

INCOME

Nominal ledger code (Sage)	P&L Category (Sage)	2018/19 budget with 6% increase
4000	Brentwood Borough Council Grants	£0
4001	Parish Precept	£165,466
4002	Burials and Ashes	£20,000
4004	Seymour Pavilion and pitch rent	£3,200
4005	Christmas trees	£0
4900	Other income	£0
		£188,666

Use of reserves	
Income	£188,666
Outgoings	£288,812
From reserves (£80k from Seymour ringfenced reserves)	£100,146
Essex FA grant	£50,000
Essex CIF	£15,000
Essex Local Services Fund	£10,000
Neighbourhood Plan grant balance	£6,000
from non ring fenced reserves once grants received	£19,146

EXPENDITURE

17/01/2018

P&L report heading (Sage)	P&L Sub heading (Sage)	Nominal ledger code (Sage)	Subheading	Methodology	2018/19 total budget per P&L category (sage)	2018/19 individual subheadings budget	Grounds maint contract element
Purchase of items for resale	Purchases - waste sacks etc	5000			£200.00	£200.00	
Fryerning Cemetery - Trees	Fryerning Cemetery trees	6001	Tree surveys and maintenance	Place services quote Nov 17 + £1500	£1,715.00	£1,715.00	
Fryerning Cemetery - Interments	Fryerning Cemetery - Interments	6002	Preparation of plots for ashes interment	Based on 2016/17 figures	£900.00	£900.00	
Fryerning Cemetery Ground Maintenance	Fryerning Cemetery Ground Maintenance	6100	Empty rubbish bins (contract)		£19,175.00		£750.00
			Grass cutting (contract)				£9,405.00
			Gardening (contract)				£1,780.00
			Fryerning Hedges (contract)				£1,040.00
			Topping up of graves and reseeding			£1,200.00	
		NEW	Replacement of skip fencing			£1,500.00	
		NEW	Green burial site clearance			£2,500.00	
			Ad hoc grounds maintenance repairs			£1,000.00	
Fryerning Cemetery - Hedge work	Fryerning Cemetery - Hedge work	6202	Fryerning Cemetery hedge work - Writtle	trimming of hedge, no new hedgework	£250.00	£250.00	
Fryerning Cemetery - Skip and Bin Hire	Fryerning Cemetery - Skip and Bin Hire	6203	2 x Skip hire for cemetery and rubbish collection	£1202.77/10.5/12	£1,374.59	£1,374.59	
Ingatestone Churchyards - Grounds Maintenance (contract)	Ingatestone Churchyards - Grounds Maintenance (contract)	6204	Grass cutting (contract)		£4,720.00		£3,960.00
			Gardening (contract)				£160.00
			Churchyard hedges (contract)				£600.00
High Street - Plants and Watering	High Street - Plants and Watering	6301	Watering, weeding (contract)		£5,950.00		£2,450.00
		NEW	New planters - 2 x round planters			£1,500.00	
			Market Square and associated costs				
			Planting (contract)				£2,000.00
Fairfield - Repairs and Renewals	Fairfield - Repairs and Renewals	6300	Play equipment repairs	based on last years figures	£4,650.00	£1,000.00	
			new play equipment	for Fairfield - reduced to one item		£2,500.00	
			Parish Council street lights (Footpath Skate Park)	repainting if required		£400.00	
			New seating			£250.00	
						£500.00	
Fairfield - Bins emptying and litter picking	Fairfield - Bins emptying and litter picking	6302	Bins and litter picking (contract)		£5,719.00		£5,369.00
			Bins 1+ instal			£350.00	
Fairfield - Pond maintenance	Fairfield - Pond maintenance	6304	Pond maintenance (outside of contract) - Pond Planting		£2,500.00	£2,500.00	
Fairfield - Trees maintenance	Fairfield - Trees maintenance	6305	Tree surveys and maintenance	Place services quote Nov 17 + £1500	£1,690.00	£1,690.00	
Fairfield - Ground Maintenance	Fairfield - Ground Maintenance	6306	Grass cutting (contract)		£4,400.00		£2,640.00
			Ad hoc grounds maintenance repairs			£1,000.00	
			Fairfield hedges (contract)				£760.00
Seymour Field - Maintenance and Repairs	Seymour Field - Maintenance	6501	Grounds and Pitch maintenance - grass cutting and lining and litter picking	Based on BBC PPR 19th Sept report - includes cutting, spiking, marking and goalposts	£25,225.00	£18,000.00	
			Tree survey and maintenance	Place services quote Nov 17 + £1500		£2,225.00	
			BMX Track area	leave for 2018/19		£0.00	
		NEW	Playground provision	leave for 2018/19		£0.00	
			Security provision for the field	reduced provision due to BBC security work due		£5,000.00	
Seymour Pavilion - Maintenance and Repairs	Seymour Pavilion - Repairs and Renewals	6502	Maintenance		£85,165.00		
			Business rates Seymour	no calculation received. Based on High street office rates paid £144 x 12		£1,750.00	
			Cleaning and provision of toilet rolls	Based on BBC PPR 19th Sept report		£2,640.00	
		NEW	Refurbishment project including project management fees	GRANT FOR £50K FROM ESSEX FA, £15K FROM ESSEX CIF = £15K TO FIND FROM FUNDS		£80,000.00	
			Water testing boiler service	previous figures		£350.00	
			Water rates	based on 2015-16		£150.00	
			Sewerage	based on 2015-16		£275.00	
		NEW	Neighbourhood Plan		£4,000.00	£4,000.00	
High Street Christmas Trees	High Street Christmas Trees	7020	High Street Christmas Trees - to include full payment for the High Street and installation of tree at the churchyard		£6,000.00	£6,000.00	
Events	Events	7030	Horticultural show marquee		£1,150.00	£400.00	
			WW1 commemoration			£750.00	
		NEW	Election costs	P&R request	£8,000.00	£8,000.00	
Clock maintenance	Clock maintenance	7070	Clock maintenance		£220.00	£220.00	

