

HELLESDON PARISH COUNCIL CC6 Property Policy & Resources

INCOME	Budget £	2015/2016	Out-turn £	2016/2017 Estimate £	2017/2018 Estimate £		
Sale of Assets	0.00		0.00	0.00			
		0.00		0.00	0.00		
HCC Rent (finishes end Dec 15)	1.00		0.00	0.00			
		1.00		0.00	0.00		
HCC Fire Insurance reimbursement (ends Dec 15)	600.00		450.00	0.00			
		600.00		450.00	0.00		
HCC Electricity reimbursement (ends Dec 15)	5000.00		3750.00	0.00			
		5000.00		3750.00	0.00		
HCC Gas reimbursement (ends Dec 15)	1700.00		1280.00	0.00			
		1700.00		1280.00	0.00		
Electricity FIT (Council Office) (Quarterly claims April,July,Oct,Jan)	500.00		350.00	350.00		360.00	
		500.00		350.00	350.00		360.00
<u>Ground Rent</u>							
HFC Portakabin	30.00		30.00	40.00		40.00	
HBC Shed (Pavilion)	30.00		30.00	40.00		40.00	
HHA Garage	30.00		30.00	40.00		40.00	
		90.00		90.00	120.00		120.00
Contingencies							
Healthy Norwich Grant (GYC)							
Hellesdon Healthy Living	0.00		2620.00	0.00		0.00	
		0.00		2620.00	0.00		0.00
<u>Community Centre Income from lettings</u>							
Working group budget: Jan 16-March 16	0.00		15000.00	0.00			
Working group budget: April 16 - March 17	0.00		0.00	50000.00		40000.00	
		0.00		15000.00	50000.00		40000.00
Contribution for grit -Library 33.3%	150.00		70.00	100.00		100.00	
		150.00		70.00	100.00		100.00
Neighbourhood Plan (Grant Income)	0.00		0.00	13000.00		0.00	
		0.00		0.00	13000.00		0.00
Hello Cafe						950.00	
							950.00
TOTAL INCOME		<u>8041.00</u>		<u>23610.00</u>	<u>63570.00</u>		<u>41530.00</u>

EXPENDITURE – REVENUE

Chairman's Budget	200.00		400.00		2000.00		1000.00	
		200.00		400.00		2000.00		1000.00
<u>Expenses/Mileage</u>								
Members	100.00		100.00		100.00		30.00	
Staff	50.00		70.00		70.00		200.00	
		150.00		170.00		170.00		230.00
Catering Supplies	470.00		400.00		470.00		270.00	
		470.00		400.00		470.00		270.00
<u>Communication Services</u>								
Telephone Line Rental	100.00		100.00		100.00		570.00	
Telephone Calls	100.00		100.00		100.00		180.00	
Broadband	500.00		500.00		500.00		500.00	
Daily EDP	250.00		250.00		0.00		0.00	
Mobile top ups	80.00		80.00		80.00		120.00	
Telephone network hire & maintenance	260.00		260.00		0.00		0.00	
EDP/Media Online	0.00		0.00		0.00		0.00	
		1290.00		1290.00		780.00		1370.00
<u>Office Equipment</u>								
<u>Office equipment reserves</u>							1000.00	
Computer Support	500.00		200.00		0.00	<small>moved to office tech support</small>		
Office technology Support (annual contract)	0.00		0.00		2000.00		2000.00	
Offsite back up contract (June rnl)	370.00		350.00		370.00		1270.00	
Photocopier Finance (1/4rly) (Rental+ annual fee - 5 years from May 13)	1000.00		1050.00		1050.00		950.00	
Photocopier Charges	1000.00		1000.00		1000.00		1875.00	
Photocopier Support Contract Jan & July- 6 monthly renewal	200.00		190.00		200.00		200.00	
		3070.00		2790.00		4620.00		7295.00
<u>Contingencies</u>								
Tractor peripheral work (Fence)	0.00		990.00		1500.00		0.00	
Centre hire for HPC meetings	0.00		100.00		0.00		0.00	
GYC - Hellesdon Healthy Living print leaflet and delivery								
Warm well event	0.00		2620.00		0.00		0.00	
HCC maintenance							10000.00	
		1000.00		3710.00		1500.00		10000.00

Council Support	3000.00	3000.00	3000.00	3000.00	0.00	0.00		
Stationery (incl Publications & Model Docs) Software & install	1600.00	1600.00	1500.00	1500.00	1600.00	1600.00	1275.00	1275.00
Postage	500.00	500.00	500.00	500.00	500.00	500.00	810.00	810.00
<u>Sundries</u> (Remembrance Wreath etc)	160.00	160.00	100.00	100.00	100.00	100.00	100.00	100.00

Electrical Inspections - office/workshops

Annual Portable appliance test (May)	80.00	80.00	80.00	135.00
3 yr Periodic inspection (due 2016/17)	0.00	0.00	900.00	0.00
Remedial work following inspection	0.00	0.00	400.00	0.00
	80.00	80.00	1380.00	135.00

