

	A	B	C	D	E	F	G	H	I
1	2021/2022	MISTLEY PARISH COUNCIL BUDGET 2021 2022							
2	General Item	Budget Allocation 2020/2021	Spend to 31.10.20	Increase/Decrease 2021/2022	Reason for Proposed Change	Actual Proposed for 2021/2022	Comment	Anticipated Income 2021 2022	
3	Staff Costs								
4	Clerk (gross pay)	£12,234.00	£7,176.89	£71.00	Clerk's hours increased by 3 per wk last year	£14,753.00	Gross pay before tax etc		
5	Warden and Cleaner (gross pay)	£5,700.00	£2,868.35	£35.00	Warden 4hpw & Cleaner 7 hpw combined	£5,735.00	Gross pay before tax etc		Volunteer Group work
6	Increased hours for Warden work -5 per week	£2,000.00	£264.90	£605.00	Savings rather than appoint contractors	£2,605.00	New Budget item		
7	LGPS Clerk	£3,305.00	£1,951.95	£775.00	Cost of living (employee also pays contribution)	£4,080.00	Employers contributions only		
8	Allowance for Additional Hours-Warden/Cleaner	£300.00	£265.00	£0.00	Additional seasonal e.g. War Memorial	£300	Previously not claimed for all hours		
9	Locum Clerk (holiday cover)	£500.00	£0.00	£0.00	Not used re COVID-19	£500.00	Clerks annual leave/wellbeing		
10	NI and Tax for both employees	£3,200.00	£1,606.88	£0.00	For Clerk, Warden and Cleaner	£3,200.00	Paid quarterly to HMRC		
11	Training	£100.00	£0.00	£900.00	Bursary via EALC re Precept amount	£1,000.00	CPD		
12	NJC (National Joint Council) Pay awards 2021/2022	£0.00	£0.00	£0.00	Includes Warden extra hpw as above	£620.00	Changed budget area to break down		
13	Payroll contractor	£335.00	£329.00	£0	Seems sufficient	£335.00	Annual service charge for payroll		
14	Clerk's Parish Council Office allowance	£0.00	£490.00	£0	New budget area inc. different area last year	£840.00	Clerk's office-electricity, gas, wifi, Phone		
15	Contingencies	£50.00	£0.00	£50.00	Allow for any cost of living staff reviews	£100.00	Allows for any area within these budgets		
16	TOTAL	£27,724.00	£14,952.97	£2,436.00		£34,068.00			
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18	General Administration	Budget Allocation 2020/2021	Spend to 31.10.20	Increase/Decrease	Reason for Proposed Change	Actual Budget Proposed	Comment	Anticipated Income	
19	Insurances (inc. Welcome Home)	£2,997.00	£3,325.19	£603.00	Allows new equip. fixed 3 yrs.	£3,600.00	Invoice to Welcome Home Trust	£1,000.00	Welcome Home Trust
20	Audit Fees (external and internal Auditors)	£680.00	£410.00	£160.00	£100 due Nov. 2020 half yearly Int Audit	£520.00	Sufficient & no need for cost of living	£60.00	Bank interest
21	Elections	£1,200.00	£0.00	£0.00	Ring-fenced from last year for next election	£1,200.00	Don't need to budget for 2021/2022		£1,060.00
22	Meetings Hall Hire, Zoom & Zoom Training	£550.00	£458.50	£30.00	N/A	£580.00	Savings re COVID-19 but Zoom £119		
23	Memberships etc (inc. EALC, SLCC, Chamber etc)	£638.00	£643.01	£22.00	Under budget slightly last time	£660.00	EALC links to NALC membership		
24	Website	£0.00	£175.00	£200.00	Cost of living review	£180.00	Uploads needed legally back-end of site		
25	Website Maintenance inc new emails for all	£300.00	£80.00	£200.00	Cost of living review	£100.00	Emails etc		
26	Website Hosting Domain	£0.00	£170.00	£180.00	Cost of living review	£180.00	Domain owner (not contractor)		
27	Key cutting and barrier gate combination lock changes	£30.00	£142.70	£115.00	Barrier lock changes for security	£145.00	Under budgeted for last time		
28	Laptop (hols cover, use at meetings etc)	£800.00	£725.00	£75.00	Allow for virus updates etc	£100.00	Purchased laptop 2020/2021		
29	Stationery, ink, stamps, replacement equipment etc	£0.00	£39.38	£200.00	New budget area	£200.00	Allocated differently last budget		
