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**Fwd: Town/Parish Precepts 2019/2020**

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From: **financial planning** <[financialplanning@wiltshire.gov.uk](mailto:financialplanning@wiltshire.gov.uk)>

Date: Mon, 5 Nov 2018 at 13:45

Subject: Town/Parish Precepts 2019/2020

To: [broadtownparishclerk@gmail.com](mailto:broadtownparishclerk@gmail.com) <[broadtownparishclerk@gmail.com](mailto:broadtownparishclerk@gmail.com)>

5 November 2018

Accountancy

Wiltshire Council

**County Hall**

Bythesea Road

Trowbridge

Wiltshire

BA14 8JN

## **Broad Town Parish Council**

**[broadtownparishclerk@gmail.com](mailto:broadtownparishclerk@gmail.com)**

Dear Sir/Madam

## **Town/Parish Precepts 2019/2020**

**I am pleased to be able to provide you with your draft 2019/2020 Tax Base.** Whilst we do not usually expect the draft figure to change prior to formal approval by Cabinet (11 December 2018), they are not finalised until approval on this date.

**In order for Wiltshire Council to calculate the total Council Tax for 2019/2020, you are required to confirm your Precept Requirement for 2019/2020 by completing and returning the form below by 25 January 2019.** This date is critical to the reports being prepared by Wiltshire Council in order to set the Council Tax, and, as always, your co-operation in meeting the deadline is greatly appreciated. Please contact us as soon as possible if you have trouble in making this date.

Here is some more information which we hope will be useful during the precept setting process

- The Precept Requirement should be approved at the appropriate budget setting committee and a record kept of the approval. The Precept Requirement form (below) should ideally be authorised at that meeting by the Council's Chair. However, we will also accept the signature of the Clerk of the Council and also an e-mailed submission from the contact e-mail address that we hold on record. Should you wish to send your return by e-mail, please reply to the e-mail address below, editing the document so that the Precept Requirement form is returned completed with the amount of Precept required, the date of the meeting at which this was approved and the name of the person who is authorising the form. If you submit your return via e-mail, there is no requirement send a hard copy in the post.
- It is up to the individual Town or Parish Council to decide on the level of precept it needs and to justify this to their electorate. **Please note when there is no Precept required a nil return must be submitted.**
- The formula to work out a band D charge will be your Precept Requirement divided by your Tax Base, and this is the figure that will be shown on the Council Tax bills.

- **Please remember that freezing the precept at the same monetary value as the previous year does not necessarily mean that you are freezing the Council Tax.** This could be because of a change in the Council tax base. In other words, the number of properties we can collect from has changed since last year. If you wish to set the same charge to residents in 2019/2020 as in 2018/2019, you will need to multiply your 2019/2020 tax base by your 2018/2019 band D charge and precept for that total. **To help you further a simple tool is available on the Council's website.** A separate e-mail will be sent to you with your log on details and explanations as to how this can help you week commencing 12 November 2018.
- If your Town or Parish has a Precept greater than £140,000, you are required to provide a breakdown of expenditure and income to the public. Each Town or Parish that has set a precept over £140,000 in the past will be sent a separate return to complete later this week. If your Town or Parish is likely to exceed this amount for the first time in 2019/2020, please contact us (details below).
- A table showing the comparison of all Town and Parish Council Tax charges will be published on the Council's website in advance of the Council Tax Setting Meeting on 26 February 2019.
- Payment of Precepts greater than £10,000 will be paid to the Town or Parish in two stages: 50% will be paid on or before 30 April 2019 and the remaining 50% will be paid on or before 30 September 2019. Town and Parish Councils with Precepts under £10,000 will receive the full amount on or before 30 April 2019.
- All payments will be automated and made by BACS. If there have been **any changes** to the bank account details we hold for you, please contact the Business Services Accounts Payable Team by (telephone) 01225 713640 or (e-mail) [bsaccountspayable@wiltshire.gov.uk](mailto:bsaccountspayable@wiltshire.gov.uk)

If you have any queries please do not hesitate to contact members of the accountancy team:

Tina Winfield 01225 718584

Stuart Donnelly 01225 718582

e-mail: [financialplanning@wiltshire.gov.uk](mailto:financialplanning@wiltshire.gov.uk)

Yours faithfully



Stuart Donnelly

Head of Finance (Corporate)

## Town / Parish Precept Requirement 2019/2020

### ***Broad Town Parish Council***

#### **For information:**

The equivalent number of band D properties for

Broad Town Parish Council

is 270.58 (tax base)

Total precept required for 2019/2020 (To be shown in Council Tax Resolution)	£
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Formula to check what a band D property charge for the year

Your **Precept** divide by **tax base (270.58) = band D** charge per year

**Authorised** at a meeting of the ..... Town/Parish Council held on  
the.....day of.....20.....

Signed..... Please print in capitals.....(Chairman)

Signed ..... Please print in capitals.....(Clerk)

If e-mail submission please confirm who is authorising this form.

.....

Please use your nominated e-mail address to return this form.

[broadtownparishclerk@gmail.com](mailto:broadtownparishclerk@gmail.com)

**Please return this form to:**

e-mail [financialplanning@wiltshire.gov.uk](mailto:financialplanning@wiltshire.gov.uk)

or by post (but not both)

FAO Tina Winfield

Accountancy, 2<sup>nd</sup> Floor New County Hall

Wiltshire Council

County Hall

Trowbridge

Wiltshire

BA14 8JN

When e-mailing the form back, please remember to first to click “reply” to the e-mail, as this will then allow you to edit this form before it is returned.

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#### **NB Data Protection**

**In order to comply with the new legislation the Parish Council must seek your written permission to hold your contact details. If you could respond to this email that you are happy for us to retain your email addresses and contact you through your email we would be most grateful. Please note that the Parish Council WILL NOT share your information with a third party without your express consent. We will use your contact details to keep you up to date with Parish Council matters only.**

Mrs L A Roberts BA (Hons) PGCAP FHEA FSLCC  
Broad Town Parish Clerk

Please note I am engaged for 3 hours per week and may not be able to respond immediately. If you enquiry is urgent please call 07794056594

