

## Financial Briefing Notes to Councillors – November 2020

Note: The Clerk's time has been used on reinvigorating the CCTV project so Cllr Tigwell has retained financial management for an extra one month.

Councillors are required to make decisions on three items: Information Commissioner direct debit; the Clerk's pay increment; and the budget and precept for 2021/22.

### Cheques to be signed this month:

<u>Ref</u>	<u>ChqNo</u>	<u>Date</u>	<u>Payee &amp; Details</u>	<u>Amount</u>
1376	1617	24/11/20	DALC - New Councillor Training - Phil Henson	£ 18.00
1377	1618	24/11/20	Nigel Tigwell - Expenses	£ 60.95
1378	1619	24/11/20	Duchy of Cornwall - Village Green/Play Area half year rent	£ 42.00
1379	1620	24/11/20	Steve Cox - Pay	£ 422.82
1380	1621	24/11/20	David Cole - Pay & Expenses	£ 528.00
1381	1622	24/11/20	DALC - New Councillor Training - Phil Henson & Stephen King	£ 72.00
1382	1623	24/11/20	PKF Littlejohn LLP - Audit Fees	£ 240.00
1383	1624	24/11/20	WDBC - Cemetery Rates	£ 199.98

The Bank Reconciliation for October is complete and correct.

### Other Movements In-Month:

- a. Nil.

### Other Liabilities (ex VAT):

- a. Play Area repairs £1844. The cable had not arrived from Germany. Sutcliffe are chasing it up.
- b. Bellever notice board – labour cost estimate £26.
- c. St Raphael's Carpark Extension £117 – awaiting the church wardens.
- d. HMRC £99.20.

Risks: WDBC have not indicated what our costs may be for Princetown Toilets. We have the same provision as last year £3937.81.

Audit: The external audit has been returned and our financial management arrangements and accounting passed cleanly. We did get an observation that we were late in making the accounts available for public viewing. The Clerk will need to provide a commentary on that for next year's audit documentation (his illness will be sufficient explanation).

Information Commissioner: The IC is offering a reduction of annual fee from £40 to £35 if the Council agrees to pay by Direct Debit (this would be the Council's first Direct Debit). Are Councillors content?

Clerk's Pay: The Clerk's contract of employment entitles him to a pay increment each year subject to satisfactory performance, a resolution by the full Council and a maximum spine point. The Clerk was eligible to apply for his final increment (to the maximum spine point) in May 2020 but was on long term sick absence. He has now made an application for the increment to be effective from 1 December 2020, raising his pay from £12.24ph to £12.73ph (£205.80pa). This must be decided in Part 2 of the meeting.

Parishscapes Grant Fund and Other Similar Funds: The Council still has to agree on which minor projects to develop in order to be ready to apply for short notice grant opportunities. Ideas were circulated in February.

### Precept 2021/22:

The first draft of the budget for 2021/22 has been developed by the Clerk and is presented at Annex A. It is broadly similar to 2020/21 and proposes a 2.13% increase in the Precept (£1.03 per house per year). Separately, WDBC have written warning of a possible 2% reduction in the tax base owing to reduced collection rates linked to Covid-19.

The Council needs to give the Clerk guidance on any required amendments before the final budget is presented for approval no later than January.

### Report of Accounts:

The report of Accounts is shown on the page below. Items to note are:

#### Pay Underspend.

Clerk: underspend of £1248.

Litter picker: underspend of £104.

#### Unplanned/Over-Budget Expenditure (ex VAT).

Play Area repairs £1844.

Christmas tree replacement lights £114.19.

Councillor allowances substituting for the Clerk £99.

St Raphael's Carpark Extension £117.

New Councillor training £25.

### Forecast:

The current end-of-year forecast is distorted by the unplanned expenditure, but partially offset by the underspend on the Clerk's pay. Overall we are heading for an overspend of around £500, which can be covered by the general reserve and can be fully explained to auditors and parishioners. The final outturn for the Princetown Toilets could change this forecast dramatically.

