



# MILTON PARISH COUNCIL

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## TO ALL MEMBERS OF THE PARISH COUNCIL

You are summoned to attend the meeting of Milton Parish Council to be held on

Monday 29 January 2023 at 7:30pm in the Bowls Pavilion, Coles Road

Members of the Public and the Press are cordially invited to attend.

Clerk's signature: *Sarah Coker*

Date of issue: 22 January 2024

## AGENDA

1. **Apologies for absence:** to receive and approve apologies for absence
2. **Declarations of interest and dispensations:**  
To receive declarations of interest from councillors on items on the agenda;  
To receive written requests for dispensations for disclosable pecuniary interests (if any);  
To grant any requests for dispensation as appropriate.
3. **Public Participation – members of the public are invited to speak**  
Public Participation of a maximum of fifteen minutes duration for members of the public to address Councillors. A member of the public may speak for up to 3 minutes to make representations, answer questions and give evidence at a meeting in respect of the business on the agenda (Standing orders 3e, 3f, and 3g).
4. To **CONSIDER** recommendations from the Finance Committee  
To **GRANT** £48,000 divided between Bill payment facility and the balance of section 106 monies including accrued interest to support MCC during 2024/25 (**Appendix 1**)  
To **CONFIRM** budget figures for 2024/25 (**Appendix 2**)  
To **SET** the precept for 2024/25 at £133,000
5. **Dates of next meetings**  
Monday 5 February 2024 – Parish Council  
Monday 19 February 2024 – Planning

## Milton Community Centre

## Profit and Loss analysis and forecasts

	Budget 2023-24	P & L YTD	Year end forecast	Budget 2024-25	Notes
<b>Sales</b>					
Ground floor rent	4,660	4,222	5,630	6,193	+10% average price increases
Hall rent	27,313	25,864	34,485	37,934	+10% average price increases
Small hall rent	9,186	9,989	13,319	14,651	+10% average price increases
Room 1	-	94	125	137	+10% average price increases
Room 2 rent	2,974	1,889	2,518	2,770	+10% average price increases
Rooms 1 and 2 rent	1,589	2,471	3,295	3,624	+10% average price increases
Annexe rents	16,165	14,573	19,431	21,374	+10% average price increases
Bars	100	-	-	50	Hopeful of bar hires in 2024/25
Sycamore rent	1,475	637	849	934	+10% average price increases
Recreation ground rent	100	1,032	1,376	1,514	+10% average price increases
Parish council contribution	45,000	33,750	45,000	48,000	£44,000 contribution to running costs + £4,000 for Community facility renovations (From Parish S106 reserves) - estimated figures pending final S106 reconciliation
North Lodge income	2,160	1,915	2,554	1,800	No significant regular hirers
Bank interest	578	3,894	5,192	5,711	+10% average price increases
Insurance recharged	341	388	517	569	+10% average price increases
Youth building rent	17,068	14,836	19,782	21,760	+10% average price increases
Hardcourts rent	9,354	6,790	9,053	9,958	+10% average price increases
Tennis courts utilities	475	163	218	240	+10% average price increases
Grants received	-	-	-	0	
	<b>138,539</b>	<b>122,507</b>	<b>163,342</b>	<b>177,218</b>	
<b>Overheads</b>					
Wages	39,600	32,800	43,733	46,000	+9.8% NLW + MCC Manager increase
Commercial cleaning	20,792	13,080	17,441	19,185	+10% fuel + wages
Legal and professional	8,000	3,101	4,134	8,000	bailiffs contingency/illegal encampment + HSE review
Stationery	950	6	8	950	Held as not exceeded
Telephone	1,226	775	1,033	1,136	+10% inflation increase
Insurance	7,521	6,037	8,050	8,855	+10% inflation increase
Licences and permits	1,320	1,187	1,583	1,741	+10% inflation increase
Postage	60	41	54	60	+10% inflation increase
Bank charges	-	-	-	-	
Hall repairs and maintenance	14,500	10,032	13,376	11,965	lounge: floor £3500; decorating £2000; HL guttering £2000; cooker £1600; chairs £1500; Fire extinguishers replacement £1365
Hall utilities	9,200	13,267	17,689	20,343	+15% utilities' increase
Annexe repairs and maintenance	7,500	-	-	11,500	annexe entrance door £4500; kitchen £7000
Annexe utilities	3,105	4,417	5,890	6,773	+15% utilities' increase
Recreation grounds repairs and maintenance	40,000	3,419	4,559	25,000	MCC Path+Lights £8000; Sycamores Trees £4500; Slide->Climbing Net £9000; Car Park+Path £3500
Recreation grounds grass cutting	16,500	10,540	14,053	15,459	+10% inflation increase estimate
Pavillions maintenance	2,400	3,593	4,790	4,400	Security shutter £2000; Attic insulation £2400
North Lodge repairs and materials	1,200	282	375	1,800	Water tank essential 10-year maintenance £1800
North Lodge utilities	1,700	2,506	3,342	1,700	no increase: offset by new PV panels
North Lodge Cleaning	400	-	-	300	Provision for exceptional clean
Hardcourt repairs	8,250	3,620	4,827	3,350	Tennis court jet wash £1450; Fence repairs £1900
Youth building repairs	1,000	1,980	2,640	1,400	Replace chairs/tables - rolling programme (30/year)
Youth building utilities	2,250	572	763	877	+15% utilities' increase
Youth building cleaning	4,180	3,060	4,080	4,488	+10% inflation increase estimate
Trade waste contribution	1,436	2,114	2,818	3,100	+10% inflation increase estimate
Pavilion utilities	1,903	1,006	1,341	1,543	+15% utilities' increase
	<b>194,993</b>	<b>117,435</b>	<b>156,580</b>	<b>199,924</b>	
<b>Net Profit/-Loss</b>	<b>-£56,454</b>	<b>£5,072</b>	<b>£6,763</b>	<b>-£22,707</b>	

