

GREAT HORKESELEY PARISH COUNCIL



DRAFT ANNUAL REPORT 2019 - 2020



MUNICIPAL YEAR 2019 – 2020

Web: www.greathorkelesley-pc.gov.uk

E-mail: parish-clerk@greathorkelesley-pc.gov.uk

Chairman's Report 2019 - 2020

I took over the chair mid-term in September with my predecessor taking the Vice-Chair unfortunately a Councillor of nine years standing had to leave due to other commitments which left the Council five members short, causing problems to have a quorum. Happily, this was resolved by year end with a full complement of nine councillors.

In the autumn with the help of an ex councillor we managed to resolve the school bus problem due to overload and time schedules.

I had the pleasure to welcome Mike "The Village Warden" as a contractor who has proved a major asset to the village. I would like to thank Mike for all his work.

At last we resolved the security of the village hall car park, with a donation from Horkesley Village Fundraisers for the metal barriers.

Everything seemed to be running smoothly, liaison with our PCSOs, Christmas tree competition, forward looking to celebrations in May, the budgets and precepts in place, then Covid-19 and the government lockdown.

In late March we asked for volunteers to assist residents who were self-isolating or shielding in the village with shopping, prescription collections and any help required. A large number of residents kindly volunteered and continued their good work for the residents of the village. I would like to thank all the volunteers for their time and help. The parish clerk co-ordinated the volunteers and assisted residents.

We lost one of our new Councillors due to the situation but thankfully we have managed to continue our parish business using Video Conferencing on Zoom".

I thank all my fellow Councillors for their participation and help, also our employees Alan the Caretaker, Tina the Booking-Manager, Jim the Village Hall Grounds Maintenance contractor, but especially to our Parish Clerk Penny who continued to work during lock down and bears the brunt of all the parish council work.

Cllr Mick Mead
Council.

Chairman of Great Horkesley Parish

APPENDICES TO ANNUAL REPORT 2019 – 2020

Fig 1: PRECEPT CALCULATION

£	£	£	£	£	£
2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
87,155.00	86,165.00	87,645.00	78,249.30	83,187.60	87,005.00
-27,262.00	-25,440.00	-25,900.00	-22,352.00	-25,738.08	-33,633.23
-1,283.00	-1,165.00	-1,079.00	-981.00	-928.00	-864.00
58,610.00	59,560.00	60,666.00	54,916.30	56,521.52	52,507.77
-36,680.00	-47,837.00	-48,875.00	-40,930.00	-38,310.00	-32,854.00
21,930.00	11,723.00	11,791.00	13,986.30	18,211.52	19,853.77
1,004.60	1,030.10	1,036.10	1,043.80	1,047.10	1,044.40
21.83	11.38	11.38	13.40	17.39	19.01

