

Cottenham Parish Council  
Summary of Final Budget for 2014-15  
Prepared 14<sup>th</sup> January 2014

**Income**

Rec & Green Hire	4,270.00
Village Hall Income	2,7420.00
Misc Income	4,745.00
Precept	237,641.00
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	<b>274,076.00</b>

**Expenditure**

Administration Costs	65,520.00
Utilities	15,200.00
Vehicles	4,300.00
Rec Ground	42,000.00
Insurance	7,200.00
Legal & Professional Fees	2,300.00
Audit Fees	1,500.00
Training Costs	1,500.00
Bank Charges	150.00
Cost of borrowing	42,116.00
Village Maintenance	21,100.00
Traffic Safety Projects	50,000.00
Youth Provision	10,000.00
Christmas Carol Concert	1,000.00
Election Accrual	1,000.00
Donations & Grants	9,190.00
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	<b>274,076.00</b>

**Cottenham Parish Council**  
**Final budget 2014-15 prepared 14<sup>th</sup> January 2014**

<b>INCOME</b>	<b>NOMINAL</b>	<b>BUDGET Apr 14-Mar 15</b>	
Precept	4000	237,641	Precept
Reduction in precept request for SCDC Grant	4000	-	
Cricket Club	4001	850	Rec & Green
CUFU/Colts	4003	2,500	Rec & Green
Rugby Club		300	Rec & Green
Bowls Club	4006	20	Rec & Green
Ladybirds Rent	4002	6,220	VH
CUSSC Rent	4005	7,500	VH
After School Club	4007	9,000	VH
Cottenham Day Centre	4008	2,700	VH
Casual renters of Village Hall	4009	700	VH
Aerobics Instructor (Jane Williams)	4010	1,300	VH
Hire of Green/Rec	4004	600	Rec & Green
Recouped Utility costs	4011	1,300	Misc
Misc Income (Town Ground Rent)	4900	245	Misc
Church and Causeway	4013	2,000	Misc
Bank interest received	4012	200	Misc
Insurance Claims received	4903	-	
S106 Income	4901	-	
SCDC grant re bus shelter		1,000	Misc
<b>SUBTOTAL</b>		<b>274,076</b>	

<b>EXPENSES</b>		<b>BUDGET</b> <b>Apr 14-Mar 15</b>	
Members expenses	6900	250	Admin
Clerks expenses	6901	250	Admin
Gross Wages Inc ER's NI	7000	63,800	Admin
Office Rent	7100	520	Admin
Water Bills (Rec and Green)	7102	2,700	Utilities
Insurance Premiums Premises & Liability	8204	7,200	Insurance
Electricity/Gas Bills (Rec and Green)	7200	10,000	Utilities
Oil for Rec Ground	7203	2,500	Utilities
Fuel for rec vehicles	7300	800	Vehicles
Vehicle Servicing	7301	1,500	Vehicles
Insurance Premiums - Vehicles	7303	750	Vehicles
Hire of Equipment for Groundsman	7304		
Rec Diesel for Rec Ground	7305	1,000	Vehicles
Groundsmans Mileage costs	7401	250	Vehicles
Postage	7501	100	Admin
Telephone	7502	200	Admin
Website maintenance	7503	100	Admin
Office stationary	7504	300	Admin
Computer hardware & software	7505	-	
Legal, Professional & Consultancy Fees	7600	1,500	Legal
Audit Fees	7603	1,500	Audit
Subscriptions/membership fees	8201	800	Legal
Training costs	8203	1,500	Training
Bank charges	7901	150	Bank
Loan capital repayments	7903	3,058	Cost of borrowing
Loan Interest paid	7904	3,058	Cost of borrowing
Rec Ground Amenity Loan	7903/04	36,000	Cost of borrowing
Credit/Surcharges	7905		
<b>SUBTOTAL</b>		<b>139,786</b>	

