

**MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES  
COMMITTEE HELD ON 29<sup>th</sup> SEPTEMBER 2010 AT 9.30 a.m.  
AT HARTLEY LIBRARY, ASH ROAD**

Present: Cllr L Abraham  
Cllr C Alford  
Cllr A Barnett  
Cllr R Coates  
Cllr J Gaywood  
Cllr Mrs A Oxtoby  
Cllr B Ramsay (Chairman)  
Cllr V Sewell

In attendance: Mrs J Hoad (Clerk)  
1 member of the public

**1. Apologies**

Apologies had been received from Cllr Mrs Burns, Cllr Mrs P Cole and Cllr Minns.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Minutes**

RESOLVED: That, the minutes of the meeting of the Finance and General Purposes Committee held on 18<sup>th</sup> August 2010 be approved and signed by the Chairman as a correct record.

**4. Review of the staff pay and conditions**

Pursuant to Standing Order 16 the Finance and General Purposes Committee commenced a review of the pay and conditions of service of the Council's employees and in doing so considered the advice note published by the Society of Local Council Clerks on how to evaluate the Clerk's job. A copy of the Clerk's Job Description was circulated to Members of the Committee.

The Committee compared the statements contained in Job Profiles 2 and 3 to establish which statement best related to the Clerk's job and allocated a score to each of the statements to reflect whether the work undertaken by the Clerk related more to the statement contained in Profile 2 or to the statement contained in Profile 3.

The Committee concluded that the profile currently applied to the role of the Clerk was not adequate and that profile for the job should be greater than the LC2 substantive benchmark range.

RESOLVED: That, the review of the pay and conditions of the Clerk and the Assistant Clerk be deferred until the next meeting of the Finance and General Purposes Committee to allow a review of their respective

Job Descriptions and performance, and the such review shall be undertaken by the Chairman of the Council, Vice Chairman of the Council and the Chairman of the Finance and General Purposes Committee in respect of the Clerk and Chairman of the Council, Vice Chairman of the Council, Chairman of the Finance and General Purposes Committee and the Clerk in respect of the Assistant Clerk.

#### **5. Youth Project in Hartley W.I. Hall**

The Committee considered a request from the HAWK Youth Worker for funding to hire accommodation and purchase equipment to set up a youth club in the Hartley W.I. Hall.

It was reported that the room made available by the Hartley & District Social Club was too small for the numbers of youths now engaging with the Youth Worker and that a risk assessment undertaken on a larger room offered by the Social Club had established that this room was unsuitable due to the number of exits leading into areas where alcohol was available.

The Committee questioned who would be responsible for any damaged caused by the youths. Concerns were expressed about access to the electrical equipment in the hall and the hazards relating thereto.

**RECOMMENDED:** That, funding be made available from the Youth budget to hire the Hartley W.I. Hall for 2 hour sessions once every two weeks at a cost of £7.00 per hour until the end of March 2011, subject to a risk assessment of the facilities and that the matter be then further reviewed at the end of the current financial year.

#### **6. Budget 2011/12**

The Committee considered a draft budget for 2011/12. The draft budget reflected the increased costs associated with the election charges in May 2011 and the legal costs in respect of the new Burial Ground, transfer of the Hartley W.I. Hall to the Council, surrender and grant of a lease on the Parish Office and creation of an easement for the electrical cable at Manor Field.

**RESOLVED:** That, the provisional budget for 2011/12, as set out in appendix 1 attached to these minutes, be approved for consideration at a future meeting of the Finance and General Purposes Committee.

#### **7. Hartley W.I. Hall**

The Committee considered a letter dated 21<sup>st</sup> September 2010 and enclosures from the Council's legal advisor.

