

# Portreath Parish Council Budget and Precept Recommendation for the year 2025/26

## Background

This document looks the budget and forecast expenditure for the year 24/25. Also included are the figures for the forecast income for the year 2025/26, including a recommendation for setting the budget and precept for the year 2025/26.

## Public Consultation:

First Consideration of the draft budget will be at the October meeting of the council where budgeting workshops and public consultation events will be scheduled.

Recommended budgeting workshop and public consultation event date: 21/10/24

- Recommended questions: Which 5 areas should the Portreath Parish Council direct its spending in 2024/25
- Should Portreath Parish Council Increase its Precept in 2024/25
- If Portreath Parish Council increases its spending in 2024/25 which areas should see a increase in budget allocation?
- If Portreath Parish Council cuts it spending in 2024/25 which areas should see a reduction in budget allocation?
- Do you have any specific projects that you would like to see Portreath consider for the year 2024/25, or projects that councilors may consider in the longer term?

Recommended for second consideration at the November meeting of the council, 4<sup>th</sup> November 2024

Recommend Budget Working group session to finalise the proposal w/c 18<sup>th</sup> November 2024

Community Engagement Log	Date/Evidence

## Budget Breakdown

### **Toilets:**

Budget should be allocated to the maintenance of the public toilets, with consideration being put towards the replacement of the doors on the cubicles. The council is committed to inflationary increase in the management contract for the year 25/26. The utilities for the community hub and office will be combined with those of the public toilets in the year 25/26. **Recommendation £35,358.00.**

**Parish Maintenance:** Including Footpaths, WAAF site, Litter Picking, Duke of Leeds land Maintenance & running expenses of the new office and community hub. The rise in RPI in line with the contracts for maintenance and litter picking should be considered, along with risk assessment actions. Consideration should be given to any service contracts required for the new building. Councillors should consider the future of the WAAF site and ensure adequate funds for its maintenance. Councillors should consider the ongoing need for maintenance of the Duke of Leeds Land, which has previously not been budgeted for. **Recommendation £20505.00.**

**Administration:** Consideration should be made for the general rise in costs. Thought should also be given to the lifespan of the Clerks printer; purchased in 2018 councillors should bear in mind that the general lifespan for such equipment is 3 years. The meeting venue now used is chargeable. Additional budget should be allocated for an accounting package, the Clerk to attend the annual SLCC conference, Training for the Clerks Assistant, Microsoft subscription, hosting of the NDP website, and business rates for the

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parish office and community hub. The audit fees for the year 24/25 which will be due in 25/26 will be considerable increased due to the CLUP grant and the project expenditure for the parish office and community hub. **Recommendation £ 10,504.00.**

**Staffing:** Staffing costs will increase in line with the contracts of the paid staff and in line with the NJC salary scale agreement including increase in SCP with the employment of staff and the provision of community buildings. Adequate allocation for the provision of the assistant to the clerk should also be made, along with commitment to NI and pension contributions for all staff. **Recommendation £34364.00**

**Community Engagement and Events:** £1000 for the Remembrance Service, £1000.00 for Community events. £1000.00 Youth Engagement, £250.00 Warm Spaces **Recommendation £3250.00.**

**Section 137:** £750 for donations. £750.00 allocation to for the Remembrance Service. £750.00 allocation for small grants. There have been no requests for large grants for the year 24/25. A significant effort should be made to promote the grant funding available from this council for community groups and organisations. **Recommendation £2250.00 plus an additional (£500 Emergency Grants Reserve)**

## **Projects:**

For consideration:

- Former Toilets – Project should be complete by the start of 25/26
- Risk Assessments
- Biodiversity Duty
- Potential Lighthouse Hill Acquisition
- Tourist Information – Information Trail, expansion of the information boards created for the community hub. Creation of tourist information leaflets.

Recommendation:

- £500 Risk Assessment – One off actions from newly created risk assessments.
- £500 To support the Portreath Parish Council Climate Action Working Group
- £500 Biodiversity Duty, for the councils first considerations
- £2000.00 Lighthouse Hill Acquisition
- £2000.00 Tourist Information

**Recommended Budget for Projects: £5500.00**

## **Reserves:**

Consideration should be given to allocation ear marked reserves in the following areas:

- **Election** – to cover expenditure should an election be required: **£5924.00**
- **Emergency Grants** – To cover emergency applications: **£1000.00**
- **Staffing** - to cover contractual obligations should staff be absent from work due to sickness and employment of additional support staff where required: **£9091.00**
- **Future Projects** – Building reserves for future projects: **£10,000.00**
- **Operational reserve**, minimum of 3 months running costs of the council up to 12 months for a small council (minimum of 25% of the operational budget (before including Projects and reserves) as recommended by the JPAG practitioners Guide.) **Recommendation: £45144.00 (5.1 months of the council's operational budget.)**

