

Southwater Parish Council

Annual Approved Budget 2025/26

Codes	Description	Budget	Budget Notes
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101 Parish Council General

Income			
1080	Allotment Lettings	£1,700	Estimate 25/26 Refer Offset 101-4245 expenditure 25/26 budget £500 (68 plots)
1115	Water Recharge	£400	Allotment water recharge income 25/26 Refer Offset 101-4115 expenditure 25/26 budget £400
1271	Christmas Contribution	£6,000	Horsham District Council Christmas Lights contribution (Collected from Commercial Lintot Sq Tenants)
1555	Legal Expenses Reimbursement	£500	Estimated reimbursement for legal expenses 25/26 relating to S106 agreements. Offset by 101-4557
1700	Grants Received (HDC)	£20,900	HDC Cleansing Grant 25/26 Offsets Litter Warden labour costs included in 101-4000, 4001 and 4002
1800	Miscellaneous Income	£50	Printing/Copies, laminating, advertisement and other miscellaneous income
1870	Interest Received	£36,400	Estimated Bank Interest 25/26 based at prevailing/predicted rates (inc. Flagstone products)
1900	Precept Received	£542,528	Total Precept for 2025/26
Total Income		£608,478	

Expenditure			
4000	Salaries	£199,400	Forecast based on full Staff structure 25/26 - inc. 1.5% increase provision and awards
4001	Employers National Insurance	£24,700	Staff structure 25/26 Formula includes HMRC Eer NI new threshold & rate of 15%
4002	Employers Pension Contribution	£22,800	Formula based off respective LGPS Eer and NEST Eer contributions for 25/26
4003	Staff Mileage/Expenses	£250	Reflect on 2025/26 projections. More meetings and trainings carried out virtually
4004	Staff call outs	£150	Out off office alarm call out cost
4030	Training/Courses	£1,500	Estimate based on training requirement for 2025/26 Use Training EMR-341 to offset
4070	Uniform	£250	Estimate for PPE, High Vis, Boots, Gloves, Coats, Special Functions etc.
4080	Health & Safety	£500	First Aid Equipment, PPE, masks, gloves, sanitiser, face shields, signage etc.
4085	DBS Check	£100	DBS check councillors/staff 25/26
4115	Water & Sewage	£400	Allotment water 25/26 Refer offset 101-1115 income 25/26 budget £400. NET ZERO
4123	Street Lighting	£5,500	To retain the same level of provision, associated electricity costs, utility, maintenance
4130	Insurance	£12,850	In contract with Zurich until 31 Mar 27. Includes £2m Fidelity Cover.
4156	Litter Equipment	£100	Estimate for procurement of new/replacement litter equipment, grabbers, bag holders for 25/26
4165	Small Contracted Works	£3,000	ADHOC work in the Parish 25/26 i.e. maintenance to public realm assets. EMR-365 to offset
4167	Play Area Maintenance	£3,000	Playarea ongoing maintenance as identified by inspections and annual reports
4178	CCTV	£1,500	3x CCTV at Skate Park, Partizan cloud storage, 3x SIM cards, repairs, servicing
4235	War Memorial Maintenance	£250	Future name additions, flag pole servicing, wreaths, poppies, flags, flower displays
4240	Grounds Maintenance / Grass Cut	£27,322	3-yr contract for grounds maintenance/grass cutting offset by EMR-322,323,352,353,354
4245	Allotments Costs	£500	Allotment minor expenditure. Refer offset 101-1080 income 25/26 budget £1700
4270	Litter Bins	£4,450	Based on current Bins Litter bin refuse collection 25/26
4275	Dog Bins	£1,950	Based on current Bins Dog Bin waste collection 25/26
4400	Stationery	£600	Office supplies and stationary consumables; paper, pens, tape, staples, envelopes, ringbinders etc
4405	Photocopier Costs	£1,250	Based on current Photocopier usage rates and rental costs as forecast for 25/26
4408	Miscellaneous Expenditure	£100	Any miscellaneous expenditure for 25/26
4415	Marketing and Engagement	£500	Improve awareness of SPC, events, public consultation, social media, PR, community
4420	Newsletter	£1,250	Two page (A5) spread in Southwater News. £120.70 per publication. 10 issues (annual deal)
4424	Payroll Service	£650	Agreed contract based on Fixed Price of £40pm and a cost per member of staff.
4425	Communications & IT	£8,200	Octotech IT Support, MS365, Pear, WIX, Canva, Rialtas, Emails, Web domain/hosting, Zoom
4427	Consultancy	£2,000	Estimated ADHOC Consultancy for 25/26 for example, Locum Staff, surveyors, support etc. (ref EMR340)
4428	HR	£2,000	HR and Employment Law Services for 25/26 (In contract)
4440	Telephone	£1,400	Estimate for 25/26 VoIP contract, Line Rental and broadband with Octotech

