

Great Horkesley PARISH COUNCIL



ANNUAL REPORT **Approved 23 May 2017** **Min Ref: 18(x)**



MUNICIPAL YEAR 2016 – 2017

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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 year from 1 April 2016 until 31 March 2017. The report serves as a written record of the work of the Parish Council which will also be presented 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.

Planning

The year started with the initial release and viewing of the Local Neighbourhood Plan by the Planning Authority, Colchester Borough Council, for proposed redevelopment in the Parish for the next twenty five years, the next review is due within a few months. The development at the Bunting's Greenhouse area was approved and would be slowly built over the coming years.

Highways

The Northern Gateway and Myland developments have no doubt contributed to traffic problems. Also with a national "A" road flowing through our village, causing "rat runs" to develop, differential speed limits and due to inadequate signage and road surfaces. However, a "Speed Watch" was carried out by the Parish Council but there was little evidence of speeding.

Transport

The introduction of a Sunday bus service (Use it or Lose it!) has been beneficial to many and the introduction of a better fleet of buses on the normal town service makes for a smoother ride. Unfortunately the rural bus company this year has decided to cut down on the number of services including on the No 84 route through the village.

Environment

This year, with help from volunteers in the village, a program to tidy up the village was undertaken: Redundant signage left by past site companies has been removed, village entry gates attended too and general litter cleared. Some parish owned bus shelters have been re-roofed, repaired and are guaranteed for ten years by a local contractor which leaves just one shelter to review. The Parish grounds around the New Village Hall have been cared for and work was carried out on the car park surface.

Community

It was pleasing to have a Village Show again and a thriving local village inn.

The Parish Council

This year we managed to co-opt two members to make a full complement of nine but recently a councillor has resigned so we are back to one vacant seat. My thanks to all for carrying out their allotted tasks including attending peripheral meetings and sub-committees. It is worth pointing out that the Council operates with limited staff and relies on the elected members providing unpaid support. Special thank must be given to my Parish Clerk and although additional staff resources (2 part-time) are now available the Clerk must deal with all personnel issues in addition the day to day admin and financial tasks. It should be noted that her office hours are 0900-1300hrs Mon-Fri. Finally, I am also grateful for the support of our three local borough councillors and one county councillor.

Mick Mead

Chairman of Great Horkesley Parish Council.

APPENDICES TO ANNUAL REPORT 2016/17

Fig 1: Police Statistics for the local area 2016

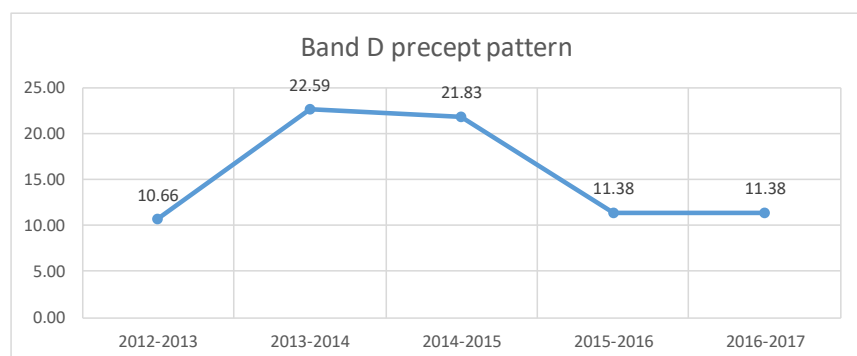
Crime	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Tot
Anti Social Behaviour	2	2	1	2	1	1	1	5	2	3	3	1	24
Burglary				2	1	1	3	2		2			11
Criminal Damage & Arson	1						2	3		2		1	9
Drugs													0
Other Theft	1			1						2			4
Public Disorder & Weapons		1								3		1	5
Robbery					1	1							2
Shop Lifting													0
Vehicle Crime					2	1	1	2			1		7
Violent & Sexual Offences	2	2	3	4	1	2	3	5	3	2		6	33
Other Crime						1		2	1				4
Total	6	5	4	9	6	7	10	19	6	14	4	9	99

Comment:

- Crime patterns have been broadly similar to that of previous years whilst
- Violence and Sexual Offences and Anti-Social behaviour are the main categories.

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



- The precept has steadied down to the similar level evident in 2012-13 although the PC has had to increase the precept for 2017/18 to £13.40 per Band D property.