CCTV

Annual Service contract				
Full system (Dec rnl - work done June)	500.00	500.00	500.00	500.00
Call-outs/repair	1000.00	1500.00	1000.00	420.00
Upgrade Fund	0.00	0.00	0.00	0.00
	1500.00	2000.00	1500.00	920.00

Utilities

Electricity/water Tractor shed				3500.00
Electricity HPC/HCC (100%)	6000.00	5800.00	6000.00	5000.00
Water HCC/HPC (From Jan 16 full cost)	500.00	1270.00	2600.00	2600.00
Gas HPC/HCC (100%)	2200.00	2200.00	2200.00	2675.00
Electricity Council Office	700.00	700.00	700.00	800.00
Offices (& Premises) Rates (New Off)	4600.00	4600.00	4700.00	6500.00
HCC Rates				10165.00
Stores (& Premises) Rates	1500.00	1500.00	1550.00	1275.00
	15500.00	16070.00	17750.00	32515.00

Services

External Audit	1500.00	1300.00	1500.00	1325.00
Internal Audit	1700.00	1760.00	1800.00	1600.00
Solicitor Fees	3000.00	3000.00	3000.00	3000.00
Legal Advice (Nplaw) (July rnl)	450.00	400.00	450.00	450.00
Scribe Licence/Software (Feb rnl)	650.00	590.00	700.00	0.00
RBS				3100.00
Data Protection	40.00	40.00	50.00	40.00
NflkALC (May rnl)	1000.00	930.00	1000.00	1100.00
Norfolk Link Publication (July rnl)	100.00	100.00	100.00	0.00
Iris Payroll Licence (July rnl)	350.00	350.00	360.00	380.00
SLCC (June rnl)	250.00	260.00	300.00	305.00
LCR Publication (May rnl)	20.00	20.00	20.00	0.00
Clerks/Councils				
Direct Publication (May rnl)	20.00	20.00	20.00	0.00
Parish Online (Nov rnl)	170.00	160.00	0.00	0.00
TV Licence (April rnl)	150.00	150.00	150.00	150.00
LCRS subscription (risk management service)	0.00	70.00	70.00	72.00
AVG Licence (2 year deal from Nov 15 renewal Nov 17)	100.00	150.00	0.00	150.00
	9500.00	9300.00	9520.00	11672.00
PWLB - New office (May & Nov)	17900.00	17900.00	17900.00	17900.00
	17900.00	17900.00	17900.00	17900.00

Insurance

General Insurance (March rnl - 5 year term expires 2016)	13000.00	12420.00	13000.00	9500.00
Property valuations (next due Jan 2016)	0.00	700.00	0.00	0.00
Fuel card Provision & Insurance	30.00	30.00	30.00	30.00
	13030.00	13150.00	13030.00	9530.00

Vehicles

Tractor - lease (Old to Dec 15, New from Oct 15) consumables	2600.00 200.00	4170.00 200.00	3430.00 200.00	5400.00 100.00
Van - fuel consumables/maintenance/mot/tax	400.00 500.00	400.00 500.00	400.00 500.00	500.00 500.00
<i>New Vehicle Fund</i>	<i>0.00</i>	<i>0.00</i>	<i>2630.00</i>	<i>3000.00</i>
	3700.00	5270.00	7160.00	9500.00

Property Maintenance or Replacement

General (Window clean/Sanitary Disposal)	1300.00	1300.00	1300.00	450.00
(Electric) shutters service (May)	450.00	450.00	450.00	450.00
Fire equipment service (Feb)	100.00	100.00	100.00	300.00
Gas Boiler Service (Feb) HPC & HCC	250.00	250.00	250.00	400.00
Dorma (Sliding) Doors Service	250.00	250.00	250.00	250.00
Fire, Emergency Lighting & Intruder Alarm Service (Nov/May)	150.00	150.00	150.00	350.00
Rainwater harvester (March)	0.00	280.00	300.00	400.00
<i>HCC Contingency Fund (Based on working group)</i>	<i>23000.00</i>	<i>23000.00</i>	<i>30000.00</i>	<i>0.00</i>
<i>Premises/Furnishing Fund - for items over £100</i>	<i>500.00</i>	<i>500.00</i>	<i>500.00</i>	<i>500.00</i>
New/replacement items - under £100	200.00	200.00	200.00	200.00
New/replacement items - over £100	400.00	400.00	400.00	400.00
	26600.00	26880.00	33900.00	3700.00

Elections/Parish Poll

Ordinary Election (next due May 2019)	5000.00	4640.00	0.00	0.00
<i>By-Elections Fund</i>	<i>3850.00</i>	<i>6350.00</i>	<i>2500.00</i>	<i>4000.00</i>
<i>Parish Poll Fund</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	8850.00	10990.00	2500.00	4000.00
Church Grass cutting contribution	750.00	750.00	750.00	750.00
	750.00	750.00	750.00	750.00
Village Signs (r/about/parish hall)	200.00	200.00	200.00	200.00
	200.00	200.00	200.00	200.00