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End of Month Report of Accounts			October 2020/21		
Report of Accounts	To Date	Forecast		To Date	Budget
<u>Income</u>			<u>Expenditure (ex VAT)</u>		
Brought Forward 1/4/20	£23,124.39	£23,124.39	Litter Picking	£207.24	£396.00
Precept	£17,619.00	£17,619.00	Grass Cutting, Lengthsman	£4,351.47	£7,610.00
Council Tax Support Grant	£0.00	£0.00	Dog Bins	£119.60	£119.52
Grass Cutting & Lengthsman	£3,513.85	£2,868.00	Toilets	£0.00	£3,938.00
Others	£1,456.35	£1,456.35	Play Area	£35.00	£1,844.00
<b>Total</b>	<b>£45,713.59</b>	<b>£45,067.74</b>	Running Costs	£61.95	£125.00
			Improve & Repair	£279.96	£2,256.00
			Tools & equipment	£10.85	£139.19
			Donations with Powers	£0.00	£150.00
<u>Bank Reconciliation</u>			Section 137	£18.50	£196.00
Cash in Bank	£36,708.15		Fees	£1,524.72	£930.00
Plus Outstanding Income	£2,901.95		Admin Costs	£1,438.06	£1,631.62
Less Outstanding Cheques	£2,058.07		Clerk's Pay	£2,042.80	£3,939.24
Less spend this month	£1,583.75		Training	£75.00	£180.00
<b>Balance carried forward</b>	<b>£35,968.28</b>		<b>Total</b>	<b>£10,165.15</b>	<b>£23,454.57</b>
			<u>Notes</u>		
<u>Annual Budget Reconciliation</u>	To Date	To Year End	Monthly bank reconciliations correct.		
Brought Forward 1/4/20	£23,282.91	£23,282.91	See written report for liabilities.		
Total Income	£22,589.20	£21,943.35			
VAT Rebate	£1,691.56	£1,691.56			
Total Expenditure (ex VAT)	£10,165.15	£23,454.57			
Allocated Reserves	£12,498.67	£12,498.67			
General Reserve 1/4/19	£10,756.41	£12,447.97			
<b>Balance carried forward</b>	<b>£14,143.44</b>	<b>-£1,483.39</b>	PAYE & NI owed		£99.20
			VAT to be reclaimed at end of year		£345.34

Reserves Held by the Parish Council				
<u>Allocated:</u>	<u>Start of Year</u>	<u>Transfer In</u>	<u>Transfers Out</u>	<u>Balance</u>
CCTV	£2,396.50			£2,396.50
Skate Park	£500.00			£500.00
Princetown Toilets	£1,000.00			£1,000.00
Website & IT	£630.00		£551.54	£78.46
Speed Reduecion & Animal Safi	£0.00	£1,336.45		£1,336.45
Contested Election	£3,000.00		£812.74	£2,187.26
Grass cutting equipment	£5,000.00			£5,000.00
	£12,526.50	£1,336.45	£1,364.28	£12,498.67
<u>Unallocated:</u>				
General Reserve at start of year	£10,756.41		Expected at end of year	£9,273.02

Assets Held by the Parish Council			
Playground Equipment	£63,485.63	Tools and Other Equipment	£6,520.73
Community Assets	£17,512.71	Miscellaneous	£601.71
Information Technology Equipn	£904.56	Long Term Investments	£0.00

Precept Profile 2020-21 - Draft 2

		2016/17	2017/18	2018/19	2019/20	2020/21	2020/21	2021/22	Notes:
<b>Output Expenditure 1</b>		<b>Outturn</b>	<b>Outturn</b>	<b>Outturn</b>	<b>Outturn</b>	<b>Budget</b>	<b>Forecast</b>	<b>Budget</b>	
<b>Litter Picking</b>	Pay	£ 690	£ 733	£ 768	£ 744	£ 500	£ 376	£ 494	12 payments of £40 + 3% uplift
	Other	£ -	£ 24	£ -	£ -	£ -	£ 50	£ 50	Sundry bags/gloves
	<b>Sub-Total</b>	£ 690	£ 757	£ 768	£ 744	£ 500		£ 544	
<b>Grass Cut &amp; Lengthsman</b>	Pay & HMRC	£ 7,759	£ 6,590	£ 6,135	£ 13,145	£ 6,690	£ 6,800	£ 7,300	£500 uplift
	WDBC Cuttings Collection			£ 280	£ 480	£ 520	£ 280	£ 280	
	Petrol & Expenses		£ 62	£ 371	£ -	£ 400	£ 475	£ 500	
	Rebuild reserve for replacement				£ -	£ -			Reallocate general reserve
	Other	£ -	£ 39	£ -	£ -	£ -			
	<b>Sub-Total</b>	£ 7,759	£ 6,691	£ 6,786	£ 13,625	£ 7,610		£ 8,080	
<b>Dog Bins</b>	WDBC Emptying	£ 120	£ 120	£ 120	£ 120	£ 362	£ 120	£ 362	Assumes increase to £3.48 per lift (deferred)
	Other			£ 198					
	<b>Sub-Total</b>	£ 120	£ 120	£ 318	£ 120	£ 362		£ 362	
<b>Toilets</b>	WDBC Charge	£ 3,884	£ 3,457	£ 3,712	£ 3,948	£ 3,938	£ 3,938	£ 2,938	Used same net amount as previous year but /
	Other	£ -	£ 290						
	<b>Sub-Total</b>	£ 3,595	£ 3,457	£ 3,712	£ 3,948	£ 3,938		£ 2,938	
<b>Play Area</b>	Rent	£ 70	£ 70	£ 70	£ 70	£ 70	£ 70	£ 70	
	Inspections	£ 91	£ -	£ 98	£ 103	£ 105		£ 130	
	Other			£ 304		£ 751	£ 1,844	£ 300	Broad order provision
	<b>Sub-Total</b>	£ 161	£ 70	£ 472	£ 173	£ 926		£ 500	
<b>Running Costs</b>	servicing/batteries	£ -	£ 30	£ 132	£ 110	£ 125	£ -	£ 125	Postbridge defib service
	Defib Pads	£ -	£ 100	£ 92	£ -	£ -	£ 74	£ 75	Postbridge pad replacement
	Other	£ -	£ -	£ -	£ -	£ -		£ -	Provision removed
	<b>Sub-Total</b>	£ -	£ 130	£ 224	£ 110	£ 125		£ 200	
<b>Outputs Page 1 Total</b>		£ 12,324	£ 11,225	£ 12,279	£ 18,720	£ 13,461		£ 12,624	