Fig 3: Key Points of the Statutory Annual Return for Internal and External Audit

Section 1 - Accounting Statements for GREAT HORKESELEY PARISH COUNCIL					
	Year Ending		Comments	Variance	% Var
	31/03/2016	31/03/2017			
	£	£		£	
1 Balances Brought Forward	68,708	66,259		-2,449	-3.6%
2 (+) Annual Precept	11,723	11,791		68	0.6%
3 (+) Total Other Receipts	30,200	32,130	The village hall (VH) achieved more bookings to the tune of £3,413 and extra fundraising and grants for the VH was £2,525 which was offset by lower receipts on VAT reclaim, revenue support grant and nett minor ups and downs totalling (£228) in addition we took (£3,780) less in retainer deposits for hall bookings due to a change of policy following a risk-assessment review.	1,930	6.4%
4 (-) Staff Costs	14,850	19,321	Pay rise awards, additional staff for hall bookings for work previously done unpaid by a councillor and the introduction of staff pensions accounted for the increased costs of £4,471	4,471	30.1%
5 (-) Loan Interest/Capital Repayments	0	0		0	
6 (-) All Other Payments	29,522	25,239	We spent £2,668 less on retainer refunds due to policy change above and £2,678 less on major items for the VH. Lower expenditure is reflected in lower VAT by £601 and general expenditure savings such as on Admin, cancellation refunds, publications and street lighting accounted for £1,294 in reduced costs. This was offset by (£2,958) in increased costs including on cleaning; electricity and maintenance reflecting increased VH activity.	-4,283	-14.5%
7 (=) Balances Carried Forward	66,259	65,620		-639	-1.0%
8 Total Cash and Short Term Investments	66,259	65,620		-639	-1.0%
9 Total Fixed Assets and Long Term Assets	507,002	512,496	We acquired a cinema projection system for £2,060 and a defibrillator for £1,060 various other bits of equipment for the VH accounted for the remaining £2,374	5,494	1.1%
10 Total Borrowings	0	0		0	
11 Trust Funds (Incl charitable disclosure note)	No	No			

Fig 4: Bank Reconciliation Balances 2015/16 and 2016/17

BALANCES	2015-2016	2016-2017
Business a/c (Opening)	60,020.62	65,052.27
Current a/c (Opening)	8,687.58	1,206.67
Income	41,923.04	43,920.75
	110,631.24	110,179.69
Less Expenditure	-44,372.30	-44,560.43
	66,258.94	65,619.26
Represented by		
Business a/c	65,052.27	64,077.82
Current a/c	1,906.73	1,794.94
Unpresented (Nett)	-700.06	-253.50
	66,258.94	65,619.26

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
Publicity						
13/09/16	38	Entec Novere Ltd	Software Licence Village News	1	BACS	177.24
						177.24
Members' Allowances						
09/01/17	64	Chairman Mick Mead	Ink Cartridges	2	2298	19.99
11/04/16	3	Cllr Robin Rennie	Travel EALC	2	2164	24.30
19/10/16	46	Cllr Lance Williams	Mileage EALC AGM	2	2272	24.30
06/03/17	83	Cllr Lance Williams	Travel EALC	2	2321	27.30
20/10/16	48	Chairman Mick Mead	Travel EALC Training &PT	2	2274	27.80
19/10/16	47	Cllr Lance Williams	TravelRCCE Conference	2	2273	29.70
05/09/16	35	Cllr Lance Williams	Travel LCPAS Course	2	2256	32.40
10/05/16	15	Chairmans Allowance	Cllr Mick Mead	2	2181	240.00
						425.79
Expenditure incurred under s137 powers						
25/05/16	90	Paul Carr	Contribution: GHYC BBQ	3	2202	50.00
19/04/16	5	Scouts	Grants paid	3	2166	150.00
19/04/16	7	Friendship Club	Grants paid	3	2168	200.00
19/04/16	8	WI	Grants paid	3	2169	200.00
19/04/16	6	BWW School	Grants paid	3	2167	300.00
19/04/16	9	Youth Club	Grants paid	3	2171	400.00
19/04/16	4	Church	Grants paid	3	2165	600.00
						1,900.00
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.					
	3 <u>S137 of the Local Government Act 1972:</u> 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 Expenditure Limit	£ per elector	Electors	£		
	Expenditure Limit 2016/17	7.42	2,024	15,018.08		
	Expenditure			1,900.00		
		Percentage of allowable used		9.70%		