**RESOLVED:** That, the letter dated 21<sup>st</sup> September 2010 and enclosures contained therein be received and noted, and a response be sent to the Council's legal advisor, as set out below;

(1) the advice from the Council's legal advisor in respect of the preliminary enquiry 3.5 relating to the supply of details of any interests to which the Property is subject under Schedules 1, 3 or 12 to the Land Registration Act 1925 be accepted;

(2) copies of the W.I.'s risk assessment and fire safety policy be provided, if such documents exist;

(3) copies of planning permissions in respect of the hall are not required, but the Hartley W.I. be requested to provide copies of any building regulation consents in respect of the recent improvement works to the kitchen and toilets;

(4) enquires be made as to whether the new Charity would be eligible for business rates relief;

(5) asb law be advised that Hartley Parish Council believes it unreasonable and unnecessary for the Hartley W.I to expect the Council to indemnify the W.I trustees in respect of any liability incurred by them prior to handover.

**8. Exclusion of the public**

RESOLVED: That, under the Public Bodies (Admissions to Meetings) Act 1960 the public be excluded from the meeting during consideration of minute item 9 in respect of the "new Burial Ground" on the grounds that the likely disclosure of exempt information would prejudice the public interest by reason of the confidential nature of the business to be transacted.

**9. New Burial Ground**

The Committee considered a letter dated 14<sup>th</sup> September 2010 from the Council's legal advisor enclosing correspondence from solicitors acting on behalf of the adjoining landowner of the 20 foot strips.

RESOLVED: That, the Clerk be asked to respond to the Council's legal advisor confirming access arrangements at the entrance to Manor Field over the 20 foot strips as discussed by the Committee.

**10. Date of the next meeting**

To be confirmed.

The meeting closed at 12.40 p.m.

Signed:.....

Date:.....

Chairman of the Finance and General Purposes Committee

Expenditure	Budget 2010/11	Spent so far (upto Aug 10) (Column C)	Projected expenditure to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/ decrease (-) (£)	Variation (%)	Notes
<b>Staff costs (1)</b>								
Salaries	41,100.00	17,130.79	23,983.11	41,113.90	41,100.00	-	-	No incremental or inflationary increases
Employers NIC	2,950.00	1,220.19	1,708.27	2,928.46	3,050.00	100.00	3.39	Employers contribution rate 08/09 (15%), 09/10 (16.6%), 10/11 (18.2). Actuarial valuation due.
Employers pension	5,250.00	2,171.55	3,040.17	5,211.72	5,700.00	450.00	8.57	
Training	250.00	207.04	200.00	407.04	500.00	250.00	100.00	Attendance at CPD for ILCM
Staff expenses	75.00	-	-	-	100.00	25.00	33.33	Increased travel expenses to attend CPD courses
<b>TOTAL</b>	<b>49,625.00</b>	<b>20,729.57</b>	<b>28,931.55</b>	<b>49,661.12</b>	<b>50,450.00</b>	<b>825.00</b>	<b>1.66</b>	

Expenditure	Budget 2010/11	Spent so far (upto Aug 10) (Column C)	Projected expenditure to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/ decrease(-) (£)	Variation (%)	Notes
<b>General costs (2)</b>								
Chairman's allowance	475.00	475.00	-	475.00	475.00	-	-	
Members expenses	325.00	120.94	125.00	245.94	325.00	-	-	
Members training	325.00	40.00	100.00	140.00	325.00	-	-	
Audit fees internal	850.00	425.00	340.00	765.00	850.00	-	-	Interim and year end internal audits
Room hire	125.00	37.00	-	37.00	50.00	-75.00	-60.00	Hire hall for APM
Insurance	2,500.00	2,846.96	-	2,846.96	3,000.00	500.00	20.00	2no claims during 2010/11 (BHS & Northfield)
Subscriptions	2,000.00	1,264.20	650.00	1,914.20	2,000.00	-	-	
Loan charges	900.00	442.58	442.58	885.16	900.00	-	-	
Notice boards	200.00	95.00	350.00	445.00	200.00	-	-	

