BUDGET 2017/18

Page 1	Cover
Page 2	Summary income and expenditure (REVENUE and CAPEX)
Page 3	Income (REVENUE, CAPEX and PRECEPT)
Page 4	Office and Admin Expenditure
Page 5	General Purposes Expenditure
Page 6	Community Affairs Expenditure
Page 7	Planning Expenditure
Page 8	CAPEX and one-off Expenditure
Page 9	5-year REVENUE Exp/Inc; CAPEX Exp/Inc
Page 10	Earmarked reserves
Page 11	Funds

NOTE:
1. Finance + General Puposes Committee 13 October 2016: changes incorporated.
2. Finance + General Puposes Committee 8 December 2016: changes incorporated.

Hurstpierpoint & Sayers Common Parish Council - Budget 2017/18 13 Dec 2016
SUMMARY

Ref	ITEM	Budget 2016/17		YTD (6 months)		2016/17 outturn		Budget 2017/18	
REVENUE EXPENDITURE									
	Office + Administration	131,242		0		127,256		146,899	
	General Purposes	51,155		0		43,582		61,255	
	Community Affairs Committee	23,830		0		19,550		27,330	
	Planning	3,050		0		3,565		0	
	Revenue Expenditure		**209,277**		**0**		**193,953**		**235,484**
REVENUE INCOME									
	Income	34,625		0		25,435		39,075	
	MSDC Tax Base Grant	0				0		0	
	PRECEPT	184,191		184,191		184,191		193,736	
	Revenue income		**218,816**		**184,191**		**209,626**		**232,811**
	REVENUE SURPLUS/DEFICIT		**9,539**				**15,673**		**-2,673**
CAPEX EXPENDITURE									
	One-off items +CAPEX								
	High Street	7,000		0	0	9,000	0	0	
	Boules Pitch	0	0	0	0	0	0	0	
	South Avenue Recreation play area	0	0	0	0	102,692	0	0	
	Seats	3,200	0	0	0	3,200	0	1,400	
	Noticeboards	0	0	0	0	0	0	0	
	Village Garden upgrade	500	0	0	0	500	0	0	
	Streetlights upgrade	0	0	0	0	0	0	0	
	Little Park Parkland	30,000	0	0	0	0	0	30,000	
	Highfield Drive Parkland	15,000	0	0	0	10,000	0	15,000	
	Village Gateways feasibility	0	0	0	0	0	0	0	
	Cuckfield Rd feasibility	0	0	0	0	0	0	5,000	
	Cycle Route feasibility	0	0	0	0	0	0	5,000	
	Pitt road upgrade	0	0	0	0	0	0	0	
	Sayers Common Village hall	0	0	0	0	0	0	0	
	Website upgrade	0	0	0	0	0	0	0	
	Business enterprise - High St economy study					0		0	
	Streetlight Replacement Scheme	95,000	0	0	0	165,000	0	0	
	Business enterprise - High St economy study	5,000	0	0	0	0	0	0	
	WSCC Parish community Project	0	0	0	0	0	0	0	
	Affordable housing scheme feasibility	5,000	0	0	0	0	0	0	
	Heritage Trail/ Village in bloom							10,000	
	Reeds Lane Play Area							0	
	Young Peoples council project							0	
	Total CAPEX Expenditure	**0**	**170,700**	**0**	**0**	**0**	**290,392**	**0**	**86,400**
CAPEX INCOME									
	One-off + CAPEX income								
	High Street	0		0	0	0	0	0	
	WSCC s106 High Street	0	0	0	0	0	0	0	
	Parish s106 High Street	0	0	0	0	0	0	0	
	Neighbourhood Plan	0	0	0	0	0	0	0	
	Boules Pitch	0	0	0	0	0	0	0	
	South Avenue Recreation play area	0	0	0	0	99943	0	0	
	Seats	3200	0	0	0	3200	0	1400	
	Noticeboards	0	0	0	0	0	0	0	
	Village Garden upgrade	500	0	0	0	0	0	0	
	Streetlights upgrade	0	0	0	0	0	0	0	
	Highfield Drive Parkland	49000	0	0	0	49000	0	49000	
	Highfield Drive Parkland fund deplete							-2250	
	Little Park Parkland	213500	0	0	0	91500	0	213500	
	Little Park Parkland fund deplete							-9250	
	Village Gateways feasibility	0	0	0	0	0	0	0	
	Cuckfield Rd feasibility	0	0	0	0	0	0	5000	
	Cycle Route feasibility	0	0	0	0	0	0	5,000	
	Pitt road upgrade	0	0	0	0	0	0	0	
	Sayers Common Village hall	0	0	0	0	0	0	0	
	Streetlight Replacement Scheme	95000	0	0	0	165000	0	0	
	MSDC /Police partnership	0	0	0	0	0	0	0	
	WSCC Parish community Project	0	0	0	0	0	0	0	
	Affordable housing scheme feasibility	0		0	0	0	0	0	
	Heritage Trail/ Village in bloom							0	
	Reeds Lane Play Area							0	
	Young Peoples council project	0		0		0		0	
	One-off + CAPEX income		**361,200**		**0**		**408,643**		**262,400**
	CAPEX SURPLUS/DEFICIT		**190,500**				**118,251**		**176,000**

