

Great Horkesley PARISH COUNCIL



ANNUAL REPORT

Approved 9 May 2014

Minute Ref: 17 (i)



MUNICIPAL YEAR 2013 – 2014

Web: www.greathorkesley-pc.gov.uk

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

Chairman's Introduction

I am pleased to introduce the Annual Report of Great Horkesley Parish Council which looks back on our work during the Municipal Year from 1 April 2013 until 31 March 2014 and forward to the coming year 2014/15.

I would like to take this early opportunity of thanking our Clerk Penny Mutch for all her work throughout the year. This is her first Annual Report and the detail it contains is very comprehensive. This is also the first complete year's accounts of the New Village Hall which I will look back on and report later during the evening.

During the year we lost Councillor Charles McKay. Charles served the Council and Village for many years. He was very active within the Council and also a member of the Village Hall Committee. We all wish Charles and his wife Ingelise the very best in retirement.

I'm pleased to introduce David Borthwick who was co-opted onto the Council in November 2013. David has lived in the Village for many years. He previously served in the regular Armed Forces and whilst currently employed elsewhere he is an active member of the Army Reserve.

We have also gained the experience of Alan Stewart our every ready handyman. Alan has been co-opted onto our Village Hall Committee as an adviser on many subjects including IT, electrical solutions and general handyman. He also assists in greeting Hirers to the Hall as and when needed. Alan is at present a volunteer, committed to the Parish and the Village Hall.

I will also take this opportunity in thanking all of our Councillors for their work and commitment during the year. Councillors not only attend Council Meetings but other meetings throughout the area. Training Courses are attended which not only provides knowledge but just as important contact with fellow Councillors throughout North Essex. I have personally found these meetings useful.

During the year especially during the winter months we received many complaints re footways and potholes throughout the Village. Ralph Barrington, our Highways Representative has worked tirelessly writing and personally contacting various Officers within the Highways Department with great success. Together with our County Councillor Anne Brown he has pushed forward our concerns and I am pleased to say things are a changing and potholes are being repaired, the footway through the Village will receive some extensive work and during the past week or so, we have been informed that repair work will commence on two side roads during May 2014. Road closures have been announced to allow this work to proceed.

Councillor Robin Rennie who cannot be present tonight for family commitments has recently taken on the lead role as Speed Watch Co-ordinator. He has acquired a handheld Speed device and on several occasions together with his volunteers has been out monitoring the A134. On his return speed watch will be operating at various locations in the Village. Experience shows that local residents are the main offenders. No favours given and all those offending will be reported to the appropriate authority.

I welcome you all here tonight, this is your meeting, during the evening we will listen to and answer any queries or questions you may ask.

Lance Williams

Chairman of Great Horkesley Parish Council 2013 - 2014

APPENDIX TO ANNUAL REPORT 2013/14

Local Crime Statistics

Fig (i) Police Statistics 2012 and 2013

Crime	2011	2012	2013
Anti-Social Behaviour	42	20	28
Burglary	15	8	4
Criminal Damage & Arson	3	11	15
Drugs	0	0	1
Other Theft	3	10	8
Public Disorder & Weapons	0	0	2
Robbery	0	0	0
Shop Lifting	0	0	0
Vehicle Crime	11	10	15
Violent Crime	11	9	8
Other Crime	9	1	0
Total	94	69	81

Comment:

- Overall crime has increased in 2013 compared to 2012 but has not quite returned to 2011 levels.
- Anti-social behaviour has decreased significantly since 2011 but Criminal Damage and Arson shows a significant year on year rise.

The Accounts Appendix 2013 – 2014 with previous year comparisons.

Figure (iii) PRECEPT CALCULATION

PRECEPT CALCULATION				
Factor	2010-2011	2011-2012	2012-2013	2013-2014
Budget Requirement	18,162.00	13,009.00	13,786.73	41,178.00
Less Income (Excluding Grant)		-317.00	-276.00	-17,940.00
Less Grant from CBC	-5,846.00	-2,945.00	-2,945.00	-1,410.00*
Nett Budget Requirement	12,316.00	9,747.00	10,565.73	21,828.00
Less Proposed use of Balances	-3,212.00	-400.00		
Precept on CBC	9,104.00	9,347.00	10,565.73	21,828.00
Band D Equivalentents	935.50	960.60	991.00	966.40
PRECEPT per Band D Property	9.73	9.73	10.66	22.59
	As	As	As	As
	Approved	Approved	Approved	Approved
	03/02/10	02/02/11	04/01/12	09/01/13
Budgets are subject to in year revisions				
* Colchester Borough Council Grant for 2013-14 was £500 plus a non-grant related adjustment figure of £910.				
The Precept for 2014/15 will decrease by 3.4% to £21.83 per Band D property.				

