

REPORT TO:	Full Council	11th January 2024
AUTHOR/S:	Theresa King, RFO	

Purpose:

Expenditure or orders for work other than regular commitments and some maintenance issues (including Clerks' Delegation). Issues requiring particular **ratification or note in bold**

SSE Business Energy: We moved to SSE in April 23 for the street light energy, and these are the first invoices we have had from them. There is an issue with the setting up of the Direct Debit which is still being worked on. Part of the issue was that SSE moved to a new billing and accounting system.

Wilby and Burnett: We have been part invoiced for the work done so far by Wilby and Burnett as they have modifications to do to the masterplan.

Wesley and Huff: Payment for the survey on !2 New Road has to be made before the booking can be confirmed.

To list accounts paid by delegated approval, and payment of outstanding accounts

- Accounts paid by delegated approval December 23 and January 24 – to note only:

Accounts paid by DDR December 2023 and January 2024					
Supplier	Description	Net	VAT	Total	Code
British Gas	Recreation Ground Gas 02.10.23 to 01.11.23	105.66	5.28	110.94	Rec Utilities:- Gas
British Gas	Crossing Keeper's Hut Electric 02.11.23 to 01.12.23	23.78	1.19	24.97	Open Spaces Electricity
British Gas	Green Feeder Pillar 02.11.23 to 01.12.23	23.01	1.15	24.16	Open Spaces Electricity
GBS - Public Works Loans	PWLB Loan Office Payment 36 of 50	1,173.14	0.00	1,173.14	Public Works Loans:- Office
GBS - Public Works Loans	PWLB Loan Freehold Payment 37 of 50	2,719.69	0.00	2,719.69	Public Works Loans:- Freehold
Lloyds Bank	Various Credit card purchases	312.65	58.75	371.40	Office Costs
London Fuel Ltd	Fuel for Piaggio and Recreation Ground	52.38	10.48	62.86	Piaggio fuel & Rec Utilities: Fuel
Onecom Ltd	Telephone and Broadband November 2023	104.92	20.98	125.90	Telephone & Broadband
PEAC Finance	Sharp Printer hire 08.12.23 to 07.03.24	226.31	45.27	271.58	Office Costs
B&CE Holdings Ltd - People's Pension	Pension- People's Pension December 23	447.67	0.00	447.67	Pensions -Admin
Sharp Business Systems	Sharp Copier Usage 29.09.23 to 31.10.23	37.14	7.43	44.57	Office Costs
Source For Business	Water Bill recreation ground 01.05.23 to 31.10.23	265.22	0.00	265.22	Rec Utilities:- Water Rates
Unity Trust Bank	Bank charges and service fees	46.95	0.00	46.95	Audit & Bank
British Gas	Recreation Ground Gas 02.11.23 to 01.12.23	160.68	8.03	168.71	Rec Utilities:- Gas

					Agenda Item 23/89.1,89.2,89.3
British Gas LITE	Recreation Ground Electricity 13.11.23 to 13.12.23	900.65	180.13	1,080.78	Rec Utilities: Electricity
Onecom Ltd	Telephone and Broadband December 23	104.92	20.98	125.90	Telephone & Broadband
Unity Trust Bank	Bank Charges- cash and cheque services	2.40	0.00	2.40	Audit & Bank
British Gas	Green Feeder Pillar 02.12.23 to 01.01.24	84.62	4.23	88.85	Open Spaces Electricity
British Gas	Crossing Keeper's Hut Electric 02.12.23 to 01.01.2024	79.14	3.96	83.10	Open Spaces Electricity
British Gas	Recreation Ground Gas 02.12.2023 to 31.12.2023	177.34	8.86	186.20	Rec Utilities:- Gas
Lloyds Bank	Credit Card - various purchases	18.99	0.00	18.99	Office Costs
London Fuel Ltd	Piaggio Fuel and Cans for Recreation	34.81	6.97	41.78	Piaggio fuel & Maintenance
Sharp Business Systems	Sharp Copier Usage 31.10.23 to 29.11.23	40.26	8.05	48.31	Office Costs
B&CE Holdings Ltd - People's Pension	Pension - People's Pension January 2024	419.87	0.00	419.87	Pensions -Admin
TOTAL DDR		7,562.20	391.74	7,953.94	

