

Great Horkesley PARISH COUNCIL



ANNUAL REPORT

Date Approved 6 June 2016

Minute Ref: 9(ii)



MUNICIPAL YEAR 2015 – 2016

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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 2015 until 31 March 2016 and forward to the coming year 2016/17. The report serves as a written record of the work of the Parish Council for presentation to the Annual Meeting of the Parish Council and the Annual Parish Meeting and will be made available on the council's website, on request at any time and for circulation at the Annual Meeting of the Parish. At this latter meeting the public will have the best opportunity to ask questions about the report and the accounts herein.

On the 1st February this year councillor Lance Williams resigned the Chair to concentrate on the management of the New Village Hall and so I became the new chairman with the assistance of councillor Christopher Arnold who will act as Vice-Chairman. As your new Chairman, I would like, firstly, to thank all of our councillors and Parish Clerk for their contribution to parish business this session.

The last report noted that we were three councillor's short of our quota of nine, therefore it was nice to welcome councillor's Sara Canham Hobbs and Robin Hodson to the fold. This has eased the problem of struggling to achieve a quorum for meetings due to the fact that some councillor's have other employment which in some cases involves commuting and therefore difficulty in attending meetings on time.

The council has monitored Highways, Parking, Planning and other problems and liaised with the relevant departments at Colchester and Chelmsford. Procedures have been updated to ensure the Council complies with all relevant regulations

Financially we have kept a sound base, and a realistic precept which will be kept the same going forward to 2016/17 as can be seen in the draft financial accounts prepared by our Clerk and Responsible Financial Officer, Penny Mutch. The Council has also improved and maintained its assets including repairing bus shelters and noticeboards and updated the Village Hall with new audio equipment and by providing CCTV, curtains and a shed (the latter in conjunction with the WI).

Our meetings have hosted external speakers during the year on a range of subjects including the Northern Gateway development, Rural Affordable Housing and the Local Plan. We also set up a Friends of the Village Hall group during the year and were able to stand down the Broadband Working Party now that superfast broadband has been delivered to the main part of the village.

Finally I would like to give thanks to our District Councillor's Christopher Arnold and Nigel Chapman and Cllr. Anne Brown for their attendance and update reports at our meetings.

Mick Mead

Chairman of Great Horkesley Parish Council.

APPENDICES TO ANNUAL REPORT 2015/16

Fig 1: Police Statistics for the local area 2011 to 2015

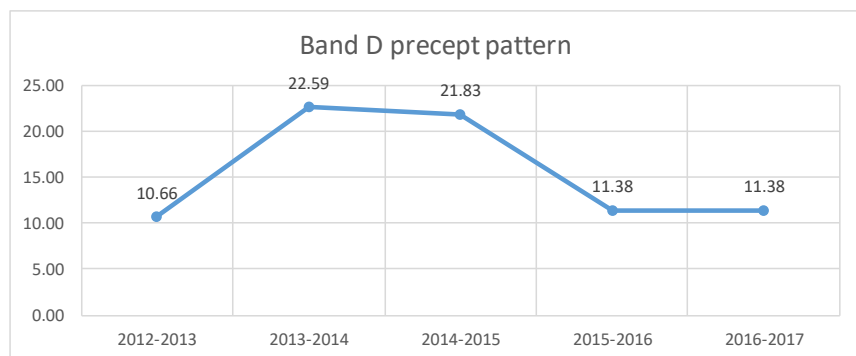
Crime	2011	2012	2013	2014	2015
Anti-Social Behaviour	42	20	28	37	35
Burglary	15	8	4	7	13
Criminal Damage & Arson	3	11	15	10	3
Drugs	0	0	1	0	0
Other Theft	3	10	8	11	11
Public Disorder & Weapons	0	0	2	2	1
Robbery	0	0	0	0	0
Shop Lifting	0	0	0	0	0
Vehicle Crime	11	10	15	5	3
Violent & Sexual Offences	11	9	8	22	22
Other Crime	9	1	0	0	3
Total	94	69	81	94	91

Comment:

- Crime patterns have been broadly similar year on year with the exception of 2013 and the more notable exception of 2012.
- Anti-Social behaviour continues to be the main category whilst in the last two years Violent and Sexual Offences has been the second most frequent.
- Burglary is at the highest level since 2011.
- Criminal Damage and Arson; and Vehicle Crime are at their lowest level since 2011.

