

5LOCAL GOVERNMENT FINANCE ACT 1992

PARISH COUNCIL PRECEPT 2025/26

PARISH/TOWN COUNCIL OF Chigwell Parish Council

TO: EPPING FOREST DISTRICT COUNCIL

being the Billing Authority for the District

The Council of the above-mentioned Parish HEREBY GIVE YOU NOTICE that in respect of the financial year beginning on the first day of April 2025 they will require from you the sum of £ 325,416.00 (whole pounds only) to meet the expenses of the Council, being the precept amount determined in accordance with the Local Government Finance Act 1992, and they do accordingly, HEREBY REQUIRE you to levy the said sum as may be appropriate and pay: -

By BACS

(Bank) UNITY TRUST BANK plc

(Sort Code) 60-83-01


(Account Number) 20471075

(Parish Email address for BACS Remittance Advice)

accounts@chigwellparishcouncil.gov.uk

Payment to be made in two equal instalments on 25th April 2025 and 26th September 2025.

Signed at a meeting held on 16<sup>th</sup> January 2025

  
Imarcan

Presiding Chairman  
at Precept setting meeting

Countersigned 

Clerk of the Parish Council

A. BUDGET 2025/26

Chigwell Parish Council  
Summary of Income & Expenditure 2025-2026

All Cost Centres and Code

A. B - Other Income

Income

Code	Title	25/26 Budgeted
2	Bank Interest	14,100.00
3	Photocopy/fax income	37.00
4	Miscellaneous	
87	Telecomms Mast income	3,000.00
164	VAT Claim refunded	46,000.00
SUB TOTAL		63,137.00

A. C - Cemetery Income

Income

Code	Title	25/26 Budgeted
80	Memorial Fees	12,000.00
81	Burial Digging Reopening Graves Fees	34,133.47
82	Burial Plot Fees	40,000.00
83	Dedications	1,000.00
84	Memorial Bench Fees	2,000.00
85	Transfer - Exclusive Rights	1,000.00
86	C&OS Misc. Income	
165	Garden of Remembrance - Dedications and Memorials	2,000.00
167	C Cremated remains Extended lease	22,484.00
192	casket fee	
207	extended lease	18,750.00
SUB TOTAL		133,367.47

A. D - Allotments Income

Income

Code	Title	25/26 Budgeted
46	Allotments income	
168	CPC Limes Farm Rent	1,440.00
183	CPC Gravel Lane Allotments	1,300.00
SUB TOTAL		2,740.00

A. E - Hire of Parish Hall Income

Income

Code	Title	25/26 Budgeted
60	VH Income - regular	12,000.00
61	VH Income - casual	12,577.05
163	Community Hall - INCOME	5,000.00
166	VH Income - Recovery damage	

SUB TOTAL	29,577.05
<b>TOTAL RECEIPTS FROM OVER SERVICES 25/26</b>	<b>228,821.52</b>

Code	Title	<b>**APPROVED Budget**</b> 25/26	24/25 Budget
8	A-Travel expenses	300.00	500.00
130	A-Training/Courses	5,000.00	6,100.00
<b>SUB TOTAL</b>		<b>5,300.00</b>	<b>6,600.00</b>

#### C. Admin - Premises

Code	Title		25/26	24/25 Budget
11	Rates	24/25 Inc 12 payments	10,610.00	10,500.00
12	Gas	Engle	600.00	400.00
13	Electricity	Engle	2,500.00	3,500.00
14	Water	Under agreement	200.00	250.00
15	Waste Disposal	RWR;EFDC	2,500.00	2,000.00
16	Property Maintenance	Annual inspection	7,000.00	8,293.33
17	Cleaning materials/services		150.00	250.00
26	Security Alarm system maintenance	Smith Technical under Maintenance Agreement	500.00	1,790.00
<b>SUB TOTAL</b>			<b>24,060.00</b>	<b>26,983.33</b>

#### D. Admin - Office & IT

Code	Title		25/26	24/25 Budget
18	Printing & Stationery	Viking	1,000.00	1,000.00
19	Postage	PostOffice;Franco under agreement	600.00	1,000.00
20	Photocopying costs	Under contract	2,100.00	2,100.00
21	Telephone & Broadband	BT under Contract	4,800.00	4,800.00
22	Mobile comms	O2 under contract	1,300.00	1,300.00
23	IT	IT provider under contrate	2,400.00	2,400.00
24	Equipment Maintenance	IT,software; 5 laptops	1,200.00	1,200.00
25	IT Equipment Purchases			2,000.00
41	Licences	Msoft Office 365	2,000.00	2,300.00
<b>SUB TOTAL</b>			<b>15,400.00</b>	<b>18,100.00</b>

