



2025/26 BUDGET PROCESS

October 2024 – process started with request for Committee Chairmen to submit estimates for the coming year (Environment/General Purposes/Planning)

November 2024 - Parish Council Workshop review of 2024/25 activities and 2025/26 workplan discussed (including projects and events)

First draft of budget produced using the previous year's tax base

December 2024 – 2025/26 tax base received from TDC, 2nd draft produced

January 2025 – 2nd draft reviewed and changes agreed with Committee Chairmen, this was followed by a discussion at the Full Council Meeting 14.01.2025 on key areas (eg: HIP)

Further adjustments have been made to the budget proposal for presentation/agreement at Extraordinary Meeting of the Full Council on 31.01.2025

February 7th 2025 – deadline for submission to TDC

SUMMARY OF INCOME – 2025/26

INCOME 2025/26		
PRECEPT	Calculated precept	-190,153.00
HERITAGE CONTRIBUTION	Heritage contribution	-4,000.00
BANK INTEREST		-1,000.00
ALLOTMENT INCOME		-1,625.00
VAT		-25,000.00
PITCH INCOME		-2,000.00
SUB-TOTAL		-223,778.00
RESERVE	In Unity Bank at year end	-30,000.00
C/FWD	In Unity Bank at year end	-32,000.00
TOTAL		-285,778.00

SUMMARY OF EXPENDITURE – 2025/26

ESTIMATED EXPENDITURE - 2025/26		
OFFICE COSTS		18,050.00
STAFF COSTS		94,950.00
PROFESSIONAL FEES		10,240.00
ASSET MAINTENANCE		44,900.00
PROJECTS		59,000.00
EVENTS		12,500.00
GENERAL		15,200.00
SURPLUS		938.00
RESERVE		30,000.00
TOTAL		285,778.00

PRECEPT CALCULATION – 2025/26

TAX BASE 2025/26 (BAND D)	4,094.60
PRPOSED PRECEPT / TAX BASE = COST PER HOUSEHOLD	-46.44
2024/25 COST PER HOUSEHOLD	-41.22
INCREASE PER BAND D PROPERTY FOR THE YEAR	-5.22
% INCREASE	12.66%

OFFICE COSTS		ESTIMATE 2025/26
RENT	Lease runs from 01.02.2019 to 31.01.2034. Rent review dates are set at 01.02.2024 and 01.02.2029. 2024 review o/s	5,200.00
POSTAGE	Prime is currently £95 - possible increase next year to £100. Budget for 20 first class £1.85 and 20 second class £0.85	150.00
GENERAL EXPENSES	Estimated expenditure for tea/coffee/milk and items such as toilet rolls £50 per month	600.00
MEETING ROOM HIRE	Based on 5 @£60	300.00
UTILITIES	Based upon increase of monthly charge to £250 per month	3,000.00
STATIONERY	General stationery for office	350.00
PRINTING COSTS	Paper ink and copy charges	1,200.00
TELEPHONE AND BROADBAND	Broadband and two lines 845500/846666	2,000.00
WEB HOSTING	Hosting plus domain name	300.00
MICROSOFT LICENCES	Based on current licences held plus increase	1,800.00
IT SUPPORT	Contracted cost	1,300.00
PRINTER LEASE	Fixed contract - due for renewal in Apr 24	750.00
ALARM AND EXTINGUISHER SERVICE	Annual fees plus small increase	300.00
CLEANING	Cleaning materials only we do not employ a cleaner	100.00
REPAIRS AND MAINTENANCE (OFFICE)	Minor office repairs	500.00
NEW EQUIPMENT (OFFICE)	Sundry items	200.00
TOTAL OFFICE COSTS		18,050.00

STAFF COSTS		
WAGES	2 FTEs - includes incremental rises pending appraisal process - NALC annual pay award est. 3.5%/pension contribution and qualification	67,000.00
TRAINING AND DEVELOPMENT (OFFICE)	Professional development	1,200.00
MEMBERSHIP FEES	2 SLCC Membership Fees	750.00
TAX AND NI	2 FTE's - includes NI increases Apr 25	24,000.00
RECRUITMENT	Advertising roles with Indeed and NALC/KALC	500.00
TRAINING AND DEVELOPMENT (COUNCILLORS)	Average cost per course is £75	1,500.00
TOTAL STAFF COSTS		94,950.00

PROFESSIONAL FEES		
INSURANCE	Renewal due in May 2025	3,000.00
KALC	2024 fee plus increase	1,875.00
INTERNAL AUDIT	2024 charge increased to £210	250.00
EXTERNAL AUDIT	2024 charge	700.00
LEGAL FEES		2,500.00
SCRIBE	Software and support licence	650.00
ICO	2024 charge plus increase - note last year 450 was put into spreadsheet in error s/be 45	55.00
SAMS	Contract terminated - but used for H&S and risk assessments	450.00
HR COSTS	Annual contract	300.00
BANK CHARGES	Estimated	240.00
PAYROLL ADMINISTRATION	Revised fees from 01.04.2025	220.00
TOTAL PROFESSIONAL FEES		10,240.00