		NEW	Community special constables		£2,000.00	£2,000.00	
Car parking agreement	Parking agreement	7080	Market square and Bell Mead parking agreement		£1,150.00	£1,150.00	
Office staff salaries	Staff wages	7095	Staff salaries	3267*12+3%	£51,937.56	£40,380.12	
	Pension contributions	7096	Essex Pension	304*12+3%		£3,757.44	
		NEW	Apprentice	£5.50ph x 30 hrs a week		£7,800.00	
Office Rent, rates and insurance	Rent	7100	Allotment rent (Lord Petre) - reclaimed from Allot Assoc		£9,190.00	£135.00	
			Fairfield rent (Lord Petre)			£50.00	
		NEW	Seymour Field rent (BBC)	11/12ths of £300			£275.00
			Library Hire	£130 x 12			£1,560.00
			Office rent and service charge	1699.77*4			£7,000.00
			Office rates				£0.00
	Building insurance contribution					£170.00	
Electricity and gas	Electricity	7200	Electricity - Lychgate	19*12 direct debit payment	£1,368.00	£228.00	
	Gas	7201	Electricity - Seymour	38*12 direct debit payment - previous figures		£456.00	
			Gas - Seymour	57*12 direct debit payment - previous figures		£684.00	
Printing, postage and stationery	Printing	7500	Newsletter	redesign, outsourcing and mailchimp e-newsletter, inc delivery of newsletter	£6,635.14	£6,050.00	
	Postage and Carriage	7501		208/10.5*12		£237.71	
	Office stationery	7502		304.69/10.5*12		£347.43	
Telephone, Internet and Website	Telephone and internet (IXCG)	7550	Telephone	line rental and cloud telephone subscription (IXCG quote)	£5,410.00	£480.00	
		7551	Internet	wifi subscription and broadband as agreed at P&R 20th Feb		£2,350.00	
		NEW	APP development	redrawing logo and rebranding		£1,040.00	
	Website charges	7551	Website	annual hosting, annual review, twice yearly reports and 6 hours work		£1,060.00	
Computing and Software	Computer support, software and equipment (IXCG)	7552	IXCG computer support and equipment replacement	157*12 - inc acronis	£1,884.00	£1,884.00	
Legal and professional	Audit fees	7601	External audit fee		£16,375.00	£600.00	
	Legal fees	7600	General legal fees inc Seymour Field	requested by P&R Nov 17		£5,000.00	
	Payroll fees	7602	J&M Payroll	25*12		£300.00	
	NEW	Professional fees	7604	Data Protection Consultant	nominal figure suggested by P&R		£10,000.00
	Internal audit and annual RoSPA report					£475.00	
Software subscriptions and equipment leasing	Software subscriptions (Sage)	7606	Sage subscription	already paid in 2017/18	£0.00	£0.00	
	Equipment leasing	7702	Photocopier / printing monthky charge	24*12 +50	£350.00	£350.00	
Office repairs and renewals	Repairs and Renewals (Office)	7800	PAT test		£1,375.00	£175.00	
			Fire extinguishers - office and Seymour			£100.00	
		NEW	New laptop - replacement / apprentice	Funded from Neighbourhood Plan remaining grant allowance			£600.00
		7800	Office - replacement furniture /			£500.00	
Office cleaning	Cleaning (Office)	7801	Window cleaning - bus shelter		£150.00	£150.00	
Office - sundries	Office - sundries	7802	Sundry office items		£100.00	£100.00	
Bank charges and interest	Bank charges and interest	7900	Unity bank charges	22.8*4	£91.20	£91.20	
Donations and subscriptions	Donations	8200	Victorian Evening 2018		£1,383.00	£0.00	
	Subscriptions	8201	EALC / NALC			£800.00	
			BBPCA			£50.00	
			Community led planning network / RCCE			£110.00	
			SLCC (Clerk)			£185.00	
			Information Commissioner			£35.00	
			Essex Heritage			£25.00	
			ICCM			£90.00	
			Friends of Historic			£12.00	
			Essex Playing fields			£40.00	
		CPRE			£36.00		
Training	Training costs	8203	Councillor expenses / mileage		£4,190.00	£250.00	
		NEW	Community Governance qualification	£2940 pa for 2 years		£2,940.00	
	Training budget					£1,000.00	
Insurance	Insurance	8204	Insurance	inc office insurance contribution	£2,100.00	£2,100.00	
Refreshments (events and office)	Refreshments	8205	Refreshments - office and events		£120.00	£120.00	
			TOTAL EXPENDITURE		£288,812.50	£257,898.50	
						£30,914.00	
						£288,812.50	

	Budget	
Policy & Resources	£50,457.34	17%
Personnel	£56,127.56	19%
Churchyards & Environment	£85,418.59	30%
Communications & IT	£7,644.00	3%
Neighbourhood Plan	£4,000.00	1%
Seymour project	£85,165.00	29%
	£288,812.50	