Fig (iv): Key Points of the Statutory Annual Return for Internal and External Audit

	31/03/2013	31/03/2014	Comments
	£	£	
1 Balances Brought Forward	31,878	29,766	
2 (+) Annual Precept	10,566	21,828	
3 (+) Total Other Receipts	22,854	55,272	Full year running of village hall increased income by £20,045 less (£5,413) reduction in donations made prior to opening = £14,632 nett. Higher VAT reclaim due to purchases for VH in previous year of £2,818 + misc grant <u>nett</u> increased receipt of £19,938 for playground; less no income re Diamond Jubilee diff of (£3,437) and reduced RSG of (£1,535). Bank interest is up by £2. = £32,418
4 (-) Staff Costs	5,768	10,905	New cost of cleaner for VH £1,372 + additional costs of retaining previous Clerk until 10 May + increased hours of new Clerk due to VH and contractual pay rises totalling £3,765 = £5137
5 (-) Loan Interest/Capital Repayments	0	0	N/A
6 (-) All Other Payments	29,764	44,219	£20,000 playground grant passed to CBC; £8,262 due to full year running costs for VH; £378 more spent on training for new members and new responsibilities; £207 extra on street light repairs. £810 more given in grant aid to organisations; £846 to renew IT equipment. Various overs totalling £142. Overs total £30,645 (£11,420) less spent on equipping the village hall since opening last year and less VAT paid (£1,350); Expenditure last year on QDJ was (£2,275); (£462) less was spent on general repairs. (£294) less spent as no need to hire a hall for meetings. No invoice received this year for village news entries = (£150); Competitive tender of insurance saved (£126). Various unders totalling (£113). Unders total £16,190 = £14,455
7 (=) Balances Carried Forward	29,766	51,742	
8 Total Cash and Short Term Investments	29,766	51,742	
9 Total Fixed Assets and Long Term Assets	487,027	497,360	New Bus Shelter, shed, fencing and IT equipment replacement.
10 Total Borrowings	0	0	N/A
11 Trust Funds (Including charitable disclosure note)	No	No	

Figure (v) Bank Reconciliation Balances 2012/13 and 2013/14

BALANCES	2012-2013	2013-2014
Business a/c (Opening)	26,043.91	16,055.69
Current a/c (Opening)	5,833.72	13,710.28
Income	33,419.74	77,100.34
	65,297.37	106,866.31
Less Expenditure	-35,531.40	-55,123.97
	29,765.97	51,742.34
Represented by		
Business a/c	16,055.69	36,014.29
Current a/c	13,766.86	18,050.91
Unpresented (Nett)	-56.58	-2,322.86
	29,765.97	51,742.34

Figure (vi) Special Expenses that must be reported publically.

Date Paid	Name	Description	Note *	£ Payments
30/04/13	Chairman	Travel for training and refreshments APM	2	34.66
09/05/13	Chairman	Chairman's Allowance	2	240.00
27/02/14	Chairman	Travel Expenses with Clerk to training	2	27.00
06/03/14	Cllr Barrington	Travel & Parking Expenses to training	2	61.00
28/02/04	Cllr Rennie	Travel Expenses to EALC Cllr Rennie	2	27.00
28/05/13	Cllr Mead	Travel Expenses To Village Hall Course	2	27.00
			Total	416.66
NOTES:	Publicity	No expenditure incurred during the year	1	
	S137	S137 expenditure did not apply to this Council.		