<b>Village Maintenance</b>	<b>NOMINAL</b>	<b>BUDGET</b> <b>Apr 14-Mar 15</b>	
Footway lighting	7202	1,500	Village Main
Fen Reeves Woodland	7400	500	Village Main
Memorial/Open spaces/Litter Bins	7402	1,000	Village Main
Tree works	7410	5,000	Village Main
Crowlands Manor Site maintenance	7411	4,000	Village Main
Bus Shelters	7415	4,000	Village Main
Youth Provision	7412	10,000	Youth
Traffic Safety Projects	5002	50,000	Traffic Safety
Bench	5002	100	Village Main
Ditches	5002	5,000	Village Main
Localism	5002	-	
<b>SUBTOTAL</b>		<b>81,100</b>	

<b>Rec Ground and Buildings</b>	<b>NOMINAL</b>	<b>BUDGET Apr 14-Mar 15</b>	
Play Area	7403	1,000	Rec Ground
Village Hall Building Maintenance costs	7404	3,500	Rec Ground
Rec Ground General costs	7405	8,000	Rec Ground
Village Hall Running costs	7413	7,000	Rec Ground
Old Rec Ground Broad Lane	7416	500	Rec Ground
New Capital equipment for the Rec	5010	5,000	Rec Ground
Changing Room running costs		12,000	Rec Ground
Village hall refurb		5,000	Rec Ground
<b>SUBTOTAL</b>		<b>42,000</b>	

<b>Events</b>	<b>NOMINAL</b>	<b>BUDGET Apr 14-Mar 15</b>	
Xmas Concert Costs	8202	1,000	Xmas
Elections	5003	1,000	Election
<b>SUBTOTAL</b>		<b>2,000</b>	

<b>Donations &amp; S137 Expenditure</b>	<b>NOMINAL</b>	<b>BUDGET Apr 14-Mar 15</b>	
Donations/Grants (other than S137)	8200	2,000	
S137 - 2nd Rainbows Group Cottenham		220	
S137 - Fen Edge Archaeology Group		250	
S137 - Youth Cricket Team		270	
S137 - Cottenham Toy Library		500	
S137 - Mobile Warden	8205	1,500	
S137 - Area Victim support	8210	250	
S137 - Bowls Club	8218	1,000	
S137 - Cottenham Day Centre	8212	1,200	
Goode Bequest	8209	1,000	
Dissenters Cemetery	8211	1,000	
<b>SUBTOTAL</b>		<b>9,190</b>	

		<b>BUDGET Apr 14-Mar 15</b>
<b>Total Expenditure</b>		<b>274,076</b>
<b>Total Income</b>		<b>274,076</b>
<b>Difference</b>		<b>-</b>

## Notes on proposed budget 2014-15

### Income

**Rec and Green Hire** – this includes income from Sports Clubs and organisations that use the Recreation ground and the building, in addition we have other parties such as the fair and the circus who hire the village green. The rent for the village green is to be increased from £45 to £60 per day.

**Village Hall Income** – Part of the building is leased to Ladybirds, who pay us rent, we also receive income from a number of groups in the village including the Day Centre, Kids Only (the after school club), the Sports & Social Club and aerobics instructors and the hall is rented out to casual users for events. Rent for the clubs is being increased to cover our increased costs (heating/electricity/bin collections).

**Misc Income** – We are able to recoup some of our utility costs at the rec and on the green from users, we receive a donation from the Church and Causeways charity on an annual basis and this is paid out again to the Goode Bequest and the Dissenters Cemetery, which appears in our expenses, so the income and expenditure do cancel each other out. We also receive rent on a piece of our land and any bank interest we receive is included here. We have also secured a grant of £1k from SCDC towards a new bus shelter on Lambs Lane.

**Precept** - As you will see from the expenditure portion of the budget, we are responsible for a large number of areas and council owned assets and land, all of which we need to maintain in line with statutory legislation and health and safety rules. The cost of some of these areas can be very high. All other income to meet these responsibilities and to deliver much needed services to the parishioners needs to be raised via our portion of your council tax bill.

