

# INCOME

Nominal ledger code (Sage)	P&L Category (Sage)	2020/2021 budget
4000	Brentwood Borough Council Grants	£0
4001	Parish Precept	£173,839
4002	Burials and Ashes	£40,000
4004	Seymour Pavilion and pitch rent	£5,000
4900	Other income	£0
		<b>£218,839</b>

0% increase

Use of reserves	
Income	£218,839
Outgoings	£323,513
deficit to come from reserves	-£104,674
of which are capital projects (as highlighted below)	£104,750

2020/21 Total budget per Nominal Ledger code		2020/21 actual	2020/21 variance	2019/20 Total budget per Nominal Ledger code		2019/20 actual	2019/20 variance
£0	Brentwood Borough Council	£0		£0	Brentwood Borough Council	£0	£0
£173,839	Parish Precept	£173,839		£170,430	Parish Precept	£170,430	£0
£35,000	Burials and Ashes	£15,813		£37,847	Burials and Ashes	£37,847	£2,847
£5,000	Seymour Pavilion rent	£2,787		£4,882	Seymour Pavilion rent	£4,882	£2,382
£0	Grants received	£10,000		£99,000	Grants received	£48,447	-£50,553
£0	Other income	£188		£0	Other income	£3,985	£3,985
£213,839		£202,627	£0	£306,930		£265,591	-£41,339