Fig (vii) Summary of Parish Council and Village Hall Accounts

Heading	£ Actual 2012/13	£ Budget 2013/14	£ Outturn 2013/14 Received/ Paid	£ Budget 2013/14 variance
PARISH COUNCIL				
All Payments	16,992.75	27,208.00	38,371.74	11,163.74
Internal Recharges	235.50		396.35	
Total Payments Incl Recharges	17,228.25	27,208.00	38,768.09	11,163.74
All Receipts				
Internal Recharges	-17,162.69	-28,638.00	-46,211.21	-17,573.21
Total Receipts Incl Recharges	-692.90		-6,471.26	
Total Receipts Incl Recharges	-17,855.59	-28,638.00	-52,682.47	-17,573.21
Revenue Balances	-627.34	-1,430.00	-13,914.38	-6,409.47
VILLAGE HALL				
Revenue Payments	2,540.75	11,070.00	12,174.28	1,104.28
Internal Recharges	692.90		6,471.26	
Total Payments Incl Recharges	3,233.65	11,070.00	18,645.54	1,104.28
Revenue Receipts				
Internal Recharges	-6,327.05	-12,540.00	-26,371.86	-13,831.86
Internal Recharges	-235.50		-396.35	
Total Receipts Incl Recharges	-6,562.55	-12,540.00	-26,768.21	-13,831.86
Revenue Balances	-3,328.91	-1,470.00	-8,122.67	-12,727.58
Capital Payments	15,997.90	17,753.00	4,577.95	-13,175.05
Capital Receipts	-9,930.00		-4,517.27	-4,517.27
Capital Balances	6,067.90	17,753.00	60.68	-17,692.32
Revenue & Capital Payments	19,231.55	28,823.00	23,223.49	-12,070.77
Revenue & Capital Receipts	-16,492.55	-12,540.00	-31,285.48	-18,349.13
Village Hall Total Balance	2,739.00	16,283.00	-8,061.99	-30,419.90
TOTALS (ALL)				
<i>Recharges Included</i>				
Payments	36,459.80	56,031.00	61,991.58	-907.03
Receipts	-34,348.14	-41,178.00	-83,967.95	-35,922.34
Balances	2,111.66	14,853.00	-21,976.37	-36,829.37
<i>Internal Recharges included to represent true cost of village hall operations</i>				

Note:

Recharges represent an appropriate share of GHPC audit fees, Clerk's costs and other admin costs or internal charges by the Village Hall for hall use by the Parish Council and its committees and working parties.

Figure (viii) Parish Council and Village Hall Payments and Receipts

Payments	£ Actual 2012/13	£ Budget 2013/14	£ Outturn 2013/14 Received/ Paid	£ Budget 2013/14 variance	Variance 2012/13- 2013/14
Admin	668.13	700.00	668.96	-31.04	0.83
Hall Rental	294.00	182.00		-182.00	-294.00
Members' Expenses	259.20	290.00	167.20	-122.80	-92.00
Sundry	29.90	120.00	90.45	-29.55	60.55
Repairs	310.00	400.00		-400.00	-310.00
Seats		1,100.00		-1,100.00	
Shelters Cleaning		100.00		-100.00	
Shelters Maintenance	152.24	150.00		-150.00	-152.24
Publications	150.00	150.00		-150.00	-150.00
External Audit	162.00	170.00	200.00	30.00	38.00
Internal Audit	200.00	200.00	210.00	10.00	10.00
Insurance	394.27	420.00	268.00	-152.00	-126.27
Grants	1,100.00	1,910.00	1,910.00		810.00
IT Expenses	100.00	50.00	946.02	896.02	846.02
Chair	240.00	240.00	240.00		
Clerk	5,768.00	6,700.00	9,533.08	2,833.08	3,765.08
Street Lights Power	553.21	450.00	532.87	82.87	-20.34
Street Lights Maintenance	288.00	400.00	495.30	95.30	207.30
CALC	35.00	40.00	35.00	-5.00	
EALC	358.72	380.00	376.06	-3.94	17.34
EPFA	25.00	30.00	25.00	-5.00	
NALC	102.82	110.00	106.88	-3.12	4.06
RCCE	55.00	60.00	55.00	-5.00	
SLCC	97.00	100.00	108.00	8.00	11.00
Conference/Training	115.00	540.00	493.00	-47.00	378.00
Village Development			20,000.00	20,000.00	20,000.00
Allotments		10,000.00		-10,000.00	
Diamond Jubilee	2,274.45				-2,274.45
Vat Paid	3,260.81	2,216.00	1,910.92	-305.08	-1,349.89
PC Only Sub Total	16,992.75	27,208.00	38,371.74	11,163.74	21,378.99
Village Hall Development	15,997.90	17,753.00	4,577.95	-13,175.05	-11,419.95
New Village Hall	2,540.75	11,070.00	12,174.28	1,104.28	9,633.53
Total Expenditure	35,531.40	56,031.00	55,123.97	-907.03	19,592.57
Receipts					
Vat Reclaim	-140.76	-5,390.00	-2,958.92	2,431.08	-2,818.16
Bank Interest	-11.78	-10.00	-14.29	-4.29	-2.51
Other Grants/Donations	-62.00		-20,000.00	-20,000.00	-19,938.00
Diamond Jubilee	-3,437.15				3,437.15
PC Only Receipts	-3,651.69	-5,400.00	-22,973.21	-17,573.21	-19,321.52
Village Hall Income	-16,257.05	-12,540.00	-30,889.13	-18,349.13	-14,632.08
Sub Total Receipts	-19,908.74	-17,940.00	-53,862.34	-35,922.34	-33,953.60
CBC RS Grant	-2,945.00	-1,410.00	-1,410.00		1,535.00
Precept	-10,566.00	-21,828.00	-21,828.00		-11,262.00
Total Receipts	-33,419.74	-41,178.00	-77,100.34	-35,922.34	-43,680.60
Balances	2,111.66	14,853.00	-21,976.37	-36,829.37	-24,088.03
<i>Internal Recharges excluded to represent overall position reflected in Annual Return</i>					