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Precept Profile 2020-21 - Draft 2

		2016/17	2017/18	2018/19	2019/20	2020-21	2020-21	2021-22	Notes
<b>Output Expenditure 2</b>		<b>Outturn</b>	<b>Outturn</b>	<b>Outturn</b>	<b>Outturn</b>	<b>Budget</b>	<b>Forecast</b>	<b>Budget</b>	
<b>Improve &amp; Repair</b>	Cemetery	£ -	£ 233	£ 47	£ -				
	Improvements	£ 4	£ -	£ -	£ -	£ -		£ -	
	Defibrillator	£ -	£ 25	£ -	£ -	£ -		£ -	
	IT	£ 570	£ -	£ -	£ -	£ 80			
	Christmas Tree Lights	£ 18	£ 16	£ 44	£ 26	£ 26	£ 142	£ -	New lights bought in 2020-21
	War Memorial	£ -	£ 350	£ -	£ -	£ -		£ -	
	Fixed Asset Repairs	£ -	£ -	£ -	£ -	£ 50		£ -	Paint bus shelter & NB, repair Hex NB lock
	Grass cutting Repairs	£ 255	£ -	£ 361	£ 151	£ 256	£ -	£ 280	Average service/repair cost
	CCTV maintenance & servicing	£ -	£ -	£ -	£ -	£ -		£ 110	Assuming Castle CCTV quote
	Other	£ -	£ -	£ -	£ -	£ -			
	<b>Sub-Total</b>	£ 846	£ 624	£ 452	£ 177	£ 412		£ 390	
<b>Tools &amp; Equipment</b>	Grass cutting	£ 117	£ -	£ -	£ -	£ -		£ -	New mower bought in 2021-22. Does it need
	Other		£ 159	£ -				£ -	Snow blower
	<b>Sub-Total</b>	£ 117	£ 159	£ -	£ -	£ -		£ -	
<b>Donations</b>	/Around&About	£ -		£ 150	£ 150	£ 150	£ 150	£ 150	Local Government Act 1972, s.142
<b>including s137</b>	CAB	£ 60	£ 660	£ 60	£ 60	£ 60	£ 60	£ 60	s137
	Tavistock Ring and Ride	£ 60	£ 60	£ 60	£ -	£ -		£ -	Charity wound up
	Royal British Legion wreath	£ 19	£ 19	£ 19	£ 19	£ 19	£ 19	£ 19	s137.
	Youth Club	£ 1,000	£ -	£ -	£ -	£ -		£ -	s137.
	Miscellaneous provision	£ -	£ 203	£ 250	£ -	£ -		£ -	s137. Provision removed
	Heartswell	£ -	£ 500	£ -	£ -	£ -		£ -	s137
	Postbridge Village Hall	£ -	£ 500	£ -	£ -	£ -		£ -	
	<b>Sub-Total</b>	£ 1,139	£ 1,942	£ 539	£ 229	£ 229		£ 229	
<b>Outputs Page 2 Total</b>		£ 2,102	£ 2,725	£ 991	£ 406	£ 641		£ 619	Notes