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4455	Postage	£150	Trying to save costs by making use of email more. Includes courier of legal documents
4460	Subscriptions	£4,000	NALC, WSALC, SLCC Membership (x2 officers + Council), Planning
4480	Computer Costs	£150	Computer equipment, maintenance and hardware - Allocate £2000 to EMR for 2025-26
4500	Chairmans Allowance	£400	Chairmans Allowance (£400 as per FPC 15th Nov 2023)
4501	Councillors Allowances	£4,620	Councillor Allowances (£330 per elected Councillor as per HRC 6th Dec 2023)
4520	Councillors Travel & Expenses	£150	Councillor travel expenses; mileage, parking and sustenance. (More meetings/trainings on Zoom)
4534	SYP CIO Facility	£10,710	Rent of area (£21,420pa) for youth services provision (SYP CIO) - Offset by EMR provision of £10,710
4550	Bank Charges	£1,100	BACS transactions fee, credit card monthly fee, cheque costs etc
4555	Legal Expenses	£5,000	Legal costs relating general legal advice, land transfers, leases, and advice on Council matters
4557	S106 Related Legal Expenses	£500	Legal Expenses related to S106 for 25/26 Offset by 101-1555
4570	Internal Audit	£500	Internal audit carried out twice per year Autumn and Spring. £60pH+Mileage (typically 3.5-4hrs)
4580	External Audit	£1,680	External Audit costs are a Fixed Rate Fee of £1680 till 26/27 (unless additional works are required)
4600	Christmas Expenses	£1,500	Christmas Tree procurement and installation/removal cost for Lintot Square. Offset by 101-1271
4601	Christmas Lights	£3,840	Xmas lights contract inc. storage (£3500pa) and electricity costs. Offset by 101-1271
4730	Licences	£170	TV licence for Beeson House
4750	Functions	£1,100	Events, Functions, Freedom of Parish Award, Meetings, Sundries and similar related costs.
4795	Grant to Southwater Ghyll CIO	£40,000	Grant to Southwater Ghyll CIO. Refer to Sch 1 & 4 of LMA. To be supported by EMR-375
4800	Grants to Community	£2,000	Southwater Community Grants in accordance with Council's Grant Policy
4801	Grants to SYP CIO	£28,000	SPC Grant Contribution to Southwater Youth Project CIO
4803	Donations for Local Voluntary	£500	Small donations for resources in relation to voluntary groups carrying out local works
4904	Public Open Space / Woodland	£20,000	PublicOpSp, Tree Survey, Tree Works, Tree Replanting, Ash dieback, Adhoc Works, (EMR-320 Avail)
4906	Skateboard Park - BEN'S FIELD	£9,000	ADHOC Maintenance, inspections & provision to build Sinking Fund EMR-343
4910	Neighbourhood Plan	£5,000	Advice on Gov Planning Policy, SIDP, review of NP, Devs, Local Plan, Challenges (EMR-332)
4925	Bus Shelter	£1,400	4 times/year Cleaning, Maintenance, Repairs, Provision and Improvements
4930	Neighbourhood Wardens	£98,534	Provision for 25/26: £98,534pa as forecasted/informed by HDC 16/12/2024
4994	General Reserves Recovery	£0	Not required this budget year. Refer to General Reserves Policy
Total Expenditure		£568,426	
101 Net Total (Income over Expenditure)		£40,052	

