

	A	B	C	D	E	F	G	H	I
1	2020/2021	MISTLEY PARISH COUNCIL PROPOSED BUDGET 2020/2021							
2	General Item	Budget Allocation 2019/2020	Spend to 30.11.19	Increase/Decrease Proposed for 2020/21	Reason for Proposed Change	Actual Budget Proposed for 2020/2021	Comment	Anticipated Income	
3	Staff Costs								
4	Clerk (gross pay)	£11,994.00	£5,948.00	£240.00	Normal NALC/EALC/SLCC national review	£12,234.00	NJC (National Joint Council)		
5	Warden and Cleaner (gross pay)	£8,385.00	£5,760.00	-£2,685.00	As above. Spend inc. previous Cleaner	£5,700.00	NJC (National Joint Council)		Volunteer Group work
6	LGPS Clerk	£3,205.00	£3,039.00	£100.00	N/A	£3,305.00			
7	Allowance for Additional Hours-Warden/Cleaner	£0.00	£0.00	£0.00	Additional seasonal e.g. War Memorial	£300	New Budget heading		
8	Locum Clerk (holiday cover)	£0.00	£210.00	£0.00	Clerk only took 5 days annual leave	£500.00	New Budget heading		
9	NI and Tax for both employees	£4,000.00	£3,191.00	-£800.00	Reduced re Cleaner & Village Hall	£3,200.00	Contingency for extra hours		
10	Training	£0.00	£18.00	£0.00	Bursary via EALC re Precept amount	£100.00	CPD		
11	Payroll contractor	£330.00	329	£5	Cost of living review	£335.00			
12	Increase Clerk's contracted hours from 18 to 22pw	£0.00	£0.00	£2,000.00	Works average 26hpw. Extra fine	£2,000.00	New Budget heading		
13	Contingencies	£0.00	£0.00	£0.00	Not allowed for previously	£50.00	New Budget heading		
14	TOTAL	£27,914.00	£18,495.00			£27,724.00			
15									
16	General Administration	Budget Allocation 2019/2020	Spend to 30.11.19	Increase/Decrease Proposed for 2020/2021	Reason for Proposed Change	Actual Budget Proposed for 2020/2021	Comment	Anticipated Income	
17	Insurances (inc. Welcome Home)	£2,997.00	£2,997.00	£0.00	Fixed for 3 year period	£2,997.00	Inc. Welcome Home Trust	£60.00	Bank interest
18	Audit Fees (external and internal Auditors)	£665.00	£2,055.00	£15.00	Cost of living review	£680.00	No RFO. Charged more 2018/18		
19	Election, stationery, stamps etc.	£1,200.00	£894.00	£0.00	No allowance for election	£1,200.00			
20	Meetings hall hire	£0.00	£303.00	£0.00	No increases made	£550.00	Only charged to end Sept 2019		
21	Memberships etc (inc. EALC, SLCC, Chamber etc)	£625.00	£625.00	£13.00	Cost of living review	£638.00	EALC links to NALC membership		
22	Website	£0.00	£765.00	£0.00	New Website not budgeted for	£0.00	New website in place		
23	Website Maintenance inc new emails for all	£100.00	£220.00	£200.00	Website maintenance	£300.00	New Budget heading		
24	Key cutting	£0.00	£62.00	£0.00	Less keys needed for next financial year	£30.00			
25	Laptop (hols cover, use at meetings etc)	£0.00	£0.00	£0.00	Good practice. Rec'd by EALC	£800.00	New Budget heading		
26	Contingencies	£0.00	£0.00	£0.00	Not allowed for previously	£100.00	New Budget heading		
27	TOTAL	£5,587.00	£7,921.00	£228.00		£7,295.00			
28									
29	Street Lights	Budget Allocation 2019/2020	Spend to 30.11.19	Increase/Decrease Proposed for 2020/2021	Reason for Proposed Change	Actual Budget Proposed for 2020/2021	Comment	Anticipated Income	