26/01/2021

# EXPENDITURE

Nominal ledger code (Sage)	Profit and loss heading	Responsible committee / Working Group	Subheading	Methodology	Associated legislation / Act	2020/21 total budget per P&L category (sage)	2020/21 individual subheadings budget	Grounds maint contract element	2020/21 total budget per P&L category (sage)	2020/21 individual subheadings budget	Grounds maint contract element	2020/21 spent to date	2020/21 variance	2019/20 total budget per P&L category (sage)	2019/20 individual subheadings budget	Grounds maint contract element	2019/20 spent to date	2019/20 variance
5000	Purchases - waste sacks etc	L&F			GPA - Localism Act 2011, s1-8	£250.00			£250.00	£250.00		£245.00	£5.00	£200.00	£200.00		£240.00	-£40.00
6001	Fryerning Cemetery - Tree maintenance	F	Tree surveys and maintenance	£312.50 + £1000	Open Spaces Act 1906, s 9 and 10	£825.00			£1,400.00	£1,400.00		£1,075.00	£325.00	£1,312.50	£1,312.50		£1,397.50	-£85.00
6002	Fryerning Cemetery - Interments	F	Preparation of plots for ashes interment	495/10*12	Open Spaces Act 1906, s 9 and 10	£600.00			£1,000.00	£1,000.00		£495.00	£505.00	£1,300.00	£1,300.00		£945.00	£355.00
6100	Fryerning Cemetery - Ground Maintenance	F	Empty rubbish bins (contract)		Open Spaces Act 1906, s 9 and 10			£125.00	£25,960.00		£125.00	£9,682.44	£16,277.56	£21,210.00		£125.00	£13,464.52	£7,745.48
			Grass cutting (contract)					£10,090.00			£10,090.00					£10,090.00		
			Gardening (contract)					£1,395.00			£1,395.00					£1,395.00		
			Fryerning Hedges (contract)					£1,100.00			£1,100.00					£1,100.00		
			Topping up of graves and reseeding				£250.00			£1,500.00					£1,500.00			
			Bench in the Annexe				£750.00			£750.00					£5,000.00			
			<b>NEW Green burial site project</b>	<b>as per quote received - to come from reserves</b>			£10,000.00			£10,000.00								
			Ad hoc grounds maintenance repairs				£1,000.00			£1,000.00					£2,000.00			
			Cemetery management system	Move cemetery records to online - was £1000			£0.00		£1,000.00	£1,000.00			£1,000.00					
6203	Fryerning Cemetery - Skip and Bin Hire	F	2 x Skip hire for cemetery and rubbish collection	150 x 12	Open Spaces Act 1906 s 9 and 10	£1,750.00			£1,500.00	£1,500.00		£1,495.34	£4.66	£1,800.00	£1,800.00		£1,507.60	£292.40
6204	Ingatstone Churchyards - Grounds Maintenance (contract)	F	Grass cutting (contract)		Local Government Act 1972 s215			£2,880.00	£3,100.00		£2,880.00	£2,324.97	£775.03	£3,100.00		£2,880.00	£3,234.96	-£134.96
			Gardening (contract)					£120.00			£120.00					£120.00		
			Churchyard hedges (contract)					£100.00			£100.00					£100.00		
6301	High Street - Plants and Watering	F	Watering, weeding, planting (contract)		Public Health Act 1875 s164			£4,840.00	£4,840.00		£4,840.00	£3,629.97	£1,210.03	£7,200.00		£4,840.00	£7,438.47	-£238.47
6300	Fairfield - Repairs and Renewals	F	Play equipment repairs		Public Health Act 1875 s164	£1,000.00			£6,800.00	£2,000.00		£2,206.00	£4,594.00	£8,000.00	£1,000.00		£2,831.97	£5,168.03
			<b>NEW Children's playground</b>	<b>to come out from reserves with grant funding added</b>			£75,000.00											
			<b>NEW Noticeboard in Fairfield</b>				£2,000.00											
			<b>NEW CCTV Fairfield</b>	<b>complete estimate</b>			£2,000.00											
			Parish Council street lights (Footpath 38)				£200.00			£200.00					£400.00			
			Skate Park	was £1100 repainting / service			£0.00			£1,100.00					£1,100.00			
			<b>NEW New bin x 3</b>	1 x fairfield, 2 x bell mead triangle			£1,000.00											
			<b>NEW New seating x 3</b>	1 x fairfield, 2 x bell mead triangle			£1,500.00			£500.00					£500.00			
6302	Fairfield - Bins emptying and litter picking	F	Bins and litter picking (contract)		Public Health Act 1875 s164			£4,592.50	£6,092.50		£4,592.50	£4,920.70	£1,171.80	£5,592.50		£4,592.50	£5,095.59	£496.91
			<b>NEW Community garden project</b>	<b>not inc bins or benches</b>			£1,000.00											
6304	Fairfield - Pond maintenance	F	Pond maintenance (outside of contract)		Public Health Act 1875 s164	£500.00			£1,000.00	£1,000.00			£1,000.00	£2,500.00	£2,500.00		£0.00	£2,500.00
6305	Fairfield - Trees maintenance	F	Tree surveys and maintenance	£312.50 + £1000	Public Health Act 1875 s164	£825.00			£1,400.00	£1,400.00		£1,075.00	£325.00	£1,312.50	£1,312.50		£1,362.50	-£50.00
6306	Fairfield - Ground Maintenance	F	Grass cutting (contract)		Public Health Act 1875 s164			£1,960.00	£3,980.00		£1,960.00	£2,234.97	£1,745.03	£3,980.00		£1,960.00	£3,899.96	£80.04
			Ad hoc grounds maintenance repairs				£1,000.00			£1,000.00					£1,000.00			
			Fairfield hedges (contract)					£1,020.00			£1,020.00				£1,020.00			
6501	Seymour Field - grounds and pitch maintenance contract	F	Grounds and Pitch maintenance - grass cutting and lining and litter picking		Local Government (Misc Prov) Act 1976, s19	£15,000.00			£51,500.00	£17,000.00		£11,893.72	£39,606.28	£40,775.00	£17,000.00		£19,186.74	£21,588.26
			Tree survey and maintenance				£825.00			£2,500.00					£2,775.00			
			<b>NEW Outdoor gym equipment</b>				£0.00								£16,000.00			
			<b>NEW Replacement of fencing by BMX track</b>				£1,000.00			£2,500.00					£5,000.00			
6502	Seymour Pavilion - Repairs and Renewals	F	Maintenance	Ad hoc maintenance for site	Local Government (Misc Prov) Act 1976, s19	£2,500.00			£14,050.00	£2,500.00		£8,731.39	£5,318.61	£122,900.00	£5,000.00		£13,961.04	£108,938.96
			<b>NEW Solar panels</b>				£0.00											
			<b>NEW Parasols for picnic benches</b>				£200.00											
			Furnishing of hall				£500.00								£5,000.00			