#### E. ADMIN-COMMUNICATIONS

Code	Title		25/26	24/25 Budget
27	Website Costs	ICT agreement	500.00	1,000.00
28	Social Media		100.00	250.00
29	Parish Magazine		250.00	500.00
30	Leaflets		500.00	750.00
174	Magazine Distribution			

194	Advertising			300.00
195	Notice Boards			3,000.00
SUB TOTAL			1,350.00	5,800.00

F FINANCE AND GOVERNANCE

Code	Title		25/26	24/25 Budget
31	Internal Audit		1,100.00	1,100.00
32	External Audit		1,500.00	1,900.00
33	Internal Control		2,000.00	2,000.00
34	Accounting Software fees	Scribe;Payroll MHR	3,100.00	4,600.00
35	Accounting Services			400.00
SUB TOTAL			7,700.00	10,000.00

G ADMIN -OTHER

Code	Title		25/26	24/25 Budget
36	Insurance	Zurich -should be revised ( April 25 /26)	9,500.00	8,500.00
37	Legal & Professional Fees	New HR provider+H&S	3,600.00	6,000.00
38	Bank charges		500.00	500.00
39	General Expenses		2,000.00	2,500.00
42	Annual Subscriptions		2,400.00	2,151.67
58	Advertising/recruitment	FC strategy	1,500.00	5,000.00
59	Elections		5,000.00	11,037.93
120	Locum/Temp Fees	FC strategy		16,374.77
160	Professional Fees	FC strategy		10,000.00
161	Staff Welfare		1,500.00	1,500.00
177	HMRC Charges/Fee			100.00
178	Pension Admin Charge		1,000.00	1,300.00
SUB TOTAL			27,000.00	64,964.37

GA-PARISH REMUNERATION SCHEME

Code	Title		25/26	24/25 Budget
7	ClIrs Training/Courses	FC strategy	6,000.00	6,000.00
9	Chair's Allowance	Under Agreement,2019	550.00	550.00
10	Member's Allowance	Under Agreement, 2019	1,100.00	1,100.00
196	ClIrs training mileage	Under Agreement, 2019	500.00	1,000.00
SUB TOTAL			8,150.00	8,650.00

H PLANNING

Code	Title		25/26	24/25 Budget
43	Professional Fees	Consultancy Cost	5,000.00	2,500.00
44	Other Planning Costs			100.00
SUB TOTAL			5,000.00	2,600.00

I. Village Plan

Code	Title		25/26	24/25 Budget
45	General costs	FC Strategy	0.00	5,000.00
SUB TOTAL			0.00	5,000.00

I Finance All-in-all

J. ENVIR - Allotments

Code	Title	25/26	24/25 Budget
47	Allotments Notice, Inform boxes Maintenance	100.00	1,084.25
48	Allotments security	5,000.00	
49	Allotments Water	500.00	400.00
50	Allotments Waste Disposal	700.00	700.00
51	Allotments - Other Expenditure	1,090.00	250.00
52	Allotments - Tree Branches Maintenance	350.00	350.00
53	Allotments - Misc. Expenditure		
SUB TOTAL		7,740.00	2,784.25

K. Envir - Highways

Code	Title	25/26	24/25 Budget
54	HW Equipment purchase		1,000.00
55	CCTV		15,000.00
56	Street Lighting		
57	Street Furniture		6,000.00
79	HW Community Bus (consult/disposal)		
131	Waste Disposal		
135	HW Vehicle activated signs	5,000.00	
	Cost from £800 to £2000; Three for £800+delivery+installation cost		
136	HW Cycle parking-VH		2,500.00
138	HW Bus stop maintenance	200.00	500.00
SUB TOTAL		5,200.00	25,000.00

L. Victory Hall Costs

		VH&Chub	25/26	24/25 Budget
63	VH Maintenance	Under Risk and H&S compliance	5,000.00	11,508.51
64	VH Consumables			
65	VH Security			500.00
66	VH Misc. Expenses			250.00
67	VH Rates	EFDC	6,490.00	6,500.00
69	VH waste disposal		910.00	2,000.00
70	VH Legal/Professional Fees			
172	VH-Water		500.00	1,347.31
173	VH-Heating		2,500.00	2,000.00
179	VH/Club Cleaning materials/services		1,000.00	2,000.00
190	VH - Electricity charges		5,000.00	4,169.40
197	VH INVENTORIES	Tables/chairs	1,000.00	1,000.00
SUB TOTAL			22,400.00	31,275.22

M. Grants & Donations

Code	Title	25/26	24/25 Budget
71	s137 -1972 LGA		
72	s106 Expenditure		
73	Other grants/Community grants	10,000.00	10,000.00