o Retrospective Accounts for approval December 2023

Accounts for Retrospective Approval December 2023					
Supplier	Description	Net	VAT	Total	Code
Avocet Cleaning Services Ltd	Pavilion and office cleaning November 23	1016.67	203.33	1,220.00	Office Costs
Brookfield Groundcare	Grass Cutting Contract November 23	1,298.00	259.60	1,557.60	Grasscutting
Cromwell Fire Ltd	Anti Tamper tag for extinguishers	3.48	0.70	4.18	Rec Pavilion Maintenance
D W Payne	D Payne Land Registry Expenses	6.00	0.00	6.00	Office Costs
Daphne Fisher	Tree Officer Consultancy - November 23	1,932.00	0.00	1,932.00	General Reserves Spend
H L Hutchinson Ltd	Trace Element for grounds/pitches	280.00	56.00	336.00	Rec Pitch Maintenance
NetWiseUK	New website Maintenance and domain name hosting	390.00	78.00	468.00	Web Site
Rougham Estate Sales	Christmas Tree for The Green including delivery	395.17	79.03	474.20	Village Green
S D Grounds Care Ltd	Purity Soil Conditioner	438.00	87.60	525.60	Rec Ground Maintenance
SSE Business Energy	Street Lights 01.04.23 to 18.05.23	35.60	1.78	37.38	Street Lights
SSE Business Energy	Street Lights 19.05.23 to 16.06.23	22.88	1.14	24.02	Street Lights

SSE Business Energy	Street Lights 17.06.23 to 18.07.23	22.88	1.14	24.02	Street Lights
SSE Business Energy	Street Lights 17.08.23 to 18.09.23	23.37	1.16	24.53	Street Lights
SSE Business Energy	Street Lights 19.07.23 to 16.08.23	22.88	1.14	24.02	Street Lights
SSE Business Energy	Street Lights 19.09.23 to 17.10.23	22.88	1.14	24.02	Street Lights
Tates Treeworks	Removal of tree with sooty Bark Disease at Copse	300.00	0.00	300.00	Trees & Hedges Maintenance
Thalia Limited	Trade Waste Burial ground 01.11.23 to 22.11.23	74.96	14.99	89.95	Trade Waste
Thalia Limited	Trade Waste Recreation Ground 01.11.23 to 22.11.23	149.92	29.98	179.90	Trade Waste
Tomlinson Groundcare	Tines for Vertidrainer	173.70	34.74	208.44	Rec Machinery Maintenance
Wilby & Burnett LLP	Professional services to develop a Masterplan for the Recreation Ground	4,500.00	900.00	5,400.00	General Reserves Spend
Payroll M9	Figure includes B&C Pension which is paid by DDR of £447.67	17,048.07	0.00	17,048.07	Admin Payroll
	Payroll includes telephone expenses for Rec Groundsman & Ranger of 50.53, working from home allowance of 26.00, backdated performance rises and new pay scales				
	TOTAL DECEMBER PAYEMNTS	28,156.46	1,751.47	29,907.93	

○ Accounts for approval January 2024

Accounts for Approval January 2024					
Supplier	Description	Net	VAT	Total	Code
D Mace	Purchase of Trees for N&B replanting	867.35	0.00	867.35	Trees - New Planting
C Foster	Highways work and HILP work	37.80	0.00	37.80	Chairman's Expenses
Avocet Cleaning Services Ltd	Cleaning of Pavilion and office December 2023 including credit note for closure	703.17	140.63	843.8	Office Costs
Brookfield Groundcare	Grass cutting Contract December 2023	1,298.00	259.60	1,557.60	Grasscutting
Crossover Group	New CCTV camera and work on compound security	1,650.00	330.00	1,980.00	Rec CCTV & Lights Maintenance
Daphne Fisher	Tree Officer Consultancy December 2023	210.00	0.00	210.00	General Reserves Spend
Fleet (Line Markers) Ltd	Line marking paint	364.6	72.92	437.52	Rec Pitch Maintenance
S Hobbs	Replacement timer for Xmas lights at the Copse	213.04	42.61	255.65	Open Spaces Electricity
S Hobbs	Replacement floodlight for office door	89.50	17.90	107.40	Rec CCTV & Lights Maintenance

