



HELLESDON PARISH COUNCIL

BUDGET 2016 – 2017

Council Office
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Hellesdon
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HELLEDON PARISH COUNCIL CC1 - Activities Carnival & Residents Parties (Working group to full Council)
CARNIVAL

INCOME	2015/2016		2016/2017	
	Budget £	Out-turn £	Budget £	Estimate £
Stall Holders	500.00	780.00	500.00	0.00
			780.00	0.00
Table Hire	0.00	0.00	0.00	0.00
			0.00	0.00
<u>Concessions (pptn of takings)</u>				
Catering		100.00	}	0.00
Donkey Rides		20.00		
Fairground		180.00		
Go Kart		50.00		
Ice cream		220.00		
Tea Stall		70.00		
		300.00	640.00	0.00
Raffle sales	400.00	470.00	400.00	0.00
			470.00	0.00
Dog Show entrance fee	100.00	160.00	100.00	0.00
			160.00	0.00
Donation	0.00	100.00	0.00	0.00
			100.00	0.00
<u>Sponsors</u>				
Dingles		160.00	}	0.00
Dignity Funeral services		250.00		
Hunters		160.00		
		200.00	570.00	0.00
Cash Floats	80.00	75.00	80.00	0.00
			75.00	0.00
Use of Held Money	0.00	0.00	0.00	0.00
TOTAL INCOME		<u>1580.00</u>	<u>2795.00</u>	<u>0.00</u>

EXPENDITURE – REVENUE

Services

Opening Ceremony Celebrity	0.00	0.00	0.00	0.00
First Aid	300.00	430.00	300.00	0.00
Event Insurance	550.00	560.00	550.00	0.00
Procession Traffic Control	250.00	280.00	250.00	0.00
Signage / Printing (toilets etc)	100.00	0.00	100.00	0.00
Postage	60.00	60.00	60.00	0.00
Waste Skip	160.00	160.00	160.00	0.00
Table Hire	60.00	60.00	60.00	0.00
H&S Consultant	50.00	0.00	50.00	0.00
Cash Floats	100.00	75.00	100.00	0.00
		1630.00	1625.00	0.00

Entertainment

Arena Events/ minor events acts/sideshows	960.00	625.00	}	0.00
Compere	200.00	150.00		
Children's entertainer	200.00	190.00		
Procession lead	100.00	0.00		
Refreshments for Acts	40.00	30.00		
	1500.00	995.00		0.00

Companion Dog Show

Licence & insurance	40.00	40.00	}	0.00
Prizes (rosettes/trophies)	200.00	270.00		
Entrance fee – donation to Charity	100.00	160.00		
Judge Gratuities	20.00	20.00		
	360.00	490.00		0.00

Dogs Trust

Charity TBC

Raffle

Tickets - Printing	60.00	60.00	0.00
Licence (pre event sales)	20.00	20.00	0.00
Raffle Sales Donation to charity	400.00	470.00	0.00
	480.00	550.00	0.00

Break

Charity TBC

Contingencies

Old Catton FC - use of barriers		50.00	}	0.00
Paston society marquee hire		110.00		
	50.00	160.00		0.00

Sundries (Cable ties/line marking)

50.00	30.00	0.00
50.00	30.00	0.00

Sunday Service

ML Hire	15.00	15.00	0.00
Provisions	15.00	15.00	0.00
	30.00	30.00	0.00

TOTAL REVENUE EXPENDITURE

4100.00	3880.00	0.00
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1085.00

Earmarked Surplus for 2015

1435.00

Total Net Expenditure

2520.00	2520.00	0.00
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Note:

Total underspend on 2015/16 carnival against budget

Budgeted Expenditure	4100.00
Budgeted Income	1580.00
Budgeted Net Expenditure	2520.00
Actual Net Expenditure	1085.00
Total actual underspend for carnival against budget	1435.00

FUNDS

Established fund following 2009 Carnival for hold of surplus to allow for lean years/possible replacement/new 'stock'

	Surplus	Expenditure	Running total
	£	£	£
SURPLUS			
Held following carnival 2009	710.00		710.00
shortfall in tent provision – April 2010		360.00	350.00
Held following carnival 2010	1700.00		2050.00

Gazebo purchase – July 2010		40.00	2010.00
Held following carnival 2011	480.00		2490.00
Tent repair – Dec 2011		140.00	2350.00
Held following carnival 2012	1320.00		3670.00
Addnl signage & offset expenditure - 2013		250.00	3420.00
Held following carnival 2013	1260.00		4680.00
Water supply provision		700.00	3980.00
Balance of water supply provision		400.00	3580.00
Held following carnival 2014	1000.00		4580.00
Held following Carnival 2015	1435.00		6015.00

