

NOTES TO SUPPORT THE 2024-2025 BUDGET CALCULATIONS

ADMINISTRATION/SUPPORT COSTS £118,876 Decrease £50,710

Some KHPC services such as statutory planning consultation responsibilities, advice, and close liaison with other authorities on the delivery of local services including roads and transport issues, waste, housing, open spaces, and the environment do not incur specific costs as they are absorbed within the administration budget. Also absorbed is the cost of proper governance arrangements and the enhancement of the Parish Councils role. The administration budget reflects the cost of the Office to support the Parish Councils activities and services. Office expenses continue to be stable.

1. **AUDIT FEES:** The Parish Council is required by statute to have an External Audit and an Independent Internal Audit. The provision for 2023-2024 was £4,620. The budget code was overspent in 2023 / 2024 due to increased costs arising from objections submitted in respect of the 2021 / 2022. financial year. 2024-2025 recommendation £4,900. **Increase of £280.**
2. **CHAIRMAN'S ALLOWANCE:** S15 of LGA 1972 provides for a Chairman's Allowance which allows the Chairman to defray expenses of office. In calculating the allowance, KHPC should consider the duties arising from the Parish Councils ordinary business and the Chairman's enhanced role in discharging these, i.e., costs arising from regular communication with other councils, working relationship with the Clerk, attendance at conferences and ceremonies, public relations, hospitality, and travel costs. The provision for 2023-2024 was £1,200. 2024-2025 recommendation **£2,500. Increase of £1,300.**
3. **MEMBERS EXPENSES:** A recommended provision of **£500** to provide for:
 - a. Travel Expenses: Members mileage allowance for travel outside the parish whilst on council business.
 - b. Tablets: Whilst not specifically included within the budgetary provisions, funds could be made available for those who opt to be issued with them in 2023-2024. This initiative could be helpful to the council in pursuing its Climate Change agenda.
 - c. Members Allowances: Elected members are entitled to claim allowances but historically choose not to. By deciding not to claim allowances, members are collectively saving KHPC more than **£10,000.**
Decrease of £1,000
4. **MEMBERS TRAINING:** A recommended provision of **£1,200** to provide for funds for members to attend conferences & Seminars such as those offered by KALC and SLCC. **Decrease of £1,300**
5. **OFFICE COSTS** Recommended provision of **£2,450** to cover the cost of advertising, marketing, office cleaning, postage, printing, reference books and stationery. It is important that KHPC is equipped with up-to-date reference books. KHPC is seeking new and effective ways to improve the effectiveness of community engagement. **No change**
6. **OFFICE EQUIPMENT & REPLACEMENTS:** A recommended provision of **£6,500** for servicing and repairs to council owned office and IT equipment. During 2024-2025 equipment will need to be maintained, serviced, repaired, or replaced. The provision for 2023-2024 was £12,500. **Decrease of £6,000**