Figure (ix) Village Hall Payments and Receipts

Budget Sub Heading	£Actual 2012/13 (Last Q)	£Budget 2013/14	£ Outturn 2013/14 Spent	£ Budget 2013/14 variance	Variance 2012-13 to 2013/14
Revenue Payments					
Broadband Wi-Fi	25.31	470.00	413.14	-56.86	387.83
Wages		1,500.00	1,372.00	-128.00	1,372.00
Other Cleaning Costs	286.00	500.00	464.28	-35.72	178.28
Electricity		1,000.00	2,083.07	1,083.07	2,083.07
Fire Equipment/Intruder Alarm Contract		60.00	55.02	-4.98	55.02
General Maintenance		750.00	95.30	-654.70	95.30
Grounds Maintenance*		4,360.00		-4,360.00	
Insurance	483.00	1,100.00	498.00	-602.00	15.00
Licences PPL/PRS/TV	382.99	500.00	415.48	-84.52	32.49
Miscellaneous		500.00	159.71	-340.29	159.71
RCCE VH Subscription	40.00	40.00	40.00		
Mobile Phone	108.98	100.00	147.01	47.01	38.03
Water Bills	121.97	300.00	292.77	-7.23	170.80
Cancellations Refunded	37.50		83.00	83.00	45.50
Sub Total of Direct Revenue	1,485.75	11,180.00	6,118.78	-5,061.22	4,633.03
Retainers Refunded	1,055.00	2,850.00	6,055.50	3,205.50	5,000.50
Total Direct Revenue Payments	2,540.75	14,030.00	12,174.28	-1,855.72	9,633.53
Recharged from GHPC*	692.90		6,471.26	6,471.26	5,778.37
Total Revenue Payments including recharges	3,233.65	14,030.00	18,645.54	4,615.54	15,411.90
Revenue Receipts					
Main Hall: Residents	-3429.05	-4,680.00	-6,654.55	-1,974.55	-3,225.50
Main Hall: Non-Residents	-460.5	-1,730.00	-12,837.47	-11,107.47	-12,376.97
Meeting Room: Residents	-55.00	-150.00	-34.50	115.50	20.50
Meeting Room: Non-Residents	-40.00	-150.00	-36.00	114.00	4.00
Whole Building: Residents	-592.50	-360.00		360.00	592.50
Whole Building: Non-Residents		-1,470.00	-92.50	1,377.50	-92.50
Total Hire Fees/Advance Payments	-4,577.05	-8,540.00	-19,655.02	-11,115.02	-15,077.97
Electricity sold to grid		-1,000.00	-501.59	498.41	-501.59
Sub Total of Direct Revenue	-4,577.05	-9,540.00	-20,156.61	-10,616.61	-15,579.56
Retainers Paid	-1,750.00	-2,500.00	-6,215.25	-3,715.25	-4,465.25
Sub Total of Direct Revenue with retainers	-6,327.05	-12,040.00	-26,371.86	-14,331.86	-20,044.81
Recharged to GHPC*	-236.50		-396.35	-396.35	-159.85
Total Revenue Receipts including recharges	-6,563.55	-12,040.00	-26,768.21	-14,728.21	-20,204.66
Revenue Balances	-3,329.91	1,990.00	-8,122.67	-10,112.67	-4,792.76
CAPITAL EXPENDITURE					
Payments					
Capital Fund	15,997.90	17,753.00	4,577.95	-13,175.05	-11,419.95
Receipts					
Donations/Grants	-9,878.00		-3,349.11	-3,349.11	6,528.89
Fundraising	-52.00	-500.00	-1,168.16	-668.16	-1,116.16
Total Receipts to support Capital	-9,930.00	-500.00	-4,517.27	-4,017.27	5,412.73
Capital Balances	6,067.90	17,253.00	60.68	-17,192.32	-6,007.22
Total Revenue & Capital Payments	19,231.55	31,783.00	23,223.49	-8,559.51	3,991.95
Total Revenue & Capital Receipts	-16,493.55	-12,540.00	-31,285.48	-18,745.48	-14,791.93
VH Combined Revenue & Capital Balances	2,738.00	19,243.00	-8,061.99	-27,304.99	-10,799.98