**APPENDIX 1**

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Newsletter inc AR	2,000.00	398.29	550.00	948.29	1,000.00	-1,000.00	-50.00	2 x A3, 2 x A4 plus Annual Report. Excluding copy costs charged to photocopier
Legal fees	500.00	208.00	3,400.00	3,608.00	500.00	-	-	M/F elect easement £1,500 & HPC legal costs re Parish Office lease estimated £1,900
Green sacks	4,500.00	1,830.00	3,170.00	5,000.00	5,000.00	500.00	11.11	Based on the purchase of 500 bundles per year @ £10 per bundle
Advertising	150.00	150.00	-	150.00	150.00	-	-	
Audit fees external	3,050.00	2,312.00	-	2,312.00	1,750.00	-1,300.00	-42.62	Basic audit costs £550. Potential costs for objection raised to 09/10 accounts £1,200
Election expenses	-	-	-	-	3,500.00	3,500.00	3,500.00	Parish Council elections due on 5th May 2011
Recycling sacks	300.00	-	275.00	275.00	275.00	-25.00	-8.33	Based on the purchase of 550 rolls per year @ £0.50 per roll
Website	175.00	-	180.00	180.00	185.00	10.00	5.71	Hosting costs
Misc	100.00	-	100.00	100.00	00.00	-	-	
Black sacks	225.00	-	337.50	337.50	337.50	112.50	50.00	Based on the purchase of 225 rolls per year at £1.50 per roll
<b>TOTAL</b>	<b>18,700.00</b>	<b>10,644.97</b>	<b>10,020.08</b>	<b>20,665.05</b>	<b>20,922.50</b>	<b>2,222.50</b>	<b>11.89</b>	

Expenditure	Budget 2010/11	Spent so far (upto Aug 10) (Column C)	Projected expenditure to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/decrease(-) (£)	Variation (%)	Notes
<b>Office costs (3)</b>	2,500.00	1,113.03	2,900.00	4,013.03	2,100.00	-400.00	- 16.00	Rent 01/04/06 to 30/11/08 £1,000 p.a. incl of NDBR & other outgoings
Rent/rates								
Telephone	400.00	210.19	225.00	435.19	450.00	50.00	12.50	Rent 01/12/08 - 31/03/11 £1,500 p.a. excl NDBR but incl of other outgoings
Postage	600.00	275.27	275.00	550.27	600.00	-	-	Rent underpayment £2,000 (estimated)
Stationery	950.00	131.38	250.00	381.38	600.00	-350.00	- 36.84	
Photocopier	1,200.00	549.16	1,350.00	1,899.16	1,900.00	700.00	58.33	Increase in copy charges due to production of newsletter and annual report

Office administration	75.00	-	75.00	75.00	75.00	-	-	
Misc costs	75.00	-	75.00	75.00	75.00	-	-	
General maintenance	200.00	-	-	-	200.00	-	-	
New office equipment	100.00	-	-	-	500.00	400.00	400.00	11/12 purchase new computer
Office equipment maint	250.00	96.99	100.00	196.99	250.00	-	-	
Broadband	360.00	179.94	180.00	359.94	360.00	-	-	
<b>TOTAL</b>	<b>6,710.00</b>	<b>2,555.96</b>	<b>5,430.00</b>	<b>7,985.96</b>	<b>7,110.00</b>	400.00	5.96	

Expenditure	Budget 2010/11	Spent so far (upto Aug 10) (Column C)	Projected expenditure to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/decrease(-) (£)	Variation (%)	Notes
<b>Burial Grounds (4)</b>								
Grass cutting	1,050.00	450.00	360.00	810.00	900.00	-150.00	-14.29	
General maintenance	1,000.00	-	500.00	500.00	1,000.00	-	-	
Maintenance contract	1,750.00	707.70	1,000.00	1,707.70	1,750.00	-	-	
Spoil removal	450.00	-	450.00	450.00	450.00	-	-	
New b/g grass cut	450.00	-	210.00	210.00	210.00	-240.00	-53.33	
New b/g advance works	6,500.00	100.00	4,000.00	4,100.00	2,000.00	-4,500.00	-69.23	10/11 legal costs
All Saints grass cut	750.00	360.00	240.00	600.00	600.00	-150.00	-20.00	
All Saints general maint	200.00	-	200.00	200.00	500.00	300.00	150.00	
Health and safety	500.00	580.15	-	580.15	200.00	-300.00	-60.00	
Blue trade sacks	50.00	102.43	-	102.43	100.00	50.00	100.00	
<b>TOTAL</b>	<b>12,700.00</b>	<b>2,300.28</b>	<b>6,960.00</b>	<b>9,260.28</b>	<b>7,710.00</b>	-4,990.00	-39.29	