### Expenditure

**Administration** – this covers the cost of running the council, including salaries, website, stationery, phone and our office. We have managed to reduce costs for postage, stationery and website maintenance.

**Utilities** – We pay for electricity on the rec, in the buildings and on the green. In addition, we have water bills and oil for heating the building.

**Vehicles** – We have mowers and a tractor for use by our grounds man to carry out his role of maintaining all parish council land in the village, all of which require insurance, servicing and fuel.

**Recreation Ground** – All areas of the rec ground including the sports pitches, play area, skate park, fencing and hedging is our responsibility. Once the new changing rooms are completed there will naturally be expenses involved with the upkeep of the new building – maintenance/cleaning/business rates etc.

**Insurance** – This covers all aspects of the Council from Buildings to Public liability. As well as increased premiums following the thefts in 2013 there will be insurance of the new changing rooms building.

**Legal & Professional Fees** – This covers the cost of representation at any public enquiry that the council will need to attend, particularly any controversial planning applications etc. In addition architects fees, planning fees, general legal advice would be included here

**Audit Fees** – We are required by law to have both an annual internal audit by an independent Auditor as well as submit our yearly accounts to our external auditors. Fees for these audits are stipulated by the government.

**Training Fees** – This is to ensure that new councillors can attend proper training courses in order to familiarise themselves with the huge amount of legislation that they are required to understand and follow. In addition the Clerk, RFO and grounds man are required to ensure that all relevant training is kept up to date. It is intended to hold training for the whole of the Council this year following the elections in May.

**Cost of Borrowing** – We have a current loan in place which was taken out to extend our existing building to accommodate Ladybirds pre-school. The cost of this loan is recouped by their rent of £6220. The additional £36,000 per annum borrowing is for a PWLB loan of £400k taken over 15 years and is intended to ensure we do not have cash flow problems while trying to deliver the projects that have been requested of us by parishioners – these being in the main – improved changing rooms, upgraded play area and skate park and the essential refurbishment that the current building requires over the next few years. Interest rates are currently very low and central government is planning to restrict funds right down to the parish level in the foreseeable future. We wish to ensure that we can deliver the capital projects mentioned above, before we are put in a position where we cannot raise any funds to do so, thereby allowing the assets of the village to decline.

**Village Maintenance** – In addition to the Recreation ground, we are responsible for large portions of land in the village, including the Village Green, the Pond, the old rec ground on Broad Lane, litter bins, footway lighting, Fen Reeves Woodland, The Pound car park, the War Memorial and it's surrounds, Tree works on hundreds of trees that are owned by the Parish, Crowlands Manor (a heritage site), bus shelters (replacement planned for Lambs Lane) and ditches.

**Traffic Safety Projects** – Although Highways/roads are the responsibility of the Cambridgeshire County Council, we as a Parish Council are approached all the time by villagers who would like to see the traffic slowed down and made safer at a number of points in the village. County repeatedly state that they have no funds and will not consider carrying out work unless parish councils are willing to contribute at least 10% to the cost of any project. We have received a 'price list' from them and the costs are staggering (£25k+ for a zebra crossing and £50k+ for controlled crossings). We would like to take a more proactive approach to this by including £50k in our budget to try and provide some of the traffic calming measures that our parishioners are asking for.

**Youth Provision** – We provide visits from the Connexions Bus throughout the year plus over the summer holidays. We already have a small element of anti-social behaviour in the village and this project has worked well with the youth of the village in past years to try and discourage this.

**Christmas Carol Concert** – This is a yearly event that is funded by the Parish Council and much enjoyed by many villagers.

**Elections** – We are required to build up funds for a possible election every 4 years. We are charged around £4k by SCDC to run an election and even if uncontested we still incur costs.

**Donations & Grants** - Under S137 powers we have the ability to support groups and charities within our village that request help from us.