Figure (x) Summary of Combined balances

Payments	£ Actual 2012/13	£ Budget 2013/14	£ Outturn 2013/14 Received/ Paid	£ Budget 2013/14 variance	Variance 2012/13- 2013/14
Parish Council Only	-169.94	-1,430.00	-7,839.47	-6,409.47	-7,669.53
PC Nett Recharges	-457.40		-6,074.91		
PC Gross Balance	-627.34	-1,430.00	-13,914.38	-6,409.47	-7,669.53
Village Hall	2,281.60	16,283.00	-14,136.90	-30,419.90	-16,418.50
VH Nett Recharges	457.40		6,074.91		
VH Gross Balance	2,739.00	16,283.00	-8,061.99	-30,419.90	-16,418.50
Combined Balances	2,111.66	14,853.00	-21,976.37	-36,829.37	-24,088.03

Figure (xi)

Sum of £ Nett Hire Fees		
Hire Category	Total	%age
One Off Hires	-6,883.30	35.17%
LeapAlong	-2,394.00	12.23%
Eagle Ministries	-1,832.00	9.36%
Rugby Pups	-1,593.72	8.14%
A Star Sports	-961.00	4.91%
Yoga	-816.25	4.17%
Encore Choir	-808.00	4.13%
Youth Club	-775.00	3.96%
Knitting Club	-728.00	3.72%
Yoga Class Drop In	-469.75	2.40%
Explorer Scouts	-418.00	2.14%
Karate	-338.50	1.73%
Craft Club	-322.00	1.65%
KFA Body Moves	-231.00	1.18%
Friendship Club	-204.00	1.01%
Pregnancy Yoga	-198.00	0.91%
Zumba and Yoyalates	-178.50	1.04%
Balls & Bands Body T	-119.00	0.61%
Under 5`s Songbirdies	-112.75	0.58%
Under 5's Singing	-101.25	0.52%
Yoyalates	-63.00	0.32%
Zumba Classes	-25.00	0.13%
Grand Total	-19,572.02	100.00%

Figure (xii) Key points from the accounts:

- The Council achieved a surplus of £21,976.37 with £8,061 being contributed from village hall operations after internal recharges were included. (NB: The “operating” or revenue surplus was £8,122.67 although £159.75 of this was due to an excess of retainers refunded against those paid at close of accounts.)
- The Council agreed a village hall capital budget for 2013/14 of £3,000 plus the roll forward of unspent capital and revenue surplus and started the year with a budget of £16,196. Fundraising and donations during the year brought this to £17,753 of which £4,577.95 was spent at year end.
- Whilst the summary shows that the Council only had to dig into its capital fund to the tune of £60.68 ((£4,577.95 spent with £4,517.27 coming in) £2,960 of the grant income was specifically for grounds maintenance being the Council’s negotiated share of the s106 money given to CBC.
- About two thirds of hall rental income came from regular hirers mostly charged at non-residents’ rates.
- The Council’s bank account increased from £29,705.67 at the start of the year to £51,742.34 (allowing for cheques which had not been presented).
- Based upon the outturn for 2013/14 a revised starting capital budget for the Village Hall in 2014/15 can prudently be agreed of £36,300 (as opposed to the originally estimated budget of £38,720).
(£17,753 minus £4,577.95 spent plus £15,000 agreed new budget plus net revenue surplus of £8,122.67 = £36,297.72 (Rounded 36,300).

Figure (xiii) Asset Register

The total value of assets were increased during the year by the replacement of the Clerk’s IT equipment, erection of new fencing and a new shed for the new village hall, a new bus shelter and the acceptance of responsibility for a street light in Ramparts Close.

Figure (xiv) Members during 2013/14

Parish Council		Village Hall Committee	
Christopher Arnold		Ralph Barrington	
Ralph Barrington		Chris Gridley	
David Borthwick	From 7 November 14	Charles McKay	To 4 September 13
Chris Gridley		Mick Mead	
Linda Harris		Lance Williams	Chairman
Charles McKay	To 4 September 13		
Mick Mead	Vice-Chairman	<u>Co-opted Members</u>	
Robin Rennie		James O’Connell	To 23 June 13
Lance Williams	Chairman	Alan Stewart	
One Vacancy			

Parish Clerk and Responsible Financial Officer: Penny Mutch.