HI Hub	Hilights magazine Dec 1 page and Jan 3 pages	1,230.00	0.00	1,230.00	Newsletter
S J Pollard Building & Maintenance Ltd	Repairs to Vertidrainer pin holder	190.00	38.00	228.00	Rec Machinery Maintenance
S J Pollard Building & Maintenance Ltd	Emergency help for Christmas Lights issue at Village Green	95.00	19.00	114.00	Village Green
Thalia Limited	Trade Waste Recreation Ground 29.11.23 to 20.12.23	149.92	29.98	179.90	Trade Waste
Thalia Limited	Trade Waste Burial Ground 29.11.2023 to 20.12.2023	74.96	14.99	89.95	Trade Waste
Thurlow Nunn Standen Group (TNS Group)	Allet Shaver mower service	827.91	165.58	993.49	Rec Machinery Maintenance
The Connections Bus Project	The Connections Bus Project Winter Term (Jan-Mar 2024)	8,525.00	0.00	8,525.00	Youth
M.J.Wagstaff	Contractor litter bin emptying for holiday cover Dec 23	100.00	0.00	100.00	Rec Contractor Work
M.J.Wagstaff	Piaggio MOT and repair (Petrol)	200.00	0.00	200.00	Piaggio fuel & Maintenance
Westley & Huff Ltd	Survey of 12 New Road	800.00	160.00	960.00	12 New Road Maintenance
C M R Wilson	Contractor work for summer 23 to cover holiday	378.00	0.00	378.00	Rec Contractor Work
Payroll M10	Figure includes B&C Pension which is paid by DDR of £419.87	16,963.35		16,963.35	Payroll
	Payroll includes telephone expenses for Rec Groundsman & Ranger of 50.53, working from home allowance of 26.00, holiday pay for Head Groundsman				
	TOTAL	34,967.60	1,291.21	36,258.81	

To note:		
Accounts paid in 17.11.23 to 11.01.24		
Asset Income	238.46	WRL
Allotments – Gatehouse Road	38.00	HFDS
Interest	106.97	HFDS
Ground Takings: Football	360.00	WRL
School Hill Refuse Collection	337.50	HFDS
Sports Courts Fees: Football	1,016.00	WRL
Sports Court Fees : General	276.00	WRL
Sports Courts Fees: Netball	626.50	WRL
Sports Courts Fees: Tennis	336.63	WRL
Club Receipts	3,670.00	WRL
Pavilion Rental	1,578.55	WRL
TOTAL	8,584.61	

N.B. Two authorised signatories required to submit accounts due for payment by BACS (Unity Bank)

REPORT TO:	Full Council	23/090.8
AUTHOR/S:	Edd Stonham, FGL Chair; Yvonne Murray, FGL Vice Chair; Theresa King, RFO	11th January 2023

Each Committee was asked to prepare a budget for day to day spend for the coming financial year. For the first time this year, the committees were also asked to submit three-year plans, both for the day to day spends and for potential projects, and to consider any top ups needed to reserves (funds that are set aside for particular projects or uses). The first year of these plans would be the projects that the committees consider they wish to undertake for 2024-2025 financial year. The projects aspect of the plans is what is normally funded from our capital spend pot, along with any top up request for reserves.

Based on the requests received from Committees, the main operational budgets are below.

