

# Briefing Note

## Budget & Precept 2025/2026

3 minute read

### 1.0 Background

1.1 The Parish Council is required to agree a budget for the coming year and make application to Cornwall Council to collect a precept before 31 December 2024. Because the council does not hold a public meeting in December, councillors are asked to approve a budget and precept application at their meeting on 13 November 2024. This briefing note sets out the background to the budget and recommends that the council support a precept that will enable it to carry out its statutory duties and projects for the next financial year.

### 2.0 The issues

2.1 Expenditure for 2025/26 is budgeted to be £14,725, which is an increase of £1008 compared to the budget set last year. Overall, the increase is 7% and arises because we have to plan for increases in the cost of maintenance of our open spaces and insurance, together with smaller increases in the cost of other goods and services. As with the previous year, no provision is made for the cost of local elections which have historically been uncontested. At the close of business on 31 October 2024, your bank balances were £47,420.95.

2.3 In order to meet the day-to-day expenses of the parish, I have estimated the income the council can expect to receive from grants and subsidies. For the first time I have included a conservative estimate for income that may derive from the lawn cemetery (averaged over the previous three years income), and included funding for the Local Maintenance Partnership (contribution to footpath maintenance) for both wards. The council also receives interest from its deposit with Cornwall Council and I have decreased the amount we expect to receive next year (based on the prospect of lower interest rates in 2025). This increase in income balances the increased expenditure.

2.4 In calculating a budget for 2025/2026, the Clerk has examined all the costs incurred to date and made provision for changes, as well as including items that we may be liable for in the future.

2.5 The final calculation for a budget that takes account of all these factors requires a precept that is the same as the current year, that is for £12,618 (£12,618 2024/25). For a Band D dwelling, this is the equivalent of £40.28pa (£42.31pa 2024/25), a decrease of 4.8% which is due to an increase in the taxable base.

### 3.0 Recommendation

3.1 To accept the budget calculation and set a precept for 2025/26 at £12,618.

### 4.0 Attachments

Appendix 1 Draft Budget & Precept

Appendix 2 Detailed Budget Notes

## Append 3 Explanatory Notes

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Date: 8 November 2024

# Budget 2025-26

prepared 08/11/2024

			correct	correct	best estimate	draft
			Actual 2023-24	Budget 2024-25	Actual 2024-25*	Budget 2025-26
			£			£
<b>Gross Expenditure</b>						
1.0	<b>Parks &amp; Open spaces</b>					
	1.1	Grass general	0	1315	1315	1386
	1.2	Trewidland	647	600	600	630
	1.3	Jubilee Park	1380	1293	1293	1355
	1.4	Lawn Cemetery	4536	624	760	656
	1.5	Bus Shelter	29	46	58	48
	1.6	Miscellaneous R&R	1352	433	800	477
	sub total		7944	4310	4826	4552
2.0	<b>General Administration</b>					
	2.1	Salaries gross	4749	5310	5310	5868
	2.2	Insurance & Legal	1347	1382	1382	1375
	2.3	PPSA	892	400	100	840
	2.4	Miscellaneous	6071	1510	1350	1590
	2.5	Donations	350	500	500	500
	sub total		13409	9102	8642	10173
3.0	<b>Projects</b>					
		Parish magazine	0	300	322	0
	3.1	Miscellaneous	0	0	0	0
	sub total		0	0	0	0
	<b>TOTAL</b>		<b>21353</b>	<b>13412</b>	<b>13468</b>	<b>14725</b>
<b>Gross Income</b>						
			Actual 2023-24	Budget 2024-25	Actual 2024-25*	Budget 2024-25
4.0	<b>Statutory &amp; Discretionary</b>					
	4.1	Council precept	12618	12618	12618	12618
	4.2	DNU	0	0	0	0
	4.3	Cemetery	420	0	1060	500
	4.4	Footpaths LMP	114	246	246	107
	4.5	Bank Interest	1076	848	946	900
	4.6	Misc income	495		0	0
	4.7	VAT refund	1576		1670	0
	4.8	Informer advertising	370	0	400	600
	<b>TOTAL</b>		<b>16669</b>	<b>13712</b>	<b>16940</b>	<b>14725</b>
<b>NET SURPLUS /(DEFICIT)</b>			<b>-4684</b>	<b>300</b>	<b>3472</b>	<b>0</b>