ADULTS & CHILDRENS RESIDENTS PARTY'S

	Budget	2015/2016	Out-turn	2016/2017 Estimate
INCOME				
All parties	0.00		0.00	0.00
TOTAL INCOME		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
EXPENDITURE				
<u>Consumables/Food/beverages</u>				
In house catering	580.00		80.00	100.00
Outsourced catering	530.00		210.00	450.00
		1110.00	290.00	550.00
Postage – tickets/unsuccesful application	0.00		0.00	0.00
		0.00	0.00	0.00
Party Invitations	50.00		70.00	50.00
		50.00	70.00	50.00
Consumables	0.00		40.00	50.00
		0.00	40.00	50.00
<u>Over 65 entertainment</u>				
Hellesdon Sprowston Band	100.00		0.00	0.00
Raffle prizes	20.00		20.00	20.00
Performers	0.00		300.00 A class act	300.00
		120.00	320.00	320.00
Children entertainment	210.00		0.00	0.00
		210.00	0.00	0.00
Festive family fun night	0.00		20.00	0.00
		0.00	20.00	0.00
TOTAL EXPENDITURE		1490.00	740.00	920.00
TOTAL NET EXPENDITURE		1490.00	740.00	920.00

HELLESDON PARISH COUNCIL CC2 Planning

	Budget £	2015/2016 Out-turn £	2016/2017 Estimate £
INCOME	0.00	0.00	0.00
TOTAL INCOME		<u>0.00</u>	<u>0.00</u>
EXPENDITURE			
Hire of rooms, halls etc for public meetings/consultation	0.00	250.00	500.00
		0.00	250.00
TOTAL EXPENDITURE		<u>0.00</u>	<u>500.00</u>
TOTAL NET EXPENDITURE		0.00	500.00

HELLESDON PARISH COUNCIL CC3 – Health & Safety (Full Council)

INCOME	2015/2016		2016/2017
	Budget £	Out-turn £	Estimate £
	0.00	0.00	0.00
TOTAL INCOME		<u>0.00</u>	<u>0.00</u>
EXPENDITURE			
H&S Consultant monthly visits	2400.00	2400.00	2400.00
H&S Equipment/Protection Incl Waste Protection Pack	400.00	400.00	400.00
Defibrillator supplies	0.00	0.00	200.00
TOTAL EXPENDITURE		<u>2800.00</u>	<u>3000.00</u>
TOTAL NET EXPENDITURE		2800.00	3000.00

HELLESDON PARISH COUNCIL CC4 – Playing Fields, Amenities & Allotments

ALLOTMENTS

INCOME	2015/2016		2016/2017	
	Budget £	Out-turn £	Estimate £	Estimate £
Tenants Allotment rental (Oct renewal) (Original site = 52 full plots) (New site = 79 full plots)	4800.00	(£37.00) 3600.00	3600.00	4000.00 (£40.00)
		4800.00	3600.00	4000.00
Tenants Retrospective Water Charge (Oct)	300.00	500.00	500.00	500.00
		300.00	500.00	500.00
Tenants reimbursements for losses/damage	50.00	50.00	50.00	50.00
		50.00	50.00	50.00
Best Kept Allotment competition (June) sponsorship	0.00	0.00	0.00	100.00
		0.00	0.00	100.00
TOTAL INCOME		<u>5150.00</u>	<u>4150.00</u>	<u>4650.00</u>
EXPENDITURE – REVENUE				
<u>Landowner rent</u>				
Original site (June rnl) (to June 2021 then incr due)	280.00	280.00		280.00
Extension to site (1/3rd) (Nov rnl) (to June 2021 then incr due)	350.00	350.00		350.00
		630.00	630.00	630.00
Best Kept Allotment Competition	100.00	70.00		100.00
		100.00	70.00	100.00
<u>Utilities</u>				
Water	300.00	900.00		600.00
Electricity	300.00	180.00		200.00
		600.00	1080.00	800.00
<u>Maintenance</u>				
Repairs & maintenance (incl hedging)	500.00	100.00		500.00
Tenant losses/damages	50.00	50.00		50.00
		550.00	150.00	550.00
Pest Control (Nov renewal)	900.00	900.00		950.00
		900.00	900.00	950.00
<u>Electrical Inspections - Toilets</u>				
3 yearly Periodic inspections (next due 17/18)	0.00	0.00		0.00
Remedial work following inspection	0.00	0.00		0.00
		0.00	0.00	0.00
REVENUE EXPENDITURE		<u>2780.00</u>	<u>2830.00</u>	<u>3030.00</u>

