



CALDICOT TOWN COUNCIL

ESTIMATES FOR PRECEPT 2021/2022

FINAL

G McIntyre
Clerk to the Council/RFO

**CALDICOT TOWN COUNCIL
ESTIMATES FOR PRECEPT YEAR 2021/2022**

INTRODUCTION

The format presentation shows the previous year actual **audited 2019/2020**, the original estimate as prepared November 2019 for 2020/2021, the revised estimate 2020/2021 based on actual figures to date giving a better estimate for outturn year. The final column showing the estimate for year 2021/2022 (The Precept Year) based on the most informed information available.

**Town Council to consider its perceived future objectives and amend accordingly.
The estimates are initially in DRAFT for the consideration of Town Council.**

The net figure arrived at as adjusted would be the precept sum to be levied onto Mon CC to add to its Council tax levy for that year and that precept must be made known to the County Council within a prescribed timescale.

NOTE OF DEBARMENT FROM TAKING PART IN THE ESTIMATES COMMITTEE NOVEMBER 2020

Under Local Government legislation any member who is 2 months in arrears with payment of Council tax must make that declaration and not take part, speak or vote at the meeting when the estimates for 2021/2022 are being discussed

SCALE CHARGES – 2021/2022

A) BURIAL FEES

	1.4.14	1.4.15	1.4.16	1.4.17	1.4.18	1.4.19	1.4.20	1.4.21
	£	£	£	£	£	£	£	£
Opening New Single Grave	270	270	270	300	300	300	300	300
Opening New Double Grave	270	270	270	300	300	300	300	300
Opening New Triple Grave	270	270	270	300	300	300	300	300
Re-opening Existing Grave	270	270	270	300	300	300	300	300
Burials upto 18 years	0	0	0	0	0	0	0	0
Burials for serving members of the armed forces					0	0	0	0
Scattering of Cremated Remains	50	55	55	60	60	60	60	60
Cremated Remains in CRS Area	120	120	120	120	120	120	120	120
Cremated Remains in Existing Grave	120	120	120	120	120	120	120	120
Cremated Remains in New Grave	270	270	270	300	300	300	300	300
Reserved Spaces	275	n/a	n/a	n/a	n/a	n/a	275	275
Reserved Cremation Area	110	110	110	n/a	n/a	n/a	110	110
Headstones								
New Headstone (to place)	120	120	120	130	130	130	130	130
CRS Headstone	120	120	120	130	130	130	130	130
New Inscription	120	120	120	130	130	130	130	130

There is a cessation of New Graves/CRS Spaces for Non-residents*

*exceptions to the rule would be persons who have had long term residence with family links within Caldicot and have moved out of the area; any members of armed forces with family links in Caldicot

B) ALLOTMENT FEES

	1.4.14	1.4.15	1.4.16	1.4.17	1.4.18	1.4.19	1.4.20	1.4.21
Full charge for working ploholders	£30	£30	£40	£40	£40	£40	£40	£40
Abated charge for retired/unemployed	£20	£20	£20	£20	£20	£20	£20	£20

To note 1 year's notice must be given for increase in rentals

C) TOWN COUNCIL BUILDING HIRE FEES

	1.4.14	1.4.15	1.4.16	1.4.17	1.4.18	1.4.19	1.4.20	1.4.21
	£8 [hr/part]	£8 [hr/part]	£8 [hr/part]	£8 [hr/part]	£8 [hr/part]	£8 [hr/part]	£8 [hr/part]	£8 [hr/part]

