

Contingency Budget Report Far Cotton and Delapre Community Council

1. Far Cotton & Delapre Community Council

- 1.1. The staffing costs for Far Cotton & Delapre Community Council have been reviewed by NCALC and the Parish Clerk position was the subject of a paper at the last CPWG. It is anticipated that there will be an interim clerk at the Council, with the permanent clerk joining around August. The suggested salary of the permanent clerk is based partly on the size of the parish, and this can be measured by the size of the precept. The following table shows the recommended salary levels for different precept levels:

| Band D level | Precept | Salary Scale | Annual Salary |
|--------------|----------|---------------|-----------------|
| | | | (30 hours/week) |
| £75 | £207,000 | LC2 SCP 29-32 | £26,684-£28,982 |
| £50 | £138,000 | LC2 SCP 24-28 | £23,248-£26,136 |
| £35 | £96,600 | LC2 SCP 24-26 | £23,248-£24,690 |

- 1.2. NCALC have advised that they think the permanent Clerk salary should be set at £26,684, and this is included in the current draft budget.
- 1.3. NCALC have also now advised that it is likely that Far Cotton and Delapre will require a part time member of staff in addition to the clerk.
- 1.4. The table below shows the staffing costs based on the NCALC recommendations. These costs are higher than the staffing costs that had previously been put forward.

| Far Cotton Parish staffing | Interim | Salary | NI | Pens | Total |
|--|--------------|---------------|--------------|--------------|---------------|
| Interim Clerk | 8,789 | | | | 8,789 |
| Permanent Clerk (starting August, 30 hrs per week) | | 16,460 | 2,271 | 4,938 | 23,669 |
| Part time member of staff (starting August; 15 hrs per week) | | 6,238 | 861 | 1,871 | 8,970 |
| Total | 8,789 | 22,698 | 3,132 | 6,809 | 41,429 |

| | |
|---|---------------|
| Other staffing costs (training/development) | 2,850 |
| Total | 44,279 |

The staffing costs set out above were accepted by the CPWG.

- 1.5. Accommodation costs of £10,000 have been included in the draft precept. It is anticipated by NBC that this would be sufficient to cover accommodation costs whether that be rent, lease, or maintenance of property owned by the Council.
- 1.6. A contingency amount for unforeseen running costs had previously been included in the Far Cotton & Delapre budget of £4,000. NCALC have recently reviewed this figure, and are

now recommending that this be increased to £25,000 on the basis that a contingency must be a realistic figure so the Council does not run into operational and financial difficulties in the first year.

It was agreed by the CPWG that the contingency would be increased to £25,000.

- 1.7. At a previous CPWG the budget for “developing future services/transferring to reserves” for Far Cotton & Delapre was increased from £10,000 to £15,000. NCALC have recently reviewed this figure and are now recommending that this be increased to £50,000 on the basis that as the parish council is in its first year of operation, it has no reserves, and that the reserve level should be set at between 6-9 months of the baseline budget.

It was agreed by the CPWG that the budget for “developing future services/transferring to reserves” would be increased to £50,000.

The updated table and precept are shown below:

| Far Cotton & Delapre budget item | 2021/22 £ |
|---|----------------------|
| Staffing costs (Town Clerk), including training, etc | £45,000.00 |
| Professional services/subscriptions (audit, insurance) | £4,000.00 |
| Running costs (including payroll/finance system costs, postage, office supplies, telephones, etc) | £2,000.00 |
| Election costs | £9,000.00 |
| Accommodation costs | £10,000.00 |
| Website | £3,000.00 |
| Contingency (legal fees, grants, projects) | £25,000.00 |
| Amounts to develop future services in 2021/22 and/or transfer to reserves | £50,000.00 |
| Total | £148,000.00 |
| | |
| Estimated tax base | 3,058 |
| Band D charge | 48.40 |

The contingency includes estimated amounts for potential legal fees to complete any lease agreements, a small grants fund to help the community groups in Far Cotton and Delapre and any project work the elected councillors may wish to undertake in their first year in office.

2. Summary

The budget is a contingency budget, the councillors elected in May will be able to use the budget as a starting point for the council. Some items are known (staffing costs, professional services, election costs, website), some are the best estimates available to officers in the current climate (running costs, accommodation costs) whilst the contingency and amounts to develop future services and transfer to reserves are the best estimates

available to allow the elected councillors the freedom to achieve the goals they set in year one.

3. Recommendation

To note the budget and review again in light of decisions being made at Northampton Borough Council on the 18 January 2021.