

Appendix 3

Agenda Item - Financial Management

Cheques to be signed this month:

<u>Ref</u>	<u>Chq No</u>	<u>Date</u>	<u>Payee & Details</u>	<u>Amount</u>
1474	1707	14/12/21	Nigel Tigwell - expenses & allowances - dividers	£ 31.69
1475	1708	14/12/21	David Worth - allowances	£ 18.00
1476	1709	14/12/21	Alison Geen - allowances	£ 7.50
1478	1710	14/12/21	Josh Cook - Litter Picker fee	£ 40.00
1479	1711	14/12/21	David Cole - Pay	£ 1,001.69
1481	1712	14/12/21	HMRC NI D Cole	£ 68.29

Bank Reconciliation: The monthly bank reconciliations has been completed and is correct.

Significant Changes:

- a. VAT rebate received.

Outstanding Income:

- a. Duchy grass cutting invoice £1042.
- b. Vision Zero South West grant £6306.21.

Outstanding Payments/Liabilities:

- a. New printer. A broad order cost for replacement is £200-300.
- b. Upgraded UPS for CCTV. Broad order cost £250. David has purchased a UPS but is not claiming reimbursement yet as it may need to be returned for a different model.

Grass Cutting: David Cole has been paid an extra 38 hours back pay (£501.60) for Churchyard work following the £500 donation from the Walkhampton Church Wardens. This has incurred employee and employer National Insurance charges. Rather than wait until March to give him his remaining back pay, it is intended to pay an additional 12 hours each in January, February and March to minimise stoppages.

There has been no grass cutting in the last two months so having been concerned about overspend, there is now a chance of underspend. There remains space in the budget for Lengthsman and handyman work over the winter up to about 50 hours.

Vision Zero South West Road Safety Partnership Grant Application: The grant application for £6306.21 has been approved. We have until 31 July to complete the project. See separate Agenda item.

Parishscapes Grant Fund and Other Similar Funds: No further progress to date. This will be progressed in the New Year.

- a. Bench seats and a 'chat bench' in Princetown village centre.
- b. Better footpath signposting before Station Cottages.

Risks: The main financial risks identified are listed below.

- a. Undetected liabilities and responsibilities missed during the hiatus. Mitigation: conduct a careful review of the 400+ unread emails. Now deemed negligible.
- b. WDBC challenge to the council's adopted position on public toilet funding. Mitigation: find/create records of discussions and agreements reached; do not reallocate budget until certain risk will not materialise; maintain allocated and

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unallocated reserves to cover potentials costs not covered by budget. No change from last month.

Report of Accounts:

The report of Accounts is shown on the page below. The only change from the mid-year review reported last month is the creation of the Platinum Jubilee allocated reserve with £1,000 of the projected underspend.

Forecast:

The end-of-year forecast remains as per the mid-year review adjusted for the Platinum Jubilee, predicting an underspend in the order of £1,000.

<u>End of Month Report of Accounts</u>			<u>July 2021-22</u>		
<u>Report of Accounts</u>	<u>To Date</u>	<u>Forecast</u>	<u>To Date</u>	<u>Budget/ Forecast</u>	
<u>Income</u>			<u>Expenditure (ex VAT)</u>		
Brought Forward 1/4/21	£24,605.81	£24,605.81	Litter Picking	£392.77	£544.40
Precept	£17,995.00	£17,995.00	Grass Cutting, Lengthsman	£5,717.36	£8,080.00
Council Tax Support Grant	£0.00	£0.00	Dog Bins	£218.92	£220.00
Grass Cutting & Lengthsman	£1,954.65	£1,954.65	Toilets	£0.00	£0.00
Others	£950.00	£950.00	Play Area	£35.00	£200.00
Total	£45,505.46	£45,505.46	Running Costs	£90.11	£200.00
			Improve & Repair	£546.56	£640.00
			Tools & equipment	£26.65	£200.00
			Donations with Powers	£0.00	£150.00
<u>Bank Reconciliation</u>			Section 137	£18.50	£79.00
Cash in Bank	£35,141.16		Fees	£507.00	£925.00
Plus Outstanding Income	£1,042.00		Admin Costs	£1,455.52	£1,460.00
Less Outstanding Cheques	£164.38		Clerk's Pay	£2,750.54	£4,111.84
Less spend this month	£1,167.17		Training	£0.00	£186.00
Balance carried forward	£34,851.61		Reserve Transfer	£1,000.00	£1,000.00
			Total	£12,758.93	£17,996.24
<u>Annual Budget Reconciliation</u>	<u>To Date</u>	<u>To Year End</u>	<u>Notes</u>		
Brought Forward 1/4/21	£34,851.61	£34,851.61	Monthly bank reconciliations correct.		
Total Income	£20,899.65	£20,899.65	VAT Rebate of £1642.88 for 2020-21 claim paid		
VAT Rebate	£1,642.88	£1,642.88			
Total Expenditure (ex VAT)	£12,758.93	£17,996.24			
Allocated Reserves	£13,206.45	£13,206.45			
General Reserve 1/4/21	£23,981.61	£25,624.49			
Balance carried forward	£7,447.15	£566.96			
			<i>VAT to be reclaimed at end of year</i>		<i>£444.15</i>