EXPENDITURE – CAPITAL

PROJECTS

Re-establish initial driveway to
match new construction

FROM HEL2 FUND

0.00

0.00

CAPITAL EXPENDITURE

0.00

0.00

0.00

TOTAL EXPENDITURE

2780.00

2830.00

3030.00

TOTAL NET EXPENDITURE

(2370.00)

(920.00)

(1520.00)

HELLEDON PARISH COUNCIL CC4 – Playing Fields, Amenities & Allotments

PLAYING FIELDS & AMENITIES (EXCLUDING ALLOTMENTS)

INCOME	2015/2016		2016/2017	
	Budget £	Out-turn £	Estimate £	
RECREATION GROUND				
<u>Hire Charges</u>				
Football	2000.00	2550.00	2500.00	
Football training area	50.00	75.00	50.00	
Tennis	250.00	200.00	250.00	
Netball	700.00	650.00	650.00	
Bowls	1910.00	2000.00	2200.00	
Misc Activity hire	150.00	210.00	210.00	
		5060.00	5685.00	5860.00
Hire Facility Sundries				
initial hire pegs & bolts reimbursement	0.00	0.00	50.00	
		0.00	0.00	50.00
Floodlights	200.00	200.00	200.00	
		200.00	200.00	200.00
Memorial Garden - Resident Rose/Plaque Purchase	120.00	120.00	120.00	
		120.00	120.00	120.00
Ownership signs	0.00	0.00	500.00	
		0.00	0.00	500.00
Perimeter Fence (N. Close & perimeter)	3000.00	3000.00	0.00	
		3000.00	3000.00	0.00
Privet Hedge in driveway	0.00	0.00	2500.00	
		0.00	0.00	2500.00
TOTAL INCOME		<u>8380.00</u>	<u>9005.00</u>	<u>9230.00</u>
EXPENDITURE - REVENUE				
<u>General</u>				
NPFA Membership	60.00	60.00	60.00	
Play Equipment Renewals Fund	4000.00	4000.00	0.00	
Play areas annual inspection (due June)	280.00	230.00	280.00	
		4340.00	4290.00	340.00
Contingencies	500.00	500.00	500.00	
		500.00	500.00	500.00
<u>Dog/litter/smoking bins</u>				
Replacement bins & assoc cost	200.00	200.00	200.00	
Emptying dog bins/fresheners	1780.00	1780.00 (11 Bins)	2500.00 plus 3 hel 2 & 2 Mount P)	
		1980.00	1980.00	2700.00
Seats - repair/replacement	500.00	500.00	500.00	
		500.00	500.00	500.00
Site Fencing renewals fund	0.00	0.00	0.00	
		0.00	0.00	0.00

Areas signage - new/replacement	600.00		600.00	600.00	600.00
		600.00		600.00	600.00
Floodlights maintenance/repair	1000.00		700.00	1000.00	1000.00
		1000.00		700.00	1000.00
Surface protection repair (Perfo matting)	150.00		150.00	150.00	150.00
		150.00		150.00	150.00
<u>Trees</u>					
Tree inspection (due Nov)	200.00		200.00	500.00	
Tree work following inspection	300.00		300.00	600.00	
Tree work emergency	300.00		300.00	600.00	
		800.00		800.00	1700.00
Green waste removal	750.00		890.00	900.00	900.00
		750.00		890.00	900.00
Shrub/tree/hedge addnl & renewal to include The Bull roundabout	600.00		600.00	600.00	600.00
		600.00		600.00	600.00
Fuel – tractor & machinery	1000.00		1000.00	1000.00	1000.00
		1000.00		1000.00	1000.00
<u>Machinery – ex vehicles</u>					
Servicing (Nov-March)	2500.00		2500.00	3250.00	
Parts/Consumables-for repair/replace/spare	800.00		800.00	800.00	
Hire of machinery/contractor needed	800.00		800.00	1000.00	
<i>Machinery Renewals Fund</i>	0.00		0.00	0.00	
New/replacement Equipment/Tools - items under £200	550.00		550.00	600.00	
Hedgecutter/Flail (leased)	0.00		820.00 (5 Months)	1970.00	
		4650.00		5470.00	7620.00
<u>Materials</u>					
Fields/Gardens/Rndabout/Allot Universal all areas - Fertilisers/weed & moss killer	3400.00		3400.00	5090.00	5090.00
		3400.00		3400.00	5090.00
Contractor spray – Summer even years	900.00 (in place of 2014)		1000.00	1800.00	1800.00
		900.00		1000.00	1800.00
RECREATION GROUND					
<u>Play provision & U16 & U9 Play Areas</u>					
Equipment repairs/maintenance	500.00		380.00	500.00	500.00
		500.00		380.00	500.00
<u>Skate park</u>					
Equipment repair/maintenance	0.00		100.00	500.00	
Repair wooden shuttering	100.00		50.00	100.00	
Repair/maintain wooden fence	350.00		100.00	350.00	
		450.00		250.00	950.00
<u>Games (ball wall) area</u>					
Equipment repair/maintenance	0.00		250.00	500.00	
Repair wooden shuttering	100.00		0.00	100.00	
		100.00		250.00	600.00
<u>Hard Surface</u>					
Surface repair	500.00		250.00	500.00	
Surface clean chemicals	300.00		150.00	300.00	
Surface power wash	0.00		0.00	0.00	
Surface repaint/remark	0.00		0.00	0.00	
<i>Refurbish Hard Surface Fund</i>	4000.00		4000.00	4000.00	
Repair wooden shuttering	100.00		100.00	100.00	
		4900.00		4500.00	4900.00
<u>Bowling Green</u>					
Materials specific to area	1900.00		1900.00	1900.00	