Hurstpierpoint & Sayers Common Parish Council - Budget 2016/17 13 Dec 2016 V4

INCOME

Ref	ITEM	Budget 2016/17	YTD (6 months)	estimated 2016/17 outturn	Budget 2017/18	Notes
	REVENUE Income					
1174	Parking discs	1550		1550	1,600	
1191	Bank interest	2000		1200	3,000	
	Property income	14500		7700	14,800	
1179	Allotments	2050		1900	2,050	
2377	Allotments	0		0	0	
	War Graves	105		105	105	
	Tax Base grant (MSDC)	0		0	0	
1181	Misc	0		6,810	0	
2177	Burials	600		1,200	1,200	
	Garden of rest	600		800	800	
	Plots	600		2,500	2,500	
	Memorial fees	400		800	800	
	Chapel use	120		120	120	
2204	Dog bags voluntary income	600		750	600	
	Little Park - from commuted fund	9,250			9,250	Parkland. 50% of full year
	Highfield Drive - from commuted fund	2,250			2,250	Parkland. 50% of full year
	WSCC building partnership	0	0	0	0	
	PRECEPT	**184,191**		**184,191**	**193,736**	
	TOTAL Revenue income	**218,816**	**0**	**209,626**	**232,811**	
	CAPEX income					
	South Avenue Recreation play area	0		99,943	0	
	Seats	3,200		3,200	1,400	s106
	Village Garden upgrade	500		0	0	
	Streetlights upgrade	0		0	0	
	Highfield Drive Parkland	49,000		49,000	49,000	remainder of s106 fund
	Highfield Drive Parkland fund deplete	-2,250		0	-2,250	added to revenue income
	Little Park Parkland	213,500		91,500	213,500	70% of s106 fund
	Little Park Parkland fund deplete	-9,250		0	-9,250	added to revenue income
	Village Gateways feasibility	0		0	0	
	Cuckfield Rd feasibility	0		0	5,000	s106
	Cycle Route feasibility	0		0	5,000	s106
	Streetlight Replacement Scheme	95,000		165,000	0	
	Heritage Trail/ Village in bloom				0	
	Reeds Lane Play Area				0	
	Young Peoples council project	10,000		0	0	
	Total CAPEX income	**349,700**	**0**	**408,643**	**262,400**	
	TOTAL INCOME	**568,516**	**0**	**618,269**	**495,211**	

PRECEPT						
Precept:	**184,191**	**184,191**	**184,191**	**193,736**	**increase =**	**5.2%**
Tax Base	**2804.9**			**2892.3**	**confirmed**	**3.1%**
Band D property	**£65.67**			**£66.98**	**increase =**	**2.0%**
Band D increase				**£1.31**		

suggested Precept rise =
Tax Base
Band D rise =

Property income:

Chantry	9600 gross
Tennis	1800
bowls	1000
WSCC Families	2400
	14800

Hurstpierpoint & Sayers Common Parish Council - Budget 2017/18 13 Dec 2016 V4
OFFICE + ADMINISTRATION

Ref	ITEM	Budget 2016/17	YTD (7 months)		estimated 2016/17 outturn		Budget 2017/18	
	Revenue expenditure							
	Staff							
1101	Salaries	70,416			69,853		79,023	
1100	NI	3,834			3,600		4,337	
	Staff salary adjustment	10,500			7,500		5,000	
1104	Staff expenses	600			600		500	
	Staff training	250			250		300	
	Courses	300			300		300	
	Gratuity fund payment	0			0		0	
	Pension contribution	12,092			12,092		13,690	
			97,992	0		94,195		103,149
	Office							
1107	Councillors expenses	5600			5600		5200	
1108	Payroll charge	350			350		350	
1110	Office charges	4800			4800		4000	
1111	Stamps post telephone	2200			2200		2200	
1112	IT computer	1200			900		1200	
1114	Room hire	750			900		900	
1115	Subscription	2100			2000		2100	
1116	Insurance	2250			2126		2500	
1117	Audit	1800			1800		2200	
1118	Equipment	500			500		500	
1119	Contingencies	500			500		500	
1121	General expenses	1000			1000		500	
	Election expenses	0			2800		0	
1173	Parking discs	1400			1400		1400	
1200	Maintenance van running	1100			1000		1000	
	Van purchase	0			0		1500	
	Maintenance equipment purchase	600			600		600	
1300	Common Village Hall - loan repay	7100			3660		7100	
	Streetlight PWLB repay	0			0		10000	
1177	War Graves	0			925		0	
			33,250	0		33,061		43,750
	Total Expenditure		**131,242**	**0**		**127,256**		**146,899**

124,599

Hurstpierpoint & Sayers Common Parish Council - Budget 2017/18 13 Dec 2016 V4

General Purposes

Ref	ITEM	Budget 2016/17	YTD (6 months)		estimated 2016/17 outturn		Budget 2017/18		Notes
	Revenue expenditure								
	Cemetery								
2101	grounds maintenance	5,000			4,900		4,900		
	Electricity	75			75		75		
	Water	50			50		50		
	Rates	300			300		300		
	Miscellaneous	300			300		300		
			5,725	0		5,625		5,625	
	Grounds								
2201	Recreation - maintenance	4,700			4,327		4,350		
	recreation - repairs	2,500			500		500		
	Village gardens	1,800			1,700		1,700		
	Doggy bags	1,300			1,300		1,300		
	Doggy loos	4,600			4,500		4,500		
	Playground	100			100		100		
	Inspections	350			350		350		
	Equipment costs	300			300		300		
	Little Park parkland maintenance	1,000			0		9,000		
	H'field Drive parkland maintenance	500			0		3,000		
	Holy Trinity churchyard	500			500		500		
			17,650	0		13,077		25,600	
	Lighting								
	Replacement Scheme repayment	6,000			0		0		in ADMIN
	energy	4,800			5,400		3,000		
	maintenance	4,500			7,700		300		
			15,300	0		13,100		3,300	
	Toilets								
	maintenance	6,500			6,500		6,500		
	rates	630			630		630		
	utilities	1,200			1,200		1,200		
			8,330	0		8,330		8,330	
	Other								
	Chantry Stables	500			0		500		
	Garden Trust	150			150		150		
	Rights of way grants	150			150		150		
	Rights of way maintenance	150			150		150		
	Shelters, repairs	2,000			500		600		
	Trees	1,200			2,500		5,000		
		0							
			4,150	0		3,450		6,550	
	WSCC Parish Community Project	10,000			0		10,000		
	Community Warden						0		
	Burgess Hill Maintenance Team						1,850		BHTC email 15.11.16
								11,850	
	Total Expenditure		**51,155**	**0**		**43,582**		**61,255**	