- 7. NEWSLETTERS, ANNUAL REPORT & SURVEYS:** A recommended provision of **£6,450** to provide for the following:
- The council's newsletter "A View from the Hill" has recently been reintroduced. This funding provision will cover the cost of a quarterly printing and distribution costs. The newsletter will contain a summary of Parish Council activities and useful information.
 - TMBC's draft Local Plan is currently navigating its way through the legislative requirements, it is expected that KHPC will engage with residents on the Regulation 19 consultation. This funding provision will cover the printing and survey costs.
 - Local Councils are expected to produce an Annual Report. The funding provision will cover the annual printing and distribution costs. The KHPC Annual Report will be published in the Spring and will summarise the Council year and contain reports and useful information.
- The provision for 2023-2024 was £6,120. 2024-2025 recommendation £6,450. **Increase of £330.**
- 8. SUSCRPTIONS:** KHPC subscribes to Kent Association of Local Councils, National Association of Local Councils, Kent Men of the Trees, The Kent Tree and Pond Warden Scheme, officer subscriptions to the Society of Local Council Clerks and the National Allotment Association. The 2023-2024 budget provision was £4,600, 2024-2025 recommendation **£4,600. No change**
- 9. IT:** The cost of IT and website for the Parish Council and Community Centre. It is necessary to include provisions for on-going maintenance, updates, accessibility hosting, training, and backups. The funding provision for 2023-2024 of £12,000 included provisions to fund the cost of the upgraded website. which is in progress. The 2024 - 2025 budget includes provisions for updating the Parish Council logo and a new logo for the Community Centre as per discussions held at a recent meeting of the Events and Communications Working Group. 2024-2025 Recommendation **£12,000. No Change.**
- 10. TELEPHONE, OFFICE 365 AND INTERNET:** A recommended provision of **£2,700** should be sufficient to cover the cost of telephone and internet for both the Parish Office and Community Centre. **Decrease of £1,500**
- 11. TRAINING:** A recommend provision of **£4,500.** The Parish Council has a learning and development policy. In accordance with the policy, funds should be available allowing council officers to attend conferences and seminars relevant to their role within the organisation. This is particularly important considering the affect legislative changes are likely to have on the Parish Council. The Clerk is CILCA qualified whilst the Finance Officer is completing ILCA before progressing to CILCA and the Assistant Clerk is completing the ILCA to CILCA before progressing to CILCA. It is expected that training will be continuous and ongoing. The 2023-2024 provision was £4,500. Recommendation **£4,500. No change**
- 12. INSURANCE (PC):** Costs are affected by abnormal increases in premiums, KHPC is however protected somewhat as in 2022/2023 it opted into a 3-year long term arrangement which expires in 2025. Premiums are competitive and claims experience excellent. The 2023-2024 insurance costs were £3,574 (November 2023) which included the cost of insuring the new play equipment (effective from December 2023) and the cost of increasing the Fraud and

Dishonestly cover (previously known as Fidelity Guarantee Insurance) which has recently been increased to £1million to reflect the occasions during 2024/2025 when it is expected that the Parish Council will have circa £1 million in its cash deposits / investments accounts. Typically, upon receipt of the precept. The insurance covers outdoor equipment, street furniture, office contents, asset protection, revenue protection, legal liabilities, and employee benefits. The Parish Council needs to be able to meet insurance costs of any new assets and insurance obligations. I anticipate that a budgetary provision of £4,000 will be required to meet the Parish Councils insurance obligations in 2024-2025. **Increase of £850.**

- 13. ELECTION EXPENSES:** No budgetary provision as 2024 is not an election year. Should a bye election occur, those costs can be met from reserves. **Decrease of £14,500.**

- 14. BANK FEES:** It is expected that the bank fees and charges for 2024/2025 will cost no more than £430. **Decrease of £170**

- 15. CIVIC EXPENSES INCLUDING PARISH MEETING COSTS:** KHPC must hold an Annual Parish Meeting between March and June each year. The 2023-2024 provision was £2,450, the recommended provision for 2024 is £2,450. **No Change**

- 16. LOAN REPAYMENTS:** The loan repayments are fixed and cannot be changed. At 31 March 2023, KHPC owed £271,104 to PWLB comprising of two loans. **No change to 2022/2023 provision of £42,696. Please see notes at the end of this document regarding the possible payment of the loan which will have an outstanding balance of circa £242K excluding early repayment fees at 31 March 2024, in which case this provision will not be required during 2024 – 2025.**

- 17. LEGAL / PROFESSIONAL CONSULTANTS / ACCOUNTANT SERVICES:** From time to time the council will seek legal and professional advice from solicitors, accountants, and consultants. During 2023/2024 some of the work carried out by the accountant was bought back in house i.e., payroll, management account reporting and VAT thus reducing the costs by a third. Ad hoc work carried out by the retained accountant can be met from the budgetary provisions for legal and professional consultants. The funding provision also covers the cost of legal and professional fees which are incurred by the council i.e., Prologis Licence to alter, legal fees locus costs. The budget for 2023-2024 was £20,000, the recommendation for 2024-2025 is £21,000. **An increase of £1,000.**

- 18. PROFESSIONAL PLANNING FEES:** In November 2022, members approved a funding allocation of £30,000 for KHPC to respond fully and professionally to TMBC's Local Plan Consultations. The funding provision will cover costs such as community engagement costs and the employment of professional consultants, unspent budgetary provisions from 2023-2024 will be earmarked within the councils' reserves. No funding provision is required in 2024-2025. **Decrease of £30,000**