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<u>Overhead Expenditure 1</u>		2016/17	2017/18	2018/19	2019/20	2020-21	2020-21	2021-22	Notes
		Outturn	Outturn	Outturn	Outturn	Budget	Forecast	Budget	
<b>Fees</b>	External Audit	£ 200	£ 200	£ 300	£ 200	£ 220	£ 200	£ 220	PKF Littlejohn Fee set nationally - consultati
	Internal audit	£ 50	£ 50	£ 50	£ 50	£ 50	£ 50	£ 50	Assumes Don Agnew remains IA
	Cemetery Rates	£ 137	£ 152	£ 171	£ 200	£ 210	£ 200	£ 210	
	Information Commissioner	£ 35	£ 35	£ 40	£ 40	£ 40	£ 40	£ 35	Assumes Direct Debit
	SLCC Subscription	£ 93	£ 100	£ 106	£ 70	£ 150	£ 150	£ 150	Lamerton PC no longer pays 50%
	DALC subscription	£ 201	£ -	£ 206	£ 212	£ 260	£ 260	£ 260	
	Cemetery Consultancy	£ -	£ 254	£ -	£ -	£ -	£ -	£ -	
	Other	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
	<b>Sub-Total</b>	£ 716	£ 791	£ 873	£ 772	£ 930		£ 925	
<b>Admin Costs</b>	Insurance	£ 313	£ 502	£ 468	£ 470	£ 480	£ 471	£ 500	
	Payroll service	£ 80	£ 102	£ 102	£ 102	£ 102	£ 132	£ 132	
	Hall hire	£ 207	£ 184	£ 150	£ 180	£ 180	£ 128	£ 128	We have credit for Hall Hire from start of Loc
	Telephone/Office	£ 30	£ 30	£ 30	£ 30	£ 30	£ 99	£ 30	
	Reference Books	£ -	£ 68	£ 7	£ -	£ 70	£ -	£ 70	Anticipate new Arnold Baker
	Website & IT	£ 58	£ -	£ 55	£ 290	£ -	£ 555	£ 160	Biennial domain cost £80 & annual site host
	Stationery and toner	£ 330	£ 76	£ 169	£ 150	£ 190	£ 40	£ 150	Average
	Printing	£ 168	£ -	£ 76	£ -	£ -	£ -	£ -	
	Postage	£ 86	£ 42	£ 36	£ 40	£ 40	£ 100	£ 40	
	Other	£ -	£ -	£ 33	£ 99	£ -	£ -	£ -	
	<b>Sub-Total</b>	£ 1,271	£ 1,004	£ 1,126	£ 1,361	£ 1,092		£ 1,210	
<b>Clerk</b>	Pay & HMRC	£ 4,901	£ 4,465	£ 4,864	£ 4,808	£ 5,102	£ 3,854	£ 5,347	Assumes 35 hours x scale 17 (new scale of £1
	Mileage	£ -	£ 46	£ 172	£ 50	£ 85	£ -	£ 85	Average
	Councillor allowances	£ -	£ -	£ -	£ 73	£ -	£ 99	£ -	
	<b>Sub-Total</b>	£ 4,901	£ 4,511	£ 5,036	£ 4,931	£ 5,187		£ 5,432	
<b>Training</b>	DALC Training	£ 99	£ 25	£ 55	£ -	£ 50	£ 180	£ 100	New councillors ongoing training
	Other Training	£ -	£ -	£ 235	£ 55	£ -	£ -	£ -	
	<b>Sub-Total</b>	£ 99	£ 25	£ 290	£ 55	£ 50		£ 100	
<b>Overheads Page 1 Total</b>		£ 6,987	£ 6,330	£ 7,325	£ 7,119	£ 7,259		£ 7,667	

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<u>Project Expenditure</u>		2016/17	2017/18	2018/19	2019/20	2020-21	2020-21	2021-22	Notes
		Outturn	Outturn	Outturn	Outturn	Budget	Forecast	Budget	
<b>Projects</b>									
	Play Area Phase 3	£ 8,000	£ 24,000						
	Air Ambulance Night Landing		£ 98	£ 7,664					
	Telephone Box Museum			£ 2,497					
	CCTV Princetown				£ -	£ 10,000	£ 3,850	£ 2,000	Assumes CCTV extension in phases (subject to
	Skate Park				£ -	£ 70,000		£ -	Fundraising not expected to complete in 20:
	<b>Projects Total</b>	£ 8,000	£ 24,098	£ 10,161	£ -	£ 80,000		£ 2,000	
<b>Total Expenditure</b>									
	Outputs Page 1 Total	£ 12,324	£ 11,225	£ 12,279	£ 18,720	£ 13,461		£ 12,624	
	Outputs Page 2 Total	£ 2,102	£ 2,725	£ 991	£ 406	£ 641		£ 619	
	Overheads Page 1 Total	£ 6,987	£ 6,330	£ 7,325	£ 7,119	£ 7,259		£ 7,667	
	<b>Total Routine Expenditure</b>	£ 21,414	£ 20,280	£ 20,595	£ 26,245	£ 21,361		£ 20,910	
	Projects Total	£ 8,000	£ 24,098	£ 10,161	£ -	£ 80,000		£ 2,000	
	<b>Grand Total Expenditure</b>	£ 29,414	£ 44,378	£ 30,756	£ 26,245	£ 101,361		£ 22,910	