30	Electricity	£0.00	£6,783.00	£0.00	Not allowed for previously	£7,000.00	Cost of living review		
31	Maintenance and Call outs	£2,000.00	£9,881.00	£0.00	Not allowed for previously	£10,000.00	Cost of living review		
32	Contingencies	£0.00	£0.00	£0.00	Not allowed for previously	£100.00	New Budget heading		
33	TOTAL	£2,000.00	£16,664.00	£0.00		£17,100.00			
34									
35	Councillors Expenses	Budget Allocation 2019/2020	Spend to 30.11.19	Increase/Decrease Proposed for 2020/2021	Reason for Proposed Change	Actual Budget Proposed for 2020/2021	Comment	Anticipated Income	
36	Travel and associated expenses	£0.00	£187.00	£0.00	Not allowed for previously	£190.00	EALC offices etc	£100.00	Virement Chair Allow
37	Training	£0.00	£0.00	£0.00	Includes Bespoke training	£200.00	Not charged by EALC yet	£100.00	Bursary EALC
38	Contingencies	£0.00	£0.00	£0.00	Not allowed for previously	£50.00	New Budget heading	£200.00	
39	TOTAL	£0.00	£187.00	£0.00		£440.00			
40									
41	Recreation - Grass, grounds etc.	Budget Allocation 2019/2020	Spend to 30.11.19	Increase/Decrease Proposed for 2020/2021	Reason for Proposed Change	Actual Budget Proposed for 2020/2021	Comment	Anticipated Income	
42	Grounds Maintenance contract	£2,400.00	£988.00	£0.00	New tender	£2,400.00	Improved schedule works		
43	Additional seasonal work (e.g high growing season)	£0.00	£0.00	£0.00	New tender	£100.00	Improved schedule works		
44	Contingencies	£0.00	£0.00	£0.00	Not allowed for previously	£100.00	New Budget heading		
45	TOTAL	£2,400.00	£988.00	£0.00		£2,600.00			
46									
47	Public Toilet	Budget Allocation 2019/2020	Spend to 30.11.19	Increase/Decrease Proposed for 2020/2021	Reason for Proposed Change	Actual Budget Proposed for 2020/2021	Comment	Anticipated Income	
48	Toilet rolls, soap, bleach etc.	£0.00	£129.00	£0.00	Not allowed for previously	£150.00	Via Village Hall		
49	Sanitary and nappy disposal	£0.00	£0.00	£0.00	Not allowed for previously	£50.00	Via Village Hall		
50	Business rates	£0.00	£0.00	£0.00	Not allowed for previously	£100.00	Under review nationally		
51	Contractor cover Cleaner annual leave/sick cover	£0.00	£60.00	£0.00	Not allowed for previously	£100.00	New Budget heading		
52	Maintenance	£0.00	£0.00	£0.00	Not allowed for previously	£100.00	Decoration/wear and tear		
53	Contingencies	£0.00	£0.00	£0.00	Not allowed for previously	£50.00			
54	TOTAL	£0.00	£189.00			£550.00			
55									
56	Recreation - other areas	Budget Allocation 2019/2020	Spend to 30.11.19	Increase/Decrease Proposed for 2020/2021	Reason for Proposed Change	Actual Budget Proposed for 2020/2021	Comment	Anticipated Income	
57	Play Area Annual Inspection - Furze Hill	£0.00	£109.00	£0.00	Not allowed for previously	£112.00			
58	Play equipment maintenance	£1,000.00	£0.00	£0.00	Sufficient with grants	£400.00			Possible grants

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59	General Maintenance	£0.00	£0.00	£0.00	Not allowed for previously	£100.00	New Budget heading		(New equipment)
60	Signage	£0.00	£0.00	£0.00	Not allowed for previously	£100.00	New Budget heading		