- 19. STAFF COSTS:** A recommended provision of £195,000. **An increase of £19,000**

The councils staffing team consists as follows:

- Parish Clerk / RFO (Part time 30 hours per week)
- Finance Officer / Office Manager (Full Time, 37 hours per week)
- Caretaker (Full time, 37 hours per week)
- Booking & Finance Assistant (Full time 37 hours per week)
- Assistant Clerk (Full Time 37 hours per week)
- Cleaner 1 (Part time 14.5 hours per week)
- Cleaner 2 (Part time 12 per week)

Except for the employment of a part time caretaker, no provisions have been made for any changes to the number of employees. Members should be mindful of the fact that as more is expected of KHPC and if the current trend in increased community centre bookings continues then the workload will similarly increase to the extent that it might become necessary to employ additional staff or to offer ad hoc overtime and TOIL. The recommended budgetary provision of £195,000 is considered adequate to meet the costs of the existing staffing structure and reflects the agreed staffing level. Removal of this resource will mean KHPC being unable to support the level of service it sets itself and will impact upon proper governance arrangements. Sums have been included based on known service policies and the staffing resources required. Salaries are in accordance with the recommended salary scales of NALC and SLCC. The funding provision also includes resources to meet employers National Insurance and employers pension contributions (19.7%) and salary increases.

BUILDING COSTS £71,210 Decrease of £7,440

- 20. NNDR:** The NNDR costs for 2023-2024 were £3,150. A recommendation is being made for a budgetary provision of £3,500. The budgetary provision for 2023/2024 was £6,000. **A decrease of £2,500**
- 21. Utilities:** a recommended provision of £35,000 should be sufficient to meet utility costs, i.e., gas, electric and water whilst still allowing for any exceptional increases in energy charges. **No change**
- 22. Maintenance Contracts / Cleaning supplies / General Repairs:** A provision of £26,250 should be sufficient to meet the costs of cleaning supplies, maintenance repairs and cleaning. It should be noted that the cost of salaries for the cleaning staff is included in the staff costs budget. **Decrease of £5,250.**
- 23. Equipment & Replacements:** A provision of £6,460 should be sufficient to meet the costs of equipment and replacements. The 2023-2024 budgetary provision was £6,150. **An increase of £310.**

COMMUNITY CENTRE £8,975 Decrease of £3,355

- 24. Booking system:** The council currently uses the booking system provided by Bookteq. The booking system however does not operate completely to the councils' requirements, and we are in the process of considering alternative booking software such as that offered by Scribe which would be effective from 01 April 2024. The 2023-2024 budget was £650. Recommended provision for 2024-2025 is £650. **No Change**
- 25. Licensing:** A provision of £1,775 should be sufficient to meet expenditure costs for both the performance rights license and the TMBC Premises Licence. Recommended provision for 2023/2024 £1,680. **Increase of £95.**

26. **Insurance Prologis:** The council is recharged insurance costs relating to the Community Centre by Prologis. The 2023-2024 insurance premium was £5,943. Recommended provision for 2024/2025 of £6,550 allows for abnormal increases in insurance costs and for the costs of any additional insurance that might be required during 2024/2025. **Decrease of £3,450.**

BAR AND CATERING COSTS £0 Decrease of £2,400

27. **Bar Costs:** No budgetary provision, expenditure can be met from surplus receipts. **Decrease of £1,200**

28. **Catering Costs:** No budgetary provision, expenditure can be met from surplus receipts. **Decrease of £1,200.**

ALLOTMENTS £10,455 Increase of £1,855

29. **Running Costs:** Allotment expenditure is offset by income from allotment rents and any upgrade work from allotment earmarked reserves. The running costs also includes the cost of the allotment software which is provided by Scribe. £3,675 should be sufficient to meet any expenditure and allow for a small contingency. **An increase of £175.**

30. **Landscaping:** The Climate Change and Environment recommended the inclusion of weeding of the allotment sites within the 2024 / 2025 grounds maintenance requirements. A provision of £3,780 should be sufficient to meet landscaping and weeding costs. **An increase of £180.**