Expenditure	Budget 2010/11	Spent so far (upto Aug 10) (Column C)	Projected expenditure to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/decrease(-) (£)	Variation (%)	Notes
<b>Allotments (5)</b>								
Maintenance	225.00	-	225.00	225.00	225.00	-	-	
Rent	200.00	100.00	100.00	200.00	-	-200.00	-100.00	To be transferred to HPC from SDC
Water	300.00	26.77	400.00	426.77	450.00	150.00	50.00	
<b>TOTAL</b>	<b>725.00</b>	<b>126.77</b>	<b>725.00</b>	<b>851.77</b>	<b>675.00</b>	50.00	-6.90	

Expenditure	Budget 2010/11	Spent so far (upto Aug 10) (Column C)	Projected expenditure to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/decrease(-) (£)	Variation (%)	Notes
<b>Open Spaces (6)</b>								
Grass cutting	4,500.00	1,996.00	2,484.00	4,480.00	4,500.00	-	-	Grass cutting contract 2010-12
Gang mowing	2,250.00	1,235.00	1,400.00	2,635.00	2,750.00	500.00	22.22	Gang mowing contract 2010-12
General maintenance	4,500.00	1,058.70	4,200.00	5,258.70	6,000.00	1,500.00	33.33	Quantified tree risk assessment and treework
Routine maint contract	6,500.00	2,660.00	4,172.00	6,832.00	7,000.00	500.00	7.69	
Playground maintenance	2,000.00	158.07	750.00	908.07	2,000.00	-	-	
Playground inspection	650.00	300.00	300.00	600.00	650.00	-	-	
Rubbish clearance	500.00	-	500.00	500.00	500.00	-	-	
Dog bins	1,500.00	687.05	700.00	1,387.05	1,500.00	-	-	
Rectory Meadow	2,250.00	-	1,700.00	1,700.00	1,700.00	-550.00	-24.44	
Hartley Wood	750.00	-	-	-	-	-750.00	-100.00	
Pond	-	-	-	-	-	-	-	

Lay by	-	-	-	-	-	-	-
Misc expenses	200.00	-	200.00	200.00	200.00	-	-
Cricket	250.00	190.00	-	190.00	200.00	-50.00	-20.00
Football	150.00	-	300.00	300.00	350.00	200.00	133.33
<b>TOTAL</b>	<b>26,000.00</b>	<b>8,284.82</b>	<b>16,706.00</b>	<b>24,990.82</b>	<b>27,350.00</b>	<b>1,350.00</b>	<b>5.19</b>

Expenditure Manor Field Pavilion (7)	Budget 2010/11	Spent so far (upto Aug 10) (Column C)	Projected expenditure to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/ decrease(-) (£)	Variation (%)	Notes
Cesspool	950.00	293.00	592.00	885.00	950.00	-	-	
Calor gas	1,200.00	18.33	1,200.00	1,218.33	1,300.00	100.00	8.33	
Electricity	700.00	374.79	375.00	749.79	800.00	100.00	14.29	
Water	150.00	25.51	100.00	125.51	150.00	-	-	
Rates	625.00	518.93	-	518.93	625.00	-	-	
Cleaning	1,450.00	660.00	730.00	1,390.00	1,450.00	-	-	
Cleaning materials	100.00	21.49	25.00	46.49	50.00	-50.00	-50.00	
Maintenance	2,500.00	1,437.00	2,000.00	3,437.00	1,500.00	- 1,000.00	- 40.00	Annual inspections to fire extinguishers, portable appliances, water analysis. 5 yr fixed wiring test undertaken 09/10
Testing	900.00	263.19	650.00	913.19	800.00	-100.00	-11.11	
Misc	250.00	0.00	250.00	250.00	250.00	-	-	
<b>TOTAL</b>	<b>8,825.00</b>	<b>3,612.24</b>	<b>5,922.00</b>	<b>9,534.24</b>	<b>7,875.00</b>	<b>-950.00</b>	<b>-10.76</b>	