61	Landlord obligations to Lease holders (Land)	£0.00	£0.00	£0.00	Not allowed for previously	£100.00	New Budget heading		
62	Contingencies	£0.00	£0.00	£0.00	Not allowed for previously	£50.00	New Budget heading		
63	TOTAL	£1,000.00	£109.00	£0.00		£862.00			
64									
65	Open Spaces - grass and grounds	Budget Allocation 2019/2020	Spend to 30.11.19	Increase/Decrease Proposed for 2020/2021	Reason for Proposed Change	Actual Budget Proposed for 2020/2021	Comment	Anticipated	Income
66	Grounds Maintenance contract	£3,000.00	£6,188.00	£-600.00	New tender	£2,400.00	Improved schedule works	£950.00	Rugby & Football
67	Volunteer grounds maintenance expenses	£0.00	£68.00	£0.00	New group	£100.00	New Budget heading		
68	Additional seasonal work (e.g high growing season)	£0.00	£0.00	£0.00	New tender	£100	Improved schedule works		
69	Contingencies	£0.00	£0.00	£0.00	Not allowed for previously	£100.00			
70	TOTAL	£3,000.00	£6,256.00			£2,700.00			
71									
72	Allotments	Budget Allocation 2019/2020	Spend to 30.11.19	Increase/Decrease Proposed for 2020/2021	Reason for Proposed Change	Actual Budget Proposed for 2020/2021	Comment	Anticipated	Income
73	Cost of new allotments	£0.00	£1,000.00	£0.00	N/A	£1,000.00	Possible cont to fencing	£600.00	New Allotments
74	Water rates (Railway & Brunswick) sites	£0.00	£0.00	£0.00	N/A	£135.00	Invoice £83 pending Dec 2019	£600.00	Current Allotments
75	General maintenance at sites	£0.00	£50.00	£0.00	N/A	£80.00	Trees, shrubs surrounding		(increases) p.a.
76	TW Logistics (allotment rent-Harwich Road)	£50	£50.00	£0.00	N/A	£50.00	No increases either party	£120.00	Sub-let tenants
77	Contingencies	£0.00	£0.00	£0.00	N/A	£100.00	New Budget heading	£1,320	(increases) p.a.
78	TOTAL	£50.00	£1,100.00	£0.00		£1,365.00			
79									
80	Churchyard	Budget Allocation 2019/2020	Spend to 30.11.19	Increase/Decrease Proposed for 2020/2021	Reason for Proposed Change	Actual Budget Proposed for 2020/2021	Comment	Anticipated	Income
81	Grounds maintenance contract	£1,000.00	£800.00	£160.00	Complaints from public-sensitive area	£1,160.00	Less additional work	£960.00	New Church Meadow
82	Additional work grounds maintenance	£0.00	£580.00	£0.00	N/A	£100	Less re new contract/SLA		Rent p.a.
83	Possible support to PCC for Churchyard	£0.00	£0.00	£0.00	N/A	£0.00	New Budget heading		
84	Contingencies	£0.00	£0.00	£0.00	N/A	£0.00	New Budget heading		
85	TOTAL	£1,000.00	£1,380.00	£160.00	LGA 1972 S215 (Closed Churchyards)	£1,260.00	Power to maintain not duty		
86									
87	Cemetery	Budget Allocation 2019/2020	Spend to 30.11.19	Increase/Decrease Proposed for 2020/2021	Reason for Proposed Change	Actual Budget Proposed for 2020/2021	Comment	Anticipated	Income
88	Grounds maintenance contract	£2,000.00	£2,000.00	£500.00	Complaints from public-sensitive area	£2,500.00	Tendered for new contract	£4,000.00	Death rate lower 2019
89	Additional work grounds maintenance	£0.00	£0.00	£0.00	N/A	£100.00	New Budget heading		
90	Emptying of soil bin	£0.00	£0.00	£0.00	N/A	£50.00	Due for emptying soon		
91	Cemetery Manager annual fee	£0.00	£568.00	£0.00	Fees likely to be less this year	£500	Profits/losses/fee not shared		