Fig 2: PRECEPT CALCULATION

PRECEPT CALCULATION	£	£	£	£	£
Factor	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Budget Requirement	13,786.73	41,178.00	87,155.00	86,165.00	87,645.00
Less Income (Excluding Grant)	-276.00	-17,940.00	-27,262.00	-25,440.00	-25,900.00
Less Grant from CBC	-2,945.00	-1,410.00	-1,283.00	-1,165.00	-1,079.00
Nett Budget Requirement	10,565.73	21,828.00	58,610.00	59,560.00	60,666.00
Less Proposed use of Balances			-36,680.00	-47,837.00	-48,875.00
Precept on CBC	10,565.73	21,828.00	21,930.00	11,723.00	11,791.00
Band D Equivalentents	991.00	966.40	1,004.60	1,030.10	1,036.10
PRECEPT per Band D Property	10.66	22.59	21.83	11.38	11.38



- Table shows previous years and ensuing financial years.
- The precept has steadied down to the similar level evident in 2012-13

Fig 3: 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
	31/03/2015	31/03/2016			
	£	£		£	
1 Balances Brought Forward	51,742	68,708		16,966	32.8%
2 (+) Annual Precept	21,930	11,723		-10,207	-46.5%
3 (+) Total Other Receipts	38,154	30,200	We reclaimed £887 more in VAT due to higher spend on vatiable items. This was offset by by £3,526 less in hall hire fees. Mainly due to the loss of 2 major regular hirers in 2015-16 that paid the higher rates. NB: Although hire fees to residents increased (by £1,242) they reduced for non-residents (by £4,768) which is made more significant given that fees for non-residents are higher. Other ups and overs netted £535 in extra income bringing the nett reduction to £7,954.	-7,954	-20.8%
4 (-) Staff Costs	14,336	14,850	New arrangements increased village hall staff costs overall by £514	514	3.6%
5 (-) Loan Interest/Capital Repayments	0	0		0	
6 (-) All Other Payments	28,782	29,522	Cost efficiency measures reduced admin by £262; Electricity by £118; grounds maintenance by £308; We spent £366 less on licences (due to a late invoice) and £144 less on IT renewals and refunded £176 less on cancellations and spent £860 less on street furniture. Our street lights required less maintenance to the tune of £457 saving £2,691 in total. This was offset by increased spend from the capital fund of £1,126, £1,409 on repairs. Various ups and downs netted £584 in higher costs giving the variance of £740.	740	2.6%
7 (=) Balances Carried Forward	68,708	66,259		-2,449	-3.6%
8 Total Cash and Short Term Investments	68,708	66,259		-2,449	-3.6%
9 Total Fixed Assets and Long Term Assets	499,460	507,002	Audio and CCTV equipment, curtains and a shed etc purchased for the Village Hall.	7,542	1.5%
10 Total Borrowings	0	0		0	
11 Trust Funds (Incl charitable disclosure note)	No	No			
Minute Ref					
Date					

Audit Commission requires variances of > £150/ 15% in boxes 3,4,5,6,9,& 10 to be explained

Fig 4: Bank Reconciliation Balances 2014/15 and 2015/16

BALANCES	2014-2015	2015-2016
Business a/c (Opening)	36,014.29	60,020.62
Current a/c (Opening)	15,728.05	8,687.58
Income	60,084.22	41,923.04
	111,826.56	110,631.24
Less Expenditure	-43,118.36	-44,372.30
	68,708.20	66,258.94
Represented by		
Business a/c	60,020.62	65,052.27
Current a/c	9,658.87	1,906.73
Unpresented (Nett)	-971.29	-700.06
	68,708.20	66,258.94

NB: A variance re an unpresented cheque still remaining from previous year of £50 has been written back in via the VH Cashbook on the assumption that cheques are unlikely to be presented after 12months+

Fig 5: Special Expenses that must be reported publically.

