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**WOOTTON PARISH COUNCIL**

**BUDGET PRECEPT REPORT 2023/24**

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**1. Purpose**

1.1. The Parish Council is required to set out a budget and Precept for 2023/24, in accordance with the information set out by the Responsible Financial Officer [RFO].

**2. Background Information**

2.1. Wootton Parish Council agrees a budget annually for the next financial year and submits a Precept request to West Oxfordshire District Council.

2.2. In accordance with section 25 of the Local Government Act 2003, this report provides members with information concerning the recommended budget and adequacy of balances and reserves, to meet the financial requirements of the next financial year.

2.3. Wootton Parish Council is required to set its Precept in accordance with statutory requirements. The report sets out implications of setting the Council's Precept for 2023/24 and the impact it will have on the Council's proportion of the Council Tax Bill. Note: This is a provisional budget and will be further refined in light of revised costs for example of subscriptions and training for the new Clerk throughout 2023/24.

**3. 2023/24 Budget**

3.1 The budget has been prepared, as attached. This includes a comparison for revised budget 2022/23, and the projection for 2023/24. It is noted that the precept raised covers only immediate regular or foreseen expenses for the Parish Council. If extra maintenance/refurbishment projects are undertaken it may be required to raise the precept or use the Council's reserves.

The key changes/issues proposed are as follows:

**3.2. Expenditure**

- Separating costs for the Burditch Hall now under lease to WCAST

- Correctly accounting for S137 grants
- Ensuring GDPR regulations are adhered to

### 3.3. Income

- The Parish Council has very little income only the OCC grass cutting grant and the precept.

### 3.4. Expenditure

Cost Centre	Summary of Changes for 2023/24
<b>E01 Salary &amp; Expenses</b>	Based on the national incremental salary increase in April 2022, PAYE correctly accounted for
<b>E02 General, Fees &amp; Insurance</b>	Training for the new Clerk, new website with .org.uk extension for emails, defibrillator expenses – now checked regularly. Insurance companies are predicting a 20% rise in 2023/24
<b>E03 Fees &amp; Subscriptions</b>	Laptop software to be kept up to date, subscriptions paid to include SLCC membership for Clerk
<b>E04 Maintenance</b>	Limited changes in this cost centre with regards grounds other than contractor for grass cutting. Fee given to WCAST to cover maintenance on the Council's playing field & ground. New charges for emptying bins imposed
<b>E05 Miscellaneous</b>	Most of the charges for 2022/23 were related to the granting of a lease to WCAST for Burditch Hall. ICO subscription was undertaken and S137 grants properly accounted for. Money is put aside for Coronation celebrations.

## 4. 2023/24 Precept Calculation

4.1. Each parish forecasts how much money it is going to need the following year. This is then divided by the number of properties in the parish that fall into Band D Council Tax bands.

4.2 The amount required to be raised by way of Council Tax to meet the expenditure of this Town/Parish during the year 2023/24 will be:

1	Town/Parish general expense (Budget)	£16000
2	Town/Parish council election expenses (pre-populated)	£225
3	Town/Parish precept for tax setting purposes (line3=line 1 + line 2)	£16225

4	Proposed precept 2023/24 (from line 3)	£16225
5	Tax base	£300.50
6	Band D Tax - (line 6 = line 4 / line 5)	£53.99
7	Previous Year Band D Tax	£29.78
8	Tax rise (line 6 – line 7)	£24.21

## 5. Balance & Reserves

5.1. Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the RFO to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use. It is stated by our External Auditor that a minimum of 1 years precept should be kept in reserve.

5.2. The 2023/24 budget includes contingency provisions to provide protection against any unforeseen revenue commitments and a shortfall in anticipated income.

5.3. It is recommended that the current level of financial reserves is agreed as follows:

- (a) Set aside sufficient sums as general reserves to support any major unforeseen spending pressures.
- (b) Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay one month's salaries to staff in general reserves at all times.
- (c) Undertake regular reviews as part of the budget setting process.
- (d) Assess the balance (over the 1 year precept in reserve) at the end of each year and look to spend this on projects within the village or earmark these monies towards a future larger project.

## 6. Risk Assessment

6.1. The budget has been prepared in accordance with key principles of prudence and transparency, and the levels of balances, reserves and contingencies within the budget are adequate.

## 7. Conclusion

7.1. The Parish Council has considered the issues raised above and agreed its budget and corresponding Precept for 2023/24 as below.

Projected Income	
I01	Precept
I02	Grass Cutting Grant
I03	Interest
I04	VAT refund
<b>Totals</b>	

Revised Budget 2022/23	Projected Budget 2023/24
£ 8,932	£ 16,000
£ 542	£ 542
£ -	£ -
£ 500	£ 200
<b>£ 9,974</b>	<b>£ 16,742</b>

Projected Expenditure	
<b>E01</b>	<b>Salary &amp; Expenses</b>
E01A	Clerks Wages
E01B	PAYE
E01C	Payroll Admin
<b>E02</b>	<b>General &amp; Insurance</b>
E02A	Training - Clerk
E02B	Admin
E02C	Website
E02D	Insurance - Parish Council
E02E	Insurance - Burditch Hall
E02F	Hall Hire
E02G	Insurance - Tractor
E02H	Defibrillator
E02J	Bank Charges
E02L	Burditch Hall Electric/Water
<b>E03</b>	<b>Fees &amp; Subscriptions</b>
E03A	Subscriptions
E03B	McAfee Virus (2022 inc GDPR)
E03C	Microsoft 365 (2022 inc GDPR)
E03B	Audit
<b>E04</b>	<b>Maintenance</b>

Revised Budget 2022/23	Proposed Budget 2023/24
£ 3,010	£ 2,805
£ 696	£ 400
£ 221	£ 221
£ 240	£ 100
£ 300	£ 300
£ 569	£ 238
£ 845	£ 1,015
£ 951	£ -
£ 198	£ 132
£ 88	£ -
£ 80	£ 200
£ 72	£ 72
£ 240	£ -
£ 250	£ 260
	£ -
	£ 80
£ -	£ -

E04A	Grasscutting	£ 1,200	£ 1,200
EO4D	Playing Field - Management	£ 900	£ 900
E04E	Burditch Hall Elec Insp	£ 700	
E04F	Bin Emptying WODC x2		£ 872
E05	Special Projects		
E05A	Burditch Hall Legal Fees	£ 1,500	£ -
EO5B	Burditch Hall Electrical	£ 5,000	
E05C	Burditch Hall Asbestos Survey	£ 500	
E05B	Elections	£ 75	£ -
E05C	GDPR/ICO Subscription	£ 670	£ 40
E05D	Donations		
E05E	S137 Discretionary Grants	£ 2,200	£ 1,900
E05F	Jubilee Celebrations	£ 672	£ -
E05G	Coronation Celebrations		£ 700
	<b>Totals</b>	<b>£ 21,177.00</b>	<b>£ 11,435.00</b>
	<b>Balance End of 2021/22</b>	£ 9,974.00	£ 16,742.00
	£11,838.81	£ 21,177.00	£ 11,435.00
		-£ 11,203.00	£ 5,307.00
		£ 635.81	£ 5,942.81