92	Contingencies	£0.00	£0.00	£0.00	N/A	£100.00			
93	TOTAL	£2,000.00	£2,568.00			£3,250			
94									
95	Grants (Section 137, Section 138B & Section 142)	Budget Allocation 2019/2020	Spend to 30.11.19	Increase/Decrease Proposed for 2020/2021	Reason for Proposed Change	Actual Budget Proposed for 2020/2021	Comment	Anticipated	Income
96	Section 137								
97	Essex & Herts Air Ambulance	£500.00	£500.00	£0.00	N/A	£500.00	Seems sufficient		
98	Autumn Days	£100.00	£100.00	£0.00	N/A	£100.00	Seems sufficient		
99	Mistley Swans	200	£0.00	£0.00	N/A	£1,000.00	Seems sufficient		
100	Mistley & Ramsey FC	£0.00	£0.00	£0.00	N/A	£50.00	New Budget heading		
101	Mistley Rugby Club	£0.00	£0.00	£0.00	N/A	£300.00	Assists with Furze Wood		
102	Acorn Village	£0.00	£0.00	£0.00	N/A	£100.00	New Budget heading		
103	Section 138B								
104	RBL (Royal British Legion) (wreath)	£100.00	£100.00	£0.00	N/A	£100.00	Donation towards wreath	N/A	
105	Section 142								
106	CAB (Citizens Advice Bureau)	£0.00	£0.00	£0.00	N/A	£0.00			
107	Contingencies	£0.00	£0.00	£0.00	N/A	£100.00	New Budget heading		
108	TOTAL	£900.00	£700.00	£0.00		£2,250.00			
109									
110	Chair's Allowance	Budget Allocation 2019/2020	Spend to 30.11.19	Increase/Decrease Proposed for 2020/2021	Reason for Proposed Change	Actual Budget Proposed for 2020/2021	Comment	Anticipated	Income
111	Allowance	£400.00	£0.00	£0.00	N/A	£400.00	Not spent so far this year		
112	Contingencies	£0.00	£0.00	£0.00	N/A	£0.00	Not spent so far this year		
113	TOTAL	£400.00	£0.00	£0.00		£400.00			
114									
115	Village Hall	Budget Allocation 2019/2020	Spend to 30.11.19	Increase/Decrease Proposed for 2020/2021	Reason for Proposed Change	Actual Budget Proposed for 2020/2021	Comment	Anticipated	Income
116	Car Park Maintenance	£0.00	£0.00	£0.00	N/A	£500.00	New Budget heading	£2,500.00	Futureway rent
117	Village Hall building (fabric) maintenance	£2,000.00	£13.00	£0.00	N/A	£400.00			(p.a)
118	Gate/barrier to Village Hall	£0.00	£0.00	£0.00	N/A	£100.00	New Budget heading		
119	Contingencies	£0.00	£0.00	£0.00	N/A	£100.00	Used e.g. excess ins claim		
120	TOTAL	£2,000.00	£13.00	£0.00		£1,100.00			

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121									
122	Furze Hill Woods	Budget Allocation 2019/2020	Spend to 30.11.19	Increase/Decrease Proposed for 2020/2021	Reason for Proposed Change	Actual Budget Proposed for 2020/2021	Comment	Anticipated Income	
123	Emergency tree work	€0.00	€145.00	€0.00	N/A	€1,000.00	Further expenditure due	€500.00	Old Knobbly
124	General grounds maintenance	€0.00	€0.00	€0.00	N/A	€100.00	New Budget heading	€2,000.00	Sale of wood
125	Ring-fenced annual contribution - phased programme	€0.00	€0.00	€0.00	N/A	€2,000.00	New Budget heading	€750.00	New Cycling fee
126	Contingencies	€0.00	€0.00	€0.00	N/A	€500.00	Legal obligation inc H&S	€3,250.00	(p.a)
127	TOTAL	€0.00	€145.00	€0.00		€3,600.00			
128									
129	Welcome Home	Budget Allocation 2019/2020	Spend to 30.11.19	Increase/Decrease Proposed for 2020/2021	Reason for Proposed Change	Actual Budget Proposed for 2020/2021	Comment	Anticipated Income	