<u>Reserves Held by the Parish Council</u>				
<u>Allocated:</u>	<u>Start of Year</u>	<u>Transfer In</u>	<u>Transfers Out</u>	<u>Balance</u>
Platinum Jubilee	£0.00	£1,000.00		£1,000.00
Skate Park	£500.00			£500.00
Princetown Toilets	£2,938.00			£2,938.00
Speed Reduccion & Animal Safr	£0.00	£1,336.45		£1,336.45
Contested Election	£2,432.00			£2,432.00
Grass cutting equipment	£5,000.00			£5,000.00
	£10,870.00	£2,336.45	£0.00	£13,206.45
<u>Unallocated:</u>				
General Reserve at start of year	£23,981.61		Expected at end of year	£24,548.57

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

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Precept 2022/23: Following the decisions made at the November meeting, the draft budget for 2022/23 is attached. This shows we can keep the Precept at the same level next year as this (0% increase).

Councillors are requested to approve the draft budget and precept demand.

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Precept Profile 2022/23 - Draft 1

		2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	Notes:
Output Expenditure 1		Outturn	Outturn	Outturn	Outturn	Outturn*	Forecast	Budget	19 and judgements have been necessary
Litter Picking	Pay	£ 690	£ 733	£ 768	£ 744	£ 200	£ 480	£ 504	12 payments of £42 (5% uplift vs NMW 4.1% increase) Sundry bags/gloves
	Other	£ -	£ 24	£ -	£ -	£ 47	£ 60	£ 60	
	Sub-Total	£ 690	£ 757	£ 768	£ 744	£ 247		£ 564	
Grass Cut & Lengthsman	Pay & HMRC	£ 7,759	£ 6,590	£ 6,135	£ 13,145	£ 6,690	£ 7,336	£ 6,250	Churchyard separated from other grasscutting for 2 Reduced by one set as lost DNPA Contract? Covered by allocated reserve. Recommend when i
	WDDB Cuttings Collection			£ 280	£ 480	£ 520	£ 280	£ 280	
	Petrol & Consumables		£ 62	£ 371	£ -	£ 400	£ 475	£ 525	
	Rebuild reserve for replacement				£ -	£ -			
	Other	£ -	£ 39	£ -	£ -	£ -			
Sub-Total	£ 7,759	£ 6,691	£ 6,786	£ 13,625	£ 7,610		£ 7,055		
Churchyard Maintenance	Pay & HMRC							£ 1,900	Assumes full payment for grass cutting based on 20
	Other			£ 198					Covered by grass cutting above
Sub-Total	£ -	£ -	£ 198	£ -	£ -			£ 1,900	
Dog Bins	WDDB Emptying	£ 120	£ 120	£ 120	£ 120	£ 362	£ 120	£ 362	Assumes increase to £3.48 per lift
	Other			£ 198					
Sub-Total	£ 120	£ 120	£ 318	£ 120	£ 362			£ 362	
Toilets	WDDB Charge	£ 3,884	£ 3,457	£ 3,712	£ 3,948	£ 3,938	£ -	£ -	DFPC will no longer contribute - DFPC November 2
	Other	£ -	£ 290						
Sub-Total	£ 3,595	£ 3,457	£ 3,712	£ 3,948	£ 3,938			£ -	
Play Area	Rent	£ 70	£ 70	£ 70	£ 70	£ 70	£ 70	£ 80	
	Inspections	£ 91	£ -	£ 98	£ 103	£ 105		£ 130	
	Other			£ 304		£ 751	£ 1,844	£ 400	Repairs provision - seem to becoming more regular
	Sub-Total	£ 161	£ 70	£ 472	£ 173	£ 926		£ 610	
Running Costs	3/batteries Defib	£ -	£ 30	£ 132	£ 110	£ 125	£ -	£ 220	Service both defibrillators
	Defib Pads	£ -	£ 100	£ 92	£ -	£ -	£ 90	£ 90	NB Replaced Postbridge 2021
	CCTV maintenance & servicing	£ -	£ -	£ -	£ -	£ -	£ -	£ 150	Broad order estimate
	Grass cutting servicing							£ 300	Ride-on mower and strimmer due servicing
	Other	£ -	£ -	£ -	£ -	£ -		£ -	
Sub-Total	£ -	£ 130	£ 224	£ 110	£ 125			£ 760	
Outputs Page 1 Total		£ 12,324	£ 11,225	£ 12,279	£ 18,720	£ 13,208		£ 9,351	