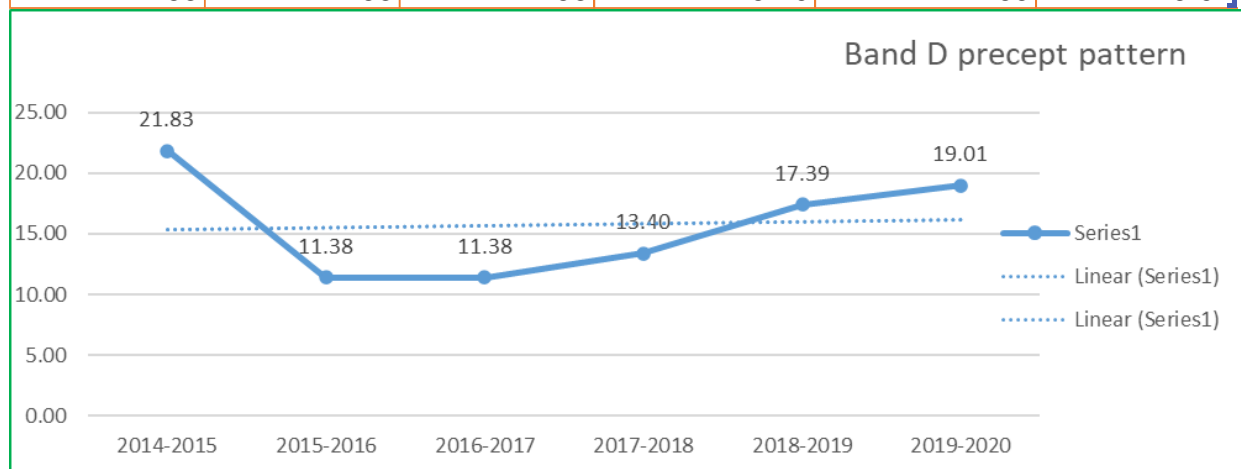


Fig 2: Key Points of the Statutory Annual Return for Internal and External Audit

Section 1 - Accounting Statements for GREAT HORKESLEY PARISH COUNCIL							
	Year Ending		Comments	Variance	% Var	Unrounded	
	31/03/2019	31/03/2020				£	£
1 Balances Brought Forward	60,861	64,102		3,241	5.3%		64,101.47
2 (+) Annual Precept	18,212	19,854		1,642	9.0%		13,986.30
3 (+) Total Other Receipts	35,971	33,657		-2,314	-6.4%	117,613	39,524.82
4 (-) Staff Costs	30,241	34,968	Increase in Clerks salary = £3,114 therefore also an increase in LGPS contributions by £1,692 = £4806 with a reduction of cost for VH employees -£78 total £4,728.	4,728	15.6%		0.00
5 (-) Loan Interest/Capital Repayments	0	0		0			
6 (-) All Other Payments	20,701	31,735	Increase in maintenance and other costs = £9,833, new Village Warden = £5,020, with nett ups - £3,821 = 11,034	11,034	53.3%	66,703	66,702.76
7 (=) Balances Carried Forward	64,102	50,910	Box 7 is more than twice box 2 because the authority held the following breakdown of reserves at the year end: £34,774 Village Hall Reserve arising from donations and grants: £16,136 represents the amount left of total payments and which figure is less than twice box 2. Total: £50,910.	-13,192	2.6	50,910	50,909.83
8 Total Cash and Short Term Investments	64,102	50,910		-13,192	-20.6%		50,909.83
9 Total Fixed Assets and Long Term Assets	513,847	518,984		5,137	1.0%		518,983.69
10 Total Borrowings	0	0		0			
11 Trust Funds (Incl charitable disclosure note)	No	No					
Minute Ref							
Date							

Audit Commission requires variances of 15% in boxes 2,3,4,5,6,9,& 10 to be explained. Also explanation for any high reserves (box 7 more than twice box 2).

Fig 3: Bank Reconciliation Balances 2018/19 and 2019/20

BALANCES	2018-2019			2019-2020
Business a/c (Opening)	59,042.72			62,631.04
Current a/c (Opening)	1,817.40			1,470.43
Income	54,183.25			53,511.12
	115,043.37			117,612.59
Less Expenditure	-50,941.90			-66,702.76
	64,101.47			50,909.83
Represented by				
Business a/c	62,631.04			49,000.00
Current a/c	1,798.43			2,079.33
Unpresented (Nett)	-328.00			-169.50
	64,101.47			50,909.83

Fig 4: Special Expenses that must be reported publicly.

Date Paid	ID	Name	Description	Note *	Our Ref	£ Payments
19/02/19	94	Horkesley Village Funraisers	Village News Publications	1	2485	150.00
						150.00
Members Expenses						
18/06/20	19	Clr Arnold	Chairmans Allowance	2	2525	250.00
						250.00
Expenditure incurred under s137 powers						
16/04/19	6	1st Great Horkesley Scouts	Grant	3	2516	280.00
16/04/19	7	Great Horkesley PCC	Grant	3	2517	600.00
16/04/19	8	Grt & Lt Horkesley Friendship Club	Grant	3	2518	240.00
16/04/19	9	Suffolk County Council	Grant	3	2519	100.00
						1,220.00
Note:	Notes					
	1	S142 of the Local Government Act 1972 Permits expenditure on publicity relating to council service provision				
	2	The Local Authorities (Members' Allowances) (England) Regulations 2003 - S31 (3): States that allowances paid to Parish Councillors must be published.				
	3	S137 of the Local Government Act 1972: Permits certain limited expenditure for which there are no other specific powers				
		http://www.legislation.gov.uk/ukxi/2003/1021/regulation/31/made				
Note:	S 137 (4)(a) Expenditure Limit		£ per elector	Electors	£	
	Expenditure Limit 2019/20		8.12	2,044	16,597.28	
	Expenditure				1,220.00	
			Percentage of allowable used		7.35%	