Repair wooden shuttering/guttering	150.00	150.00	200.00	
Repair pathways	80.00	80.00	100.00	
Gulley matting	260.00	260.00	0.00	
	2390.00	2390.00		2200.00
<u>Memorial Garden</u>				
Resident Rose/Plaque – purchase	120.00	50.00	120.00	
Rose Renewal	30.00	30.00	30.00	
Plinths maintenance	100.00	0.00	100.00	
Bedding Plants	0.00	100.00	100.00	
	250.00	180.00		350.00
<u>Diamond Jubilee Garden</u>				
(Conservation Area)				
Replacements (bird/bat boxes & Flora)	50.00	50.00	50.00	
Bark top up	500.00	0.00	500.00	
Wild flower mix	0.00	0.00	0.00	
	550.00	50.00		550.00
<u>Hire Facility</u>				
Sundries (goal posts/nets/paint)	100.00	100.00	100.00	
Refund of goal post deposit(s)	150.00	0.00	0.00	
Initial hire pegs & bolts purchase	50.00	0.00	50.00	
	300.00	100.00		150.00
<u>MEADOW WAY</u>				
<u>Play Provision</u>				
Equipment repairs/maintenance	500.00	500.00	500.00	
	500.00	500.00		500.00
<u>HEL2 open space allocation</u>				
Landowner rent (2/3rds) (Nov rnl) (to June 2021 then increase due)	650.00	650.00	650.00	
	650.00	650.00		650.00
REVENUE EXPENDITURE	<u>31760.00</u>	<u>31130.00</u>		<u>35850.00</u>
EXPENDITURE – CAPITAL				
PROJECTS				
<u>Purchase machinery - ex vehicles</u>				
Rotavator	2500.00	2490.00	0.00	
Hayter mower	0.00	0.00	0.00	
Pump sprayer	0.00	0.00	0.00	
Roll Mower cutter attachment	0.00	0.00	0.00	
Ownership signs (commencement of)	0.00	0.00	1000.00	
	2500.00	2490.00		1000.00
<u>Recreation Ground</u>				
Perimeter fence (N.Close & perimeter)	7000.00	7100.00	0.00	
Privet Hedge in driveway	0.00	0.00	0.00	
3/5 trees RHS on bumpy ground	160.00	160.00	0.00	
Replace roses in driveway	900.00	900.00	0.00	
New tennis stands & nets x3	3820.00	3830.00	0.00	
Replace/tidy hedge in car park behind chain link	2000.00 (phase 1)	2000.00	0.00 (phase 2)	
	13880.00	13990.00		0.00
<u>Meadow Way</u>				
Landscape project fifth phase				
Trees/shrubs/Picnic table	800.00	800.00	0.00	
	800.00	800.00		0.00

CAPITAL EXPENDITURE	<u>17180.00</u>	<u>17280.00</u>	<u>1000.00</u>
TOTAL EXPENDITURE	<u>48940.00</u>	<u>48410.00</u>	<u>36850.00</u>
TOTAL NET EXPENDITURE	40560.00	39405.00	27620.00
FUNDS	as at April 2015	as at y/e March 2016	as at April 2016
£			
(established July 2008)			
Play equipment Fund	9700.00	9700.00	9700.00
Site Fencing Fund	3370.00	3370.00	3370.00
Machinery Fund (items over £200) ex vehicles	16400.00	16400.00	16400.00
(established April 2009)	14000.00	14000.00	18000.00
Refurbish Hard Surface Fund			
HELD MONEY			
Ownership signage	500.00	500.00	500.00
Perimeter Fence (N. Close & perimeter)	3000.00	0.00	0.00
Privet Hedge in driveway	2500.00	2500.00	2500.00
Held money expenditure			
Nov 2015. £3000 to support N Close fence work			