Precept Profile 2022/23 - Draft 1

		2016/17	2017/18	2018/19	2019/20	2020-21	2020-21	2022-23	Notes	
Output Expenditure 2		Outturn	Outturn	Outturn	Outturn	Budget	Forecast	Budget		
Improve & Repair	Cemetery	£ -	£ 233	£ 47	£ -				Risk on General Reserves	
	Improvements	£ 4	£ -	£ -	£ -	£ -		£ -		
	Defibrillator	£ -	£ 25	£ -	£ -	£ -		£ -		
	IT	£ 570	£ -	£ -	£ -	£ 80				
	Christmas Tree Lights	£ 18	£ 16	£ 44	£ 26	£ 26	£ 142	£ 100		New lights bought in 2020-21
	War Memorial	£ -	£ 350	£ -	£ -	£ -		£ -		
	Fixed Asset Repairs	£ -	£ -	£ -	£ 160	£ -		£ 150		Paint bus shelter & NB, repair Hex NB lock
	Grass cutting Repairs	£ 255	£ -	£ 361	£ 151	£ 256	£ 550	£ 250		Servicing will obviate need for major repairs
	Other	£ -	£ -	£ -	£ -	£ -				
	Sub-Total	£ 846	£ 624	£ 452	£ 337	£ 362		£ 500		
Tools & Equipment	Grass cutting	£ 117	£ -	£ -	£ -	£ -		£ -	No equipment due for replacement	
	Snowblower		£ 159							
	Other			£ -				£ -		
Sub-Total	£ 117	£ 159	£ -	£ -	£ -		£ -			
Donations including s137	/Around&About	£ -		£ 150	£ 150	£ 150	£ 150	£ 150	Local Government Act 1972, s.142	
	CAB	£ 60	£ 660	£ 60	£ 60	£ 60	£ 60	£ 70	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	
	Princetown Food Hub							£ 200	s137	
	Postbridge Village Hall	£ -	£ 500	£ -	£ -	£ -		£ -		
	Sub-Total	£ 1,139	£ 1,942	£ 539	£ 229	£ 229		£ 439		
Outputs Page 2 Total		£ 2,102	£ 2,725	£ 991	£ 566	£ 591		£ 939		

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Precept Profile 2022/23 - Draft 1

<u>Overhead Expenditure 1</u>	2016/17 Outturn	2017/18 Outturn	2018/19 Outturn	2019/20 Outturn	2020-21 Budget	2020-21 Forecast	2022-23 Budget	Notes
Fees								
External Audit	£ 200	£ 200	£ 300	£ 200	£ 220	£ 200	£ 220	PKF Littlejohn Fee
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	£ 35	£ 35	
SLCC Subscription	£ 93	£ 100	£ 106	£ 70	£ 150	£ 150	£ 160	If joint Clerk split with other council
DALC subscription	£ 201	£ -	£ 206	£ 212	£ 260	£ 260	£ 270	
Cemetery Consultancy	£ -	£ 254	£ -	£ -	£ -	£ -	£ -	
Other	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
Sub-Total	£ 716	£ 791	£ 873	£ 772	£ 930		£ 945	
Admin Costs								
Insurance	£ 313	£ 502	£ 468	£ 470	£ 480	£ 471	£ 500	
Payroll service	£ 80	£ 102	£ 102	£ 102	£ 102	£ 132	£ 140	
Hall hire	£ 207	£ 184	£ 150	£ 180	£ 180		£ 180	
Zoom Licence				£ 120		£ 120	£ 120	Assume retain Zoom capability for non-public mee
Telephone/Office	£ 30	£ 30	£ 30	£ 30	£ 99	£ 75	£ 30	
Reference Books	£ -	£ 68	£ 7	£ -	£ 70	£ -	£ 70	Anticipate new Arnold Baker
Website & IT	£ 58	£ -	£ 55	£ 290	£ -	£ 165	£ 160	Biennial domain cost £55 & annual site hosting co
Stationery and toner	£ 330	£ 76	£ 169	£ 150	£ 190	£ 40	£ 150	Average
Printing	£ 168	£ -	£ 76	£ -	£ -	£ -	£ 250	New printer of £75pa if Clerk prefers allowance
Postage	£ 86	£ 42	£ 36	£ 40	£ 40	£ 100	£ 50	
Other	£ -	£ -	£ 33	£ 99	£ -		£ -	
Sub-Total	£ 1,271	£ 1,004	£ 1,126	£ 1,481	£ 1,161		£ 1,650	
Clerk								
Pay & HMRC	£ 4,901	£ 4,465	£ 4,864	£ 4,808	£ 5,102	£ 3,854	£ 4,600	Assumes 35 hours x £10.88 for 8 months and £11.0
Mileage	£ -	£ 46	£ 172	£ 50	£ 85	£ -	£ 50	Broad order provision. Mileage excluded from con
Councillor allowances	£ -	£ -	£ -	£ 73	£ -	£ 99	£ -	
Sub-Total	£ 4,901	£ 4,511	£ 5,036	£ 4,931	£ 5,187		£ 4,650	
Training								
DALC Training	£ 99	£ 25	£ 55	£ -	£ 50	£ 180	£ 100	New councillors
New Clerk Training						£ 150	£ 510	CILCA qualification (£410) - plus for other training
Other Training			£ 235	£ 55	£ -		£ -	
Sub-Total	£ 99	£ 25	£ 290	£ 55	£ 50		£ 610	
Overheads Page 1 Total	£ 6,987	£ 6,330	£ 7,325	£ 7,239	£ 7,328		£ 7,855	