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Income	2016/17 Outturn	2017/18 Outturn	2018/19 Outturn	2019/20 Outturn	2020-21 Budget	2020-21 Forecast	2021-22 Budget	Notes
<b>Investments &amp; Charges</b>								
Santander	£ 14	£ 12	£ 414	£ -	£ -		£ -	Shares now sold
Cemetery	£ 75	£ 500	£ 200	£ -	£ -		£ -	
Duchy Grass	£ 750	£ 750	£ 750	£ 825	£ 1,002	£ 994	£ 1,014	Assume RPI 2%
DCC Grass	£ 179	£ 179	£ 109	£ 109	£ 116	£ 116	£ 116	Dictated by DCC
DNPA Grass	£ 700	£ 1,500	£ 1,800	£ 1,650	£ 1,683	£ 1,750	£ 1,785	Assuming RPI at 2.0%
DNPA Toilets Contribution	£ 1,000	£ 1,000	£ 1,000	£ 1,000	£ 1,000	£ 1,000	£ -	Assumes DNPA contribution no longer conti
Other	£ -	£ -	£ -	£ -	£ -			
<b>Sub-Total</b>	<b>£ 2,718</b>	<b>£ 3,941</b>	<b>£ 4,273</b>	<b>£ 3,584</b>	<b>£ 3,801</b>		<b>£ 2,915</b>	
<b>One-Off Grant Income</b>								
Play Area Grants	£ 8,150	£ 15,368	£ -	£ -	£ -			
Neighbourhood Plan Grants	£ -	£ -	£ -	£ -	£ -			
Charity Shop Grants		£ 500	£ -	£ 1,000	£ -			
TAP Fund	£ 1,125	£ 500	£ 2,228	£ -	£ -			
DAAT	£ -	£ 3,469	£ -	£ -	£ -			
DNPA War Memorial Grant	£ -	£ 250	£ -	£ -	£ -			
Transparency Fund Grant	£ 550	£ -	£ -	£ -	£ -			
Moor Than Meets the Eye Grant	£ -	£ -	£ 3,224	£ -	£ -			
Devon Air Ambulance	£ -	£ -	£ 3,566	£ -	£ -			
Princetown Village Fair	£ -	£ -	£ 246	£ -	£ -			
Total Grants & Donations for CCTV					£ 10,000	£ 1,300	£ 2,000	Additional grants from external bodies for e
Total Grants & Donations for Skate Park					£ 70,000	£ -		Assume any/all grants transfer to Skate Park
<b>Sub-Total</b>	<b>£ 9,825</b>	<b>£ 20,087</b>	<b>£ 9,264</b>	<b>£ 1,000</b>	<b>£ 80,000</b>		<b>£ 2,000</b>	
<b>Precept &amp; Council Tax Support Grant</b>								
Council Tax Support Grant	£ 1,245	£ 1,138	£ 1,040	£ 951	£ -	£ -	£ -	
Precept	£ 16,465	£ 17,206	£ 17,279	£ 17,024	£ 17,619	£ 17,619	£ 17,995	Increase of 2.13%
<b>Sub-Total</b>	<b>£ 17,710</b>	<b>£ 18,344</b>	<b>£ 18,319</b>	<b>£ 17,975</b>	<b>£ 17,619</b>	<b>£ 17,619</b>	<b>£ 17,995</b>	
<b>Grand Total Income</b>	<b>£ 30,253</b>	<b>£ 42,372</b>	<b>£ 31,856</b>	<b>£ 22,559</b>	<b>£ 101,420</b>	<b>£ 17,619</b>	<b>£ 22,910</b>	

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Check Sheet

Grand Total Expenditure

Outputs Page 1 Total	£ 12,624
Outputs Page 2 Total	£ 619
Overheads Page 1 Total	£ 7,667
Projects Total	£ 2,000
	£ 22,910

Grand Total Income

Investments & Charges	£ 2,915
One-Off Grant Income	£ 2,000
Precept & Council Tax Support Grant	£ 17,995
	£ 22,910

Variance

£ 0

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