			Water testing boiler service	previous years		£350.00					£350.00			
			Water rates	estimate		£650.00					£250.00			
			Sewerage	estimate		£600.00					£300.00			
6503	Seymour Pavilion - cleaning and bin hire	F	Cleaning	Bin emptying weekly	Local Government (Misc Prov) Act 1976, s19	£850.00	£850.00	£850.00	£710.01	£139.99	£2,500.00	£2,500.00	£912.19	£1,587.81
	<b>NEW</b>	<b>F</b>	<b>Cycle hoops</b>	<b>Seymour and High Street</b>		<b>£500.00</b>								
7088	<b>NEW</b>	<b>CE WG</b>	<b>Tetrapak recycling</b>	<b>£60 every 4 weeks</b>	<b>Additional bin required?</b>				<b>£300.00</b>					
	<b>NEW</b>	<b>F</b>	<b>Finger post signage at the Railway</b>			<b>£1,000.00</b>	£750.00	£750.00		<b>£750.00</b>				
	<b>NEW</b>	<b>F</b>	<b>History board</b>			<b>£0.00</b>	£1,800.00	£1,800.00		<b>£1,800.00</b>				
7001		<b>NPAC</b>	Neighbourhood Plan		Localism Act 2011, sch 9	£500.00	£4,360.00	£4,360.00	£2,498.00	£1,862.00	£10,000.00	£10,000.00	£5,135.00	£4,865.00
	<b>NEW</b>	<b>HWB WG</b>	<b>Listening bench</b>			<b>£2,000.00</b>								
	<b>NEW</b>	<b>HWB WG</b>	<b>Dementia Friendly village certification</b>	<b>training, advertising, promotion</b>		<b>£600.00</b>								
7020	High Street Christmas Trees	F	High Street Christmas Trees		Local Government Act 1972, s144	£5,000.00	£6,000.00	£6,000.00	£4,827.90	£1,172.10	£6,000.00	£6,000.00	£4,979.50	£1,020.50
7030	Events	F	Horticultural show marquee	was £2500	Local Government Act 1972, s144	£0.00	£0.00	£0.00	£60.00	-£60.00	£2,520.00	£320.00	£1,007.00	£1,513.00
	<b>NEW</b>	<b>L&amp;F</b>	<b>Other celebratory event</b>	<b>included in total cost</b>										
		<b>L&amp;F</b>	Community special constables	was £2000	Local Gov and Rating Act 1997, s31	£0.00	£2,000.00	£2,000.00		£2,000.00	£2,000.00	£2,000.00		£2,000.00
	<b>NEW</b>	<b>L&amp;F</b>	<b>Ingatstone museum project</b>	<b>items to assist with the creation of the museum eg internal displays etc</b>	Local Government Act 1972, s144	<b>£5,000.00</b>	£5,000.00	£5,000.00		£5,000.00	£5,000.00	£5,000.00		£5,000.00
7070	Phone box maintenance	F	Phone box furnishing	was £200		£0.00	£200.00	£200.00		£200.00				
7086	Working groups budget	Clerk	Working groups budget	small expenses overseen by the Clerk		£1,000.00			£150.00	-£150.00				
7080	Parking agreement	L&F	Market square and Bell Mead parking agreement	last year's charge plus 3%	Local Government Act 1972, s144	£1,200.00	£1,200.00	£1,200.00	£1,192.64	£7.36	£1,191.25	£1,191.25	£1,180.84	£10.41
7095	Staff wages	P	Staff salaries	includes staff reorganisation plus 3%	Local Government Act 1972, s112	£90,000.00	£90,000.00	£90,000.00	£65,088.28	£24,911.72	£69,930.00	£52,000.00	£62,730.12	£7,199.88
7096	Pension contributions		Essex Pension (included above)			£0.00						£3,930.00		
7100	Rent	L&F	Allotment rent (Lord Petre) - reclaimed from Allot Assoc		Small Holding and Allotments act 1908, s23	£135.00	£32,860.00	£135.00	£20,792.28	£12,067.72	£23,215.00	£135.00	£15,912.02	£7,302.98
			Fairfield rent (Lord Petre)		Public Health Act 1875 s164	£50.00		£50.00				£50.00		
			Seymour Field rent (BBC)		Local Government (Misc Prov) Act 1976, s19	£300.00		£300.00				£300.00		
			Office rent and service charge	Suite 2 and 3	Local Government Act 1972, s132	£16,700.00		£16,500.00				£7,000.00		
			Seymour pavilion business rates		Local Government (Misc Prov) Act 1976, s19	£2,070.00		£3,000.00				£2,000.00		
			Office rates	inc larger office	Local Government Act 1972, s132	£8,110.00		£6,000.00				£2,000.00		
			Cemetery business rates		Open Spaces Act 1906, s 9 and 10	£1,950.00		£3,000.00				£10,000.00		
			<b>Redecoration of common parts</b>			<b>£2,000.00</b>		£2,000.00						
			Building insurance contribution	inc larger office	Local Government Act 1972, s132	£394.00		£375.00				£170.00		