HELLEDON PARISH COUNCIL CC5 Media & Communications

INCOME	Budget £	2015/2016 Out-turn £	2016/2017 Estimate £
Newsletter Advertising	2000.00	1070.00	0.00
		2000.00	1070.00
			0.00
TOTAL INCOME		<u>2000.00</u>	<u>1070.00</u>
			<u>0.00</u>
 EXPENDITURE – REVENUE			
<u>Parish Council Promotion</u>			
Renew/replace existing promotion	1500.00	1500.00	1000.00
Consultations & Engagement			1500.00
		1500.00	1500.00
			2500.00
<u>Newsletter</u>			
Printing	7100.00	7100.00	7340.00
Distribution incl inaccessible areas	1300.00	1300.00	1300.00
		8400.00	8400.00
			8640.00
<u>Website</u>			
Annual Hosting & Support (In touch) <small>(incl annual site maintenance - April renewal)</small>	250.00	250.00	0.00
Ja.net domain name <small>(www.hellesdon-pc.gov.uk)</small>			
7x named email accs (gov.uk: April renewal -In Touch)	50.00	50.00	70.00
Site provider & telephone support (Lingo) ad hoc	100.00	100.00	100.00
e booking Licence (Lingo)	0.00	0.00	190.00
		400.00	400.00
			360.00
REVENUE EXPENDITURE		<u>10300.00</u>	<u>10300.00</u>
			<u>11500.00</u>
 EXPENDITURE – CAPITAL			
PROJECTS			
Website refurbishment	3000.00	4290.00	0.00
Personnel ID/display boards <small>All staff in DJL & HCC</small>	260.00	260.00	0.00
Flagpole	0.00	0.00	500.00
CAPITAL EXPENDITURE		<u>3260.00</u>	<u>4550.00</u>
			<u>500.00</u>
TOTAL EXPENDITURE		<u>13560.00</u>	<u>14850.00</u>
			<u>12000.00</u>
TOTAL NET EXPENDITURE		11560.00	13780.00
			12000.00

HELLEDON PARISH COUNCIL CC6 Property Policy & Resources

INCOME	2015/2016		2016/2017	
	Budget £	Out-turn £	Estimate £	
Sale of Assets	0.00	0.00	0.00	0.00
HCC Rent (finishes end Dec 15)	1.00	0.00	0.00	0.00
HCC Fire Insurance reimbursement (ends Dec 15)	600.00	450.00	0.00	0.00
HCC Electricity reimbursement (ends Dec 15)	5000.00	3750.00	0.00	0.00
HCC Gas reimbursement (ends Dec 15)	1700.00	1280.00	0.00	0.00
Electricity FIT (Council Office) (Quarterly claims April,July,Oct,Jan)	500.00	350.00	350.00	350.00
Ground Rent				
HFC Portakabin	30.00	30.00	40.00	
HBC Shed (Pavilion)	30.00	30.00	40.00	
HHA Garage	30.00	30.00	40.00	
		90.00	90.00	120.00
Contingencies				
Healthy Norwich Grant (GYC)				
Hellesdon Healthy Living	0.00	2620.00	0.00	0.00
		0.00	2620.00	0.00
Community Centre Income from lettings				
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	
		0.00	15000.00	50000.00
Contribution for grit -Library 33.3%	150.00	70.00	100.00	
		150.00	70.00	100.00
Neighbourhood Plan (Grant Income)	0.00	0.00	13000.00	
		0.00	0.00	13000.00
TOTAL INCOME		<u>8041.00</u>	<u>23610.00</u>	<u>63570.00</u>
EXPENDITURE – REVENUE				
Chairman's Budget	200.00	400.00	2000.00	
		200.00	400.00	2000.00

Expenses/Mileage

Members	100.00	100.00	100.00	
Staff	50.00	70.00	70.00	
		150.00	170.00	170.00
Catering Supplies for PC meets & staff "tea" fund	470.00	400.00	470.00	
		470.00	400.00	470.00

Communication Services

Telephone Line Rental	100.00	100.00	100.00	
Telephone Calls	100.00	100.00	100.00	
Broadband	500.00	500.00	500.00	
Daily EDP	250.00	250.00	0.00	
Mobile top ups	80.00	80.00	80.00	
Telephone network hire & maintenance	260.00	260.00	0.00	
EDP/Media Online	0.00	0.00	0.00	
		1290.00	1290.00	780.00