Hurstpierpoint & Sayers Common Parish Council - Budget 2017/18 13 Dec 2016

COMMUNITY AFFAIRS Committee

Ref	ITEM	Budget 2016/17	YTD (6 months)	estimated 2016/17 outturn	Budget 2017/18
	Expenditure				
4103	Newsletter	2450		2400	2450
4104	Website	500		200	500
3750	Grants	4000		4300	4000
3750	Hurst Festival	2000		1500	2000
	Hurstpierpoint Society tree programme	1,000		1,000	0
4109	Section 137	250		300	150
	Local Community Groups	0		0	3000
4111	Tourism & attractiveness	3500		4000	6300
	Allotments				
	General maintenance	700		350	700
	repairs	200		200	200
	water	500		500	500
	Councillor surgeries				300
	Hurst Community Charity grant	4,800		4,800	4,800
	Young Peoples initiative	0			1,000
	Older Persons initiative	1,000			1,000
	Snow clearance	180			180
	Parish Plan promotion	2,500			0
	General	250			250
	Total Expenditure	23,830	0	**19,550**	**27,330**

Tourism + Attractiveness

Hurst Fest = 1500 in 2012/13	0	Minute CA162 - March 2012
Xmas lights	2200	
hanging baskets	1200	as requested by committee 28 .11.13
TOTAL	3400	

Hurstpierpoint & Sayers Common Parish Council - Budget 2017/18 13 Dec 2016 V4

PLANNING

Ref	ITEM	Budget 2016/17	YTD (6 months)	2016/17 estimated outturn	Budget 2017/18	Notes
	Expenditure					
5901	Neighbourhood Plan	0		1,565	0	
5903	Planning consultancy	3,050		2,000	0	
	Total Expenditure	**3,050**	**0**	**3,565**	**0**	

NOTE: Planning Committee 1 dec 2016 £20,000 fund in CAPEX for District /N'hood Plan

Hurstpierpoint & Sayers Common Parish Council - Budget 2017/18 13 Dec 2016 V4

CAPEX and 'one-off'

Ref	ITEM	Budget 2016/17	YTD (6 months)	estimated 2016/17 outturn	Budget 2017/18	Notes
	Expenditure					
	High Street	7,000		9,000	0	
	South Avenue Recreation play area	0		102,692	0	
	Seats	3,200		3,200	1,400	2 x new seats
	Noticeboards	0		0	0	
	Village Garden upgrade	500		500	0	
	Streetlights upgrade	0		0	0	
	Little Park Parkland	30,000		0	30,000	preparatory works
	Highfield Drive Parkland	15,000		10,000	15,000	preparatory works
	Village Gateways feasibility	0		0	0	
	Cuckfield Rd feasibility	0		0	5,000	
	Cycle Route feasibility	0		0	5,000	
	Pitt road upgrade	0		0	0	
	Sayers Common Village hall	0		0	0	
	Website upgrade	0		0	0	
	Streetlight Replacement Scheme	95,000		165,000	0	
	Business enterprise - High St economy study	5,000			0	
	WSCC Parish community Project	0		0	0	
	Affordable housing scheme feasibility	5,000		0	0	
	Heritage Trail/ Village in bloom			0	10,000	
	Reeds Lane Play Area				0	
	Planning Consultancy- N'hood Plan				20,000	Fin + GP 08.12.16
	Young Peoples council project	10,000		0	0	in Comm Affairs com
	Total CAPEX Expenditure	**170,700**	**0**	**290,392**	**86,400**	