Draft Operational Expenditure

Committee	Last Year budget 22-23	Last year actual 22-23	This year Budget (23/24)	Est Spend to end Year 23/24	24/25 Budget proposal	23/24 budget versus 24/25
FG&L	261,413.00	273,086.74	298,377	285,603	328,775	110.2%
HDFS	17,490.00	13,441.79	18,700	12,475	16,550	88.5%
N&B	28,810.00	25,404.51	41,750	35,643	48,700	116.6%
Planning	550	0	2,050	0	50	2.4%
WRL	59,025.00	50,740.50	62,181	55,869	71,556	115.1%
Youth			25,575	25,575	26,087	102.0%
TOTALS			448,633	415,165	491,718	109.6%

Draft Income Figures

Committee	Last Year budget 22-23	Last year actual 22-23	This year Budget (23/24)	Est Income to end Year 23/24	24/25 Budget proposal	23/24 budget versus 24/25
FG&L	406,260.88	406,009.67	420,744	426,252	15,000	3.6%
HDFS	9,240.00	8,508.00	7,271	8,178	9,450	130.0%
N&B	0	0	0	0	0	0.0%
Planning	0	0	0	0	0	0.0%
WRL	40,940.00	33,038.10	43,267	43,908	48,007	0.0%
TOTALS			471,282	478,338	72,457	15.4%

Expenditure less income gives us a net expenses figure of £419, 261, which is what we would be looking to fund from precept. Based on the figures we have from South Cambs District Council, this is already equivalent to almost exactly a 1% increase on precept.

24-25 Percentage increase on last year	Band D	Precept
1	124.50	419,225.49
2	125.74	423,376.24

However, this is without any contingency or capital spend amounts. In 23-24 we allowed for a £55,000 capital spend pot, and a £15,000 contingency. We then also said we would spend £45,00 from reserves. If we did the same this year, we would find the following:

expenditure		491,718
income		72,457
net expenses		419,261
contingency		15,000
capital		55,000
net totals spend		489,261
spend from reserves		45,000
base precept		444,261

To fund this from precept would require a precept increase of 7%, increasing the Band D amount to 131.899 and £444,129.98. (23-24 Precept was 411,743.61, a Band D figure of £123.27).

5	129.4335	435,828.48
6	130.6662	439,979.23
7	131.8989	444,129.98

As part of the three-year planning process, we have had requests for potentially £57,000 increases in reserves and upwards of £78,858 in potential projects, giving a total of £135,858 in capital funding requests. If we allow that the contingency spend suggested above, the capital spend and the spend from reserves is to fund this, we would then need to find a further £30, 858 (£135,858 – 105,000). To do so from precept would result in precept request of £475,119.04, approximately a 14% increase in precept. We only increased the precept by 3% last year, due to the Cost-of-Living Crisis, and we are still in that crisis, and we would need to prove to residents that the projects we are proposing for the coming year are worth that 14% increase.

The FGL Committee feels that the reserve top up requests and capital projects need to be reviewed so that the projects that are being chosen are achievable, suggesting a maximum of four projects per committee for 24-25. Making some initial amendments which will be discussed with affected committees, the amended reserves and projects figure is £25,000 for reserve top ups and £78,858 for projects, giving £103,858.00. This would be funded from the capital spend part of precept, set as £60,000, and a spend from reserves of £55,433. The projects and reserves top up taken from that would still leave us £11, 575 if the project figures are too low. That then leaves us the £15K for contingency. This gives us a 5% increase.

expenditure		488,718
income		72,457
net expenses		416,261
contingency		15,000
capital		60,000
net total spend		491,261
spend from reserves		55,433
Precept needed		435,828
	5% increase	

This will not rule out any project coming forward for consideration that has not been suggested for the coming year. We can then review the 25-26 projects for costings and possible funding next year, so that if a larger increase in precept is required, we can show the residents the reasoning behind it.

Therefore, the motion is:

To approve recommendation to request precept for 2024-2025 from South Cambridgeshire District Council of £435,828.48, an increase of 5%, making the figure £129.43 per annum on a Band D property (an increase of £6.16), with Council Tax rates continuing to be equal for the two parishes.