Fig 5: Summary of Parish Council Budgetary Outturn




BUDGETARY CONTROL PARISH COUNCIL 2019-2020					
(Excluding New Village Hall)					
		SUMMARY:			
		Position at the end of the financial year			
OUR DAY TO DAY OPERATING FIGURES					
		We paid out	£28,065.22	for day to day running costs.	
		 (which was	£2,002.22	more than we had provided for).	
		We received	£23,163.17	via precept, grants, VAT refund & bank interest	
		 (which was	£904.17	more than we aimed for).	
		Our day to day operating deficit for this period was:			
			£4,902.05		
		 Which is:	£1,098.05	worse than predicted	
		<i>Above allows for internal adjustment to reflect use of the village hall for PC meetings</i>			
		<i>The PC removed the £10,000 capital budget for allotment land for 2017/18</i>			

Fig 6: Summary of Village Hall Budgetary Outturn

BUDGETARY CONTROL FOR NEW VILLAGE HALL 2019-2020				
SUMMARY:				
Position at the end of the financial year				
OUR DAY TO DAY OPERATING FIGURES				
We paid out £32,168.98 for day to day running costs.				
■	(which was	£1,826.98	more than we had provided for).	
We received £26,047.95 in hire fees and electricity income.				
■	(which was	£5,244.05	lower than we aimed for).	
Our day to day operating deficit for this period was:				
		£6,121.03		
■	Which is:	£7,071.03	worse than predicted	
<i>Above allows for internal adjustment to reflect use of the village hall for PC meetings</i>				
<i>Excludes 'temporary' net deficit comprising retainers paid in and returned of: £242.00</i>				
OUR NEST EGG				
The Village Hall had a separate budget (Called the "Capital Budget") for major projects and items at the start of the year of:				
		£36,700.00		
We gained a top-up of £2,400.00 from fundraising and grants				
and upped the budget to £39,100.00 in round figures				
So far we have spent: £4,326.56				
So the Village Hall has a remaining nest egg of:				
		£34,773.44		
for expenditure over and above the budgets for day to day running.				

NB: The remaining nest egg will be reduced by the revenue deficit of £6,363.03 *including retainers

Fig 7: Summary for both Accounts

PARISH COUNCIL AND VILLAGE HALL OVERALL SUMMARY		
Position at the end of the financial year		
2019-2020		
Balance Totals	£	£
Opening Bank Balance (Business Account)		62,631.04
Opening Bank Balance (Current Account)		<u>1,470.43</u>
Therefore our total in the bank at the start of the year was:		64,101.47
<u>In Year Balances at end of this period</u>		
PC Summary Balance (Revenue)	4,902.05	-
NVH Summary Balance (Revenue)	6,121.03	-
Balance of Retainers	-242.00	-
VH Capital Spend	4,326.56	-
VH Receipts towards Capital	2,400.00	-
TOTAL In Year Balances at end of this period		13,191.64
Therefore the total that should be in the bank at the end of this period is:		50,909.83
However this nett total of payments and receipts are still to be presented		169.50
And this nett total of payments and receipts are still to be presented from previous years		0.00
Therefore our actual total in the bank at the end of this period is:		51,079.33
Made up of:		
Business Account Balance at end of this period		49,000.00
Current Account Balance at the end of this period		2,079.33
Total in Bank Accounts at the end of this period		51,079.33
Total (due) in Bank at current period (Village Hall)		30,810.41
Total (due) in Bank at current period (Parish Council)		20,099.42
		50,909.83
Current Balance Check Figure	0.00	0.00

Fig 8: Parish Council Accounts (Excluding Village Hall)