War Memorial

<i>War Memorial Fund</i>	0.00		0.00		0.00		
Area annual clean (Oct)	220.00		0.00		220.00	500.00	
		220.00		0.00		220.00	500.00

<i>Burial Ground Fund</i>	1000.00		1000.00		1000.00	1000.00	
		1000.00		1000.00		1000.00	1000.00

Car Park/Pathways

Hard surfacing & damage repair (car park/drive/footpaths)	100.00		100.00		100.00	125.00	
Shingle surfacing repair/top up	140.00		140.00		140.00	150.00	
Car park Marking paint	0.00		30.00		30.00	100.00	
Thermoplastic marking	0.00		0.00		0.00	0.00	
<i>Refurbish Car Park/Path Fund</i>	0.00		0.00		0.00	0.00	
Grit (Severe Weather Policy)	250.00		200.00		300.00	250.00	
		490.00		470.00		570.00	625.00

Site Lighting Maintenance	500.00		500.00		500.00	500.00	
		500.00		500.00		500.00	500.00

Site signage	100.00		100.00		100.00	0.00	
		100.00		100.00		100.00	0.00

Neighbourhood plan	0.00		5000.00		23000.00	0.00	
		0.00		5000.00		23000.00	0.00

Grants & Donations

Grants £200 and Under	<i>FROM FUND</i>		<i>FROM FUND</i>		<i>FROM FUND</i>		
Grants Over £200	<i>FROM FUND</i>		<i>FROM FUND</i>		<i>FROM FUND</i>		
<i>Good Causes for Hellesdon Fund</i>	1000.00		1000.00		0.00		
Donations					<i>FROM FUND</i>		
		1000.00		1000.00		0.00	0.00

<i>Outreach Services Fund</i>	500.00		500.00		500.00	500.00	
		500.00		500.00		500.00	500.00

Consumables							
Groundstaff/Office/OS toilet/Allotment	500.00		700.00		800.00	2100.00	
		500.00		700.00		800.00	2100.00

Hello Cafe consumables /machine hire						500.00	
							500.00

REVENUE EXPENDITURE		<u>113360.00</u>		<u>125720.00</u>		<u>144020.00</u>	<u>118897.00</u>
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EXPENDITURE – CAPITAL

PROJECTS

2X cleaning stations	0.00		0.00		500.00		0
		0.00		0.00		500.00	
Extend brickweave rear HCC	0.00		0.00		0.00		0
		0.00		0.00		0.00	
ipad (Ancillary Staff)	0.00		0.00		700.00		0
		0.00		0.00		700.00	
CAPITAL EXPENDITURE		<u>0.00</u>		<u>0.00</u>		<u>1200.00</u>	0
TOTAL EXPENDITURE		<u>113360.00</u>		<u>125720.00</u>		<u>145220.00</u>	<u>118897.00</u>
TOTAL NET EXPENDITURE		105319.00		102110.00		81650.00	77367.00

FUNDS	as at April 2015		as at March 2016	as at April 2016
HEL 2	145773.46 *		106477.59	106477.59
(established July 2008)				
New Burial Ground	17000.00		17000.00	18000.00
CCTV Upgrade	11000.00		6000.00	6000.00
War Memorial	2200.00		2200.00	2200.00
Community Centre Contingency	40000.00		34869.75	64869.75
(established December 2008)				
Parish Council Election	3850.00		2500.00	5000.00
Refurbish Car Park/Path Fund	57200.00 *		57200.00	57200.00
(established April 2009)				
Premises/Furnishing Fund - for items over £100	1900.00		1900.00	2400.00
(established July 2011)				
Car Park Soakaway (ex Project Shortfall Provision Fund)	24000.00 *		24000.00	24000.00
(established March 2012)				
Parish Poll Provision	6000.00	(MAX)	6000.00	6000.00
(established October 2012)				
Good causes for Hellesdon	13000.00		14120.00	14120.00
Mountfield Park	23432.09		23432.09	23432.09
Outreach Services	2350.00		350.00	850.00
(established October 2013)				
Precept Shortfall	13190.00		13190.00	13190.00
(established November 2014)				
Equipment/Storage	44900.00		60537.16	60537.16
(established February 2016)				
New Vehicle Fund	0.00		0.00	2630.00

Fund Expenditure

*Amount at Jan 2016. Jan-March 2016 and April 2016 possible reduction in funds due to work for

HEL 2

HCC site car park refurbishment

HELD MONEY/Unspent provisions Expenditure

Reinstate driveway sinkage

500.00 *

Held Money

*Amount at Jan 2016. Jan-March 2016 and April 2016 possible reduction in held money due to work for
HCC site car park refurbishment