7200	Electricity	F	Electricity - Lychgate		Open Spaces Act 1906 s 9 and 10	£144.00	£1,580.00	£180.00	£826.35	£753.65	£1,400.00	£200.00	£1,903.62	-£503.62
			Electricity - Seymour		Local Government (Misc Prov) Act 1976, s19	£700.00		£700.00				£500.00		
7201	Gas		Gas - Seymour		Local Government (Misc Prov) Act 1976, s19	£700.00		£700.00				£700.00		
7500	Printing	C	Newsletter - creating, printing and delivery - 3 editions pa	3 editions	Local Government Act 1972, s142	£4,300.00	£10,425.00	£10,000.00	£2,799.37	£7,625.63	£6,410.00	£6,000.00	£3,990.00	£2,420.00
7501	Postage and Carriage		Postage and carriage			£120.00		£75.00				£150.00		
7502	Office stationery		Office stationery			£200.00		£350.00				£260.00		
7550	Telephone and internet	F	Telephone	58 x 12 (Utility warehouse) included above	Local Government Act 1972, s142	£700.00	£720.00	£720.00	£2,397.42	-£1,677.42	£5,048.00	£696.00	£2,071.54	£2,976.46
			Internet		Local Government Act 1972, s142							£0.00		
7551	Website charges	<b>C</b>	<b>App development</b>	Museum / tourism app for the village	Local Government Act 1972, s142	<b>£1,000.00</b>						£1,000.00		
	<b>NEW</b>		<b>E-newsletter development</b>	set up and quarterly charge per	Local Government Act 1972, s142	<b>£3,000.00</b>						£1,440.00		
	<b>NEW</b>		<b>Conversion of website from Joomla to wordpress</b>	<b>Sue Lees quote</b>	Local Government Act 1972, s142	<b>£1,050.00</b>						£1,000.00		
			Website	google analytics report, misc repair work to website and	Local Government Act 1972, s142	£300.00	£1,500.00	£1,500.00		£1,500.00		£912.00		
7552	Computer support, software and equipment (LIS)	IT	Lodge Information Systems	calls and line rental, software, monitoring and backup and misc IT fixes and updates	Local Government Act 1972, s132 and Data Protection Act 2018	£3,000.00	£3,000.00	£3,000.00	£1,366.41	£1,633.59	£3,380.00	£3,380.00	£3,943.00	-£563.00
7600	Legal fees		General legal fees	23/11/20 amount agreed	GPA - Localism Act 2011, s1-8	£4,000.00		£4,000.00	£1,609.76			£2,000.00		
7601	Audit fees	L&F	External audit fee		Accounts and Audit Regulations 2015	£800.00	£6,140.00	£800.00	£600.00	£5,540.00	£4,400.00	£600.00	£3,203.40	£1,196.60
7602	Payroll fees		J&M Payroll	25*12	Local Government Act 1972, s112	£300.00		£300.00	£225.00			£300.00		
7553	GDPR costs		GDPR costs	50*12	Data Protection Act 2018	£600.00		£540.00	£530.80			£1,000.00		
7604	Professional fees		Internal audit and annual RoSPA report		Public Health Act 1875 s164 and Audit and Accounts Regulations 2015	£500.00		£500.00	£445.50			£500.00		
	<b>NEW</b>		<b>Streetscene project</b>	<b>Visual audit and appraisal</b>		<b>£0.00</b>								
7606	Software subscriptions (Sage)	L&F	Sage subscription	Increase to 2 users	Accounts and Audit Regulations 2015, s4	£390.00	£690.00	£390.00	£460.00	£230.00	£600.00	£240.00	£677.24	-£77.24
7702	Equipment leasing		Photocopier / printing monthly charge		Local Government Act 1972, s132	£300.00		£300.00				£360.00		£0.00
7800	Repairs and Renewals (Office)	F	PAT test		Local Government Act 1972, s132	£150.00	£1,500.00	£150.00	£149.98	£1,350.02	£1,400.00	£150.00	£2,118.88	-£718.88
			Fire extinguishers - office and Seymour		Local Government Act 1972, s132	£100.00		£100.00				£100.00		
			New laptop - replacement		Local Government Act 1972, s132	£750.00		£750.00				£650.00		
			Office - replacement furniture / additional items		Local Government Act 1972, s132	£500.00		£500.00				£500.00		
7801	Cleaning (Office)	F	Window cleaning - bus shelter		Local Government Act (Misc Prov) 1953, s4	£72.00	£72.00	£72.00	£84.00	-£12.00	£150.00	£150.00	£152.00	-£2.00
7802	Office - sundries	F	Sundry office items		Local Government Act 1972, s132	£100.00	£100.00	£100.00	£16.56	£83.44	£100.00	£100.00	£35.93	£64.07