ASSET MAINTENANCE		
OPERATIVE CONTRACT	JT spreadsheet - but average costs for DW = £1750/month £1750 x 12 + 10%	23,100.00
CCTV MAINTENANCE	JT spreadsheet - annual contract fee plus call out charges £800 plus £55 per callout assume 1 per month	1,500.00
NEW EQUIPMENT - R&M	JT spreadsheet	2,500.00
OPERATIVE TRAINING	JT spreadsheet	500.00
ALLOTMENTS - WATER	JT spreadsheet	600.00
BIRCHINGTON IN BLOOM	BiB Grant	2,350.00
SEA SHELTERS	JT spreadsheet - JT revised this figure	1,500.00
GENERAL VILLAGE ASSET MAINTENANCE	JT spreadsheet	3,000.00
DEFIBRILLATOR	JT spreadsheet	150.00
MRG	JT spreadsheet - JT revised this figure as we have project budget	0.00
ALLOTMENTS - MAINTENANCE	JT spreadsheet	200.00
THE SQUARE	JT spreadsheet	500.00
DOG ACRE	JT spreadsheet - JT revised figure (possibly new lights in trees)	500.00
TREE MAINTENANCE	JT spreadsheet - JT figure reduced	2,000.00
GENERAL SIGNAGE	JT spreadsheet	1,500.00
TDC ALBION ROAD CAR PARK	TDC charge £1750 per annum but want to increase	2,000.00
WASTE DISPOSAL	JT spreadsheet / WoS £2k per annum plus skip hire	3,000.00
CONTINGENCY	JT spreadsheet – removed after discussion with JT	0.00
TOTAL ASSET MANAGEMENT		44,900.00

PROJECTS		
MRG	JT spreadsheet £3k but at workshop amount increased - take JT spreadsheet value	3,000.00
RESILIENCE	Not sure what this would be as at last TDC Parish Forum TDC explained that they are the first responders for Thanet - remove	0.00
SP16	NB email £2.5k workshop £2k - possible JR so possible consultancy fees ?	2,000.00
NORTH THANET LINK	C/fwd £2k from 2024/25	2,000.00
VILLAGE SIGNS	JT spreadsheet £2k workshop increased to £10k - what signs are these (proposed building works the position of these will change)	0.00
LIBRARY	At the workshop it was agreed to rollover the 2024 budget to 2025 - £15k Library project costings - business case	15,000.00
COMMUNITY ENGAGEMENT		1,000.00
ROAD SAFETY / HIP	NB email £20k plus c/fwd workshop increased to £25k - consider reducing to £20k to match 2024/25 budget figure - discussed at Full Council agreed it should be £0c/f £20k from 2024/25	20,000.00
CONSERVATION	NB email	1,000.00
CLIMATE CHANGE INITIATIVES	Office discussion - MH/BP remove	0.00
NEW PLANTERS	JT is building these at JST as part of a community project with 2024/25 budget	0.00
SPEEDWATCH	GP budget at training day was £12k (estimated amount allocated from this)	1,000.00
STATION ROAD IMPROVEMENTS	JT spreadsheet	1,500.00
OFFICE RELOCATION	At team workshop agreed to rollover 2024 budget - £10k	10,000.00
HEALTH AND WELLBEING	Remove and discuss at FC	0.00
DIGITAL TRANSFORMATION	Workshop - new equipment equivalent to 10 x £250.00	2,500.00
TOTAL PROJECTS		59,000.00

EVENTS		
BPC GRANTS AND DONATIONS	Grant to Birchington Xmas event 2024/25 £1450	1,500.00
VOLUNTEER THANK YOU	GP budget at training day was £12k (estimated amount allocated from this)	500.00
CHRISTMAS LIGHTS	GP budget at training day was £12k (estimated amount allocated from this)	3,000.00
REMEMBRANCE	GP budget at training day was £12k (estimated amount allocated from this)	1,500.00
CIVIC AWARDS		
TWINNING	GP budget at training day was £12k (estimated amount allocated from this)	1,000.00
OTHER - CIC LITERARY FESTIVAL		
VE DAY	GP budget at training day was £12k (estimated amount allocated from this)	5,000.00
TOTAL EVENTS		12,500.00

GENERAL		
LIBRARY - RENT	£1294.75 per quarter	5,200.00
LIBRARY - RUNNING COSTS	£2500 per quarter	10,000.00
TOTAL GENERAL		15,200.00

SURPLUS/RESERVES		
CHAIRMAN'S CONTINGENCY (ROUNDING)		1,000.00
RESERVE		30,000.00
ROUNDING (FOR TDC /9)		-62.00
TOTAL SURPLUS/RESERVES		30,938.00