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Area	23/24 Budget	24/25 Budget	Forecast Expenditure to end of 24/25	Budget Recommendation 25/26
Toilets	£ 29,000.00	£ 33,330.00	£ 33,912.00	£ 35,358.00
Parish Maintenance	£ 10,600.00	£ 11,215.00	£ 10,765.00	£ 20,505.00
Admin	£ 6,600.00	£ 7,936.00	£ 5,996.00	£ 10,504.00
Staffing	£ 22,500.00	£ 27,190.00	£ 25,219.00	£ 34,364.00
Community Engagement	£ 5,500.00	£ 3,250.00	£ 1,550.00	£ 3,250.00
S 137	£ 2,300.00	£ 1,500.00	£ 1,500.00	£ 2,250.00
<b>Total</b>	<b>£ 76,500.00</b>	<b>£ 84,421.00</b>	<b>£ 78,942.00</b>	<b>£106,231.00</b>
<b>Projects</b>	<b>£ 3,500.00</b>	<b>£ 18,500.00</b>	<b>£ 9,250.00</b>	<b>£ 5,500.00</b>
<b>Total</b>	<b>£ 80,000.00</b>	<b>£ 102,921.00</b>	<b>£ 88,192.00</b>	<b>£111,731.00</b>

### Reserves

Election Reserve	£ 3,000.00	£ 5,461.00		£ 5,924.00
Emergency Grant	£ 2,000.00	£ 500.00		£ 1,000.00
Staffing Reserve	£ 5,000.00	£ 6,800.00		£ 9,091.00
Operational Reserve	£ 25,000.00	£ 24,623.00		£ 45,144.00
Future Projects Fund	£ 10,000.00	£ 10,000.00		£ 10,000.00
CIL		£ 3,313.00	£ 3,313.00	£ -

<b>TOTAL BUDGET</b>	<b>£ 125,000.00</b>	<b>£ 153,618.00</b>	<b>£ 91,505.00</b>	<b>£182,890.00</b>
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### Budget Recommendation

It is recommended that for this Council to continue to run and enable the projects planned to be delivered a budget of £182890.00 would be required.

### Balance Carried Forward

It is anticipated that the balance of the accounts carried into the year 24/25 based on the forecast spend outlined above will be £ 79907.00

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## Predicted Income

Any donations received in the past must not be relied upon being replicated in the current financial climate. CIL payments can not be predicted or guaranteed.

## Precept Increase Considerations:

The below chart gives an indication of the effect the increase will have on the average council taxpayer. The Council tax base has increased since setting of the 23/24 budget meaning there are more (Band D equivalent) council tax paying properties in the parish, sharing the cost of the precept.

	Comparison of potential Precept Amounts for 25/26								
	21/22	22/23	23/24	24/25	25/26	25/26	25/26	25/26	
<b>Precept</b>	£65,000.0 0	73,093.0 0	80,000.0 0	£93,618.0 0	£93,618.0 0	£100,000.0 0	£102,980.0 0	£110,000.0 0	
<b>Over all Increase on previous year</b>	30.00%	12.45%	9.45%	17.02%	0.00%	6.82%	10.00%	17.50%	
<b>No of Band D equivalent Properties *</b>	595.4	599.7	606.4	622.8	622.8	622.75	622.75	622.75	*Based on 99.1% Collection Rate
<b>Precept per annum</b>	£109.18	£121.88	£131.92	£150.33	£150.33	£160.57	£165.36	£176.64	* per Band D Property
<b>Precept per month</b>	£9.10	£10.16	£10.93	£12.53	£12.53	£13.38	£13.78	£14.71	* per Band D Property
<b>Precept per week</b>	£2.10	£2.34	£2.54	£2.89	£2.89	£3.09	£3.18	£3.40	* per Band D Property
<b>% Increase</b>	36.24%	11.42%	8.23%	13.96%	0.00%	6.82%	10.00%	17.50%	* per Band D Property

It should be noted that with the change in second homes becoming liable for double council tax in 25/26 the council tax base (CTB) will likely go up, sharing the load of the precept further and reducing the cost to the individual council taxpayer. In June 2024 there were 88 second homes identified in the parish, (whilst it is likely this number will fluctuate) based on this CTB for 25/26 the cost of the precept would be shared between more properties. Meaning the impact on the council taxpayer would be lower, For example:

25/26 prediction:

Precept of £102,980.00 (over all increase of 10%)

Council Tax Base 710.75 (Increased from 622.75)

Precept per week for the council tax payer £2.78

3.81% decrease on 24/25.

**Please note the 25/26 council tax base will be published by CC in due course.**

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## Precept Recommendations:

In order to meet the requirements of the proposed budget detailed earlier in this report it is recommended that this council raises the Precept to £102,980.00 a total increase of 10.00%.

A precept of **£102,980.00** represents:

A total increase on the 24/25 Precept of	<b>£9361.00</b>
Overall percentage % Increase	<b>10.00%</b>
Percentage Increase to the average Council taxpayer	<b>10.00% (TBC once CTB information is published)</b>
Actual increase for the average council taxpayer	<b>£15.03 per year</b>
	<b>£1.25 per month</b>
	<b>£0.29 per week</b>

<b>Income</b>	<b>Amount</b>
Forecast Existing funds	£79,910.00
Precept	£102,980.00
Grants	
CTS Grants	
Others	0
<b>Total</b>	<b>£182,980.00</b>