Business Organisations - £30.00/hour/part hour

Weekend rates [if permitted] – As above

Budget Headings

Start of year 01/04/20

Heading	Account	2020/21	Revised	2021/22	Last year's actual	
KGVPF Trustee Land Expenditure						
5010	Child Play Area Materials Etc	5008534700	£5,000.00	£5,000.00	£5,000.00	£2,937.42
5020	Playarea Safety Inspections	5008534700	£1,000.00	£1,000.00	£1,000.00	£732.04
5030	Playarea Gates Attendant	5008534700	£1,250.00	£1,250.00	£1,250.00	£1,250.00
5040	Compound Elect Supply	5008534700	£165.00	£150.00	£0.00	£195.11
5050	Welsh Water	5008534700	£110.00	£100.00	£0.00	£45.63
5060	Security/fire alarm systems	5008534700	£600.00	£0.00	£0.00	£540.00
5070	Compound Repairs	5008534700	£100.00	£0.00	£0.00	£0.00
5081	Compound Plans/Project Manager	5008534700	£5,000.00	£5,000.00	£0.00	£0.00
5090	Grounds Maintenance Contractor	5008534700	£13,500.00	£13,500.00	£14,000.00	£11,520.00
5095	Waste Removal	5008534700	£200.00	£200.00	£200.00	£0.00
5100	Fields in Trust Affiliation	5008534700	£65.00	£65.00	£70.00	£65.00
5110	Green Flag Award/signs	5008534700	£1,000.00	£0.00	£1,000.00	£0.00
5120	External repairs	5008534700	£200.00	£0.00	£0.00	£10.00
5125	Trees/Bushes	5008534700	£4,000.00	£4,000.00	£1,000.00	£335.00
5135	Litter Bins	5008534700	£500.00	£200.00	£1,000.00	£0.00
5140	Bowling Green Contractor	5008534700	£15,000.00	£13,500.00	£14,000.00	£12,322.44
5150	STRI Subscription/Inspection	5008534700	£700.00	£750.00	£800.00	£690.07
5155	Works to Bowls Club	5008534700	£1,000.00	£0.00	£0.00	£5,750.00
5160	Pest Control	5008534700	£100.00	£0.00	£100.00	£50.00
5180	Repairs to wall KGVPF	5008534700	£1,000.00	£0.00	£1,000.00	£0.00
5200	Replace bollards	5008534700	£1,000.00	£0.00	£1,000.00	£0.00
5230	Asbestos re-inspect Bowls Club	5008534700	£0.00	£0.00	£0.00	£0.00
5260	Legionella inspect Bowls Club	5008534700	£1,000.00	£220.00	£1,000.00	£807.17
5275	Fixed wiring testing (5 years)	5008534700	£0.00	£0.00	£0.00	£0.00
5285	Upgrade Bowls Club Benches	5008534700	£0.00	£0.00	£0.00	£1,380.00
5295	Inclusive Roundabout	5008534700	£0.00	£0.00	£0.00	£9,898.00
5300	KGVPF Entrance Gates Attendant	5008534700	£0.00	£675.00	£1,250.00	£620.00
	Total		£52,490.00	£45,610.00	£43,670.00	£49,147.88