Date Paid	ID	Name	Description	Note *	Our Ref	£ Payments
19/05/15	10	Lance Williams	Chairmans Allowance	2	1896	240.00
02/11/15	40	Cllr Mead	Ink Cartridge	2	2047	13.00
				2		253.00
18/09/15	34	Sandy Comber (village news)	Computer Software	1	1999	212.11
18/11/15	44	Horkesley Village Funraisers	Advertising in the village news	1	2055	150.00
				1		362.11
Note:	Notes					
	1	<u>S142 of the Local Government Act 1972</u>				
		Permits expenditure on publicity relating to council service provision				
	2	<u>The Local Authorities (Members' Allowances) (England) Regulations 2003 - S31 (3):</u>				
		States that allowances paid to Parish Councillors must be published.				
		http://www.legislation.gov.uk/uksi/2003/1021/regulation/31/made				

Fig 6: Summary of Parish Council Budgetary Outturn




BUDGETARY CONTROL PARISH COUNCIL 2015-2016 (Excluding New Village Hall)				
SUMMARY: Position at the end of the financial year				
OUR DAY TO DAY OPERATING FIGURES				
We paid out £15,074.91 for day to day running costs.				
	(which was	£1,244.91	more than we had provided for).	
We received £15,718.57 via precept, grants, VAT refund & bank interest				
	(which was	£565.57	more than we aimed for).	
Our day to day operating surplus for this period was:				
		£643.66		
	Which is:	£679.34	worse than predicted	
Above allows for internal adjustment to reflect use of the village hall for PC meetings				
OUR NEST EGG FOR ALLOTMENTS				
The Parish Council had a separate "Capital" Budget created for Land Purchase for garden allotments at the start of the year of:				
		£10,000.00		
We gained a top-up of £0.00 from fundraising and grants				
So our current budget is: £10,000.00 in round figures				
So far we have spent: £0.00				
So there is a remaining nest egg for garden allotments of:				
		£10,000.00		

Fig 7: Summary of Village Hall Budgetary Outturn




BUDGETARY CONTROL FOR NEW VILLAGE HALL 2015-2016				
SUMMARY:				
Position at the end of the financial year				
OUR DAY TO DAY OPERATING FIGURES				
We paid out £14,451.05 for day to day running costs.				
 (which was £3,266.95 lower than we had provided for).				
We received £17,840.36 in hire fees and electricity income.				
 (which was £690.36 more than we aimed for).				
Our day to day operating surplus for this period was:				
£3,389.31				
 Which is: £3,957.31 better than predicted				
<i>Above allows for internal adjustment to reflect use of the village hall for PC meetings</i>				
<i>Excludes 'temporary' net surplus comprising retainers paid in and returned of £163.00</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:				
£39,560.00				
We gained a top-up of £2,263.11 from fundraising and grants and upped the budget to £41,820.00 in round figures				
So far we have spent: £8,908.34				
So the Village Hall has a remaining nest egg of:				
£32,911.66				
for expenditure over and above the budgets for day to day running.				

Fig 8: Summary for both Accounts

PARISH COUNCIL AND VILLAGE HALL OVERALL SUMMARY		
Position at the end of the financial year		
2015-2016		
Balance Totals	£	£
Opening Bank Balance (Business Account)		60,020.62
Opening Bank Balance (Current Account)		8,687.58
Therefore our total in the bank at the start of the year was:		68,708.20
In Year Balances at end of this period		
PC Summary Balance (Revenue)	643.66	
NVH Summary Balance (Revenue)	3,389.31	
Balance of Retainers	163.00	
VH Capital Spend	-8,908.34	
VH Receipts towards Capital	2,263.11	
TOTAL In Year Balances at end of this period		-2,449.26
Therefore the total that should be in the bank at the end of this period is:		66,258.94
However this nett total of payments and receipts are still to be presented		700.06
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:		66,959.00
Made up of:		
Business Account Balance at end of this period		65,052.27
Current Account Balance at the end of this period		1,906.73
Total in Bank Accounts at the end of this period		66,959.00
Total (due) in Bank at current period (Village Hall)		39,295.08
Total (due) in Bank at current period (Parish Council)		26,963.86
		66,258.94

Fig 9: Parish Council Accounts (Excluding Village Hall)