Expenditure	Budget 2010/11	Spent so far (upto Aug 10) (Column C)	Projected expenditure to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/ decrease(-) (£)	Variation (%)	Notes
<b>Northfield (8)</b>								
Contribution to NMC	500.00	-	500.00	500.00	2,000.00	1,500.00	300.00	
<b>TOTAL</b>	<b>500.00</b>	<b>-</b>	<b>500.00</b>	<b>500.00</b>	<b>2,000.00</b>	<b>1,500.00</b>	<b>300.00</b>	

Expenditure	Budget 2010/11	Spent so far (upto Aug 10) (Column C)	Projected expenditure to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/ decrease(-) (£)	Variation (%)	Notes
<b>Youth Services (9)</b>								
HAWK	1,350.00	1,350.00	-	1,350.00	1,350.00	-	-	
Misc expenses	1,000.00	-	700.00	700.00	1,000.00	-	-	10/11 CAFC coaching @ Woodland (6 sessions) and hire portable toilet
8-12 Project	-	-	-	-	-	-	-	
<b>TOTAL</b>	<b>2,350.00</b>	<b>1,350.00</b>	<b>700.00</b>	<b>2,050.00</b>	<b>2,350.00</b>	<b>-</b>	<b>-</b>	

Expenditure	Budget 2010/11	Spent so far (upto Aug 10) (Column C)	Projected expenditure to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/ decrease(-) (£)	Variation (%)	Notes
<b>Section 137 (10)</b>								
Donations	800.00	250.00	550.00	800.00	500.00	-300.00	-37.50	
Others	200.00	63.76	16.00	79.76	200.00	-	-	
<b>TOTAL</b>	<b>1,000.00</b>	<b>313.76</b>	<b>566.00</b>	<b>879.76</b>	<b>700.00</b>	<b>- 300.00</b>	<b>- 30.00</b>	

Expenditure Capital Schemes (11)	Budget 2010/11	Spent so far (upto Aug 10) (Column C)	Projected expenditure to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/ decrease(-) (£)	Variation (%)	Notes
Land purchase	-	-	-	-	-	-	-	
Pavilion electric cable	-	-	-	-	-	-	-	
<b>TOTAL</b>	-	-	-	-	-	-	-	

Expenditure	Budget 2010/11	Spent so far (upto Aug 10) (Column C)	Projected expenditure to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/ decrease(-) (£)	Variation (%)	Notes
<b>Youth Reserve (12)</b>								
Misc expenses	-	-	-	-	-	-	-	
<b>TOTAL</b>	-	-	-	-	-	-	-	

Expenditure	Budget 2010/11	Spent so far (upto Aug 10) (Column C)	Projected expenditure to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/d ecrease(-) (£)	Variation (%)	Notes
<b>W I Hall (17)</b>								
Legal fees	-	-	5,200.00	5,200.00	-	-		HPC legal costs and Hartley WI legal costs
Grant	2,000.00	-	2,000.00	2,000.00	2,000.00	-		
<b>TOTAL</b>	2,000.00	-	<b>7,200.00</b>	<b>7,200.00</b>	<b>2,000.00</b>	-		

Income	Budget 2010/11	Received so far (upto Aug 10) (Column C)	Projected income to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/ decrease(-) (£)	Variation (%)	Notes
<b>General costs (2)</b>								
Green sacks	5,500.00	2,865.50	2,634.50	5,500.00	5,500.00	-	-	Based on sales of 500 bundles per year @ £11 per roll
Recycling sacks	300.00	113.50	161.50	275.00	275.00	-25.00	-8.33	Based on sales of 550 rolls per year @ 50 p per roll
Black sacks	225.00	144.00	190.00	334.00	337.50	112.50	50.00	Based on sales of 225 rolls per year @ £1.50 per roll
<b>TOTAL</b>	<b>6,025.00</b>	<b>3,123.00</b>	<b>2,986.00</b>	<b>6,109.00</b>	<b>6,112.50</b>	87.50	1.45	