PARISH COUNCIL Payments	£ 2018/19 Actual	£ Budget 2019-2020	£ To Date 2019-2020 Received/ Paid	£ Budget 2019-2020 variance	Variance 2018-19 against 2019/20
Admin (40% of costs)	403.52	400.00	365.90	-34.10	-37.62
Members' Expenses	178.20	40.00		-40.00	-178.20
Sundry	20.00	30.00	40.44	10.44	20.44
Street Furniture	150.00	100.00	456.97	356.97	306.97
Mobile Phone (Clerk 50%)		130.00	78.61	-51.39	78.61
Elections		1,000.00	62.41	-937.59	62.41
Publications	150.00	450.00	150.00	-300.00	
External Audit (50%)	100.00	100.00	150.00	50.00	50.00
Internal Audit (50%)	80.00	80.00	87.50	7.50	7.50
Insurance	318.92	330.00	367.25	37.25	48.33
Grants	1,921.34	1,220.00	1,220.00		-701.34
IT Expenses (50%)	150.66	170.00	339.96	169.96	189.30
Chair	240.00	250.00	250.00		10.00
Clerk's Salary (60%)	9,618.88	8,484.00	11,487.32	3,003.32	1,868.44
LGPS 60% of cost	2,362.75	2,724.00	3,377.67	653.67	1,014.92
Lights Power	508.93	550.00	616.94	66.94	108.01
Lights Maintenance	1,471.60	1,800.00		-1,800.00	-1,471.60
Subscriptions (see list)	793.61	815.00	766.72	-48.28	-26.89
Conf/Training	265.00	1,200.00	561.25	-638.75	296.25
Village Warden		6,000.00	5,020.26	-979.74	5,020.26
Vat Paid	1,626.84		2,366.02	2,366.02	739.18
Hall Rental (Internal Adj)	222.50	190.00	300.00	110.00	77.50
TOTAL Payments	20,582.75	26,063.00	28,065.22	2,002.22	7,482.47
Receipts					
Vat Reclaim	-1,478.16	-1,461.23	-1,626.84	-165.61	-148.68
Bank Interest	-124.23	-80.00	-120.54	-40.54	3.69
Other Grants/Donations	-4,611.10		-698.00	-698.00	3,913.10
Receipts Sub Total	-6,213.49	-1,541.23	-2,445.38	-904.15	3,768.11
CBC RS Grant	-928.00	-864.00	-864.00		64.00
Precept	-18,212.00	-19,853.77	-19,853.79	-0.02	-1,641.79
Grant/Precept Sub Tot	-19,140.00	-20,717.77	-20,717.79	-0.02	-1,577.79
TOTAL Receipts	-25,353.49	-22,259.00	-23,163.17	-904.17	2,190.32
PC Revenue Balances	-4,770.74	3,804.00	4,902.05	1,098.05	9,672.79

Fig 9: Village Hall Separate Accounts



VILLAGE HALL Budget Sub Heading	£ 2018/19 Actual	£ Budget 2019-2020	£To Date 2019-2020 Paid Received	£ Budget 2019-2020 variance	Variance 2018-19 against 2019/20
Revenue Payments					
Admin (60% of costs)	605.28	450.00	548.85	98.85	-56.43
Audit Fees 50% shared costs	180.00	250.00	237.50	-12.50	57.50
Broadband & IT Systems	484.52	520.00	412.54	-107.46	-71.98
Clerk's Salary shared cost (40%)	6,412.59	5,656.00	7,658.21	2,002.21	1,245.62
LGPS 40% of cost	1,575.16	1,816.00	2,251.78	435.78	676.62
Salaries	10,271.64	13,790.00	10,193.40	-3,596.60	-78.24
Other Cleaning Costs	551.59	550.00	2,291.59	1,741.59	1,740.00
Electricity	1,499.35	1,020.00	1,699.49	679.49	200.14
Fire Equip /Intruder Alarm Contract	42.50	45.00	45.00		2.50
General Maintenance	1,535.88	1,950.00	741.32	-1,208.68	-794.56
Grounds Maintenance	1,842.96	2,310.00	1,495.00	-815.00	-347.96
Insurance	478.25	500.00	550.87	50.87	72.62
IT (50% of costs)	150.67	170.00	339.96	169.96	189.29
Licences PPL/PRS/TV	656.09	400.00	1,101.55	701.55	445.46
Miscellaneous	4.00		13.20	13.20	9.20
RCCE VH Subscription	100.00	50.00		-50.00	-100.00
Mobile Phone	101.68	105.00	103.69	-1.31	2.01
Mobile Phone (Clerk's share 50%)		100.00	78.61	-21.39	
Water Bills	430.35	400.00	1,380.92	980.92	950.57
Conference/Training		50.00		-50.00	
Cancellations Refunded	319.25	400.00	1,325.50	925.50	1,006.25
Adjustment for hall hire to PC *	-222.50	-190.00	-300.00	-110.00	-77.50
Total Revenue Payments	27,019.26	30,342.00	32,168.98	1,826.98	5,071.11
Revenue Receipts					
Main Hall: Residents	-11,129.83	-15,616.00	-9,960.13	5,655.87	1,169.70
Main Hall: Non-Residents	-11,882.00	-13,396.00	-14,015.75	-619.75	-2,133.75
Meeting Room: Residents	-932.00	-1,200.00	-1,355.52	-155.52	-423.52
Meeting Room: Non-Residents	-681.50	-600.00	-36.00	564.00	645.50
Whole Building: Residents					
Whole Building: Non-Residents					
Commercial Hire					
Total Hire Fees/Advance Payments	-24,625.33	-30,812.00	-25,367.40	5,444.60	-742.07
Electricity sold to grid	-680.93	-480.00	-680.55	-200.55	0.38
Sub Total of Direct Revenue	-25,306.26	-31,292.00	-26,047.95	5,244.05	-741.69
Revenue Balances excl Retainers	1,713.00	-950.00	6,121.03	7,071.03	4,329.42
RETAINERS					
Retainers Refunded to hirers	1,852.50	1,750.00	2,142.00	392.00	289.50
Retainers Received from Hirers	-1,725.00	-800.00	-1,900.00	-1,100.00	-175.00
Balance of Retainers	127.50	950.00	242.00	-708.00	114.50
Revenue Balances with Retainers	1,840.50		6,363.03	6,363.03	4,443.92