PARISH COUNCIL	£ 2014/15 Actual	£ Budget 2015/16	£ To Date 2015/16 Received/ Paid	£ Budget 2015/16 variance	Variance 2014/15- 2015/16
Payments					
Admin (40% of costs)	420.82	540.00	315.89	-224.11	-104.93
Members' Expenses	36.05	60.00	13.00	-47.00	-23.05
Sundry	20.00	20.00	55.00	35.00	35.00
Street Furniture Repairs		200.00	961.00	761.00	961.00
Street Furniture New	860.00				-860.00
Elections		60.00	61.00	1.00	61.00
Publications	300.00	150.00	362.11	212.11	62.11
External Audit (50%)	150.00	150.00	150.00		
Internal Audit (50%)	157.50	160.00	145.00	-15.00	-12.50
Insurance	301.55	320.00	307.66	-12.34	6.11
Grants	1,460.00	1,750.00	1,550.00	-200.00	90.00
IT Expenses (50%)	117.11	320.00	45.00	-275.00	-72.11
Chair	240.00	250.00	240.00	-10.00	
Clerk's Salary (60%)	6,935.41	6,320.00	6,524.83	204.83	-410.58
Lights Power	343.31	500.00	459.07	-40.93	115.76
Lights Maintenance	575.70	400.00	118.95	-281.05	-456.75
CALC	35.00	35.00	35.00		
EALC	376.06	380.00	381.10	1.10	5.04
NALC	108.46	110.00	113.12	3.12	4.66
RCCE	55.00	55.00	55.00		
SLCC	116.00	120.00	149.00	29.00	33.00
Conf/Training	152.00	500.00	90.00	-410.00	-62.00
Emergency Planning		200.00		-200.00	
Vat Paid	2,797.92	800.00	2,659.18	1,859.18	-138.74
Hall Rental (Internal Adj)	469.50	430.00	284.00	-146.00	-185.50
Revenue Sub Total	16,027.39	13,830.00	15,074.91	1,244.91	-952.48
Allotments (Capital)		10,000.00		-10,000.00	
Capital Sub Total		10,000.00		-10,000.00	-766.98
TOTAL Payments	16,027.39	23,830.00	15,074.91	-8,755.09	-1,719.46
Receipts					
Vat Reclaim	-1,910.92	-2,240.00	-2,797.92	-557.92	-887.00
Bank Interest	-25.72	-25.00	-31.65	-6.65	-5.93
Other Grants/Donations					
Receipts Sub Total	-1,936.64	-2,265.00	-2,829.57	-564.57	-892.93
CBC RS Grant	-1,283.00	-1,165.00	-1,166.00	-1.00	117.00
Precept	-21,930.00	-11,723.00	-11,723.00		10,207.00
Grant/Precept Sub Tot	-23,213.00	-12,888.00	-12,889.00	-1.00	10,324.00
TOTAL Receipts	-25,149.64	-15,153.00	-15,718.57	-565.57	9,431.07
PC Revenue Balances	-9,122.25	-1,323.00	-643.66	679.34	8,478.59
PCTotal Balances	-9,122.25	8,677.00	-643.66	-9,320.66	7,711.61