**2024/25:** Proposed price increases of up to 10% will keep non-Milton prices at a comparable level to similar facilities in the area. The price structure continues to favour Milton residents and in particular youth organisations and Clubs including Cricket, Football, and the Scout and Guide Movements as it has done throughout.

Income (excluding precept)	2022/2023		2023/2024 Budget	01/04/2023 to 31/12/23	Annual projected	2024/2025 Budget
	Budget	Actual				
<b>Fees</b>	2,000	3,661	2,620	3,918	3,918	2,620
<b>Grants and Donations</b>	900	1,200	50,900	0	900	900
<b>Interest</b>	2,580	4,416	11,446	12,548	12,548	11,978
<b>S106 Interest</b>	290	722	550	1,034	1,352	50
<b>S137 Grants and fees</b>	10,500	10,933	10,500	9,948	10,750	13,311
<b>Other Income</b>	3	3	3	3	3	3
	<b>16,273</b>	<b>20,935</b>	<b>76,019</b>	<b>27,452</b>	<b>29,471</b>	<b>28,862</b>
<b>Expense</b>						
<b>Admin (Fixed Overheads)</b>	34,816	27,303	33,400	21,579	28,772	34,859
<b>Capital Schemes - Projects</b>	13,500	14,913	90,000	1,472	76,472	13,600
<b>Grants and Donations</b>	500	0	500	0	0	500
<b>MCC Costs Contribution</b>	35,000	35,000	45,000	32,594	45,000	43,850
<b>Office</b>	4,540	4,339	4,815	3,244	4,325	4,643
<b>Professional</b>	14,450	6,500	13,250	4,939	7,356	13,348
<b>Running Costs</b>	1,700	1,770	2,200	575	767	2,288
<b>Maintenance</b>	33,997	31,358	42,889	28,596	41,521	49,139
<b>S106</b>	37,000	29,214	20,000	4,795	19,589	4,150
<b>S137</b>	19,375	19,451	20,750	16,770	22,062	23,537
<b>Youth Services</b>	7,000	6,623	7,000	4,268	5,691	6,534
	<b>201,878</b>	<b>176,470</b>	<b>279,804</b>	<b>118,831</b>	<b>251,555</b>	<b>196,448</b>

**Increase reserve values**

Capital					74,000	
Land purchase						
Future liabilities (e.g. play areas)						