130	Play Area safety checks	€0.00	€110.00	€0.00	N/A	€120.00	Included within Council's	€450.00	Cricket Club rent p.a.
131	Play Area maintenance	€0.00	€0.00	€0.00	N/A	€300.00	New Budget heading	€400.00	Bowls Club rent p.a.
132	Insurance	€0.00	€995.00	€0.00	N/A	€0.00	Included within Council's	€20.00	Wayleave electricity
133	Grounds maintenance	€0.00	€2,600.00	€0.00	N/A	€1,200.00	New Budget heading	€300.00	S137 Manningtree TC
134	Tree maintenance	€0.00	€0.00	€0.00	N/A	€500.00	New Budget heading	€1,170.00	
135	Signage	€0.00	€0.00	€0.00	N/A	€100.00	New Budget heading		
136	Meeting Room hire	€0.00	€0.00	€0.00	N/A	€100.00	New Budget heading		
137	Secretary	€0.00	€0.00	€0.00	N/A	€0.00	Volunteer		
138	Contingencies	€0.00	€0.00	€0.00	N/A	€100.00	Used e.g. excess ins claim		
139	TOTAL		€3,705.00	€0.00		€2,420.00			
140									
141	Community Assets	Budget Allocation 2019/2020	Spend to 30.11.19	Increase/Decrease Proposed for 2020/2021	Reason for Proposed Change	Actual Budget Proposed for 2020/2021	Comment	Anticipated Income	
142	The War Memorial	€0.00	€0.00	€0.00	N/A	€100.00	Important part of heritage		
143	The Swan Fountain (maintenance)	€100.00	€0.00	€0.00	Regular maintenance programme	€100.00	Bi-annually		
144	The Swan Fountain (water charges)	€100.00	€40.00	€0.00	Cost of living review	€100.00	Possible virement		
145	The Milestone (restoration)	€0.00	€0.00	€0.00	N/A	€100.00	New Budget heading		
146	Wall at The Green (maintenance)	€0.00	€0.00	€0.00	N/A	€100.00	New Budget heading		
147	Emergency Plan (with Lawford & Manningtree)	€1,000.00	€0.00	€0.00	N/A	€0.00	Plan evolving		
148	Manningtree Library	€0.00	€0.00	€0.00	Community partnership support	€100.00	New Budget heading		
149	Policing	€0.00	€0.00	€0.00	Possible partnership scheme	€0.00	New Budget heading		
150	Future Asset Transfer	€0.00	€0.00	€0.00	N/A	€0.00	E.G. Section 106 etc		
151	Contingencies	€0.00	€0.00	€0.00	N/A	€100.00	Any extra projects		
152	TOTAL	€1,200.00	€40.00	€0.00		€700.00			
153									
154	Community Events	Budget Allocation 2019/2020	Spend to 30.11.19	Increase/Decrease Proposed for 2020/2021	Reason for Proposed Change	Actual Budget Proposed for 2020/2021	Comment	Anticipated Income	
155	Litter Picks	€0.00	€7.00	€0.00	Cannot always rely on donations	€50.00	Micro grant applied for		
156	Summer event	€0.00	€0.00	€0.00	Community engagement	€400.00	Partnership working		
157	Contingencies	€0.00	€0.00	€0.00	N/A	€100.00	Any extra event		
158	TOTAL	€0.00	€7.00	€0.00		€550.00			
159									
160	BUDGET TOTALS								
161	Staff Costs	€27,724.00			Note - All VAT paid is reclaimed once per annum				
162	General Administration	€7,295.00			Note - Cleaner and Warden roles combined from mid-October 2019				
163	Street Lighting	€17,100.00			Note - Previous Cleaner outsourced to Village Hall & Village Hall paid Council quarterly for cleaning services				
164	Councillors Expenses including Training	€440.00			Note - Clerk works an average of 25 hours per week				
165	Recreation - grass, grounds etc.	€2,600							
166	Public Toilet	€550.00			Precept 2019-2020 - €61,000. Insufficient & borrowed from Reserves				
167	Recreation - other areas	€862.00							
168	Open Spaces - grass, grounds etc.	€2,700.00			The proposed Budget/Precept is tight again, but there is more flexibility than last year. EMR (Ear Marked Reserves can be built)				
169	Allotments	€1,365.00							
170	Churchyard	€1,260.00							
171	Cemetery	€3,250.00			Income will be increased as Fees and Charges have been reviewed and adjusted				
172	Grants (S137, S138B and S142)	€2,250.00							
173	Chair's Allowance	€400.00							
174	Village Hall	€1,100.00							
175	Furze Hill Woods	€3,600.00							
176	Welcome Home	€2,420.00							
177	Community Assets	€700.00							
178	Community Events	€550.00							
179	TOTAL	€76,166.00							
180	2020/2021 PRECEPT								
181		€76,000							