Fig 10: Summary Village Hall Capital:

VILLAGE HALL Budget Sub Heading	£ 2017/18 Actual	£ Budget 2019-2020	£To Date 2019-2020 Spent	£ Budget 2019-2020 variance	Variance 2018-19 against 2019- 2020
CAPITAL EXPENDITURE					
Payments					
Capital Fund (Current)	1,487.39	39,100.00	4,326.56	-34,773.44	2,839.17
Receipts towards Capital (Which are included in the Current Capital Fund above)					
Donations/Grants	-1,478.50		-2,400.00	-2,400.00	-921.50
Fundraising	-320.00				320.00
Total Receipts to support Capital	-1,798.50		-2,400.00	-2,400.00	-601.50
Total Revenue&Capital Payments	30,359.15	71,192.00	38,637.54	-32,554.46	8,199.78
Total Revenue & Capital Receipts	-28,829.76	-32,092.00	-30,347.95	1,744.05	-1,518.19
Combined Rev&Capital Balances	1,529.39	39,100.00	8,289.59	-30,810.41	6,681.59

Fig 11: Summary of Parish Council and Village Hall

	£ 2018/19 Actual	£ Budget 2019-2020	£ To Date 2019-2020 Received/ Paid	£ Budget 2019-2020 variance	Variance 2018-19 against 2019/20
Payments					
Parish Council Revenue	20,582.75	22,063.00	28,065.22	6,002.22	7,482.47
Village Hall Capital	1,487.39	34,600.00	4,326.56	-30,273.44	2,839.17
Village Hall Revenue	28,871.76	30,342.00	34,310.98	3,968.98	5,439.22
TOTAL Expenditure	50,941.90	87,005.00	66,702.76	-20,302.24	15,760.86
Receipts					
PC Receipts	-6,213.49	-1,541.23	-2,445.38	-904.15	3,768.11
Village Hall Receipts	-28,829.76	-32,092.00	-30,347.95	1,744.05	-1,518.19
Receipts Sub total	-35,043.25	-33,633.23	-32,793.33	839.90	2,249.92
CBC RS Grant	-928.00	-864.00	-864.00		64.00
Precept	-18,212.00	-19,853.77	-19,853.79	-0.02	-1,641.79
TOTAL Receipts	-54,183.25	-54,351.00	-53,511.12	839.88	672.13
Combined Balances	-3,241.35	32,654.00	13,191.64	-19,462.36	16,432.99

Fig 12: Village Hall Hire Income Sources (Excludes retainers refunded and Cancellations)

