

Precept request for Whiteley Parish Council 2003-4

| Precept calculation 2003/4 | 2003/4 Proposed | Notes |
|------------------------------|-----------------|--|
| a. Administration | | Assumes new Clerk |
| 1 Clerk | £4,326.00 | Say 10 hours per week @ £8.00 (current SCP 20 £8.00 +4% inflation) 10 hours will probably be needed in the first few months to set things up. Hours after this will depend on projects undertaken. |
| 2 Pension | £630.00 | 5% of pay + 205% employers cont. |
| 3 Employers NI contributions | 0 | None if pay under £4615 per year, (11.8% at present on earnings over this) |
| 4 Home as office | £180.00 | Estimate |
| 5 Travelling expenses | £100.00 | Estimate based on mileage rates between 40-50p mile |
| 6 Telephone and internet | £230.00 | As precepted for Wickham last year. Sum per month may be easier, separating work and personal calls is time consuming. |
| 7 Stationary and printing | £300.00 | Assume £25 per month |
| 8 Postage | £120.00 | Assume £10 per |

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|----------------------------------|-----------------|--|
| Set up costs | | |
| 1. Computer, printer and scanner | £1,500.00 | Assuming new clerk. Separate PC computer or laptop a good idea. |
| 2. Photocopier | £1,000.00 | Ditto, could consider using copy shop instead |
| 3. Filing cabinet | £100.00 | Must offer to new clerk! |
| 4. Phone/fax | £100.00 | Ditto, may not be needed see item 6 above |
| 5. Installation of phone line | £100.00 | Ditto, may not be necessary see item 6 above |
| 6. Desk / chair | £300.00 | Ditto, may not be needed |
| 7. Headed paper | £60.00 | |
| | | |
| b. Subscriptions | | |
| 1. WDAPC | £10.00 | As Wickham last year |
| 2. HAPTC | £250.00 | Estimate (based on electorate) |
| 3. Local Council Review | £10.00 | As Wickham last year |
| | | |
| c. Insurance | £200.00 | Includes for new seats but this policy does not allow additions during the year. See quote |
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|---------------------------------|---------------------------|--|
| d. Accounts | | |
| 1. Prepare accounts for audit | £500.00 | As for Wickham this year |
| 2. Audit fee | £350.00 | As new audit regs |
| 3. Accounts software | £200.00 | Licence for new user |
| e. Room hire | | |
| 1. Annual parish assembly | £180.00 | Assume 15 meetings @ £12.00 |
| | £400.00 | Room hire and catering |
| f. Bank charges | | |
| | £120.00 | As Wickham |
| g. Grants | | |
| 1. Whiteley Greens | £1000.00 | |
| 2. CAB | £500.00 | |
| 3. Other grants | £2000.00 | |
| o. New projects | | |
| | To be discussed by new PC | ? Notice boards,/ information point |
| p. Councillor training | | |
| | £440.00 | Say two training events per councillor @ £20 |
| Councillors travelling/expenses | £220.00 | £20 per councillor |
| Clerk training | £160.00 | Say 3 events @ £20 + Induction course £100 |

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|----------------------------|-----------------|-------|
| z. Election costs | | |
| | £1,000.00 | |
| Reserve/Contingency | £10,000.00 | |

Total £26,586 less £10,000 from PC = £16,586

Notes

The new PC will probably wish to draw up its own precept request when it is ready, Wickham PC needs to ensure that WCC allow enough in anticipation of the request. The above calculation is made on this basis.

There is £10,000 ring fenced for Whiteley to cover set up costs, plus interest of say £600 to offset against the above total

Need to consider the extent of reserve to maintain, keeping money for no reason will be probably be queried in later years.

Whiteley will not be subsidising Wickham for the year 2003/4 as in previous years.

Cost per band D household will be around £16 a reduction of £11 on last year.

Set up will involve:

1. New bank account
2. New VAT registration
3. Create standing orders
4. Create financial regulations
5. Set up register of interests
6. Set up compliance register for model code of conduct
7. Organise training for new councillors
8. ?Devise a four year action plan for the new council