

Shadow Authority on behalf of



Ms K Forster
Bungay Town Council
1A Broad Street
Bungay
Suffolk
NR35 1EE

Our ref: T&P Council Precept Requests
Date: 19th November 2018
Please ask for: Simon Taylor
Direct Dial: 01394 444570
Email: simon.taylor@east Suffolk.gov.uk

Dear Ms Forster

Bungay Town Council Precept 2019/20

Each year the Council calculates the council tax base for the District. In doing so it derives the tax base from household changes on a Parish by Parish basis. Most Town and Parish Councils raise a precept to cover their own expenditure plans for the coming year. However, to gauge the effect of any proposals you might have in mind, it is important to be aware of anticipated tax base changes for the coming year and the likely effect of your proposals on local residents.

Based on the review of the Council's tax base for the coming year I anticipate that the tax base for Bungay Town Council will be 1,628.79 Band D equivalent properties.

This means that if your precept requirement was to be the same as for the current year 2018/19 (i.e. £64,200.00), this would result in a charge of £39.42 for a Band D property and this charge will show as -1.18% change on the 2019/20 Council Tax bills against the Parish element.

If the Town Council wished to keep its tax charge the same as 2018/19 (i.e. £39.89) which would show as a 0% change on the 2019/20 council tax bill, a precept of £64,972.43 would need to be requested.

The charge for each property is calculated by multiplying the Band D charge by the appropriate scaling factor show in the table below.

| Band A | Band B | Band C | Band D | Band E | Band F | Band G | Band H |
|--------|--------|--------|--------|--------|--------|--------|--------|
| 6/9 | 7/9 | 8/9 | 9/9 | 11/9 | 13/9 | 15/9 | 18/9 |

In determining your precept it is often advisable to look beyond the requirements of the coming financial year and to make provision for projects and expenses further ahead. This allows you to have sufficient monies in hand to meet those costs without the need to increase precepts unduly in any one given year.

LEGAL ADDRESS East Suffolk House, Station Road, Melton, Woodbridge IP12 1RT
DX: 41400 Woodbridge

POSTAL ADDRESS Riverside, 4 Canning Road, Lowestoft NR33 0EQ
DX: 41220 Lowestoft

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Precept requests of £600 and less will be paid in one instalment on 30th April 2019. For precepts greater than £600, 50% will be paid on 30th April 2019 and the balance within six months of the first instalment (27th September 2019).

Please note that if your precept exceeds £140,000, information will need to be provided of the 2018/19 and 2019/20 budget showing gross expenditure, gross income and net expenditure for your main service areas. This information will need to be submitted with the enclosed precept form and will be published in the 2019/20 Council Tax leaflet.

Please ensure that a signed copy of the attached form is returned to my Finance Team either via post to the address given at the bottom of the page or emailed to angela.blowers@eastsoffolk.gov.uk (preferred method).

As in previous years, the timetable for setting Council Taxes is very tight. It would assist me greatly if you could notify me of your precept requirement by no later than 25th January 2019 as the District Council is required to set Council Taxes on 28th February 2019. Should you fail to notify me of your precept requirement by 25th January 2019, I will anticipate that your precept requirement for the coming year (2019/20) is the same as the previous year. **Under the Billing Authorities (Anticipation of Precepts) (Amendment) (England) Regulations 2014, where the precept has been anticipated by the Billing Authority, the Town Council is still required to provide a signed copy of their precept requirement by the 31st March 2019.**

Should you have any queries concerning the setting of Council Taxes or any other precept matters, such as change of bank account details, please do not hesitate to contact Simon Taylor on (01394) 444570.

Yours sincerely,



Simon Taylor | Interim Chief Finance Officer | East Suffolk Council

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PRECEPT 2019/20

Bungay Town Council

I certify that the **Bungay Town Council** will require the amount set out below:

| | |
|--|------------|
| Precept for 1 st April 2018 to 31 st March 2019 | £64,200.00 |
| Precept required for 1 st April 2019 to 31 st March 2020 | £ |

Signed:

Clerk to the **Bungay Town Council**

Date:

Please return the completed form no later than 25th January 2019 to:-

Angela Blowers
Financial Services, Corporate Performance and Risk Management
East Suffolk Shadow Authority
Riverside
4 Canning Road
Lowestoft
Suffolk
NR33 0EQ

Or

Email to: angela.blowers@eastsoffolk.gov.uk

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