<b>Net Budget</b>	<b>-185,605</b>	<b>-155,535</b>	<b>-203,785</b>	<b>-91,380</b>	<b>-296,084</b>	<b>-167,586</b>
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<b>Precept</b>	<b>133,000</b>	<b>133,000</b>	<b>133,000</b>	<b>133,000</b>	<b>133,000</b>	<b>133,000</b>
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Reserves	From Annual Reports			Forecast	Forecast
	2020-21	2021-22	2022-23	2023-24	2024-25
<b>Capital</b>					
Capital	220,000	220,000	230,000	227,528	213,928
Land purchase				0	
Futures				0	0
<b>Earmarked</b>					
History	203	203	203	203	203
S106 Com	5,578	5,584	4,000	4,000	-150
S106 Arts	46,834	45,227	18,319	0	0
COVID fund			300	300	300
General	179,398	226,280	248,703	180,410	163,574
	452,013	497,294	501,526	412,441	377,855

To/from reserves (Income and expenditure)	2023-24	2024-25
	Capital expense	-76,472
Land purchase	0	
Future Liabilities	0	
History	0	0
S106 Comm Fac	0	-4,150
S106 Arts	-18,319	0
COVID Fund	0	0
General	-68,293	-16,836
Balance	0	0

Reserves include aim to purchase recreational land as it becomes available

**Precept History**

	Precept	Tax Base	Band D
<b>2024/25</b>	<b>133,000</b>	<b>1,756.40</b>	<b>75.72</b>
2023/24	133,000	1,757.20	75.69
2022/23	133,000	1,752.60	75.89
2021/22	133,000	1,761.50	75.50
2020/21	133,000	1,771.20	75.09
2019/20	132,000	1,769.40	74.60

s137 rate	£	electors	S137 limit	
<b>2024/2025</b>	10.98	<b>3260</b>	35,803	+10.6% see note
2023/2024	9.93	<b>3260</b>	32,372	
2022/2023	8.82	3260	28,753	
<b>CommCare</b>	<b>Net cost</b>	<b>% of precept</b>		
<b>2024/2025</b>	<b>10,226.09</b>	<b>7.69</b>	Forecast	
2023/2024	11,312.12	8.51	Forecast	
2022/2023	8,518.00	6.40		
2021/2022	7,873.99	5.92		

Note: ONS reports 12 month inflation rate to September 2023 as 10.6%

Cost Centre/Cost Code	2022/2023		2023/2024		2024/2025		Comments	
	Budget	Actual	Budget	01/04/2023 to 31/12/23	Forecast outturn	Budget		
<b>Income (excluding precept)</b>								
<b>Fees</b>								
18	Allotments Rents	2,000	2,551	2,620	2,678	2,678	2,620	
20	Cemetery Fees	0	1,110	0	1,240	1,240	0	
		<b>2,000</b>	<b>3,661</b>	<b>2,620</b>	<b>3,918</b>	<b>3,918</b>	<b>2,620</b>	
<b>Grants and Donations</b>								
54	Capital Schemes	0	0	50,000	0	0	0	
87	Community Grant/Donations	0	300	0			0	
53	Tree maintenance		0					
88	Milton Charities							
108	General maintenance		0					
47	Trolley Bus	900	900	900	0	900	900	
		<b>900</b>	<b>1,200</b>	<b>50,900</b>	<b>0</b>	<b>900</b>	<b>900</b>	
<b>Interest</b>								
80	CBS Council Saver	25	405	1,000	1,355	1,355	1,000	1.5%
77	CBS General Purpose	5	23	18	203	203	150	1.5%
91	United Trust Bond	850	833	1,800	1,794	1,794	1,800	2.11%
104	Cambridge and Counties Bond	0	1,024	3,230	3,230	3,230	3,230	?
81	Hampshire Trust Bank	850	949	3,188	3,188	3,188	3,188	3.75%
79	Santander						400	Repurposed from S106 arts for 2024/25
112	Redwood Bank	850	1,182	2,210	2,779	2,779	2,210	2.6%
		<b>2,580</b>	<b>4,416</b>	<b>11,446</b>	<b>12,548</b>	<b>12,548</b>	<b>11,978</b>	
<b>S106 Interest</b>								
78	S106 (CBS)	75	23	50	82	82	50	1.5%
79	Santander	215	700	500	953	1,270		S106 Arts 2.7% - anticipating all funds cleared in 2023/24
		<b>290</b>	<b>722</b>	<b>550</b>	<b>1,034</b>	<b>1,352</b>	<b>50</b>	
<b>S137 Grants and fees</b>								
37	Community Care Fees	6,000	6,433	6,000	5,198	6,000	7,900	Proposed by Community Care committee
38	Community Care Grant	4,500	4,500	4,500	4,750	4,750	5,411	SCDC £3411, Jean Gallagher Trust
		<b>10,500</b>	<b>10,933</b>	<b>10,500</b>	<b>9,948</b>	<b>10,750</b>	<b>13,311</b>	
<b>Other Income</b>								
103	Other Income	3	3	3	3	3	3	Wayleave £3.45
15	Office sundries							Occasional charge back
83	Electricity							Occasional charge back
		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	