\* Best estimate at the time of calculation

0

Item		Frequen	Cost	Extension	To Budget	
1.0	Parks & Open Spaces					
1.1	Grass general	Verges Graham Crabb	16	77.00	1232.00	
		Misc Stiles & Gates Graham Crabb	2	22.00	44.00	
		Footpaths Valley View Graham Crabb	5	22.00	110.00	
					£ 1,386.00	
1.2	Trewidland Paths	Current contractor from Dobwalls PC	2	315.00	630.00	
						£ 630.00
1.3	Jubilee Park	Grass Graham Crabb	16	66.00	1056.00	
		Hedges Graham Crabb	1	221.00	221.00	
		Safety Inspection RoSPA	1	78.00	78.00	
			82.00		£ 1,355.00	
1.4	Lawn Cemetery	Grass Graham Crabb	16	41.00	656.00	
					£ 656.00	
1.5	Bus Shelter	Glass Crystal Clear	6	8.00	48.00	
					£ 48.00	
1.6	Miscellaneous	Maintenance	1	477.00	477.00	
						£ 477.00
2.0	General Administration					
2.1	Salaries	Clerk increase to Grade 21 estimate gro	12	489.00	5868.00	£ 5,868.00
2.2	Insurance & Legal	Auditor Linda Coles & BDO	1	405.00	405.00	
		Insurance	1	935.00	935.00	
		ICO annual subscription	1	35.00	35.00	
		Election 2025	1	0.00	0.00	
					£ 1,375.00	
2.3	PPSA	Stationery	1	200.00	200.00	
		Informer print	4	160.00	640.00	
					840.00	
					£ 840.00	
2.4	Admin Misc	IT Support Western Web	1	100.00	100.00	
		Training Clerk	1	200.00	200.00	
		Training Councillors	15	30.00	450.00	
		CALC subscription	1	350.00	350.00	
		Venue Hire	10	16.00	160.00	
		Expenses Clerk's Office	2	140.00	280.00	
		Expenses Councillors	1	50.00	50.00	
					£ 1,590.00	
2.5	Grants/Donations	Small sums for local groups	1	500.00	500.00	£ 500.00
3.0	Projects	Informer print in PPSA	1		0.00	£ -
<b>All Expenditure</b>					<b>£ 14,725.00</b>	
<b>4.0</b>	<b>Income Statutory</b>	<b>Item</b>	<b>Frequen</b>	<b>Cost</b>	<b>Extension</b>	<b>To Budget</b>
4.1	Precept	Collected by Cornwall Council	1	12618.00	12618.00	£ 12,618.00
4.2	Council Tax Supp	Funded by Cornwall Council	1	0.00	0.00	£ -
4.3	Lawn Cemetery	Average over 3 years	1	500.00	500.00	£ 500.00
4.4	Footpaths Subsid	Local Maintenance Partnership	1	107.00	107.00	£ 107.00
4.5	Bank Interest	Cornwall Council Call Account	12	75.00	900.00	£ 900.00
4.6	Income Misc	Unplanned income	0	0.00	0.00	£ -
4.8	Informer	Advertising	1	600.00	600.00	£ 600.00
0	From General Reserve		0	0.00	0.00	£ -
<b>All Income</b>					<b>£ 14,725.00</b>	

## Background to the parish council's budget

This Guide explains how the budget is derived and a precept calculated, and where the figures are obtained from.

This budget has been prepared with a current inflation rate (September 2024) of 1.7% (for comparison, October 2023 6.7%). Set against this, the council's precept is charged monthly to all households in the parish. An average in the current year is that a Band D house will pay £42.31 per year (£3.53 per month). Based on the usual method of budget preparation and the forecast for 2025/26, this could be maintained if the number of households paying precept has remained the same in the past year.

In reviewing our current costs, the Clerk has only included items where we know that that expenditure will be incurred, and where we have reasonable certainty about its accuracy. At the end of October 2024, the parish council held £47,420.95 in its accounts (compared to £48,296.60 in October 2023). There is sufficient funding in those reserves to cover unexpected delays in receipts or other unplanned costs.

	<b>Gross Expenditure</b>	
<b>1.0</b>	Parks & Open Spaces	The day-to-day maintenance and repair of the grounds and assets of the parish council.
<b>1.1</b>	Grass general	Verges, weed spraying, repairs to stiles and gates, footpaths. Carried out by a local contractor.
<b>1.2</b>	Trewidland paths	Responsibility for cutting grass on the paths in Trewidland.
<b>1.3</b>	Jubilee Park	Cost of grasscutting, hedge trimming and the annual RoSPA inspection.
<b>1.4</b>	Lawn Cemetery	Grasscutting and any repair works need
<b>1.5</b>	Bus shelter	The PC pays to have the windows cleaned monthly.
<b>1.6</b>	Maintenance general	Any non-routine repair work that may be needed across the parish.
<b>2.0</b>	General Administration	Day to day costs of administering the parish council
<b>2.1</b>	Salaries	Clerk's salary is negotiated centrally and increases each year, subject to a satisfactory annual appraisal. An additional 4 hours each month is included to cover any additional work or overtime that may be needed.
<b>2.2</b>	Insurance & Legal	Insurance is renewed annually. Information Commissioners Office issues our annual licence under Data Protection Act 2018. Audit fee is our statutory requirement to carry out an annual audit. Historically, parish elections in this parish are uncontested, and no budget has been set. Council has sufficient reserves to cover any unexpected electoral costs.
<b>2.3</b>	PPSA (Printing, publicity, stationery, advertising)	Printing and stationery cost. Separate cost included for printing four editions of The Informer (offset by advertising revenue - see line 4.8 below)
<b>2.4</b>	Miscellaneous	Our IT and webs support supplier; training budget for Clerk and Councillors; annual subscription to the Cornwall Association of Local Councils, Venue hire (divided between St Keyne and Trewidland), Expenses

		for councillors who may wish to claim for travel costs/telephone charges.
2.5	Grants & Donations	The council sets aside a sum each year to use for supporting local volunteering groups and some regional charities.
3.0	Projects	No revenue costs for projects currently listed.
4.0	<b>Income</b>	
4.1	Precept	Cornwall Council collect the parish precept (the very local council tax) on our behalf, and we receive this in two equal amounts in spring and autumn. The precept is charged to cover day to day running expenses of the parish council. You can see what your current parish precept payment is on your annual Council Tax bill.
4.2	Council Tax Support	<i>The CTS no longer operates, and this income line will be deleted.</i>
4.3	Lawn Cemetery	Income is based on the average from the past three years and offsets costs from 1.4 above.
4.4	Footpaths subsidy	The parish council receives a fixed sum each year from Cornwall Council as a contribution towards the cost of maintaining footpaths (see 1.1 & 1.2 above).
4.5	Bank Interest	The council has deposited surplus funds with Cornwall Council and receives a higher rate of interest than from commercial banks. You can see the balance on your monthly bank reconciliation.
4.6	Income Miscellaneous	Council occasionally received other grants, subsidies and donations that are shown here.
4.7	From General Reserve	Where councillors wish to fund work that is outside the scope of day to day running expenses, payments can be made from the council's reserves and this section shows that amount.

8 November 2024