Hurstpierpoint & Sayers Common Parish Council - Budget 2017/18 13 Dec 2016 V4

FUNDS Ref	ITEM	ACTUAL 31 March 2016	projected 31 March 2017	projected 31 March 2018	Notes
	Earmarked Reserves				
	Gratuity fund	13,378	0	0	ref: Minute C25.2 17 June 2010
	Village seats legacy	0	0	0	ref: Minute C25.2 17 June 2010; sp
	Community Affairs	4,268	0	0	ref: Minute C25.2 17 June 2010
	Community Bus reserve	9000	0	0	ref: Minute C25.2 17 June 2010
	St Lawrence fair 700th Anniversa	0	0	0	ref: Minute C25.2 17 June 2010; sp
	Maintenance van and equipment	3750	6500	8000	for replacement van
	High St Improvements	0	0	0	Received from WSCC 2012/13
	Scout HQ grant	3,000	0	0	decision of Community Affairs Minut
	Little Park Parkland	0	91,500	256,750	
	Highfield Drive Parkland	0	49,000	77,750	
	Earmarked Reserves	**33,396**	**147,000**	**342,500**	

10

13 Dec 2016 V4 0

Hurstpierpoint & Sayers Common Parish Council - Budget 2017 - 2022 SUMMARY 5-year

Ref	ITEM	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22		
REVENUE EXPENDITURE									
	Office + Administration	127,256	146,899	149,837	152,834	155,891	159,009	Inflation allo	2.00%
	General Purposes	43,582	61,255	62,480	63,730	65,004	66,304		
	Community Affairs Committee	19,550	27,330	27,877	28,434	29,003	29,583		
	Planning	3,565	0	0	0	0	0		
		0	0	0	0	0	0		
	Revenue Expenditure	193,953	235,484	240,194	244,998	249,898	254,896		
REVENUE INCOME									
	Income	25,435	27,575	28,127	28,689	29,263	29,848	Inflation allo	2.00%
	MSDC Tax Base Grant	0	0	0	0	0	0		
	PRECEPT	184,191	193,736	198,579	203,544	208,633	213,848	increase	**2.50%**
	Tax Base increase	0	0	4,964	5,089	5,216	5,346	increase	**2.50%**
	Highfield Drive Parkland commuted fund	0	2,250	4,500	4,500	4,500	4,500		
	Little Park Parkland commuted fund	0	9,250	18,500	18,500	18,500	18,500		
	Revenue income	209,626	232,811	254,670	260,322	266,111	272,043		
	REVENUE SURPLUS/DEFICIT	**15,673**	**-2,673**	**14,476**	**15,324**	**16,213**	**17,147**		
CAPEX EXPENDITURE									
	One-off items +CAPEX								
	High Street	9,000	0	0	0	0	0		
	Boules Pitch	0	0	0	0	0	0		
	South Avenue Recreation play area	102,692	0	0	0	0	0		
	Seats	3,200	1,400	0	0	0	0		
	Noticeboards	0	0	0	0	0	0		
	Village Garden upgrade	500	0	0	0	0	0		
	Maintenance van	0	0	9,000	0	0	0		
	Little Park Parkland	0	30,000	30,000	28,000	0	0		
	Highfield Drive Parkland	10,000	15,000	9,000	0	0	0		
	Village Gateways feasibility	0	0	0	0	0	0		
	Cuckfield Rd feasibility	0	5,000	0	0	0	0		
	Cycle Route feasibility	0	5,000	0	0	0	0		
	Streetlight Replacement Scheme	165,000	0	0	0	0	0		
	Business enterprise - High St economy study	0	0	0	0	0	0		
	WSCC Parish community Project	0	0	0	0	0	0		
	Affordable housing scheme feasibility	0	0	0	0	0	0		
	Reeds Lane Play Area		0	0	0	0	0		
	Planning Consultancy- N'hood Plan		20,000						
	Young Peoples council project	0	0	0	0	0	0		
	Heritage Trail/ Village in bloom		10,000	0	0	0	0		
	Total CAPEX Expenditure	**290,392**	**86,400**	**48,000**	**28,000**	**0**	**0**		
CAPEX INCOME									
	One-off + CAPEX income								
	South Avenue Recreation play area	99,943	0	0	0	0	0		
	Seats	3,200	1,400	0	0	0	0		
	Noticeboards	0	0	0	0	0	0		
	Village Garden upgrade	0	0	0	0	0	0		
	Highfield Drive Parkland	49,000	49,000	0	0	0	0		
	Highfield Drive Parkland fund deplete	0	-2,250	-4500	-4500	-4500	-4500		
	Little Park Parkland	91,500	213,500	0	0	0	0		
	Little Park Parkland fund deplete	0	-9,250	-18500	-18500	-18500	-18500		
	Village Gateways feasibility	0	0	0	0	0	0		
	Cuckfield Rd feasibility	0	5,000	0	0	0	0		
	Cycle Route feasibility	0	5,000	0	0	0	0		
	Pitt road upgrade	0	0	0	0	0	0		
	Sayers Common Village hall	0	0	0	0	0	0		
	Streetlight Replacement Scheme	165,000	0	0	0	0	0		
	MSDC /Police partnership	0	0	0	0	0	0		
	WSCC Parish community Project	0	0	0	0	0	0		
	Affordable housing scheme feasibility	0	0	0	0	0	0		
	Reeds Lane Play Area		0	0	0	0	0		
	Planning Consultancy- N'hood Plan		0	0	0	0	0		
	Young Peoples council project	0	0	0	0	0	0		
	Heritage Trail/ Village in bloom		0	0	0	0	0		
	Total CAPEX income 0	**408,643**	**262,400**	**-23,000**	**-23,000**	**-23,000**	**-23,000**		
	CAPEX SURPLUS/DEFICIT	118,251	176,000	-71,000	-51,000	-23,000	-23,000		
	TOTAL SURPLUS/DEFICIT	133,924	173,327	-56,524	-35,676	-6,787	-5,853		