Cost Centre/Cost Code	2022/2023		2023/2024		2024/2025		Comments	
	Budget	Actual	Budget	01/04/2023 to 31/12/23	Forecast outturn	Budget		
<b>Expense</b>								
<b>Admin (Fixed Overheads)</b>								
7	Clerk employment costs	17,000	17,483	18,500	14,641	19,522	21,083	Assume 8% increase
113	Agency contingency	3,000	0	3,000	0	0	3,000	Holiday and sickness agency contingency
8	Payroll Dep Clerk/Office support	4,000	4,545	5,500	3,169	4,225	4,563	Assume 8% increase
22	Payroll Highways	4,750	4,248	4,750	3,765	5,020	5,512	Minimum wage increasing £10.42 to £11.44 (9.8%)
60	Payroll Pension (Employer)	900	847	950	0	0	0	Included in total employment costs
	Pension administration	216	0	0		0	0	To be deleted (Included in subscriptions Cost Code)
4	Elections	4,500	180	250	0	0	250	Nominal amount
2	Chair Allowance	100	0	100	0	0	100	
3	Councillors Expenses	100	0	100	4	5	100	
72	Clerks expenses	250	0	250	0	0	250	
		<b>34,816</b>	<b>27,303</b>	<b>33,400</b>	<b>21,579</b>	<b>28,772</b>	<b>34,859</b>	
<b>Capital Schemes - Projects</b>								
54	Capital Schemes	13,500	14,323	90,000	1,472	76,472	11,600	2023/24 Play area, Christmas lights, Cemetery noticeboard. 2024/25 LHI scheme £6k, Christmas update including power and lights to Edmund Green £5,000. Projector £600
74	Christmas		590	0			2,000	Light installation and upgrade
		<b>13,500</b>	<b>14,913</b>	<b>90,000</b>	<b>1,472</b>	<b>76,472</b>	<b>13,600</b>	
<b>Grants and Donations</b>								
87	Community grant	500	0	500	0	0	500	
		<b>500</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>500</b>	
<b>MCC Costs Contribution</b>								
25	MCC Bills Paid	6,704	5,885	15,000	10,077	13,436	9,760	General costs estimate to adjust depending on final contribution from S106 Com Fac projects estimated £4150 depending on interest accrued at final reconciliation
85	MCC grounds maintenance	12,252	12,381	15,000	10,745	15,869	17,138	Assume 8% increase in costs
86	MCC cleaning	13,656	14,326	15,000	11,772	15,696	16,951	Assume 8% increase in costs
106	MCC-NLP grass cutting	2,388	2,408	0		0	0	
		<b>35,000</b>	<b>35,000</b>	<b>45,000</b>	<b>32,594</b>	<b>45,000</b>	<b>43,850</b>	(Total contribution including S106 £48,000.)
<b>Office</b>								
9	Photocopying	325	447	500	318	424	458	Assume 8% increase in costs
10	Postage	40	26	40	62	82	60	
12	Stationery	200	205	200	132	176	190	
14	Office Sundries	50	105	50	234	312	336	
15	Telephone / Broadband	1,200	891	1,200	687	916	989	
16	Website	225	210	225	186	248	267	
28	Office expenses	1,000	1,242	1,500	842	1,122	1,212	Review items
83	Electricity	1,500	1,214	1,100	784	1,046	1,130	
		<b>4,540</b>	<b>4,339</b>	<b>4,815</b>	<b>3,244</b>	<b>4,325</b>	<b>4,643</b>	