102 Parish Office/Beeson House

Income			
1030	HDC Rent	£18,750	HDC tenants rental income 2025/26
1506	PC Rents	£13,900	PC tenants estimated rental income for 25/26
1507	HDC service charge	£29,500	HDC tenants service charge 25/26
1508	PC service charge	£8,400	PC service charge income 25/26
Total Income		£70,550	
Expenditure			
4100	HDC Rent	£24,550	HDC Rent 25/26 includes Rental Rate Reduction from HDC and for the Youth facilities
4105	HDC Service Charge	£18,000	HDC Service Charge 25/26 estimate as provided by HDC
4110	Rates	£27,000	Business Rates for 25/26
4115	Water & Sewage	£1,300	Water usage and Legionella Testing
4122	Electricity	£33,300	Beeson House Electricity Estimate for 25/26
4124	Display Energy Certificate	£150	Energy Display Certificate Beeson House
4130	Insurance	£1,900	Insurance for Beeson House covered by HDC and invoiced to SPC
4140	Sinking Fund BH	£5,500	BH Sinking Fund as invoiced by HDC, BH building maintenance, restore, see EMR-326
4154	Cleaning Contract	£16,100	Extension of contract £16,100 year (includes inflation provision)
4155	Cleaning Materials/Services	£1,200	Beeson House cleaning materials

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4171	Fire, Safety Servicing & Works	£1,100	Fire Alarm/Emergency Light/ Extinguishers check and any work related
4177	Intruder Alarm / Servicing	£2,300	Redcare, Intruder Alarm Maintenance/Servicing
4180	Lift Maintenance	£3,000	Current 5 year Lift Contract till 19 April 2026
4185	Maintenance	£1,000	Any works regarding BH maintenance
4196	Beeson H Non Recoverable Chrg	£500	Non recoverable relating to any maintenance, repairs, ADHOC works of PC Areas
4197	Beeson House External Charges	£500	External: Maintenance i.e. window cleaning relating to the outside of BH (Offset by 102-1507,1508)
4555	Legal Expenses	£500	Tenancy Agreements for 25/26, conveyancing, legal advice and paperwork relating to Beeson House
Total Expenditure		£137,900	
102 Net Total (Income over Expenditure)		-£67,350	

110 Easteds Barn

Income			
1130	Insurance Recharge	£500	Insurance Income (Recharged to Tenant) 25/26 Refer 110:4130.
1950	Rental income	£27,300	As per Tenancy Agreement [£27,300 from 29 MAR 2024, then from 29 MAR 2029 to £28,665)
Total Income		£27,800	
Expenditure			
4130	Insurance	£500	Insurance (Building Sum Insured) 25/26 Offset by 110:1130.
Total Expenditure		£500	
110 Net Total (Income over Expenditure)		£27,300	

130 Laurie Apted Building

Income			
1950	Rental income	£0	Transferred to Southwater Ghyll CIO (no budget required)
Total Income		£0	
Expenditure			
4108	Rent	£1	25 Year Lease contract from September 2019 (£1 yearly rent)
Total Expenditure		£1	
130 Net Total (Income over Expenditure)		-£1	

140 Church Lane Facilities

Income			
1130	Insurance Recharge	£500	Insurance Income (Recharged) 2025/26. Refer 140:4130
Total Income		£500	
Expenditure			
4130	Insurance	£500	Insurance (Building Sum Insured) 2025/26 Offset by 140:1130
4281	Downs Link Play Area	£1	125 Year Lease
Total Expenditure		£501	
140 Net Total (Income over Expenditure)		-£1	

TOTAL INCOME	£707,328
TOTAL EXPENDITURE	£707,328
NET TOTAL (Income over Expenditure)	£0