

Financial Briefing Notes to Councillors – January 2021

Decisions Required of the Council:

To approve the budget of £22,910 and precept of £17,995 for the coming financial year 2021-2022. This results in a Band D parish rate of £48.81. This is an increase of 1.83% (£0.88 per house per year).

This was the budget presented, as a draft, to November's meeting, and has been subsequently reviewed by the finance sub-committee.

Full details are below.

Cheques to be signed this month:

Ref	Chq No	Date	Payee & Details	Amount
1393	1632	26/01/21	Josh Cook - Litter Picker fee	£ 40.00
1394	1633	26/01/21	Steve Cox - Pay	£ 397.55
1395	1634	26/01/21	David Cole - Pay & Expenses	£ 528.00
1396	1635	26/01/21	Castle CCTV Ltd (75% of installation & equipment costs)	£ 3,465.00
1397	1636	26/01/21	BCW Office Products Ltd (CCTV Signs)	£ 203.57
1398	1637	26/01/21	Torrige, North, Mid and West Devon Citizens Advice Bureaux	£ 60.00

The Bank Reconciliation for December is complete and correct.

Other Movements In-Month:

None

Other Liabilities (ex VAT):

- a. Play Area repairs £1844. The cable was due to be installed on 22nd December 2020, however, it was too short. Awaiting date on new installation.
- 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). 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 29th January 2020. Therefore, the Council will need to formally approve the final budget and Precept request at our meeting on 26th 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 of note to report:

Pay Underspend.

Clerk: underspend of £956.

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.

Reserves

As we have had additional income for the CCTV project and two invoices to pay this month, I will need to accordingly adjust the reserves by year end. We have the remaining cost of the installation and any expenditure for additional signs.

Forecast:

Commentary as per previous month; the current end-of-year forecast is distorted by the unplanned expenditure on play area repairs and CCTV. The final outturn for the Princetown Toilets could change this forecast dramatically.

Steve Cox

Parish Clerk & Responsible Financial Officer

End of Month Report of Accounts			January 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	£327.24	£396.00
Precept	£17,619.00	£17,619.00	Grass Cutting, Lengthsman	£5,407.47	£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	£2,956.35	£2,956.35	Play Area	£35.00	£1,844.00
Total	£47,213.59	£46,567.74	Running Costs	£61.95	£125.00
			Improve & Repair	£279.96	£2,256.00
			Tools & equipment	£3,067.99	£139.19
			Donations with Powers	£0.00	£150.00
<u>Bank Reconciliation</u>			Section 137	£18.50	£196.00
Cash in Bank	£37,494.33		Fees	£1,636.72	£930.00
Plus Outstanding Income	£41.95		Admin Costs	£1,438.06	£1,631.62
Less Outstanding Cheques	£1,501.24		Clerk's Pay	£2,983.10	£3,939.24
Less spend this month	£4,634.12		Training	£90.00	£180.00
Balance carried forward	£31,400.92		Total	£15,465.59	£23,454.57
			<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	£24,089.20	£23,443.35			
VAT Rebate	£1,691.56	£1,691.56			
Total Expenditure (ex VAT)	£15,465.59	£23,454.57			
Allocated Reserves	£12,498.67	£12,498.67			
General Reserve 1/4/19	£10,756.41	£12,447.97			
Balance carried forward	£10,343.00	£16.61	<i>PAYE & NI owed</i>		<i>£145.00</i>
			<i>VAT to be reclaimed at end of year</i>		<i>£959.77</i>

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 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	£10,773.02

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 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
	Sub-Total	£ 690	£ 757	£ 768	£ 744	£ 500	£ -	£ 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	£ -	£ -	£ -			
	Sub-Total	£ 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					
	Sub-Total	£ 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						
	Sub-Total	£ 3,595	£ 3,457	£ 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
	Sub-Total	£ 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
	Sub-Total	£ -	£ 130	£ 224	£ 110	£ 125		£ 200	
Outputs Page 1 Total		£ 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	£ -	£ -	£ -	£ -	£ -			
	Sub-Total	£ 846	£ 624	£ 452	£ 177	£ 412		£ 390	
Tools & Equipment	Grass cutting	£ 117	£ -	£ -	£ -	£ -		£ -	New mower bought in 2021-22. Does it need
	Other		£ 159	£ -				£ -	Snow blower
	Sub-Total	£ 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	£ -	£ -	£ -		£ -	
	Sub-Total	£ 1,139	£ 1,942	£ 539	£ 229	£ 229		£ 229	
Outputs Page 2 Total		£ 2,102	£ 2,725	£ 991	£ 406	£ 641		£ 619	Notes

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Precept Profile 2020-21 - Draft 2

<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
Fees								
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	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
Sub-Total	£ 716	£ 791	£ 873	£ 772	£ 930		£ 925	
Admin Costs								
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	£ -	£ -	£ -	
Sub-Total	£ 1,271	£ 1,004	£ 1,126	£ 1,361	£ 1,092		£ 1,210	
Clerk								
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	£ -	
Sub-Total	£ 4,901	£ 4,511	£ 5,036	£ 4,931	£ 5,187		£ 5,432	
Training								
DALC Training	£ 99	£ 25	£ 55	£ -	£ 50	£ 180	£ 100	New councillors ongoing training
Other Training	£ -	£ -	£ 235	£ 55	£ -	£ -	£ -	
Sub-Total	£ 99	£ 25	£ 290	£ 55	£ 50		£ 100	
Overheads Page 1 Total	£ 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
Projects								
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:
Projects Total	£ 8,000	£ 24,098	£ 10,161	£ -	£ 80,000		£ 2,000	
Total Expenditure								
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	
Total Routine Expenditure	£ 21,414	£ 20,280	£ 20,595	£ 26,245	£ 21,361		£ 20,910	
Projects Total	£ 8,000	£ 24,098	£ 10,161	£ -	£ 80,000		£ 2,000	
Grand Total Expenditure	£ 29,414	£ 44,378	£ 30,756	£ 26,245	£ 101,361		£ 22,910	

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Precept Profile 2020-21 - Draft 2

Income	2016/17 Outturn	2017/18 Outturn	2018/19 Outturn	2019/20 Outturn	2020-21 Budget	2020-21 Forecast	2021-22 Budget	Notes
Investments & Charges								
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	£ -	£ -	£ -	£ -	£ -			
Sub-Total	£ 2,718	£ 3,941	£ 4,273	£ 3,584	£ 3,801		£ 2,915	
One-Off Grant Income								
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
Sub-Total	£ 9,825	£ 20,087	£ 9,264	£ 1,000	£ 80,000		£ 2,000	
Precept & Council Tax Support Grant								
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%
Sub-Total	£ 17,710	£ 18,344	£ 18,319	£ 17,975	£ 17,619	£ 17,619	£ 17,995	
Grand Total Income	£ 30,253	£ 42,372	£ 31,856	£ 22,559	£ 101,420	£ 17,619	£ 22,910	

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Precept Profile 2020-21 - Draft 2

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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