Cost Centre/Cost Code	2022/2023		2023/2024		2024/2025		Comments
	Budget	Actual	Budget	01/04/2023 to 31/12/23	Forecast outturn	Budget	
<b>Professional</b>							
1 CAPALC	850	892	950	0	950	1,000	
5 Insurance	1,100	1,060	1,100	0	1,100	1,100	3 year deal, NLP now insured by MCC (check 3 year term)
11 Training	1,000	220	1,000	70	150	1,000	
13 Subscriptions	1,200	1,400	1,500	1,479	1,500	1,548	includes ICO £35, Brightpay £120, SLCC £221, Scribe £777.60, Pension admin £264
29 Audit Fees	800	676	1,000	544	800	1,000	
30 Legal/Land/Survey Solicitors fees	2,500	900	2,500	1,590	1,600	2,500	
82 Consultancy	200	0	200	0	0	200	
98 GJK - RFO	1,800	450	0	0	0	0	
105 Enforcement	5,000	901	5,000	1,256	1,256	5,000	Agreed top-up to £5k after each incident
	<b>14,450</b>	<b>6,500</b>	<b>13,250</b>	<b>4,939</b>	<b>7,356</b>	<b>13,348</b>	
<b>Running Costs</b>							
47 Trolley Bus	1,500	1,595	2,000	375	500	2,000	
99 Bank charges	200	175	200	200	267	288	
	<b>1,700</b>	<b>1,770</b>	<b>2,200</b>	<b>575</b>	<b>767</b>	<b>2,288</b>	
<b>Maintenance</b>							
44 General Grounds Maintenance	9,000	7,916	14,500	14,111	18,815	20,000	proposed by maintenance committee Contractor costs. Enter in Scribe budget as net after reimbursement.
44 Grass Cutting (CCC reimbursement)	-1,153	-1,130	-1,211		-1,152	-1,211	Account for CCC Reimbursement in Scribe as negative payment when received in August
53 Tree Maintenance	4,000	3,815	4,500	1,350	4,000	5,000	
19 Cemetery Maintenance	3,200	3,015	3,200	4,898	6,530	3,500	
107 Shrub Maint. (Hedges and pathways)	1,000	393	1,000	0	0	1,000	
17 Allotment Maintenance	4,000	4,021	4,000	428	571	2,000	
110 Paddock Wood Maintenance	1,000	0	1,000	589	786	500	
21 Bus Shelters	500	282	500	1,204	1,606	500	£500 cleaning
23 Seats/Bins	500	458	500	494	659	500	
24 Cleaning and Sundries	100	40	100	107	142	100	
45 Play areas	10,000	6,853	10,000	3,915	5,220	10,000	
48 Tomkins Mead	1,500	2,000	1,500	1,500	1,500	6,500	Renovation + £1500 to CSLT for maintenance
94 Equipment Maintenance	250	0	250	0	0	250	
95 Highway maintenance	50	0	50	0	0	0	To be removed
108 General Maintenance	50	3,695	3,000	0	2,845	500	
	<b>33,997</b>	<b>31,358</b>	<b>42,889</b>	<b>28,596</b>	<b>41,521</b>	<b>49,139</b>	

Cost Centre/Cost Code	2022/2023		2023/2024		2024/2025		Comments
	Budget	Actual	Budget	01/04/2023 to 31/12/23	Forecast outturn	Budget	
<b>S106</b>							
66 S106 Capital projects	0	0	0	0	0	0	
111 S106 Capital projects - Comm. Fac.	2,000	1,606	5,000	0	0	4,150	To cover S106 eligible projects for MCC (Includes estimated interest to be accrued at final reconciliation)
109 S106 Arts	35,000	27,608	15,000	4,795	19,589	0	Reduced Scribe YTD by £4560 Village sign charged in 2022/23 Forecast is that remaining fund will be accrued in this financial year on admin, with remaining balance to village sign
	<b>37,000</b>	<b>29,214</b>	<b>20,000</b>	<b>4,795</b>	19,589	4,150	
<b>S137</b>							
31 S137: Warden's Mileage	750	539	850	674	750	810	Assume 8% increase
34 S137: Warden's Phone	275	227	275	199	265	286	Assume 8% increase
46 S137: Sundries	100	303	250	487	500	250	
92 S137: Warden Employment Costs	15,500	15,827	16,500	14,004	18,672	20,166	Assume 8% increase
93 S137: Agency Holiday Cover	2,000	1,758	2,000	1,407	1,875	2,025	Assume 8% increase
100 S137: Warden's Pension (Employer)	750	797	875		0	0	Included in employment costs
	<b>19,375</b>	<b>19,451</b>	<b>20,750</b>	<b>16,770</b>	<b>22,062</b>	<b>23,537</b>	
<b>Youth Services</b>							
49 Youth Workers/Courses	7,000	6,623	7,000	4,268	5,691	6,534	33 Sessions @ £198.