74	CIL Grant Expenditure			
75	s19(3) MPA 1976			
76	Donations			
SUB TOTAL			10,000.00	10,000.00

N. Borrowing costs

Code	Title		25/26	24/25 Budget
77	Capital Repayments			4,293.00
78	Interest Payments			3,409.00
SUB TOTAL			7,702.00	7,702.00

O. Community Services Costs

Code	Title	Budgeted	Actual	25/26	24/25 Budget
123	Specials Constables				
133	Speedwatch	SL700 camera	Annual Calibration/maintenace £350	500.00	1,000.00
134	Sustrans consult				
SUB TOTAL				500.00	1,000.00

Q. Cemet. & OS - Personnel Costs

Code	Title		25/26	24/25 Budget
90	C&OS Training		3,000.00	6,000.00
91	C&OS Travel Expenses		500.00	2,400.00
SUB TOTAL			3,500.00	8,400.00

R. Cemet. & OS - Premises Costs

Code	Title		25/26	24/25 Budget
96	C&OS Cleaning Materials		150.00	100.00
97	C&OS Property Maint.		5,000.00	8,329.97
98	C&OS Security	Under contract	1,500.00	1,500.00
100	C&OS General Expenses	PPE;H&S	5,000.00	5,000.00
101	C&OS Property Rates	12months payments EFDC	2,100.00	5,100.00
SUB TOTAL		Under 2X/24 Agreements, service contracts	13,750.00	20,029.97

S. Cemet. & OS - Office/IT Costs

Code	Title		25/26	24/25 Budget
92	C&OS Printing/Stationery		250.00	300.00
93	C&OS Telephones			600.00
94	C&OS Mobiles Comms	O2 under contract £133*12	1,600.00	1,560.00
SUB TOTAL		Under 2X/24 Agreements, service contracts	1,850.00	2,460.00

T. Cemet. & OS - Utilities Costs

Code	Title		25/26	24/25 Budget	
102	C&OS Electricity	Main Office+EV	3,000.00	2,500.00	
103	C&OS Water		250.00	273.00	
104	C&OS Waste Disposal	RWR+Skip	3,500.00	3,500.00	
SUB TOTAL			Under 2X/24 Agreements, service contracts	6,750.00	6,273.00

### U. Cemet. & OS - Equipment Costs

Code	Title		25/26	24/25 Budgeted
95	C&OS Protective Equip.		500.00	1,000.00
106	C&OS Insurance-Vehicle		0.00	700.00
107	C&OS Equip. Rental	Additional work equipment	2,200.00	2,518.50
108	C&OS Equip. Maintenance	£1k Dumper service; £1k Digger; £150x15Items; £1.5k Shoring; £800xmover lease; £400xmover small; £200xHayter mover; £200xpump; £200xBillygCleaner	7,600.00	4,956.96
109	C&OS Equip. Purchase	MOWER	25,000.00	25,000.00
118	C&OS Gas Oil Diesel	Petrol for equipment/Diesel for plants	1,000.00	2,074.47
204	Evehicle Renault Kangoo	Renualt Kangoo until 12/06/26	1,437.80	
SUB TOTAL			37,737.80	36,249.93
Under Cemetery Regulations, Policy, Procedure and Management Plan required				

### V.A - Cemetery Costs

Code	Title		25/26	24/25 Budgeted
139	C Grounds Maintenance	SOIL,TOPSOIL,MULCH,GRASS SEEDS	2,500.00	3,000.00
140	C Tree Maintenance	Emergency cost	1,500.00	3,000.00
141	C Tree Purchase		1,000.00	2,000.00
142	C Bench purchase	FOR SALE	2,000.00	2,000.00
143	C-Grave inspection	Last inspection 2011 Must be done each Five yearsQuote in total 2000 memorials if pass £3.50; if fail £7.50	10,000.00	1,200.00
144	C-Grave maintenance		2,000.00	2,500.00
146	C-Construction material		1,000.00	1,200.00
147	C-Planting	Graden of Remembrance	500.00	2,000.00
148	C-Sub contractors	Under Giggig Policy {Cover 15 digs{8ft £1330;£1030 4'8x6ft £20k}/6months contract Apr-Oct 14k(SCP11)}	5,500.00	8,518.40
149	C-Cycle/footpath maintenance		1,500.00	2,500.00
SUB TOTAL			27,500.00	27,918.40
Under Cemetery Regulations, Policy, Procedure and Management Plan required				