31. **New Allotments:** It is expected that the new allotment site will still require some landscaping and improvement works. A recommended budgetary provision of £1,500 was allowed in 2023-2024. As the site develops it is possible that council will want to undertake some landscaping work especially around the perimeter and car parking areas. Recommendation for 2024/2025 is £3,000 which coupled with the 2023-2024 allocation would give a budget of £4,500. **An increase of £1,500.**

PLAYGROUNDS AND OPEN SPACES £19,280 Increase of £830

32. **Grounds Maintenance / Landscape Costs:** A provision of £15,000 should be sufficient to meet landscaping costs. **An increase of £700.**

33. **Play area Inspections and maintenance:** £2,680 should be sufficient to meet the costs of ROSPA play inspections and maintenance / renewal costs during 2024/2025. **An increase of £130.**

34. **Bus Shelter Cleaning & Maintenance:** £600 should be sufficient to meet the costs of bus shelter cleaning and maintenance during 2024/2025. **No change**

35. **Salt Bin Refills:** £1,000 should be sufficient to meet the costs of salt bin refills during 2024/2025. **No change**

EVENTS £15,000 Increase of £9,000

36. **Events:** A recommended provision of £14,000 for KHPC organised events. Following on from the success of the End of Summer Jubilee Event, KHPC is planning a similar event to be held on 08 September 2024. A recommendation arising from a recent meeting of the Events and Communications Working Group was for a budgetary provision of £8,000 for the D Day 80th Commemorations together with a provision of £6,000 for the end of summer Event. **An increase of £9,000.**

Note: It is possible that the council might be successful in obtaining grants for the D Day 80th Commemorations which will mitigate the costs and allow the council to make budget reductions in 2025/2026.

- 37. Remembrance:** £1,000 should be sufficient to cover the costs of the council's donation to the Annual Poppy Appeal and for the cost of the council's remembrance wreaths, signs, and road closure licence fees. **No change.**

2023 – 2024 PROJECTS £0

- 38. Playground:** The budgetary provision in 2023/2024 was £25,000 and this together with the balance of the Coronation grant monies enabled the council to install the new play equipment in Anson Avenue. No budgetary requirement needed for 2024/2025. **Decrease of £25,000**

2024 – 2025 PROJECTS £162,500 Increase of £137,500

- 39. KHCC Bar Equipment (Mary Ellis Hall):** Prologis has given the go ahead for the long-awaited bar extension in the Mary Ellis Hall. Bookings are regularly not being confirmed as the council has been unable to offer a bar facility which represents a loss in income. The bar will enable the Parish Council to organise more events and enhance its offering to hirers of the Community Centre and make it the go to local venue for. The £40,000 funding provision in 2024/2025 coupled with the earmarked reserves of £54,000 will enable the council to proceed with the project to a high standard. **An increase of £40,000.**
- 40. KHCC Renovations of Townsend Bar.** Included within the recommended budget for 2024/2025 is a provision of £7,500 towards the renovation and redecoration of the Townsend Bar. The work will enhance the councils offering to hirers which will lead to an increase in usage. **Increase of £7,500.**
- 41. KHCC New Equipment (Tables & Chairs):** Whether it is for conferences, dining, activities, or everyday use, we need to be able to offer a large range of practical and durable furniture. The existing tables and chairs are showing signs of wear and tear and need replacement. The new equipment will enable the council to enhance and improve upon its offering and the enjoyment of our facilities by our hirers. A funding provision of £15,000 has been recommended for 2024 / 2025. **An increase of £15,000.**
- 42. Allotments Environment & Accessibility Works:** The Climate Change and Environment Committee has been discussing several projects to progress the councils Climate Change and Environment initiative, to this end a provision of £5,000 has been recommended to bring some of these projects to fruition such as solar lights, raised beds, pedestrian gate, wilding and a bee habitat. **An increase of £5,000**
- 43. Solar Panels at Kings Hill Community Centre.** Subject to consents, in line with the council's commitment towards climate change and reducing the councils carbon footprint a provision has been included within the budget for the installation of solar panels at the Community Centre. Estimates received in 2023 indicated that the costs for the project would be circa £60K. **Increase of £60,000.**
- 44. Bike / Pump Track:** During 2024/2025 a suggestion has been made for the council to explore the possibility of installation a bike / pump track within Kings

Hill. The works could be funded from S106 with a contribution from the Parish Council. **Increase of £25,000.**

- 45. Environmental Works:** To further enhance the councils Climate Change and Environmental agendas, there are community benefits to be achieved if the council were minded to carry out environmental projects within the Kings Hill environs. **An Increase of £10,000**

Note: It is possible that the council will be successful in obtaining grants for some of the special projects which will mitigate the costs and enable the council to make budget reductions in 2025/2026.

