

## **Financial Briefing Notes to Councillors – December 2020**

### **Decisions Required of the Council:**

Torrige, North, Mid and West Devon Citizens Advice Bureaux have requested a donation towards the running costs. In recent years the council have donated £60.00. Does the council wish to continue to make a donation?

### **Cheques to be signed this month:**

Ref	Chq No	Date	Payee & Details	Amount
1385	1626	15/12/20	Steve Cox - Pay	£ 397.75
1386	1627	15/12/20	David Cole - Pay & Expenses	£ 528.00
1387	1628	15/12/20	Josh Cook - Litter Picker fee	£ 40.00
1388	1629	15/12/20	DALC - New Councillor Training - Phil Henson	£ 18.00
1389	1630	15/12/20	Society of Local Council Clerks	£ 112.00
1390	1631	15/12/20	HMRC PAYE	£ 145.00

The Bank Reconciliation for November is complete and correct.

### **Other Movements In-Month:**

- a. Grant of £1,000 received from DNPA for CCTV project. (Increase of £250 from what was reported last month.)
- b. Donation of £500 received from former Parish Clerk, Ann Inman, for the CCTV project.

### **Other Liabilities (ex VAT):**

- a. Play Area repairs £1844. The cable is due to be installed on 22<sup>nd</sup> December 2020.
- b. Bellever notice board – labour cost estimate £26.
- c. St Raphael's Carpark Extension £117 – awaiting the church wardens.

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

**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). This was approved last month. Clerk to complete mandate.

**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:

WDBC have advised that the Precept request must be submitted no later than 29<sup>th</sup> January 2020. Therefore, the Council will need to formally approve the final budget and Precept request at our meeting on 26<sup>th</sup> January 2020.

WDBC have provided the Parish Calculator Tool for 2021-22 and the proposed Precept of £17,995, as discussed in November's meeting, results in a Band D parish rate of £48.81. This is an increase of 1.83% (£0.88 per house per year) and is slightly less than the estimated 2.13% increase in the Precept (£1.03 per house per year) that was reported last month. This is due to a small increase in the tax base in the parish.

Draft budget is attached.

### Report of Accounts:

The report of Accounts is shown on the page below. Items to note are from the previous month's report:

#### 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:

Commentary as per previous month; 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.

### Thanks

Thank you to Nigel for his careful stewardship of the finances in my absence and for his patient and through handover.

Steve Cox

Parish Clerk & Responsible Financial Officer

<b>End of Month Report of Accounts</b>			<b>December 2020/21</b>		
<b>Report of Accounts</b>	<b>To Date</b>	<b>Forecast</b>		<b>To Date</b>	<b>Budget</b>
<u>Income</u>			<u>Expenditure (ex VAT)</u>		
Brought Forward 1/4/20	£23,124.39	£23,124.39	Litter Picking	£287.24	£396.00
Precept	£17,619.00	£17,619.00	Grass Cutting, Lengthsman	£4,879.47	£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	£37,528.08		Fees	£1,636.72	£930.00
Plus Outstanding Income	£41.95		Admin Costs	£1,438.06	£1,631.62
Less Outstanding Cheques	£1,812.24		Clerk's Pay	£2,585.55	£3,939.24
Less spend this month	£1,240.75		Training	£90.00	£180.00
<b>Balance carried forward</b>	<b>£34,517.04</b>		<b>Total</b>	<b>£11,442.90</b>	<b>£23,454.57</b>
			<u>Notes</u>		
<u>Annual Budget Reconciliation</u>	<u>To Date</u>	<u>To Year End</u>	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)	£11,442.90	£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>£12,865.69</b>	<b>-£1,483.39</b>	<i>PAYE &amp; NI owed</i>		<i>£145.00</i>
			<i>VAT to be reclaimed at end of year</i>		<i>£348.34</i>
<b>Reserves Held by the Parish Council</b>					
<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 Reducion & Anirn	£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	
<b>Assets Held by the Parish Council</b>					
Playground Equipment	£63,485.63		Tools and Other Equipment	£6,520.73	
Community Assets	£17,512.71		Miscellaneous	£601.71	
Information Technology E	£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:
<u>Output Expenditure 1</u>		Outturn	Outturn	Outturn	Outturn	Budget	Forecast	Budget	
Litter Picking	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	£ 426	£ 544	
Grass Cut & Lengthsman	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	
Dog Bins	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	
Toilets	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>	£ 3,884	£ 3,747	£ 3,712	£ 3,948	£ 3,938		£ 2,938	
Play Area	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	
Running Costs	icing/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
<u>Output Expenditure 2</u>		Outturn	Outturn	Outturn	Outturn	Budget	Forecast	Budget	
Improve & Repair	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	
Tools & Equipment	Grass cutting	£ 117	£ -	£ -	£ -	£ -		£ -	New mower bought in 2021-22. Does it need
	Other		£ 159	£ -				£ -	Snow blower
	<b>Sub-Total</b>	£ 117	£ 159	£ -	£ -	£ -		£ -	
Donations	/Around&About	£ -		£ 150	£ 150	£ 150	£ 150	£ 150	Local Government Act 1972, s.142
including s137	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 Outturn	2017/18 Outturn	2018/19 Outturn	2019/20 Outturn	2020-21 Budget	2020-21 Forecast	2021-22 Budget	Notes
<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	£ 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 Outturn	2017/18 Outturn	2018/19 Outturn	2019/20 Outturn	2020-21 Budget	2020-21 Forecast	2021-22 Budget	Notes
<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	
<b>Projects Total</b>	£ 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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	2016/17	2017/18	2018/19	2019/20	2020-21	2020-21	2021-22	
Income	Outturn	Outturn	Outturn	Outturn	Budget	Forecast	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 i
<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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