

APPENDIX A

Budget Head	Detail	Amount	Remarks
Staff	Salary (clerk)	£3,550	Based on 8 hours per week @ LC1 SCP 16 (roughly suitable to a small local council with an electorate of less than 2,000 electors.
	Advertising & recruitment	£250	
	Stationery	£500	This would cover the costs of all stationery, but would also include books that provide necessary information for running a local council
	Home allowance	£250	With so few hours, the clerk will almost certainly work from home, hence an allowance for usage (extra heating, phone, etc.) is appropriate
Equipment	PC/Printer	£1,000	A laptop would be preferred as it is easier to use in meetings and can be transferred to new members of staff easier
Statutory	Insurance	£250	Public/Employer Liability; Fidelity
	Audit Fee	£200	
Council costs	Meeting room hire	£150	
	Training	£500	Training will be required for both the clerk and the councillors and is available from the County Training Partnership
	Chairman's allowance	£200	There are additional costs associated with representing the council and this is usually recognised in a small allowance. This rarely covers the actual costs!
Miscellaneous	General grant	£9,225	Most Local Councils provide a small grant scheme for community groups. They may - in time - enter into Service Level Agreements with appropriate community groups to deliver specific work. Although grants can be given in accordance with other powers, it is appropriate to begin by making this in accordance with the Section 137 limit (currently £6.15 per elector), hence 1500 x 6.15
Total		£16,075	