### V.B - Open Space (OS) Costs

Code	Title			25/26	24/25 Budgeted		
110	OS Grounds Maintenance			2,000.00	5,000.00		
111	OS Sub-Contractors			cover lack of staff	1,500.00		
112	OS Bench/Tree purchase			replacement of Station Green benches x2	1,500.00		
113	OS Playground Inspections			2inspections (5years) £79.50+4additional independ inspections	750.00		
114	OS Playground Equipment maintenance			After inspection	10,000.00		
115	OS Fitness equip maintenance Chigwell Row			After inspection	1,500.00		
116	OS Tree Maintenance			Emergency cost for 24 areas; Tree survey 25/26	10,000.00		
117	OS Festive Lighting	Main Christmas Tree by SparkX £1325		Christmas Tree Lighting Dec 25; High Road Xmas Installation	2,500.00	13,500.00	
119	OS Memorial Purchases					500.00	
122	OS Construction Materials			Incl.two Benches to be fitted		871.92	
181	OS QE Meadows				500.00	2,500.00	
184	OS Grove Meadows Jubilee				500.00	2,500.00	
198	OS Flagpole maintenance				375.00	650.00	
199	OS Gardeners Maintenance				0.00	250.00	
SUB TOTAL				Under Cemetery Regulations, Policy, Procedure and Management Plan		30,125.00	37,021.92

W. Climate Change Action Costs

Code	Title	25/26	24/25 Budgeted	
155	CCA - Consultancy	2,500.00	3,000.00	
156	CCA - Remediation budget	1,000.00	5,000.00	
157	CCA - Air quality assessment	2,500.00	3,000.00	
158	CCA - Re-wilding	1,000.00	6,500.00	
SUB TOTAL		Resolution by FC	7,000.00	17,500.00

X. Personnel Costs

Code	Title				25/26	24/25 Budgeted
5	Salaries, PAYE & NI - Admin	Clerk; RFO; AdmAssist+NI Eer 15%	Full time	3	146,427.81	121,207.61
6	A-Superannuation					28,959.00
62	VH Salaries, PAYE & NI	Caretaker/Cleaner,NI Eer15%		1	15,866.54	12,210.00
88	C&OS Salaries, PAYE&NI	Registrar;Open spaces Supervisor;Cem&Open Operative	Two full time,One 26hrs/w	3	112,978.37	132,500.00
89	C&OS Superannuation					21,230.00
SUB TOTAL		PC&FC resolutions;Under Employment contract;		7	275,272.72	316,106.61

Z. Cemet. & OS Projects Costs

Code	Title				25/26	24/25 Budgeted
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151	OS-Remembrance Day decor				500.00
193	Cemetery Festive Decorations Baubles project				100.00
203	Composting project				15,000.00
SUB TOTAL		FC strategy plan		0.00	15,600.00

Z.B - Cost/Fund FOR PROJECT

Code	Title		25/26	24/25 Budgeted
145	C-Fence maintenance			
150	COVID memorial - bulb planting			484.30
169	WARM SPACE PROJECT	PUBLIC EVENT FC approval	250.00	500.00
170	Christmas Event project	PUBLIC EVENT FC approval	500.00	500.00
186	Social Spaces	PUBLIC EVENT FC approval	250.00	500.00
187	Youth Unity -Play & EFDC in the park sessions	PUBLIC EVENT FC approval	2,000.00	1,800.00
188	Rotary Chigwell Fete	PUBLIC EVENT FC approval		100.00
200	Volunteers community action	Under adopted policy FC approval	250.00	100.00
201	Playground Equipment			10,000.00
202	VH car park Restriction Bariiers			1,300.00
SUB TOTAL			3,250.00	15,284.30
EMR	CEMETERY Main Office,compound building REFURB		50,000.00	
EMR	VICTORY Hall Building Refurb	Flooring; Disabled.Toilets, Windows, DDA complaince	35,000.00	
EMR	PADDOCK	S106	50,000.00	
EMR	Preservation	FC strategy	25,000.00	
EMR	Cemetery projects	Composting/Columbarium	28,532.30	
EMR	Capital Fund Electric Vehicle	Renualt Kangoo until 12/06/26 EMR-£1162.20 (£189.84+£25.25/month)	1,162.20	
			189,694.50	
SUB TOTAL			743,932.02	729,303.30
Total Payments by the Council			743,932.02	729,303.30

ITEM 172.25 B PRECEPT		
	CPC Presept 25/26, FG 14/01/25	£325,416.00
	Precept 25/26	£325,416.00

4%

£12,516.00 by 4%

£312,900/6349.5=49.28

£325,416/6349.5=51.25

INCREASED BY £1.97

ITEM 172.25 EMR 2025/26

EMR 2025/26, FG 14/01/25

EMR	Cemetery Refurb	£50,000.00	
EMR	VH Refurb	£35,000.00	
EMR	Preservation of Chigwell Fund	£25,000.00	
EMR	Habitat restoration	£50,000.00	
EMR	Cemetery projects (Composting, Columbarium)	£28,532.30	
EMR	CAPITAL RESERVES	£1,162.20	
Total EMR		£189,694.50	
General fund		£145,000.00	