Income	Budget 2010/11	Received so far (upto Aug 10) (Column C)	Projected income to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/ decrease(-) (£)	Variation (%)	Notes
<b>Burial Grounds (4)</b>								
Graves/interments	1,320.00	1,870.00	130.00	2,000.00	1,380.00	60.00	4.55	
Interment of ashes	1,020.00	855.00	360.00	1,215.00	1,080.00	60.00	5.88	
Memorials	450.00	400.00	240.00	640.00	480.00	30.00	6.67	
Plaques	600.00	275.00	495.00	770.00	660.00	60.00	10.00	
<b>TOTAL</b>	<b>3,390.00</b>	<b>3,400.00</b>	<b>1,225.00</b>	<b>4,625.00</b>	<b>3,600.00</b>	210.00	6.19	

Income	Budget 2010/11	Received so far (upto Aug 10) (Column C)	Projected income to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/ decrease(-) (£)	Variation (%)	Notes
<b>Allotments (5)</b>								
Rent	600.00	-	625.00	625.00	640.00	40.00	6.67	
<b>TOTAL</b>	<b>600.00</b>	<b>-</b>	<b>625.00</b>	<b>625.00</b>	<b>640.00</b>	40.00	6.67	

Income	Budget 2010/11	Received so far (upto Aug 10) (Column C)	Projected income to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/ decrease(-) (£)	Variation (%)	Notes
<b>Open Spaces (6)</b>								
Rectory Meadow	-	-	-	-	-	-	-	
Cricket	1,380.00	-	1,380.00	1,380.00	1,400.00	20.00	1.45	£900 NAG & Hartley CC, £480 Meopham CC
Football	1,200.00	99.00	1,300.00	1,399.00	1,350.00	150.00	12.50	Based on 4 teams using 2 no pitches
<b>TOTAL</b>	<b>2,580.00</b>	<b>99.00</b>	<b>2,680.00</b>	<b>2,779.00</b>	<b>2,750.00</b>	<b>170.00</b>	<b>6.59</b>	

Income	Budget 2010/11	Received so far (upto Aug 10) (Column C)	Projected income to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/ decrease(-) (£)	Variation (%)	Notes
<b>Manor Field Pavilion (7)</b>								
Lettings	2,000.00	665.00	850.00	1,515.00	1,500.00	-500.00	-25.00	
Yoga	500.00	147.00	200.00	347.00	350.00	-150.00		
Art Group	-	-	-	-	-	-	-	
<b>TOTAL</b>	<b>2,500.00</b>	<b>812.00</b>	<b>1,050.00</b>	<b>1,862.00</b>	<b>1,850.00</b>	<b>-650.00</b>	<b>26.00</b>	

Income	Budget 2010/11	Received so far (upto Sept 09) (Column C)	Projected income to 31st March 2010 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/ decrease(-) (£)	Variation (%)	Notes
<b>Northfield (8)</b>								
Misc	-	-	-	-	-	-	-	
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

Income	Budget 2010/11	Received so far (upto Sept 09) (Column C)	Projected income to 31st March 2010 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/ decrease(-) (£)	Variation (%)	Notes
<b>Youth Services (9)</b>								
Grants	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	

Income	Budget 2010/11	Received so far (upto Aug 10) (Column C)	Projected income to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/ decrease(-) (£)	Variation (%)	Notes
<b>Interest on investment (14)</b>								
Bank interest	500.00	120.70	100.00	220.70	200.00	-300.00	-60.00	
Stock dividend	1.42	0.71	0.71	1.42	1.42	-	-	
<b>TOTAL</b>	<b>501.42</b>	<b>121.41</b>	<b>100.71</b>	<b>222.12</b>	<b>201.42</b>	<b>-300.00</b>	<b>-59.83</b>	

Income	Budget 2010/11	Received so far (upto Aug 10) (Column C)	Projected income to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/ decrease(-) (£)	Variation (%)	Notes
<b>Misc income (16)</b>	-	-	-	-	-	-	-	
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