SPORTS PARK £65,000 Decrease of £14,000

- 46. Termination Reserve Fund.** 2023/2024 Recommendation is £25,000. **No change**

- 47. Insurance Prologis:** The council is recharged insurance costs relating to the Sports Park Prologis. The 2023/2024 insurance premium was £13,486. The recommended provision for 2024/2025 of £15,000 allows for abnormal increases in insurance costs and for the costs of any additional insurance that might be required during 2024/2025. **Increase of £2,500.**

- 48. Capital Renewals:** In October 2023, TMA advised that costs should amount to no more than £13,200. Allowing an inflationary adjustment, the recommended budgetary requirement for 2024/2025 is £15,000. **Increase of £8,500.**

- 49. Repairs & Maintenance:** In October 2023, TMA advised that costs should amount to no more than £9,240. Allowing an inflationary adjustment, the recommended budgetary requirements for 2024/2025 is £10,000. **Decrease of £5,000.**

- 50. Management Fee:** The provision for 2023/2024 was £20,000 and was paid to TMAActive. The lease requires only that both parties review the lease for 2024/2025. **No provision decrease of £20,000.**

- 51. SP Contingency:** Costs during 2023/2024 are expected to be no more than £19,238 this is £11,516 in respect of the LED lighting upgrade and the deficit of £7,722. No funding provisions have been made for 2024-2025.

GENERAL POWER OF COMPETENCE (Formerly S137 Free Resource) £7,500 Increase of £2,500

General Power of Competence

The General Power of Competence gives local authorities, including eligible parish councils, the power to do anything that individuals generally may do as long as they do not break any other laws. The power can be exercised anywhere in the UK or elsewhere, for a commercial purpose or otherwise, and for the benefit of the authority, its area, or persons resident or present in its area. The power is intended to be the power of first resort and replaces the wellbeing powers in England that were provided under the Local Government Act 2000. Restrictions in law which apply to the use of the General Power of Competence include the duties on councils to act to prevent crime and disorder, to respect human rights, to consider biodiversity, and to protect personal data. An eligible council is one which has resolved to adopt the GPC, with at least two thirds of its members being declared elected and the Clerk holding an

appropriate qualification. Kings Hill Parish council having met the qualifying criteria resolved during 2023 / 2024 to adopt GPC.

S137

S137 is an allocation of money which may be spent on anything which is in the interests of the parish or any part of it or is in the interests of all or some of its inhabitants. The Ministry of Housing, Communities and Local Government has not confirmed the appropriate sum for the purposes of S137 (4) (a) of the Local Government Act 1972 for 2024/2025. The sum for 2023/2024 was £8.82 per registered elector.

52. Community Grants & Donations: Provision of £5,000. As the council has adopted GPC, it may decide to increase the budget for 2024/2025 to make more funding available and in doing so in accordance with the councils Grant Awarding Policy there will be the opportunity to help more community beneficial groups and organisations. **Increase of £2,500.**

53. Christmas Lighting. A provision of £2,500 has been made for festive lighting at the Community Centre and within Kings Hill. **No Change**

MANAGEMENT FEES £16,500 **Increase of £9,000**

54. Kings Hill Estate Management: £6,500 should be sufficient to cover the estate management fees in 2024/2025. **A decrease of £1,000.**

55. Kings Hill Liberty Property Trust: £10,000 should be sufficient to cover the parish councils' financial obligations in 2024/2025.

