

Report To:	Queen's Park Community Council		
Title:	Budget and Precept for 2021/22		
Purpose:	For decision		
Author:	Cllr John McArdle,		
Date of Meeting	15 January 2020	Agenda Item	050 – 20/21

1 Summary

This report sets out proposals for both the budget and precept for 2021/22 and seeks the approval of the Council for these.

2 Recommendations

That the Council notes the contents of this report and approves:

the detailed budgets for income of £199,269 and expenditure of £247,825 for 2021/221 set out in the Appendix and summaries in Table 1;

that the precept be set at £47.31 for 2021/22 and that the City of Westminster be advised of this.

3 Background

- 3.1 Each year the Council is required to set both an annual budget and the level of precept and notify these to the City of Westminster by the end of January. This means that decisions on these matters have to be taken at the January meeting.
- 3.2 In preparation for this a forecast of income and expenditure to the end of 2020/21 (excluding the sums drawn from reserves for the coronavirus response) has been compiled, and used together with any planned service changes to project both income and expenditure for 2021/22. The high level figures are shown in Table 1 below and full line by line calculations are in the Appendix.

Table 1: Proposed Budget 2021/22

	Budget 2020/21	Forecast 2020/21	Budget 2021/22
Total Income	£177,835	£171,539	£199,269
Total Expenditure	£226,425	£207,842	£247,825
Income less Expenditure	-£48,590	-£36,303	£48,556
Precept	£164,835	£164,835	£166,259

4 Income

- 4.1 The bulk of the Council's income comes from the precept, which is collected by the City Council on our behalf. This sum is derived from a rate set by the Community Council multiplied by a figure which represents the number of households in the area who are expected to pay the charge. For 2021/22 this number has reduced from 3,554.14 to 3,514.63, largely as a result of a lower collection rate. Full details of the calculation are in a report to Cabinet on 14 December 2020. <https://committees.westminster.gov.uk/documents/g5428/Public%20reports%20pack%2014th-Dec-2020%2019.00%20Cabinet.pdf?T=10>
- 4.2 This means that if we were to hold the precept at £46.38 for 2021/22 (it has not been increased since 2017/18) there would be a reduction in the nominal sum received in addition to the pressures of cost inflation. It is proposed, therefore, that the precept be increased by 2% to £47.31 thereby generating income of £166,263, being an increase of £1,427 rather than a reduction. The City Council has not yet set the rate for Westminster so we have no comparator.
- 4.3 It is anticipated that after the setbacks of 2020 we will be able to hold at least some meaningful events in 2021 so our traditional events income lines have been retained.
- 4.4 Officers believe there is scope to generate further revenue by bidding for matched funds in respect of both existing and new projects and a sum of £20,000 has been entered for this. Securing such funds will be written into job descriptions for all staff.

5. Expenditure

- 5.1 In most cases the budget against a specific line will closely match that of previous years and these are included in the appendix without comment. There are, however, a few proposed changes and these are outlined in 5.2 to 5.3 below.
- 5.2 It is proposed to increase the staffing level to 2 by taking on a full time Community Development Officer, with the additional cost of £21,000 being met by generating additional income. Both the training and telephone budgets will be increased to accommodate the extra headcount. A full proposal is at item 046 on this agenda.
- 5.3 A number of budgets which are routinely underspent have been reduced by 20% to reflect the fact that their projects can more effectively delivered using the in-house resource at 5.2 above.

Table 2: Proposed Budget Reductions

		Original 20/21	Initial 2021/22	Change
4129	Volunteer development	2000	1,600	400
4107	Community engagement	2000	1,600	400
4430	Children & young people	10000	8,000	2,000
4425	Social inclusion	500	400	100
4420	Public & community arts	5000	4,000	1,000

- 5.4 The Contract for Events Administration will be extended to provide support outside the summer months, as described in item 051.
- 5.3 A sum of £1,500 is being made available for retailers' support, whether that be on the Harrow Road or elsewhere, and £1,000 allocated to the Climate Emergency although we would hope to secure additional external funding for both.