30	Contingencies	£100.00	£0.00	£0.00	N/A	£100.00			
31	TOTAL	£7,295.00	£6,168.78	£180.00		£7,565.00			
32									
33	Street Lights	Budget Allocation 2020/2021	Spend to 31.10.20	Increase/Decrease	Reason for Proposed Change	Actual Budget Proposed	Comment	Anticipated Income	
34	Electricity	£7,000.00	£10,449.04	£2,000.00	Inc £8,111.19 relates annual 2019/2020	£5,000.00	Actual to date new contract £2337.86		
35	Maintenance and Call outs	£10,000.00	£1,288.75	£7,000.00	LED lanterns	£10,000.00	Changes to LED lanterns within repairs		
36	Ring Fenced phased programme LED lanterns - replace	£2,000.00	£0.00	£0.00	New budget area, inc Conservation Area	£4,000.00	Old parts expensive & hard to source		
37	Contingencies	£100.00	£0.00	£0.00	N/A	£100.00	Seems sufficient		
38	TOTAL	£19,100.00	£11,737.79	£9,000.00		£19,100.00			
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40	Councillors Training	Budget Allocation 2020/2021	Spend to 31.10.20	Increase/Decrease	Reason for Proposed Change	Actual Budget Proposed	Comment	Anticipated Income	
41	Travel and associated expenses	£190.00	£0.00	£0.00	N/A	£100.00	COVID (EALC offices Gt Dunmow, Essex)		
42	Training	£200.00	£471.86	£300.00	Includes Bespoke training	£500.00	Relates to last year (invoice late rec'd)		
43	Contingencies	£50.00	£0.00	£0.00	N/A	£50.00	Relates to last year (invoice late rec'd)		
44	TOTAL	£440.00	£521.86	£300.00		£650.00			
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46	Recreation - Grass, grounds etc.	Budget Allocation 2020/2021	Spend to 31.10.20	Increase/Decrease	Reason for Proposed Change	Actual Budget Proposed	Comment	Anticipated Income	
47	Grounds Maintenance contract	£2,400.00	£0.00	£2,400.00	Budget area changes re new grounds contract	£0.00	Included within other budget - Furze area		
48	Extra seasonal work (e.g peak growing period)	£100.00	£0.00	£100.00	Budget area changes re new grounds contract	£0.00	Improved schedule works		
49	Contingencies	£100.00	£0.00	£100.00	Budget area changes re new grounds contract	£0.00			
50	TOTAL	£2,600.00	£0.00	£2,600.00		£0.00			
51									
52	Public Toilet	Budget Allocation 2020/2021	Spend to 31.10.20	Increase/Decrease	Reason for Proposed Change	Actual Budget Proposed	Comment	Anticipated Income	
53	Toilet rolls, soap, bleach etc.	£150.00	£59.52	£0.00	Cost of living increases	£150.00	Via Village Hall		
54	Sanitary and nappy disposal	£50.00	£168.48	£125.00	Cost of living increases	£175.00	Via Village Hall		
55	Business rates	£100.00	£0.00	£100.00	Cost of living increases	£0.00	Under review nationally		
56	Contractor cover Cleaner annual leave/sick cover	£100.00	£0.00	£0.00	Cost of living increases	£100.00			
57	Maintenance	£100.00	£0.00	£0.00	Cost of living increases	£100.00	Decoration/wear and tear		
58	Contingencies	£50.00	£0.00	£0.00	N/A	£50.00	Seems sufficient as Cleaner helps		
59	TOTAL	£550.00	£228.00	£225.00		£575.00			
60									
61	Recreation - other areas	Budget Allocation 2020/2021	Spend to 31.10.20	Increase/Decrease	Reason for Proposed Change	Actual Budget Proposed	Comment	Anticipated Income	
62	Play Area Annual Inspection - Furze Hill	£112.00	£55.20	£0.00	Cost of living review	£112.00	Split with Welcome Home play inspection		
63	Play equipment maintenance	£400.00	£254.85	£0.00	Sufficient with grants	£400.00	Future Section 106 agreements		Possible grants

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64	General Maintenance	£100.00	£45.99	£0.00	Cost of living review	£100.00	Warden assists saving on contractor costs		(New equipment)
65	Signage	£100.00	£0.00	£900.00	The Council has indicated improved signs	£1,000.00	Existing signs need to be clearer		