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Precept Profile 2022/23 - Draft 1

<u>Project Expenditure</u>	2016/17 Outturn	2017/18 Outturn	2018/19 Outturn	2019/20 Outturn	2020-21 Budget	2020-21 Forecast	2022-23 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	£ -	
Skate Park				£ -	£ 70,000		£ -	Any spend in 2022/23 with be fully grant funded.
Platinum Jubilee						£ 1,000	£ 1,000	
Projects Total	£ 8,000	£ 24,098	£ 10,161	£ -	£ 80,000		£ 1,000	
Total Expenditure								
Outputs Page 1 Total	£ 12,324	£ 11,225	£ 12,279	£ 18,720	£ 13,208		£ 9,351	
Outputs Page 2 Total	£ 2,102	£ 2,725	£ 991	£ 566	£ 591		£ 939	
Overheads Page 1 Total	£ 6,987	£ 6,330	£ 7,325	£ 7,239	£ 7,328		£ 7,855	
Total Routine Expenditure	£ 21,414	£ 20,280	£ 20,595	£ 26,525	£ 21,127		£ 18,145	
Projects Total	£ 8,000	£ 24,098	£ 10,161	£ -	£ 80,000		£ 1,000	
Grand Total Expenditure	£ 29,414	£ 44,378	£ 30,756	£ 26,525	£ 101,127		£ 19,145	

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Income	2016/17 Outturn	2017/18 Outturn	2018/19 Outturn	2019/20 Outturn	2020-21 Budget	2020-21 Forecast	2022-23 Budget	Notes
Investments & Charges								
Santander	£ 14	£ 12	£ 414	£ -	£ -	£ -	£ -	Grant reduced Shares now sold
Cemetery	£ 75	£ 500	£ 200	£ -	£ -	£ 350	£ -	4 burials in 10 years so do not assume income
Duchy Grass	£ 750	£ 750	£ 750	£ 825	£ 1,002	£ 1,002	£ 1,030	Contract price uplifts by RPI each year. Assume RPI
DCC Grass	£ 179	£ 179	£ 109	£ 109	£ 116	£ -	£ 120	Dictated by DCC - see note below
DNPA Grass	£ 700	£ 1,500	£ 1,800	£ 1,650	£ 1,683	£ -	£ -	Lost contract from 2021-22 - rebid when advertise
DNPA Toilets Contribution	£ 1,000	£ 1,000	£ 1,000	£ 1,000	£ -	£ -	£ -	
Other	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
Sub-Total	£ 2,718	£ 3,941	£ 4,273	£ 3,584	£ 2,801		£ 1,150	
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						£ 500	£ -	Assume any grant will be cost neutral.
Total Grants & Donations for Skate Park					£ 70,000	£ -	£ -	
Sub-Total	£ 9,825	£ 20,087	£ 9,264	£ 1,000	£ 70,000		£ -	
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	£ 17,995	£ 17,995	
Sub-Total	£ 17,710	£ 18,344	£ 18,319	£ 17,975	£ 17,619	£ 17,995	£ 17,995	
Grand Total Income	£ 30,253	£ 42,372	£ 31,856	£ 22,559	£ 90,420	£ 17,995	£ 19,145	

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Precept Profile 2022/23 - Draft 1

Check Sheet

Grand Total Expenditure

Outputs Page 1 Total	£ 9,351	
Outputs Page 2 Total	£ 939	
Overheads Page 1 Total	£ 7,855	
Projects Total	£ 1,000	
		£ 19,145

Grand Total Income

Investments & Charges	£ 1,150	
One-Off Grant Income	£ -	
Precept & Council Tax Support Grant	£ 17,995	
		£ 19,145

Variance

£ -

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