Fig 10: Village Hall Separate Accounts

VILLAGE HALL Budget Sub Heading	£ 2014/15 Actual	£Budget 2015/16	£To Date 2015/16 Spent	£ Budget 2015/16 variance	Variance 2014-15 to 2015/16
Revenue Payments					
<i>Admin (60% of costs)</i>	631.24	360.00	473.84	113.84	-157.40
<i>Audit Fees 50% shared costs</i>	307.50	310.00	295.00	-15.00	-12.50
Broadband Wi-Fi	438.89	520.00	473.02	-46.98	34.13
<i>Clerk's Salary shared cost (40%)</i>	4,623.60	4,220.00	4,349.88	129.88	-273.72
Wages	2,776.69	4,000.00	3,974.88	-25.12	1,198.19
Other Cleaning Costs	439.49	340.00	408.44	68.44	-31.05
Electricity	1,452.91	1,000.00	1,334.80	334.80	-118.11
Fire Equipment /Intruder Alarm Contract	40.00	300.00	42.50	-257.50	2.50
General Maintenance	201.29	1,000.00	649.52	-350.48	448.23
Grounds Maintenance*	931.32	3,528.00	623.00	-2,905.00	-308.32
Insurance (Direct VH element)	452.33	580.00	461.50	-118.50	9.17
IT (50% of costs)	117.12		45.00	45.00	-72.12
Licences PPL/PRS/TV	494.14	400.00	128.60	-271.40	-365.54
Miscellaneous	146.13	200.00	180.00	-20.00	33.87
RCCE VH Subscription	40.00	40.00	40.00		
Mobile Phone	112.20	150.00	113.64	-36.36	1.44
Water Bills	428.70	600.00	569.43	-30.57	140.73
Conference/Training					
Cancellations Refunded	748.00	600.00	572.00	-28.00	-176.00
Internal adjustment to reflect hall hire to PC *	-469.50	-430.00	-284.00	146.00	185.50
Total Revenue Payments	13,912.05	17,718.00	14,451.05	-3,266.95	539.00
Revenue Receipts					
Main Hall: Residents	-9,168.88	-7,600.00	-10,315.13	-2,715.13	-1,146.25
Main Hall: Non-Residents	-11,187.26	-8,340.00	-6,627.49	1,712.51	4,559.77
Meeting Room: Residents		-130.00	-26.00	104.00	-26.00
Meeting Room: Non-Residents					
Whole Building: Residents			-70.00	-70.00	-70.00
Whole Building: Non-Residents	-403.00	-250.00	-195.00	55.00	208.00
Total Hire Fees/Advance Payments	-20,759.14	-16,320.00	-17,233.62	-913.62	3,525.52
Electricity sold to grid	-689.19	-830.00	-606.74	223.26	82.45
Sub Total of Direct Revenue	-21,448.33	-17,150.00	-17,840.36	-690.36	3,607.97
Revenue Balances excluding Retainers	-7,536.28	568.00	-3,389.31	-3,957.31	4,146.97
RETAINERS					
Retainers Refunded to hirers	5,397.00	6,025.00	5,938.00	-87.00	541.00
Retainers Received from Hirers	-5,650.00	-6,025.00	-6,101.00	-76.00	-451.00
Balance of Retainers	-253.00		-163.00	-163.00	90.00
Revenue Balances with Retainers	-7,789.28	568.00	-3,552.31	-4,120.31	4,236.97
CAPITAL EXPENDITURE					
Payments					
Capital Fund (Current)	7,781.92	41,820.00	8,908.34	-32,911.66	1,126.42
Receipts towards Capital					
Donations/Grants	-7,404.00		-1,670.61	-1,670.61	5,733.39
Fundraising	-432.25		-592.50	-592.50	-160.25
Total Receipts to support Capital	-7,836.25		-2,263.11	-2,263.11	5,573.14
Capital Balances	-54.33	41,820.00	6,645.23	-35,174.77	6,699.56
Total Revenue & Capital Payments	27,090.97	65,563.00	29,297.39	-36,265.61	2,206.42
Total Revenue & Capital Receipts	-34,934.58	-23,175.00	-26,204.47	-3,029.47	8,730.11
Combined Revenue & Capital Balances	-7,843.61	42,388.00	3,092.92	-39,295.08	10,936.53

Fig 11: Summary of Both Accounts:

COMBINED TOTALS FOR PARISH COUNCIL AND VILLAGE HALL					
	£ 2014/15 Actual	£ Budget 2015/16	£ To Date 2015/16 Received/ Paid	£ Budget 2015/16 variance	Variance 2014/15- 2015/16
Payments					
Parish Council Revenue	16,013.49	13,830.00	15,074.91	1,244.91	-938.58
Parish Council Capital		10,000.00		-10,000.00	
Village Hall Capital	7,781.92	44,140.00	8,908.34	-35,231.66	1,126.42
Village Hall Revenue	19,322.95	23,743.00	20,389.05	-3,353.95	1,066.10
TOTAL Expenditure	43,118.36	91,713.00	44,372.30	-47,340.70	1,253.94
Receipts					
PC Receipts	-1,936.64	-2,265.00	-2,829.57	-564.57	-892.93
Village Hall Receipts	-34,934.58	-25,810.00	-26,204.47	-394.47	8,730.11
Receipts Sub total	-36,871.22	-28,075.00	-29,034.04	-959.04	7,837.18
CBC RS Grant	-1,283.00	-1,283.00	-1,166.00	117.00	117.00
Precept	-21,930.00	-21,930.00	-11,723.00	10,207.00	10,207.00
TOTAL Receipts	-60,084.22	-51,288.00	-41,923.04	9,364.96	18,161.18
Combined Balances	-16,965.86	40,425.00	2,449.26	-37,975.74	19,415.12