Office Equipment

Computer Support	500.00	200.00	0.00	0.00 moved to office tech support
Office technology Support (annual contract)	0.00	0.00	2000.00	
Offsite back up contract (June rnl)	370.00	350.00	370.00	
Photocopier Finance (1/4rly) (Rental+ annual fee - 5 years from May 13)	1000.00	1050.00	1050.00	
Photocopier Charges	1000.00	1000.00	1000.00	
Photocopier Support Contract Jan & July- 6 monthly renewal	200.00	190.00	200.00	
		3070.00	2790.00	4620.00

Contingencies

Tractor peripheral work (Fence)	0.00	990.00	1500.00	
Centre hire for HPC meetings	0.00	100.00	0.00	
GYC - Hellesdon Healthy Living print leaflet and delivery				
Warm well event	0.00	2620.00	0.00	
		1000.00	3710.00	1500.00

Council Support	3000.00	3000.00	0.00	
		3000.00	3000.00	0.00

Stationery (incl Publications & Model Docs) Software & install	1600.00	1500.00	1600.00	
		1600.00	1500.00	1600.00

Postage	500.00	500.00	500.00	
		500.00	500.00	500.00

<u>Sundries</u> (Remembrance Wreath etc)	160.00	100.00	100.00	
		160.00	100.00	100.00

Electrical Inspections - office/workshops

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

CCTV

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

Utilities

Electricity HPC/HCC (100%)	6000.00	5800.00	6000.00	
Water HCC/HPC (From Jan 16 full cost)	500.00	1270.00	2600.00	
Gas HPC/HCC (100%)	2200.00	2200.00	2200.00	
Electricity Council Office	700.00	700.00	700.00	
Offices (& Premises) Rates (New Off)	4600.00	4600.00	4700.00	
Stores (& Premises) Rates	1500.00	1500.00	1550.00	
	15500.00		16070.00	17750.00

Services

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

PWLB - New office (May & Nov)	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	
Property valuations (next due Jan 2016)	0.00	700.00	0.00	
Fuel card Provision & Insurance	30.00	30.00	30.00	
	13030.00		13150.00	13030.00

Vehicles

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

Property Maintenance or Replacement

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

Elections/Parish Poll

Ordinary Election (next due May 2019)	5000.00	4640.00	0.00	
By-Elections Fund	3850.00	6350.00	2500.00	Fund max £5000
Parish Poll Fund	0.00	0.00	0.00	Fund at max £6000
	8850.00	10990.00	2500.00	

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

War Memorial Fund	0.00	0.00	0.00	
Area annual clean (Oct)	220.00	0.00	220.00	
	220.00	0.00	220.00	220.00

Burial Ground Fund	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	
Shingle surfacing repair/top up	140.00	140.00	140.00	
Car park Marking paint	0.00	30.00	30.00	
Thermoplastic marking	0.00	0.00	0.00	
Refurbish Car Park/Path Fund	0.00	0.00	0.00	
Grit (Severe Weather Policy)	250.00	200.00	300.00	
	490.00	470.00	570.00	570.00

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	100.00
	100.00	100.00	100.00	100.00

Neighbourhood plan	0.00	5000.00	23000.00
	0.00	5000.00	23000.00

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>
Good Causes for Hellesdon Fund	1000.00	1000.00	0.00
Donations			<i>FROM FUND</i>
	1000.00	1000.00	0.00

Outreach Services Fund	500.00	500.00	500.00
	500.00	500.00	500.00

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

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

PROJECTS

2X cleaning stations	0.00	0.00	500.00
	0.00	0.00	500.00

Extend brickweave rear HCC	0.00	0.00	0.00
	0.00	0.00	0.00

ipad (Ancillary Staff)	0.00	0.00	700.00
	0.00	0.00	700.00

CAPITAL EXPENDITURE	<u>0.00</u>	<u>0.00</u>	<u>1200.00</u>
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TOTAL EXPENDITURE	<u>113360.00</u>	<u>125720.00</u>	<u>145220.00</u>
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TOTAL NET EXPENDITURE	105319.00	102110.00	81650.00
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FUNDS	as at	as at	as at
	April 2015	March 2016	April 2016

HEL 2	145773.46 *	106477.59	106477.59
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(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