EARMARKED RESERVES							
Earmarked reserves brought f'ward	33,396	147,000	311,600	289,600	287,600	313,600	
Highfield Drive Parkland fund	49,000	49,000	49,000	49,000	49,000	49,000	
Highfield Drive Parkland fund deplete	0	-2,250	-4,500	-4,500	-4,500	-4,500	see revenue income
Little Park Parkland	91,500	213,500	0	0	0	0	
Little Park Parkland fund deplete	0	-9,250	-18,500	-18,500	-18,500	-18,500	see revenue income
Other changes	-26,896	-86,400	-48,000	-28,000	0	0	
Earmarked reserves 31 Mar c'ward	**147,000**	**311,600**	**289,600**	**287,600**	**313,600**	**339,600**	
GENERAL RESERVES							
General Reserves brought f'ward	**75,373**	**91,046**	**88,373**	**102,849**	**118,173**	**134,386**	
Revenue surplus/deficit	15,673	-2,673	14,476	15,324	16,213	17,147	
General Reserves c'd f'ward	**91,046**	**88,373**	**102,849**	**118,173**	**134,386**	**151,533**	
Total Reserves brought f'ward	108,769	238,046	399,973	392,449	405,773	447,986	
TOTAL Reserves at 31 March c'ried f'wd	**238,046**	**399,973**	**392,449**	**405,773**	**447,986**	**491,133**	
Ratio of General Reserves to Revenue expend	**47%**	**38%**	**43%**	**48%**	**54%**	**59%**	

Check

Reserves at 31 March 2017:	
Total reserves brought forward	108,769
Income 2016/17	618,269
Expend 2016/17	484,345
Reserves at 31 March 2017:	242,693

Parkland earmarked reserves:
Reserves held at 75% of initial commuted sum
Balance of 25% is assumed to be expended on preparatory works
Earmarked reserve is reduced over 20 years from 2016 = 6% pa

Earmarked reserves		Drawdown	
Little Park funds	305000	6%	18300
Highfield Drive funds	74000	6%	4440