66	Landlord obligations to Lease holders (Land)	£100.00	£0.00	£0.00	N/A	£100.00	Rents should reflect extra work		
67	Contingencies	£50.00	£0.00	£0.00	N/A	£50.00			
68	TOTAL	£862.00	£356.04	£900.00		£1,762.00			
69									
70	Open Spaces - grass and grounds	Budget Allocation 2020/2021	Spend to 31.10.20	Increase/Decrease	Reason for Proposed Change	Actual Budget Proposed	Comment	Anticipated Income	
71	Open Spaces - grounds all not Furze or Welcome	£2,400.00	£1,335.00	£1,000.00	Split between grass and general open spaces	£1,400.00	Improved schedule works	£950.00	Rugby & Football
72	Open Spaces - all inc seating, bins, dog bins main, Etc	£0.00	£2,820.03	£2,850.00	Did not budget last year	£2,850.00	New grounds contract splitting areas		
73	Volunteer grounds maintenance expenses	£100.00	£30.69	£0.00	Allows for equipment repairs, e.g. strimming	£100.00	Include a cost of living review		
74	Additional seasonal work (peak growing season)	£100.00	£0.00	£0.00	N/A	£100	Improved schedule works		
75	Contingencies	£100.00	£0.00	£0.00	N/A	£100.00	Seem sufficient		
76	TOTAL	£2,700.00	£4,185.72	£0.00		£4,550.00			
77									
78	Allotments	Budget Allocation 2020/2021	Spend to 31.10.20	Increase/Decrease	Reason for Proposed Change	Actual Budget Proposed	Comment	Anticipated Income	
79	Brunswick Allotments	£1,000.00	£720.30	£500.00	Some expenditure current year	£500.00	May be legal fees. Phase 2 borders also	£600.00	New Allotments
80	Water Rates all sites	£375.00	£476.93	£125.00	Insufficient re new phase 1 allotments	£500.00	Phase 2	£600.00	Current Allotments
81	General maintenance at sites	£80.00	£0.00	£0.00	N/A	£80.00	Trees, shrubs surrounding		(increases) p.a.
82	TW Logistics (allotment rent-Harwich Road)	£50	£25.00	£25.00	No increase last year.	£25.00	No increase needed	£120.00	Sub-let tenants
83	TDC Land (Harwich Road/Middlefield Rd)	£100	£100.00	£0.00	No increase last year.	£100.00	No increase needed		
84	New budget area - Hopkins Homes site	£0	£0.00	£0.00	N/A	£500.00	Fencing, borders for plots etc	£600.00	New Allotments
85	Contingencies	£100.00	£0.00	£0.00	N/A	£100.00	Fencing, borders for plots etc	£1,920	(increases) p.a.
86	TOTAL	£1,705.00	£1,322.23	£400.00		£1,805.00			
87									
88	Churchyard	Budget Allocation 2020/2021	Spend to 31.10.20	Increase/Decrease	Reason for Proposed Change	Actual Budget Proposed	Comment	Anticipated Income	
89	Grounds maintenance contract	£1,160.00	£1,203.38	£0.00	N/A	£1,160.00	Areas up to good standard	£960.00	Church Meadow
90	Additional work grounds maintenance	£100.00	£0.00	£0.00	N/A	£100			Rent p.a.
91	Contingencies	£0.00	£0.00	£200.00	Complaints from public-sensitive area	£200.00			
92	TOTAL	£1,260.00	£1,203.38	£200.00	<i>LGA 1972 S215 (Closed Churchyards)</i>	£1,460.00	<i>Power to maintain not duty</i>		
93									
94	Cemetery	Budget Allocation 2020/2021	Spend to 31.10.20	Increase/Decrease	Reason for Proposed Change	Actual Budget Proposed	Comment	Anticipated Income	
95	Grounds maintenance contract	£2,500.00	£2,076.41	£0.00	N/A	£2,500.00	New contract	£3,050.00	Cemetery Fees
96	Additional work grounds maintenance	£100.00	£0.00	£0.00	N/A	£100.00	May be needed		
97	Emptying of soil bin	£50.00	£360.00	£310.00	Emptied more frequently change contract	£360.00	Emptied every 2 years normally		
98	Cemetery Manager annual fee	£500.00	£580.00	£100.00	Depends on Cemetery Income	£600	Excellent value for money		
99	Contingencies	£100.00	£0.00	£100.00	N/A	£100.00			
100	TOTAL	£3,250.00	£3,016.41	£510.00		£3,660			
101									
102	Grants (Section 137, Section 138B & Section 142)	Budget Allocation 2020/2021	Spend to 31.10.20	Increase/Decrease	Reason for Proposed Change	Actual Budget Proposed	Comment	Anticipated Income	
