

Our Ref: ACC/SS

Please Contact: Mrs S Sheikh

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Date: 12th January 2021

Chief Executive's Office
Finance Services
Westgate House
3rd Floor
Halifax
HX1 1PS

The Clerk
Town Council of Todmorden
Todmorden Community College
Burnley Road
Todmorden
OL14 7BX

Dear Sir/Madam

PARISH PRECEPT 2021/22

I wish to provide you with the following information to help you formulate your 2021/22 budget:-

Council Tax Base and Grants 2021/22

In accordance with the Local Authority (Calculation of Council Tax Base) Regulations 1992, Calderdale Council on the **11th January 2021** agreed that the tax base for Town Council of Todmorden for the 2021/22 financial year will be 4,728.19 as set out in APPENDIX 1.

The normal parish grant payable in 2021/22 will be £11,691. This is a freeze on the amount paid in 2020/21.

Council Tax Reduction grant provided to offset the loss of Council Tax Base payable in 2021/22 will be £33,133 as agreed at Cabinet on the 11th January 2021.

A basic matrix showing how increases in your total parish precept will impact on a Band D equivalent parish precept is also included as APPENDIX 2. Please note that changes in your tax base can have a significant effect on your precept.

Please take account of the Council Tax Reduction grant being provided when setting the overall level of precept you wish to issue.

Your Precept 2021/22

Once your Council has agreed the amount of precept required for 2021/22, **I should be obliged if you would inform me by emailing me a copy of your official precept document**, by no later than **8th February 2021**.

The Council will make a payment direct into your bank account via Bacs covering the two grants referred to above plus the precept required by your Parish Council.


Please will you ensure that you include any new bank details if they have changed since those that were used last for last year's payments.

It is very important that this deadline is met, as 2021/22 Council Tax preparation work has to be carried out in the weeks prior to Budget Council on the 22nd February 2021 using as much information as possible.

Upon receipt of your letter, I will formally confirm with you the amount of precept that should be included in the Council's formal budget resolution, which is scheduled to take place on the **22nd February 2021**. This will be done to ensure that the information you supply is not misinterpreted.

If you require any further information or assistance, please do not hesitate to ask.

Yours faithfully

A large black rectangular redaction box covering the signature of Nigel Broadbent.

For Nigel Broadbent
HEAD OF FINANCE

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