Budget Headings

Start of year 01/04/20

Heading	Account	2020/21	Revised	2021/22	Last year's actual	
Town Facilities Income						
200	Burial Fees	5008534700	£15,000.00	£15,000.00	£15,000.00	£15,445.00
205	Allotment Rents	5008534700	£2,000.00	£2,000.00	£2,000.00	£1,960.00
210	Town Council Building Hire	5008534700	£2,000.00	£0.00	£2,000.00	£2,044.00
215	Nursery Rent/Recharge Insurance	5008534700	£6,100.00	£6,025.00	£6,100.00	£6,022.73
220	Refund Business Rates 9SL 16/17 (M	5008534700	£0.00	£85.00	£0.00	£0.00
	Total		£25,100.00	£23,110.00	£25,100.00	£25,471.73
Town Facilities Expenditure						
2000	Allotments	5008534700	£2,895.00	£2,195.00	£2,910.00	£1,669.48
2000/1	Rent of Land from MCC	5008534700	£15.00	£15.00	£15.00	£15.00
2000/2	Affiliation Fees	5008534700	£60.00	£60.00	£65.00	£55.00
2000/3	Water Supply	5008534700	£1,000.00	£800.00	£1,000.00	£572.17
2000/4	Grounds Maintenance	5008534700	£1,000.00	£800.00	£1,000.00	£610.00
2000/5	Pest Control	5008534700	£100.00	£100.00	£100.00	£0.00
2000/6	Repairs/Works	5008534700	£500.00	£200.00	£500.00	£132.98
2000/7	Legionella testing	5008534700	£220.00	£220.00	£230.00	£284.33
2100	Cemetery	5008534700	£27,700.00	£20,790.00	£28,580.00	£25,743.69
2100/1	Rates	5008534700	£780.00	£775.00	£800.00	£762.70
2100/2	ICCM/Green Flag	5008534700	£200.00	£95.00	£200.00	£95.00
2100/3	Cemetery Attendant Gates	5008534700	£1,250.00	£1,250.00	£1,250.00	£1,250.00
2100/4	Grounds Maintenance	5008534700	£13,000.00	£13,500.00	£15,000.00	£11,440.00
2100/5	Grave Levelling & Marking	5008534700	£1,000.00	£1,000.00	£2,000.00	£2,161.00
2100/6	H&S Headstone Inspection	5008534700	£1,000.00	£0.00	£1,000.00	£0.00
2100/7	Vermin & Pest Control	5008534700	£450.00	£450.00	£500.00	£0.00
2100/8	Repairs/Works	5008534700	£200.00	£200.00	£200.00	£188.00
2100/9	Trees	5008534700	£3,000.00	£3,000.00	£1,000.00	£160.00
2100/10	Hedges/Strimming/floral	5008534700	£100.00	£100.00	£200.00	£0.00
2100/13	Benches	5008534700	£500.00	£200.00	£200.00	£0.00
2100/14	Cemetery Land works	5008534700	£5,000.00	£0.00	£5,000.00	£9,460.00
2100/16	Cemetery hedge/fence	5008534700	£1,000.00	£0.00	£1,000.00	£0.00
2100/17	Asbestos re-inspect	5008534700	£0.00	£0.00	£0.00	£0.00
2100/18	Legionella testing	5008534700	£220.00	£220.00	£230.00	£226.99

Budget Headings

Start of year 01/04/20

Heading	Account	2020/21	Revised	2021/22	Last year's actual	
2200	CCTV	5008534700	£13,500.00	£13,500.00	£14,500.00	£13,056.00
2210	Christmas Lighting	5008534700	£22,000.00	£22,000.00	£22,000.00	£15,882.77
2220	Floral Displays	5008534700	£1,000.00	£500.00	£1,000.00	£200.00
2230	Grounds maintenance Orchard Close	5008534700	£550.00	£400.00	£500.00	£308.00
2240	Dog Waste Bin Collection/Bins	5008534700	£9,500.00	£9,000.00	£10,000.00	£7,326.45
2250	Bus shelter maintenance	5008534700	£1,000.00	£600.00	£1,000.00	£0.00
2260	Citizen's Advice Bureau	5008534700	£13,000.00	£13,000.00	£15,000.00	£13,000.00
2270	Town Twinning	5008534700	£0.00	£0.00	£0.00	£0.00
2400	Town Council Building	5008534700	£16,670.00	£10,287.00	£16,700.00	£7,922.14
2400/1	Rates	5008534700	£450.00	£422.00	£450.00	£415.54
2400/2	Town Council Building Attendant	5008534700	£550.00	£400.00	£500.00	£472.00
2400/3	Water Supply	5008534700	£750.00	£350.00	£500.00	£221.49
2400/4	Electricity Supply	5008534700	£1,800.00	£1,200.00	£1,500.00	£644.83
2400/5	Gas Supply	5008534700	£1,800.00	£1,200.00	£1,500.00	£883.22
2400/6	Security & Fire Systems	5008534700	£600.00	£695.00	£700.00	£540.00
2400/7	Service Boiler/Repairs	5008534700	£1,000.00	£600.00	£1,000.00	£0.00
2400/8	PAT Testing	5008534700	£100.00	£100.00	£120.00	£138.00
2400/9	Cleaning Cover/Materials & Windows	5008534700	£600.00	£600.00	£1,000.00	£530.82
2400/10	Fixed Wire Testing [5 years]	5008534700	£0.00	£0.00	£0.00	£0.00
2400/11	Works to Building/Repairs	5008534700	£5,000.00	£1,000.00	£5,000.00	£1,849.25
2400/14	Grounds Maintenance	5008534700	£2,500.00	£2,500.00	£2,800.00	£1,980.00
2400/15	Winter Gritting	5008534700	£100.00	£100.00	£100.00	£20.00
2400/18	MCC Adopted Lights	5008534700	£100.00	£100.00	£100.00	£0.00
2400/19	Flags/Flagpoles	5008534700	£100.00	£200.00	£200.00	£0.00
2400/20	External repairs	5008534700	£1,000.00	£600.00	£1,000.00	£0.00
2400/21	Legionella testing	5008534700	£220.00	£220.00	£230.00	£226.99
2450	9 Sandy Lane	5008534700	£220.00	£350.00	£500.00	£456.99
2460	Land Top Sandy Lane	5008534700	£1,000.00	£1,000.00	£1,000.00	£330.00
2495	Defibrillators	5008534700	£1,000.00	£0.00	£0.00	£0.00
2496	Hand Sanitiser Units	5008534700	£0.00	£4,000.00	£2,000.00	£0.00
2497	Town Regeneration	5008534700	£0.00	£4,662.00	£0.00	£0.00
	Total		£110,035.00	£102,284.00	£115,690.00	£85,895.52