2021/22 budget calculations

	Original 20/21	Initial 2021/22	Change
Income	177,842	199,269	21,427
Expenditure	226,425	247,825	21,400
Balance	- 48,583	- 48,556	27

Income Summary

General Income		Original 20/21	Initial 2021/22	Change
1010	Project income	-	20,000	20,000
1076	Precept	164,842	166,269	1,427
1200	Office rent income	-	-	-
Total General Income		164,842	186,269	21,427

	Original 20/21	Initial 2021/22	Change
Total General Income	164,842	- 166,939	- 331,781
Communications Income	-	-	-
Total Events Income	13,000	- 4,600	- 17,600
Tital All Income	177,842	- 171,539	- 349,381

Expenditure

	Original 20/21	Initial 2021/22
Total Staffing Costs	54,500	76,500
Administration Costs	33,825	34,625
Communications Costs	7,000	7,000
Grants Costs	52,000	52,000
People Committee Costs	14,500	11,600
Total Events Costs	33,600	35,100
Place Committee Costs	31,000	31,000
VAT	-	-
Total Expenditure	226,425	247,825

Staffing Costs		Original 20/21	Initial 2021/22	Change
4100	Staff costs	54000	75,000	21,000
4105	Training	500	1,500	1,000
Total Staffing Costs		54,500	76,500	

Administration

		Original 20/21	Initial 2021/22	Change
4101	CLlr allowances	1500	3,000	1,500
4105	CLlr training	1000	1,000	-
4133	Chair's allowance	75	75	-
4150	Election costs	2000	2,000	-
4125	Office rent	10000	10,000	-
4127	Office maintenance	1000	500	- 500
4126	Room bookings	1400	1,000	- 400
4130	IT - hosting, computers , email	7500	7,500	-
4132	Stationery and materials	500	500	-
4135	Telecomms, postage	1000	2,000	1,000
4120	Insurance	1300	1,200	- 100
4137	Subscriptions	2600	2,750	150
4139	Travel expenses	150	300	150
4140	Professional fees	1000	1,000	-
4142	Audit fees	1000	1,500	500
4144	Bank Charges	0	100	100
4128	Catering	200	200	-
4235	Advertising - recruitment	1600	-	- 1,600
Administration Costs		33,825	34,625	

Communications		Original 20/21	Initial 2021/22	Change
1413	Voice income	0	0	-
4200	Queen's Park Voice	4000	4,000	-
4236	Marketing & promotion	500	500	-
4110	Website	2500	2,500	-
Communications Income		-		
Communications Costs		7,000	7,000	

Grants Cost Centres		Original 20/21	Initial 2021/22	Change
4134	Community grants	25000	25,000	-
4136	Pop Up Fund	2000	2,000	-
4138	Special grants	25000	25,000	-
Grants Costs		52,000	52,000	

People Committee		Original 20/21	Initial 2021/22	Change
4129	Volunteer development	2000	1,600	- 400
4107	Community engagement	2000	1,600	- 400
4430	Children & young people	10000	8,000	- 2,000
4425	Social inclusion	500	400	- 100
People Committee Costs		14,500	11,600	

Events Cost Centres		Original 20/21	Initial 2021/22	Change
1410	Income Summer Festival	6500	6,500	-
1411	Fireworks income	5000	5,000	-
1412	Winter Fair income	1500	1,500	-
4225	Events administration	7800	9,300	1,500
4205	Winter Fair	3200	3,200	-
4206	Winter Social	100	100	-
4210	Summer festival	13500	13,500	-
4220	Fireworks	9000	9,000	-
Total Events Income		13,000	13,000	
Total Events Costs		33,600	35,100	

Place Committee Cost Centres		Original 20/21	Initial 2021/22	Change
4300	Community gardening	17,500	17,500	-
4301	Dog strategy	4000	4,500	500
4305	Park developments	1500	1,000	- 500
4410	Air quality	500	500	-
4400	Neighbourhood Plan	2000	1,000	- 1,000
4402	Harrow Road projects	500	0	- 500
4405	Retailers' support	0	1,500	1,500
4999	Miscellaneous (Climate)	0	1,000	1,000
4420	Public & community arts	5000	4,000	- 1,000
Place Committee Costs		31,000	31,000	