7900	Bank charges and interest	L&F	Unity bank charges		Accounts and Audit Regulations 2015, s4	£120.00	£120.00	£120.00	£109.50	£10.50	£120.00	£120.00	£161.15	£-41.15
8201	Subscriptions	L&F	EALC / NALC		Local Government Act 1972, s143	£860.00	£1,510.00	£830.00	£1,390.47	£119.53	£1,446.00	£830.00	£1,460.87	£-14.87
			BBPCA			£100.00		£100.00				£100.00		
			Community led planning network / RCCE			£90.00		£90.00				£90.00		
			SLCC (Clerk)			£250.00		£250.00				£185.00		
			Information Commissioner			£35.00		£35.00				£35.00		
			Essex Heritage			£25.00		£25.00				£25.00		
			ICCM			£90.00		£90.00				£90.00		
			Friends of Historic			£15.00		£15.00				£15.00		
			Essex Playing fields			£40.00		£40.00				£40.00		
			CPRE			£35.00		£35.00				£36.00		
8200	Grant awards	L&F	Grant award policy	Increased to £3000 by P&R Dec 19 with £750 max indiv grant	GPA - Localism Act 2011, s1-8	£3,000.00	£13,000.00	£13,000.00	£7,741.71	£5,258.29	£2,000.00	£2,000.00	£1,250.00	£750.00
8203	Training costs	L&F	Councillor expenses / mileage		Local Government Act 1972, s174	£250.00	£2,250.00	£250.00	£1,757.20	£492.80	£5,190.00	£250.00	£3,010.00	£2,180.00
			Training budget	new councillors = increase in 3 year agreement	Local Government Act 1972, s175	£2,000.00		£2,000.00				£2,000.00		
8204	Insurance	L&F	Insurance			£800.00	£830.00	£830.00	£790.75	£39.25	£1,000.00	£1,000.00	£716.65	£283.35
8205	Refreshments	L&F	Refreshments - office and events		GPA - Localism Act 2011, s1-8	£120.00	£120.00	£120.00	£8.28	£111.72	£120.00	£120.00	£105.59	£14.41
8250	NALC quality award	L&F	NALC Quality Gold award		Local Government Act 1972, s143	£150.00	£250.00	£250.00		£250.00	£150.00	£150.00	£150.00	£0.00
			<b>TOTAL EXPENDITURE</b>			<b>£295,290.00</b>	<b>£28,222.50</b>	<b>£28,222.50</b>	<b>£184,159.32</b>	<b>£149,651.24</b>	<b>£395,952.75</b>	<b>£367,730.25</b>	<b>£28,222.50</b>	<b>£200,220.36</b>
						<b>£323,512.50</b>		<b>£330,699.50</b>	<b>55.17%</b>	<b>44.83%</b>		<b>£395,952.75</b>		<b>£395,952.75</b>