transfer to funds	Forecast at 31.03.19	est. inc. for 2019-20	est. exp. in 2019-20	Transfer to funds	Forecast at 31.03.20
<b>General</b>	278299	311013	-294948	-98000	196364	314448	-332056	-47500	178756
<b>Earmarked Reserve</b>	64817	60000	-143820	98000	78997	0	-78945	47500	47552
<b>CIL reserve</b>	0	2352	-2352		0	7055	-7055		0
	<b>343116</b>	<b>373365</b>	<b>-441120</b>		<b>275361</b>	<b>321503</b>	<b>-418056</b>		<b>226308</b>

### Accompanying Notes

#### CAPITAL PROGRAMME 2019-2022

Items identified to date have been included, the 20-21 and 21-22 years can be updated if other projects come on stream.

The budget for Henbury play area has been increased as the Community Services Tour identified that more of a redesign was desirable.

#### NOTES TO DRAFT BUDGET

Increases by inflation unless other information is available in variance to this, or where the Council has identified increases, e.g. employees.

Allotment rents are put in at zero, although if the new site is constructed promptly, there may be part-year income.

Grants – the Council may wish to consider the level of small grants.

Highways – a new provision is included following the agency agreement with DCC.

#### Precept

The adjusted number of households or 'tax base' has decreased to 3882 (18-19 was 3913).

The Council's general reserve is still healthy and it is therefore recommended to keep the precept increase low (1%) and reserves used to support the budget. The Band D equivalent would be £76.61 (2018-19 £75.26).

#### Level of funds

The guidance is that the general fund should be held at between 3-12 months' expenditure, and that any other reserves are clearly earmarked for specific projects.

The proposals result in an estimated level of funds at 31.03.20 at just under 6 months' expenditure.