103	Section 137								
104	Essex & Herts Air Ambulance	£500.00	£0.00	£450.00	Agreed to pay £50 Nov 2020	£50.00	Covers a wide Essex area		
105	Autumn Days	£100.00	£0.00	£0.00	N/A	£0.00	No longer in operation		
106	Mistley Swans	1000	£0.00	£500.00	N/A	£500.00	Had significant grant allocated last year		
107	Mistley & Ramsey FC	£50.00	£0.00	£100.00	Taken from previous Autumn Days	£150.00	Has not requested grant yet		
108	Mistley Rugby Club	£300.00	£0.00	£0.00	N/A	£300.00	Assists with Furze Wood		
109	Acorn Village	£100.00	£0.00	£0.00	N/A	£100.00	Key local organisation		
110	Age UK (Essex)	£0.00	£0.00	£0.00	Suggested new budget	£100.00	Grant Nov (Figures up to 31.10.20)		
111	Suffolk Accident & Rescue Service (Helps Mistley)	£0.00	£50.00	£0.00	Suggested new budget	£100.00	Grant Nov (Figures up to 31.10.20)		
112	Section 138B		£50.00			£1,300.00			
113	RBL (Royal British Legion) (wreath)	£100.00	£0.00	£0.00	N/A	£100.00	Donation Nov (Figures up to 31.10.20)	N/A	
114	Section 142		£0.00						
115	CAB (Citizens Advice Bureau	£0.00	£0.00	£50.00	May assist residents re COVID-19 finances	£50.00	Has not requested grant yet		
116	Contingencies	£100.00	£0.00	£0.00	N/A	£100.00	Not used. Allow again re COVID-19		
117	TOTAL	£2,250.00	£100.00	£800.00		£1,450.00			
118									
119	Chair's Allowance	Budget Allocation 2020/2021	Spend to 31.10.20	Increase/Decrease	Reason for Proposed Change	Actual Budget Proposed	Comment	Anticipated Income	
120	Allowance	£400.00	£12.00	£0.00	N/A	£400.00	Useful community fund		
121	Contingencies	£0.00	£0.00	£0.00	N/A	£0.00	Not needed last year		
122	TOTAL	£400.00	£0.00	£0.00		£400.00			
123									
124	Village Hall	Budget Allocation 2020/2021	Spend to 31.10.20	Increase/Decrease	Reason for Proposed Change	Actual Budget Proposed	Comment	Anticipated Income	
125	Car Park Maintenance	£500.00	£0.00	£0.00	N/A	£500.00	Needs patch up work (last 12/18 months)		
126	Ring-fenced new budget area Car Park	£0.00	£0.00	£2,000.00	N/A	£2,000.00			
127	Village Hall building (fabric) maintenance	£400.00	£243.00	£0.00	N/A	£400.00	Warden helps with maintenance work		
128	Gate/barrier to Village Hall	£100.00	£385.00	£0.00	N/A	£100.00	Maintenance now as barrier in place		

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129	Contingencies	£100.00	£0.00	£100.00	Used last year towards gate/barrier	£200.00	Used e.g. excess ins claim		
130	TOTAL	£1,100.00	£628.00			£3,200.00			
131									
132	Furze Hill Area	Budget Allocation 2020/2021	Spend to 31.10.20	Increase/Decrease	Reason for Proposed Change	Actual Budget Proposed	Comment	Anticipated Income	
133	Emergency tree work	£1,000.00	£560.00	£0.00	N/A	£1,000.00	Further expenditure due		
134	General grounds maintenance	£100.00	£1,882.74	£1,900.00	Not defined with invoices last year	£2,000.00	Under estimated last year	£2,000.00	Sale of wood
135	Ring-fenced annual contribution - phased programme	£2,000.00	£700.00	£0.00	N/A	£2,000.00	Legal obligations re TPO and TCA's	£750.00	New Cycling fee
136	Contingencies	£500.00	£0.00	£0.00	N/A	£500.00	Legal obligation inc H&S	£2,750.00	(p.a)
137	TOTAL	£3,600.00	£3,142.74	£1,900.00		£5,500.00			
138									
139	Welcome Home	Budget Allocation 2020/2021	Spend to 31.10.20	Increase/Decrease	Reason for Proposed Change	Actual Budget Proposed	Comment	Anticipated Income	
140	Play Area safety checks	£120.00	£55.20	£4.00	Cost of living review	£124.00	Included within Council's	£450.00	Cricket Club rent p.a.
141	Play Area maintenance	£300.00	£0.00	£2,700.00	N/A	£3,000.00	See Saw needs repair/renewal	£400.00	Bowls Club rent p.a.