HELLEDON PARISH COUNCIL CC7 Staff

INCOME	2015/2016		2016/2017	
	Budget £	Out-turn £	Budget £	Estimate £
Community Centre Reimbursement				
Hire Premium/Surcharge/ Sunday Out of Hours	1000.00	1000.00	1000.00	0.00
		1000.00	1000.00	0.00
Second Sunday Caretaker	4000.00	3500.00	3500.00	0.00
		4000.00	3500.00	0.00
TOTAL INCOME		<u>5000.00</u>	<u>4500.00</u>	<u>0.00</u>
EXPENDITURE				
<u>Remuneration</u> (confidential spreadsheet supports figures)				
Salaried Employed & ALL Vacant positions PAY IS	190000.00	174800.00	205300.00	
Additional Payments GROSS	25000.00	21200.00	24000.00	
		215000.00	196000.00	229300.00
Agency Personnel	0.00	0.00	0.00	0.00
		0.00	0.00	0.00
<i>Contingency Requirements</i> <i>Contractual/legislation Changes/Redundancy etc</i>	10000.00	10000.00	10000.00	0.00
		10000.00	10000.00	0.00
Relief/Temporary workers	1000.00	4500.00	4500.00	1000.00
		1000.00	4500.00	1000.00
Employer NI Conts above threshold	21500.00	12100.00	12100.00	17400.00
		21500.00	12100.00	17400.00
Employer PS Conts	38000.00	29000.00	29000.00	39700.00
		38000.00	29000.00	39700.00
Staff Recruitment Costs Advertising/CRB checks/Facilitators	2500.00	8500.00	8500.00	2500.00
		2500.00	8500.00	2500.00
Staff/Members Training and Courses	5000.00	5000.00	5000.00	5000.00
		5000.00	5000.00	5000.00
Staff Sundries/Uniforms	1000.00	1000.00	1000.00	1000.00
		1000.00	1000.00	1000.00
Employment Advice (HR Service) Retainer	4200.00	4200.00	4200.00	4200.00
Additional service	800.00	3790.00	7990.00	1000.00
		5000.00	7990.00	5200.00
Personnel Costs – Referrals (Medical etc)	1500.00	1500.00	1500.00	1500.00
		1500.00	1500.00	1500.00

TOTAL EXPENDITURE	<u>300500.00</u>	<u>275590.00</u>	<u>302600.00</u>
TOTAL NET EXPENDITURE	<u>295500.00</u>	<u>271090.00</u>	<u>302600.00</u>
<i>FUNDS</i>	<i>as at</i>	<i>as at y/e</i>	<i>as at</i>
	<i>April</i>	<i>March 2016</i>	<i>April 2016</i>
	<i>2015</i>		
<i>Contingency Payments (est April 2015)</i>	<i>10000.00</i>	<i>10000.00</i>	<i>10000.00</i>

HELLESDON PARISH COUNCIL CC8 Traffic Highways & Environment (P&R)

INCOME	Budget £	2015/2016		2016/2017 Estimate	
		Out-turn £		Out-turn £	
Bus shelter held money	0.00	0.00	0.00	4000.00	4000.00
TOTAL INCOME		<u>0.00</u>	<u>0.00</u>	<u>4000.00</u>	<u>4000.00</u>

EXPENDITURE – REVENUE

	<i>From Fund</i>		<i>From Fund</i>		<i>From Fund</i>	
		<i>From Fund</i>		<i>From Fund</i>		<i>From Fund</i>
Grit Bins						
SAM2's 4weekly move	2150.00	2150.00	570.00	570.00	600.00	600.00
<u>Bus Shelters</u>						
Half Yearly Clean/Graffiti Removal (May & Oct)	700.00		700.00		700.00	
Repair/replace	4500.00	5200.00	3500.00	4200.00	4500.00	5200.00
H/Way Bin Contribution (Posts and fixing accessories)	30.00	30.00	30.00	30.00	30.00	30.00
Notice Boards Repair/replace	300.00	300.00	300.00	300.00	300.00	300.00
Contingencies	100.00	100.00	100.00	100.00	100.00	100.00
REVENUE EXPENDITURE		<u>7780.00</u>		<u>5200.00</u>		<u>6230.00</u>

EXPENDITURE – CAPITAL

PROJECTS

Addnl Bus shelters	4000.00 (Raymond Rd)	4000.00	4000.00 (held)	4000.00	0.00	0.00
Info boards to existing shelters	200.00 (2 boards)	200.00	200.00 (2 boards)	200.00	200.00 (2 boards)	200.00

Parish Partnership Scheme**2015/2016 (50/50)**

20MPH Vehicle Activated Signs x4	6200.00	6200.00	0.00	
2x lighting columns (Gowing & Lodore)	3000.00	0.00	0.00	
DDA kerb - Raymond Rd bus stop	750.00	450.00	0.00	
	9950.00	6650.00	0.00	0.00