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

Hire Category	Nett Hire Fees£ 2015-16	Nett Hire Fees£ 2014-15	Variance £
Choir Practice	-863.00	-769.00	94.00
Craft Clubs	-960.00	-966.00	-6.00
Explorer Scouts	-736.00	-528.00	208.00
Fitness Groups	-1,140.75	-3,058.75	-1,918.00
One Off Hires	-7,185.87	-8,515.14	-1,329.27
Social Clubs	-711.00	-678.00	33.00
Worship	-2,335.75	-1,845.50	490.25
Younger Activities	-2,151.25	-3,023.75	-872.50
Youth Clubs	-578.00	-627.00	-49.00
Grand Total	-16,661.62	-20,011.14	-3,349.52
Plus Cancellations	572.00	748.00	176.00
Gross Fees	-17,233.62	-20,759.14	-3,525.52

Key points:

No income from A-Star Sports and Leapalong was received in 2015/16

We received £4,767.77 less from non-residents against receiving £1,242.25 more from residents, before cancellation refunds are applied.

Fig 13: Key points from the accounts: Subject to Internal and External Audit:

1. The Council was in deficit to the tune of £2,449.26 compared to its surplus of £16,965.86 in the previous year. This is as a result of the £3,092.92 deficit on the village hall revenue and capital balances compared to the village hall's £8,061.98 surplus made in the previous year.
2. The village hall suffered reduced surpluses due mainly to the loss of some key regular hirers who were paying non-resident rates. Our nett hire income fell by £3,525 after cancellation refunds were made.
3. The Council's coffers decreased from £68,708 at the start of the year to £66,258.94 (allowing for cheques which had not been presented by year end). But the Council's finances remain in a healthy state.
4. 43% of hire income came from one-off hirers compared to 42% last year (excluding cancellation refunds).
5. Based upon the unspent rollover budget a revised budget for next year (2016/17) of £2,905 [in place of the original estimate of £2,000] can be agreed for ongoing grounds maintenance.
6. The Village Hall Capital Budget at the beginning of 2014/15 (bolstered by surpluses from the previous year) was £39,460. Fundraising and donations during the year raised this to £41,820 in round figures.
7. Based upon the outturn for 2015/16 a revised capital budget for next year (2016/17) of £36,870 [in place of the original estimate of £32,930] can be agreed as set out below:

Fig 13a

Budget to roll over to 2016/17	
Adjusted Budget at end of 2015/16	41,820.00
Less Spent in 2015/16	8,908.34
Unspent Rolled forward	32,911.66
Nett revenue budget surplus agreed to add to capital	3,957.31
Total Budget adjusted for outturn	36,868.97
Total Budget adjusted for outturn (Rounded)	36,870.00

Fig 14: Members during 2014/15

Parish Council

Chairman: Mick Mead (from 1/2/2016 – formerly vice-chairman)
Vice-Chairman: Christopher Arnold (from 1/2/2016)
Other Members: David Borthwick; Sarah Canham Hobbs (co-opted 4/1/2016); Linda Harris; Robin Hodson (co-opted 4/1/2016); Robin Rennie and Lance Williams (who was Chairman until 1/2/2016).

Village Hall Committee

Chairman: Lance Williams
Vice-Chairman: Robin Hodson
Other Members: Mick Mead and Robin Rennie.

Finance Committee

Christopher Arnold, Sara Canham Hobbs, Mick Mead and Robin Rennie.

Parish Clerk and Responsible Financial Officer: Penny Mutch.