

# Claygate Parish Council

## Summary of Receipts and Payments -

2025/26 Actuals with Approved and Proposed Budget reallocations

### Income

| Code      | Title             | Receipts        |                 | Payments        |                 | Comments                                                        |
|-----------|-------------------|-----------------|-----------------|-----------------|-----------------|-----------------------------------------------------------------|
|           |                   | Approved Budget | Proposed Budget | Approved Budget | Proposed Budget |                                                                 |
| 1         | Precept           | 63,345.00       | 63,345.00       |                 |                 |                                                                 |
| 3         | Interest Received | 600.00          | 1,000.00        |                 |                 | Too low                                                         |
| 41        | Remembrance Day   | 923.00          | 923.00          | 778.00          | 0.00            | Double counted in approved budget. Expenditure covered by grant |
| SUB TOTAL |                   | 64,868.00       | 65,268.00       | 778.00          | 0.00            |                                                                 |

### Staffing

|           |               |  |  |           |           |           |                                       |
|-----------|---------------|--|--|-----------|-----------|-----------|---------------------------------------|
| 6         | Salaries & NI |  |  | 26,604.00 | 26,170.00 | 28,000.00 | Salary rate set nationally            |
| 18        | Pension       |  |  | 1,345.00  | 1,046.00  | 1,400.00  | Employer's pension contribution is 3% |
| SUB TOTAL |               |  |  | 27,949.00 | 27,216.00 | 29,400.00 |                                       |

### Highways

|           |                         |  |  |          |          |          |                                                   |
|-----------|-------------------------|--|--|----------|----------|----------|---------------------------------------------------|
| 26        | Trees                   |  |  | 1,550.00 | 1,550.00 | 700.00   | Expenditure was one-off so budget figure too high |
| 27        | Street Furniture        |  |  | 0.00     | 2,000.00 | 500.00   | Budget inc replacement grit bins no now needed    |
| 28        | Bridleways and Footpath |  |  | 0.00     | 515.00   | 500.00   |                                                   |
| SUB TOTAL |                         |  |  | 1,550.00 | 4,065.00 | 1,700.00 |                                                   |

### Planning

|           |                 |  |  |      |          |          |                                        |
|-----------|-----------------|--|--|------|----------|----------|----------------------------------------|
| 32        | Planning Advice |  |  | 0.00 | 3,075.00 | 3,075.00 | Plus £3,000 in Planning Advice reserve |
| SUB TOTAL |                 |  |  | 0.00 | 3,075.00 | 3,075.00 |                                        |

### Communications

|           |                 |  |  |          |          |          |                                                           |
|-----------|-----------------|--|--|----------|----------|----------|-----------------------------------------------------------|
| 34        | Newsletter      |  |  | 3,504.77 | 4,305.00 | 4,000.00 | Two editions of Courier                                   |
| 35        | Website         |  |  | 942.50   | 0.00     | 1,000.00 | Additional budget for mailing list and other enhancements |
| 36        | Other Publicity |  |  | 112.00   | 103.00   | 150.00   | For Flower Show and other publicity events                |
| SUB TOTAL |                 |  |  | 4,559.27 | 4,408.00 | 5,150.00 |                                                           |

### Grants and CIL

| Code | Title            | 2025/26 Actual<br>Expenditure | Approved<br>Budget | Proposed<br>Budget | Comments                                                        |
|------|------------------|-------------------------------|--------------------|--------------------|-----------------------------------------------------------------|
| 24   | Small Grants     | 1,187.00                      | 6,555.00           | 6,555.00           | Grant for Village Green paid this year out of Earmarked Reserve |
|      | <b>SUB TOTAL</b> | <b>1,187.00</b>               | <b>6,555.00</b>    | <b>6,555.00</b>    |                                                                 |

## Environment

|    |                             |                 |                 |                 |                                        |
|----|-----------------------------|-----------------|-----------------|-----------------|----------------------------------------|
| 29 | Highway Garden Sites        | 3,600.00        | 4,349.00        | 3,600.00        | Set price contract to March '27        |
| 30 | Garden Site Projects        | 530.00          | 250.00          | 700.00          | For ad hoc gardening work              |
| 31 | Hanging Baskets and Troughs | tbc             | 3,587.00        | 3,587.00        | Invoice not yet received for last year |
| 40 | Litter Pick                 | 368.00          | 300.00          | 150.00          | Food for two litter picks a year       |
|    | <b>SUB TOTAL</b>            | <b>4,498.00</b> | <b>8,486.00</b> | <b>8,037.00</b> |                                        |

## Elections

|    |                   |             |             |             |  |
|----|-------------------|-------------|-------------|-------------|--|
| 20 | Election Expenses | 0.00        | 0.00        | 0.00        |  |
|    | <b>SUB TOTAL</b>  | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |  |

## Administration

|    |                              |                  |                  |                  |                                                     |
|----|------------------------------|------------------|------------------|------------------|-----------------------------------------------------|
| 7  | Working from Home Allowance  | 312.00           | 312.00           | 312.00           |                                                     |
| 8  | Training                     | 507.00           | 1,000.00         | 1,200.00         | Increased for IT training and new Cllrs             |
| 9  | Office Supplies              | 0.00             | 200.00           | 100.00           | Decreased to reflect last year's actual expenditure |
| 10 | Meeting Room Hire and Storag | 697.00           | 820.00           | 820.00           |                                                     |
| 11 | Telephone                    | 144.00           | 177.00           | 150.00           |                                                     |
| 12 | Audit                        | 420.00           | 430.00           | 430.00           |                                                     |
| 13 | Equipment Maintenance        | 159.00           | 256.00           | 160.00           | Defib annual maintenance charge                     |
| 14 | Subscriptions                | 2,330.00         | 2,775.00         | 2,775.00         |                                                     |
| 15 | Office Equipment             | 115.00           | 0.00             | 500.00           | For Clerk's new laptop                              |
| 16 | Miscellaneous Admin Costs    | 573.00           | 250.00           | 500.00           |                                                     |
| 17 | Bank Charges                 | 108.00           | 260.00           | 120.00           | Overestimated in budget                             |
| 19 | Office Software              | 820.00           | 1,267.00         | 1,267.00         |                                                     |
| 38 | GDPR Compliance              | 47.00            | 47.00            | 47.00            |                                                     |
| 39 | Insurance                    | 496.00           | 508.00           | 500.00           |                                                     |
| 43 | Meeting Expenses             | 105.00           | 0.00             | 150.00           |                                                     |
| 45 | IT Support                   | 0.00             | 990.00           | 1,000.00         | For migration to MS365                              |
| 52 | Water                        | 0.00             | 131.00           | 200.00           | For Village Green watering                          |
| 56 | Accounting Software          | 487.00           | 356.00           | 500.00           | Scribe subscription                                 |
| 57 | Payroll Costs                | 85.00            | 0.00             | 120.00           | Missed off budget                                   |
| 63 | Discretionary Fund           | 573.00           | 500.00           | 500.00           | For s137 and other items                            |
|    | <b>SUB TOTAL</b>             | <b>7,978.00</b>  | <b>10,279.00</b> | <b>11,351.00</b> |                                                     |
|    | <b>TOTAL</b>                 | <b>64,868.00</b> | <b>65,268.00</b> | <b>64,862.00</b> | <b>65,268.00</b>                                    |