Parish Partnership Scheme**2016/2017 (50/50)**

Addnl Bus shelters - Raymond Road	0.00	0.00	4000.00	
- Low Road	0.00	0.00	4000.00	
	0.00	0.00	8000.00	8000.00

CAPITAL EXPENDITURE**14150.00****10850.00****8200.00****TOTAL EXPENDITURE****21930.00****16050.00****14430.00****TOTAL NET EXPENDITURE****21930.00****16050.00****10430.00****HELD MONEY**

Grit Bins

April 2015

March 2016

April 2016

1846.00**1846.00****1846.00****Held Money Expenditure**

NIL

HELLESDON PARISH COUNCIL CC9 – PRECEPT 2015/2016

381350.00

2015-16 Precept	367811.00
Transitional Grant	13539.00
Total	381350.00

HELLESDON PARISH COUNCIL CC10 – Investment

INCOME	Budget	2015/2016		2016/2017
	£	Out-turn	£	Estimate
Current a/c monthly loyalty reward	0.00	90.00		90.00
		0.00	90.00	90.00
<u>Bank Interest</u> (Accrues 31 Dec – 30 Dec & debited annually 31 Dec ex in held Fund (if applicable) which is paid on maturity)				
Precept Account	400.00	775.00		400.00
Treasury Fund (N/A)	0.00	0.00		0.00
Gen Reserve/Emergency Account	300.00	305.00		300.00
Pre Fund Account	2000.00	1700.00		1500.00
		2700.00	2780.00	2200.00
TOTAL INCOME		<u>2700.00</u>	<u>2870.00</u>	<u>2290.00</u>
EXPENDITURE				
<u>Bank Interest - Reinvestment</u>				
To Gen Reserve/Emergency Account (to support Financial Reserve Management)	300.00	300.00		300.00
Pre Fund Account	2000.00	2000.00		1500.00
		<u>2300.00</u>	<u>2300.00</u>	<u>1800.00</u>
TOTAL EXPENDITURE				
TOTAL NET EXPENDITURE		-400.00	-570.00	-490.00

HELLESDON PARISH COUNCIL CC11 – Bank Charges

INCOME	2015/2016		2016/2017	
	Budget £	Out-turn £	Estimate £	
	0.00	0.00	0.00	0.00
TOTAL INCOME		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
EXPENDITURE				
Current Account (from 16 Jan 2014)	900.00	600.00	600.00	600.00
		<u>900.00</u>	<u>600.00</u>	<u>600.00</u>
TOTAL EXPENDITURE		<u>900.00</u>	<u>600.00</u>	<u>600.00</u>
TOTAL NET EXPENDITURE		900.00	600.00	600.00

PARISH EXPENDITURE AND PRECEPT REQUIREMENT

2016-2017

<u>Parish Council Net Expenditure</u>	Budget	2015/2016 Out-turn	2016/2017 Estimate
	£	£	£
CC1 - Activities - Carnival	2520.00	2520.00	0.00
CC1 - Activities - Residents' Party	1490.00	740.00	920.00
CC2 - Planning	0.00	250.00	500.00
CC3 - Health and Safety	2800.00	2800.00	3000.00
CC4 - Allotments	-2370.00	-920.00	-1520.00
CC4 - Playing Fields & Amenities	40560.00	39405.00	27620.00
CC5 - Media and Communications	11560.00	13780.00	12000.00
CC6 - Property, Policy & Resources	105319.00	102110.00	81650.00
CC7 - Staff	295500.00	271090.00	302600.00
CC8 -Traffic, Highways & Environment	21930.00	16050.00	10430.00
CC9 - Precept	0.00	0.00	0.00
CC10 - Income on Investment	-400.00	-570.00	-490.00
CC11 - Bank charges & Commission	900.00	600.00	600.00
CC12 - VAT	0.00	0.00	0.00
Total Net Expenditure	479809.00	447855.00	437310.00
 Total Gross Expenditure	 512660.00	 494020.00	 520950.00
 Income	 32851.00	 46165.00	 83640.00
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Precept Calculation	£	£	£
Total Net Expenditure Est 2016-2017			437310.00
Less - difference between 2015-2016 Net Estimate Expenditure	479809.00		
Net Revised Expenditure	447855.00	-31954.00	405356.00
 Precept Requirement			405356.00
 Current Years Precept 2015/2016	 381350.00		
 Estimated Precept 2016/2017	 405356.00		
 Precept increase over 2015/2016	 24006.00 (divided by 381350.00*100)		 6.30%