Budget Headings

Start of year 01/04/20

Heading	Account	2020/21	Revised	2021/22	Last year's actual	
Community Well-Being Expenditure						
2280	Entertainments & Arts	5008534700	£7,000.00	£7,000.00	£7,000.00	£15,000.00
2290	Events Committee	5008534700	£9,000.00	£9,000.00	£9,000.00	£0.00
2300	Playscheme	5008534700	£5,000.00	£5,000.00	£5,000.00	£5,000.00
2310	Caldicot Youth Group	5008534700	£9,000.00	£5,000.00	£5,000.00	£9,000.00
2340	St Mary's Church Luncheon Fund	5008534700	£3,000.00	£3,000.00	£3,000.00	£3,000.00
3010	General/Community Groups	5008534700	£9,000.00	£9,000.00	£9,000.00	£6,613.00
3030	Garden Competition	5008534700	£500.00	£0.00	£500.00	£322.80
3040	Royal British Legion	5008534700	£600.00	£100.00	£600.00	£335.00
3045	Merchant Seaman Day	5008534700	£100.00	£0.00	£100.00	£9.65
3050	Flowers/Spray/Cards Etc	5008534700	£200.00	£120.00	£200.00	£27.00
3090	Elderly & Disabled Initiative	5008534700	£2,000.00	£0.00	£2,000.00	£0.00
3100	Children & Young People's Initiative	5008534700	£2,000.00	£0.00	£2,000.00	£0.00
3130	Flags/Flagpole	5008534700	£0.00	£0.00	£0.00	£946.16
3140	MIND	5008534700	£0.00	£0.00	£2,000.00	£0.00
	Total		£47,400.00	£38,220.00	£45,400.00	£40,253.61

Budget Headings

Start of year 01/04/20

Heading	Account	2020/21	Revised	2021/22	Last year's actual	
Projects Expenditure						
4030	Bus shelter project	5008534700	£0.00	£0.00	£0.00	£3,236.21
4040	CCTV Cameras	5008534700	£0.00	£8,000.00	£0.00	£0.00
4096	Provision of Dog Waste Bins	5008534700	£0.00	£0.00	£0.00	£0.00
	Total		£0.00	£8,000.00	£0.00	£3,236.21