Expenditure (Revenue)	Budget 2010/11	Spent so far (upto Aug 10) (Column C)	Projected expenditure to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/decrease(-) (£)	Variation (%)
Staff costs	49,625.00	20,729.57	28,931.55	49,661.12	50,450.00	825.00	1.66
General costs	18,700.00	10,644.97	10,020.08	20,665.05	20,922.50	2,222.50	11.89
Office costs	6,710.00	2,555.96	5,430.00	7,985.96	7,110.00	400.00	5.96
Burial Grounds	12,700.00	2,300.28	6,960.00	9,260.28	7,710.00	-4,990.00	- 39.29
Allotments	725.00	126.77	725.00	851.77	675.00	-50.00	- 6.90
Open spaces	26,000.00	8,284.82	16,706.00	24,990.82	27,350.00	1,350.00	5.19
Manor Field Pavilion	8,825.00	3,612.24	5,922.00	9,534.24	7,875.00	-950.00	-10.76
Northfield	500.00	-	500.00	500.00	2,000.00	1,500.00	300.00
Youth services	2,350.00	1,350.00	700.00	2,050.00	2,350.00	-	-
Section 137	1,000.00	313.76	566.00	879.76	700.00	- 300.00	- 30.00
WI Hall	2,000.00	-	7,200.00	7,200.00	2,000.00	-	-
<b>TOTAL</b>	<b>129,135.00</b>	<b>49,918.37</b>	<b>83,660.63</b>	<b>133,579.00</b>	<b>129,142.50</b>	<b>7.50</b>	<b>0.01</b>

Expenditure (Reserves)	Budget 2010/11	Spent so far (upto Aug 10) (Column C)	Projected expenditure to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/decrease(-) (£)	Variation (%)
Capital schemes	-	-	-	-	-	-	-
Youth reserve	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Income	Budget 2010/11	Received so far (upto Aug 10) (Column C)	Projected income to 31st March 2011 (Column D)	Estimate for year (Column C + Column D)	Budget 2011/12	Increase(+)/ decrease(-) (£)	Variation (%)	Notes
General costs	6,025.00	3,123.00	2,986.00	6,109.00	6,112.50	87.50	1.45	
Burial Grounds	3,390.00	3,400.00	1,225.00	4,625.00	3,600.00	210.00	6.19	
Allotments	600.00	-	625.00	625.00	640.00	40.00	6.67	
Open spaces	2,580.00	99.00	2,680.00	2,779.00	2,750.00	170.00	6.59	
Manor Field Pavilion	2,500.00	812.00	1,050.00	1,862.00	1,850.00	-650.00	-26.00	
Northfield	-	-	-	-	-	-	-	
Youth services	-	-	-	-	-	-	-	
Interest	501.42	121.41	100.71	222.12	201.42	-300.00	-59.83	
Misc	-	-	-	-	-	-	-	
<b>TOTAL</b>	<b>15,596.42</b>	<b>7,555.41</b>	<b>8,666.71</b>	<b>16,222.12</b>	<b>15,153.92</b>	<b>-442.50</b>	<b>-64.93</b>	

Total budgeted expenditure 11/12	129,142.50	Balance @ 31/3/10 (from balance sheet)	112,184.43
Total budgeted income 11/12 (excl precept)	15,153.92	Add projected income (10/11)	16,222.12
	<u>113,988.58</u>	Add precept (10/11)	108,500.00
		Total	<u>236,906.55</u>
		Ddt projected expenditure (10/11)	133,579.00
		Estimated balance @ 31/3/11	<u>103,327.55</u>
		Capital reserve	43,678.74
		Earmarked reserve (youth)	1,602.65
		Projected general fund balance @ 31/3/11	<u>58,046.16</u>
			103,327.55

<b>Income</b>	<b>Budget 2010/11</b>	<b>Received so far (upto Aug 10) (Column C)</b>	<b>Projected income to 31st March 2011 (Column D)</b>	<b>Estimate for year (Column C + Column D)</b>	<b>Budget 2011/12</b>	<b>Increase(+)/ decrease(-) (£)</b>	<b>Variation (%)</b>	<b>Notes</b>
Precept	108,500.00	54,250.00	54,250.00	108,500.00	114,000.00	5,500.00	5.07	

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