Village Hall Hires 2019 - 2020 Income	£
AA Meetings	649.02
Art Classes	1,170.00
Baby Sensory	450.00
Craft Club	228.00
D & S Club	522.50
Dynamite Dance	1,030.00
Eagle Ministries	3,060.75
Encore Choir	168.00
Friendship Club	294.00
Knitting Club	888.00
Little Giggles	1548.00
Masonic Meetings	490.00
One-Off Hire	13,020.50
Rangers	126.00
Scouts	504.00
Spanish Classes	520.63
Womens Institute	258.00
Yogababe	1,908.00
Youth Club	432.00
Total	25,367.40

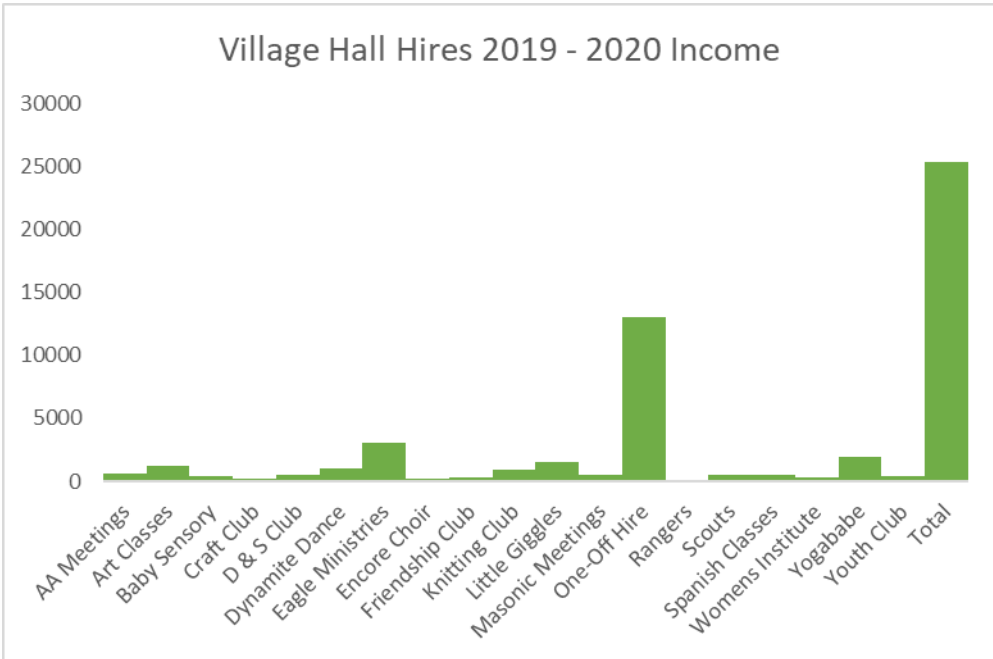


Fig 13: Key points from the accounts:

1. The Council finished at the year end with a surplus of £13,191.64
2. The village hall incurred a deficit of £6,121.03.
*Excluding retainers paid and returned. #Excluding retainers as these are returnable.
3. The Council's balance was £64,101.47 at the start of the year to £51,079.33 actual, or £50,909.83 (when allowing for a cheque for £169.50 which had not been presented by the year end).
4. Based upon the outturn for 2019/20 a revised capital budget for next year (2020/21) of £28,410.00 can be agreed as set out in Fig 13a below.
5. The largest hire income came from one-off hires at £13,020.50 with the highest single regular hirer organisation income once again received from Eagle Ministries at £3,060.75
6. Village hall receipts increased in all categories by £742.07

Fig 13a Capital Budget rolled forward to 2020 - 2021

Budget to Roll Over to 2020/21	
Adjusted Budget at the end of 2019/20	39,100.00
Less spent in 2019/20	4,326.56
Unspent rolled forward	34,773.44
Nett revenue budget deficit agreed to deduct from capital	-6,363.03
Total Budget adjusted for outturn	28,410.41
TOTAL BUDGET ADJUSTED FOR OUTTURN (ROUNDED)	28,410.00

Fig 14: Parish Council Members during 2019 - 2020

Chairman: Christopher Arnold then from 17 September 2019 Mick Mead

Vice-Chairman: Mick Mead then from 17 September 2019 Christopher Arnold

Other Members: Geoffrey Baker, Teri Duckworth, Martin Ewing, Victor Flores, Liz Taverner, Caroline Wescomb-Cross & Lance Williams.

Linda Harris: Resigned 19/09/19

Parish Clerk and Responsible Financial Officer: Penny Mutch.