142	Insurance	£0.00	£0.00	£0.00	Trust needs to support itself via its income	£1,000.00	Included within Council's	£36.00	Wayleave electricity
143	Grounds maintenance	£1,200.00	£1,375.90	£400.00	N/A	£1,600.00	Shortfall last year	£300.00	S137 Manningtree TC
144	Tree maintenance	£500.00	£0.00	£0.00	N/A	£500.00	Carried out by Warden	£1,186.00	
145	Signage	£100.00	£0.00	£0.00	N/A	£100.00	Work still outstanding		
146	Meeting Room hire	£100.00	£0.00	£0.00	Not needed	£0.00	Zoom or in Trustee's house		
147	Secretary	£0.00	£0.00	£0.00	N/A	£0.00	Volunteer		
148	Contingencies	£100.00	£0.00	£0.00	N/A	£100.00	Used e.g. excess ins claim		
149	TOTAL	£2,420.00	£1,431.10	£3,104.00		£6,424.00	Welcome Home Trust will pay all costs		
150									
151	Community Assets	Budget Allocation 2020/2021	Spend to 31.10.20	Increase/Decrease	Reason for Proposed Change	Actual Budget Proposed	Comment	Anticipated Income	
152	The War Memorial	£100.00	£0.00	£100.00	Needs some refurbishment work	£200.00	Important part of heritage	£15,015	Developer one-off
153	The Swan Fountain (maintenance)	£100.00	£76.96	£200.00	Regular maintenance programme	£300.00	Bi-annually		fit for purpose payment
154	The Swan Fountain (water charges)	£100.00	£71.82	£0.00	N/A	£100.00			
155	The Milestone (restoration)	£100.00	£0.00	£150.00	Volunteers and other contributions	£250.00	Possible grants via external pots		
156	Wall at The Green (maintenance)	£100.00	£0.00	£0.00	Ring-fenced from last budget	£0.00	Volunteers assisting work & materials		
157	Manningtree Library	£100.00	£0.00	£0.00	Community partnership support	£0.00	Could offer via Section 137 grant		
158	Asset of Community Value	£0.00	£0.00	-£1,000.00	Anchor PH	£1,000.00	Depends on community engagement		
159	Contingencies	£100.00	£0.00	£0.00	N/A	£100.00	Any extra smaller projects		
160	New Budget Area - Playing Field - off Harwich Road	£0.00	£0.00	£0.00	N/A	£1,000.00	£15,015 funds from Developer		
161	TOTAL	£700.00	£148.78	£550.00		£1,950.00			
162									
163	Community Events	Budget Allocation 2020/2021	Spend to 31.10.20	Increase/Decrease	Reason for Proposed Change	Actual Budget Proposed	Comment	Anticipated Income	
164	Litter Picks	£50.00	£0.00	£450.00	Additional Litter Picking Equipment	£500.00	£500 grant obtained last year for some		
165	Summer event	£400.00	£0.00	£0.00	Community engagement	£400.00	Partnership working		
166	Contingencies	£100.00	£0.00	£0.00	N/A	£100.00	Any smaller extra events		
167	TOTAL	£550.00	£0.00	£450.00		£1,000.00			
168									
169	BUDGET TOTALS								
170	Staff Costs (inc. extra hours, LGPS, NI, Tax, payroll etc)	£34,068.00			Note - All VAT paid is reclaimed once per annum				
171	General Administration	£7,565.00							
172	Street Lights	£19,100.00							
173	Councillors Training	£650.00							
174	Recreation - grass, grounds etc.	£1,762							
175	Public Toilet	£575.00			Precept for 2021/2020 £95,000				
176	Recreation - included in different budget areas	£0.00							
177	Open Spaces - grass, grounds etc.	£4,550.00			The proposed Budget/Precept is tight again, but there is more flexibility than last year. EMR (Ear Marked Reserves can be built)				
178	Allotments	£1,805.00							
179	Churchyard	£1,460.00			Income will be increased if cost of living review added to all Fees and Charges for Council Services				
180	Cemetery	£3,600.00			Precept for 2020 2021 was £77,960.00				
181	Grants (S137, S138B and S142)	£1,450.00							
182	Chair's Allowance	£400.00							
183	Village Hall	£3,200.00							
184	Furze Hill Area	£5,500.00							
185	Welcome Home	£6,424.00							
186	Community Assets	£1,950.00							
187	Community Events	£1,000.00							
188	TOTAL	£95,059.00							