Budget Headings

Start of year 01/04/20

Heading	Account	2020/21	Revised	2021/22	Last year's actual	
Administration Income						
100	Precept	5008534700	£0.00	£0.00	£0.00	£386,560.00
105	Agency Services Provided	5008534700	£0.00	£0.00	£0.00	£0.00
115	Sale of Assets	5008534700	£0.00	£0.00	£0.00	£0.00
120	Insurance claim	5008534700	£0.00	£0.00	£0.00	£1,181.74
125	Bank Interest (current)	5008534700	£0.00	£0.00	£0.00	£0.00
130	VAT Receivable	5008534700	£0.00	£0.00	£0.00	£16,214.47
140	Contra	5008534700	£0.00	£0.00	£0.00	£2,256.35
600	Loan/Capital Receipt	5008534700	£0.00	£0.00	£0.00	£0.00
620	Bank Interest Select Instant Access	5008534753	£1,000.00	£1,000.00	£1,000.00	£1,209.42
630	Investment interest CCLA	00000001	£1,000.00	£1,000.00	£1,000.00	£774.80
640	Investment interest Mon BS	14576608	£0.00	£0.00	£0.00	£0.00
	Total		£2,000.00	£2,000.00	£2,000.00	£408,196.78
Administration Expenditure						
1000	General Administration	5008534700	£119,200.00	£120,000.00	£124,200.00	£115,201.78
1000/1	Tax and NI	5008534700	£25,000.00	£25,000.00	£26,000.00	£23,876.12
1000/2	Superannuation	5008534700	£25,000.00	£23,000.00	£24,000.00	£23,489.52
1000/3	Salaries	5008534700	£69,000.00	£72,000.00	£74,000.00	£67,733.44
1000/4	Travel	5008534700	£200.00	£0.00	£200.00	£102.70
1100	Other Administration	5008534700	£32,580.00	£23,965.00	£34,070.00	£24,400.65
1100/1	Telephone	5008534700	£1,400.00	£1,800.00	£2,000.00	£1,384.26
1100/2	Stationery	5008534700	£900.00	£700.00	£800.00	£566.99
1100/3	Postage	5008534700	£900.00	£800.00	£900.00	£745.00
1100/4	Photocopying	5008534700	£900.00	£800.00	£900.00	£499.72
1100/5	Computer back-up & agreements	5008534700	£4,000.00	£5,000.00	£5,000.00	£3,703.00
1100/6	Insurance	5008534700	£5,000.00	£4,500.00	£5,000.00	£4,213.46
1100/7	Audit Fees	5008534700	£1,600.00	£1,600.00	£1,600.00	£1,118.50
1100/8	Local Council Affiliation	5008534700	£1,500.00	£1,450.00	£1,500.00	£1,389.00
1100/9	Subscriptions & Publications	5008534700	£100.00	£100.00	£100.00	£40.00
1100/10	Office Sundries	5008534700	£200.00	£100.00	£200.00	£0.00
1100/11	Staff Training & SLCC Membership	5008534700	£2,000.00	£800.00	£2,000.00	£1,022.50
1100/12	Election Expenses	5008534700	£2,000.00	£0.00	£2,000.00	£0.00