CONTINGENCIES £80,500 **Increase of £500**

There are no specific provisions within the budget for additional projects unknown now. It is expected that an increase in administration costs and the various contingencies set out in the budget will sustain any additional projects which the Parish Council might agree to undertake during 2024-2025. Given that the Parish Council is rapidly developing its role, it will need to be capable of continuing to sustain unexpected change, it is therefore necessary to maintain working balances at around 10 - 15% of the precept to provide a safety cushion should unexpected commitments arise. I am suggesting that for 2024-2025 this budgetary provision can be set at £80,500 broken down as follows:

56. KHCC Contingency: £20,000 **No change**

57. KHSP 3G Contingency: £50,000 **No change**

58. General Contingency: £10,500 **Increase of £500**

Contribution from Reserves: The recommended level of reserves which the Parish Council is expected to have is 6 to 12 months of the budget. It is estimated that at 31 March 2023, the reserves should be within the range of £650K to £700K which falls within the recommended parameters.

Movement in Reserves from 2022 / 2023 and 2023 / 2024

| Budgetary Item | 2022 / 2023 Bal. CF | + | - | 2023 / 2024 Bal CF |
|-----------------------------------|------------------------|--------------------|-------------------|-----------------------|
| Allotments | £6,124.00 | £3,100.00 | £2,000.00 | £7,224.00 |
| Unpaid staff pensions & grants | £9,550.00 | £0.00 | £9,550.00 | £0.00 |
| Playgrounds / open spaces | £32,142.00 | £0.00 | £25,000.00 | £7,142.00 |
| KHCC Bar Extension | £54,000.00 | £0.00 | £0.00 | £54,000.00 |
| Sports Park £G | £42,417.00 | £50,000.00 | £0.00 | £92,417.00 |
| KHCC Contingency | £20,000.00 | £19,160.00 | £0.00 | £39,160.00 |
| Professional Planning Fees | £0.00 | £30,000.00 | £0.00 | £30,000.00 |
| Sports Park Termination Fund | £0.00 | £25,000.00 | £0.00 | £25,000.00 |
| TOTALS | £164,233.00 | £127,260.00 | £36,550.00 | £254,943.00 |

OPTION 1 0% increase in precept**TOTAL EXPENDITURE BUDGET** £770,796**FINANCED BY****INCOME (Notes 59 – 65)** £209,700

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|-------------------------------|----------|----------|
| 59. Hall Hire | £170,000 | |
| 60. Grants | £1,000 | |
| 61. Insurance Receipts | £0 | |
| 62. Misc. Receipts/ Interest | £30,000 | |
| 63. Allotments | £4,500 | |
| 64. Bar Receipts surplus | £4,200 | |
| 65. Contribution to reserves | | £8,249 |
| 66. Precept to raise | | £552,847 |
| Council Tax Band D equivalent | 4,623.08 | |
| Band D Precept | £119.58 | |

OPTION 2 5 0% decrease in precept**TOTAL EXPENDITURE BUDGET** £770,796**FINANCED BY****INCOME (Notes 59 – 65)** £209,700

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|--------------------------------|----------|-----------|
| 67. Contribution from reserves | | (£35,891) |
| 68. Precept to raise | | £525,205 |
| Council Tax Band D equivalent | 4,623.08 | |
| Band D Precept | £113.60 | |

OPTION 3 5 0% decrease in precept and repayment of PWLB loans**TOTAL EXPENDITURE BUDGET** £770,796**FINANCED BY****INCOME (Notes 59 – 65)** £209,700

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|---|----------|------------|
| 69. Less cost of PWLB loan repayments | | £42,696 |
| 70. Plus cost to clear PWLB loans incl. early settlement fee | | £268,011 |
| 71. Contribution from reserves | | (£261,206) |
| 72. Precept to raise | | £525,205 |
| Council Tax Band D equivalent | 4,623.08 | |
| Band D Precept | £113.60 | |

OPTION 4 5 0% decrease in precept and repayment of 50% of the PWLB loans in 2023/2024 and the remaining 50% in 2024/2025**TOTAL EXPENDITURE BUDGET** £770,796**FINANCED BY****INCOME (Notes 59 – 65)** £209,700

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|---|----------|------------|
| 73. Less cost of PWLB loan repayments | | £42,696 |
| 74. Plus cost to clear PWLB loans incl. early settlement fee | | £134,005 |
| 75. Contribution from reserves | | (£127,200) |
| 76. Precept to raise | | £525,205 |
| Council Tax Band D equivalent | 4,623.08 | |
| Band D Precept | £113.60 | |

Notes to support the 2024-2025 budget calculations (12.12.23)