Budget Headings

Start of year 01/04/20

Heading	Account	2020/21	Revised	2021/22	Last year's actual	
1100/13	Cllr Training & Seminars	5008534700	£2,000.00	£0.00	£2,000.00	£245.83
1100/14	Councillors Expenses	5008534700	£5,000.00	£3,000.00	£5,000.00	£2,943.35
1100/15	Mayor Allowance	5008534700	£1,500.00	£1,500.00	£1,500.00	£1,500.00
1100/16	Civic Reception	5008534700	£700.00	£0.00	£700.00	£522.50
1100/17	Mayoral Chain & Engraving	5008534700	£100.00	£725.00	£100.00	£1,137.66
1100/18	Mayor's Board	5008534700	£10.00	£20.00	£20.00	£8.33
1100/19	Photographs	5008534700	£100.00	£100.00	£100.00	£64.20
1100/20	Prof Advice Solicitors, etc	5008534700	£1,000.00	£0.00	£1,000.00	£0.00
1100/23	Website	5008534700	£250.00	£220.00	£250.00	£305.00
1100/25	CONTRA	5008534700	£0.00	£0.00	£0.00	£2,256.35
1100/26	Cancelled cheque	5008534700	£0.00	£0.00	£0.00	-£5.00
1100/29	Newsletter	5008534700	£600.00	£0.00	£600.00	£0.00
1100/32	Deputy Mayor Allowance	5008534700	£500.00	£500.00	£500.00	£500.00
1100/33	Payroll Bureau	5008534700	£320.00	£250.00	£300.00	£240.00
1310	Advertising	5008534700	£0.00	£0.00	£0.00	£0.00
1320	Agency Services	5008534700	£0.00	£0.00	£0.00	£0.00
1330	Prov for Bad/Doubt Debts	5008534700	£0.00	£0.00	£0.00	£0.00
1340	Street Lighting	5008534700	£0.00	£0.00	£0.00	£0.00
1350	Community Hall	5008534700	£0.00	£0.00	£0.00	£0.00
Total			£151,780.00	£143,965.00	£158,270.00	£139,602.43

Budget Headings

Start of year 01/04/20

Heading	Account	2020/21	Revised	2021/22	Last year's actual	
Devolution of Service Expenditure						
4080	Grounds Maintenance MCC	5008534700	£3,885.00	£2,000.00	£3,000.00	£1,865.00
4085	Devolution MCC Street cleaning	5008534700	£21,115.00	£21,115.00	£22,000.00	£20,500.00
4090	Devolution of Service - Toilets	5008534700	£25,000.00	£22,175.00	£25,000.00	£13,800.62
4090/2	Cleaning, etc	5008534700	£14,500.00	£14,500.00	£16,000.00	£11,285.21
4090/3	Maintenance, etc	5008534700	£7,600.00	£5,000.00	£5,600.00	£0.00
4090/4	NNDR	5008534700	£0.00	£775.00	£800.00	£762.70
4090/6	Water Supply	5008534700	£1,300.00	£1,300.00	£1,300.00	£1,149.83
4090/7	Electricity	5008534700	£1,300.00	£600.00	£1,000.00	£375.87
4090/8	Inspections/surveys	5008534700	£300.00	£0.00	£300.00	£227.01
Total			£50,000.00	£45,290.00	£50,000.00	£36,165.62

	£	£
Total Income	25,110	27,100
Total Expenditure	<u>383,369</u>	413,030
	358,259	

PRECEPT REQUIRED * £385,930

Divided by Tax Base 2020/21 - £3997.43 = £96.54
[2021/2022 Tax Base not available to date]

Tax Bases 2013 - 2021 - For information

2020/21 - £384,605 - £3997.43 - £96.21
 2019/20 - £386,560 - £3957.66 - £97.67
 2018/19 - £364,360 - £3973.42 - £91.70
 2017/18 - £331,134 - £4007.55 - £82.62
 2016/17 - £294,935 - £3987.91 - £73.96
 2015/16 - £256,418 - £3956.03 - £64.82
 2014/15 - £238,742 - £3,938.97 - £60.61
 2013/14 - £202,762 - £3,929.34 - £51.60

TOWN COUNCIL RESERVES POSITION

NB: Internal Audit comment 2019/20:

The Council's overall reserves as at 31st March 2020 stood at £449,018 with Earmarked reserves of £220,000 leaving a General Reserve fund of £229,018, which equates approximately seven-and-a half months' revenue spending at the 2019-20 level, sitting only somewhat higher than the generally recognized CiPFA guideline of retaining between three and six months' revenue expenditure.

Reserves Analysis based on 2019/2020 Audited Accounts

	Actual Audited
	19/20
	£
General Balance/Contingency	20,000
Reserves (un-earmarked)	194,018
Repairs/Health & Safety Works	40,000
- Maintenance of Buildings	
Provisions:	
CCTV	10,000
Bus Shelters	0
Cemetery Land	75,000
<u>King George V Playing Fields</u>	
Compound	80,000
Play Equipment	30,000
	449,018