Fig 6: Summary of Parish Council Budgetary Outturn




BUDGETARY CONTROL PARISH COUNCIL 2016-2017					
(Excluding New Village Hall)					
SUMMARY:					
Position at the end of the financial year					
OUR DAY TO DAY OPERATING FIGURES					
We paid out £17,378.77 for day to day running costs.					
	<i>(which was</i>	£2,248.77	<i>more than we had provided for).</i>		
We received £15,554.73 via precept, grants, VAT refund & bank interest					
	<i>(which was</i>	£369.73	<i>more than we aimed for).</i>		
Our day to day operating deficit for this period was:					
		£1,824.04			
	<i>Which is:</i>	£1,879.04	<i>worse than predicted</i>		
<i>Above allows for internal adjustment to reflect use of the village hall for PC meetings</i>					
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 2016-2017				
SUMMARY:				
Position at the end of the financial year				
OUR DAY TO DAY OPERATING FIGURES				
We paid out £17,681.34 for day to day running costs.				
	(which was	£6,608.66	lower than we had provided for).	
We received £21,256.21 in hire fees and electricity income.				
	(which was	£2,328.79	lower than we aimed for).	
Our day to day operating surplus for this period was:				
		£3,574.87		
	Which is:	£4,279.87	better 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: £948.75</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:				
		£38,940.00		
We gained a top-up of £4,788.56 from fundraising and grants				
and upped the budget to £43,730.00 in round figures				
So far we have spent: £6,230.32				
So the Village Hall has a remaining nest egg of:				
		£37,499.68		
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		
2016-2017		
Balance Totals	£	£
Opening Bank Balance (Business Account)		65,052.27
Opening Bank Balance (Current Account)		1,206.67
Therefore our total in the bank at the start of the year was:		66,258.94
<u>In Year Balances at end of this period</u>		
PC Summary Balance (Revenue)	-1,824.04	
NVH Summary Balance (Revenue)	3,574.87	
Balance of Retainers	-948.75	
VH Capital Spend	-6,230.32	
VH Receipts towards Capital	4,788.56	
TOTAL In Year Balances at end of this period		-639.68
Therefore the total that should be in the bank at the end of this period is:		65,619.26
However this nett total of payments and receipts are still to be presented		253.50
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:		65,872.76
Made up of:		
Business Account Balance at end of this period		64,077.82
Current Account Balance at the end of this period		1,794.94
Total in Bank Accounts at the end of this period		65,872.76
Total (due) in Bank at current period (Village Hall)		38,959.36
Total (due) in Bank at current period (Parish Council)		26,659.90
		65,619.26

Fig 9: Parish Council Accounts (Excluding Village Hall)

PARISH COUNCIL	£ 2015/16 Actual	£ Budget 2016/17	£ To Date 2016/17 Received/ Paid	£ Budget 2016/17 variance	Variance 2015/16- 2016/17
Payments					
Admin (40% of costs)	315.89	310.00	271.50	-38.50	-44.39
Members' Expenses	13.00	50.00	185.79	135.79	172.79
Sundry	55.00	80.00	195.83	115.83	140.83
Street Furniture Repairs	961.00	200.00	914.61	714.61	-46.39
Street Furniture New					
Elections	61.00				-61.00
Publications	362.11	370.00	177.24	-192.76	-184.87
External Audit (50%)	150.00	150.00	100.00	-50.00	-50.00
Internal Audit (50%)	145.00	150.00	70.00	-80.00	-75.00
Insurance	307.66	320.00	330.92	10.92	23.26
Grants	1,550.00	1,700.00	1,900.00	200.00	350.00
IT Expenses (50%)	45.00	100.00	45.00	-55.00	
Chair	240.00	250.00	240.00	-10.00	
Clerk's Salary (60%)	6,524.83	6,540.00	7,574.18	1,034.18	1,049.35
LGSS 60% of cost		720.00	1,134.53	414.53	1,134.53
Lights Power	459.07	500.00	235.64	-264.36	-223.43
Lights Maintenance	118.95	400.00	551.85	151.85	432.90
CALC	35.00	35.00	35.00		
EALC	381.10	405.00	389.12	-15.88	8.02
NALC	113.12	115.00	183.32	68.32	70.20
RCCE	55.00	55.00	55.00		
SLCC	149.00	150.00	149.00	-1.00	
Conf/Training	90.00	200.00	235.00	35.00	145.00
Emergency Planning					
Vat Paid	2,659.18	2,000.00	2,057.74	57.74	-601.44
Hall Rental (Internal Adj)	284.00	330.00	347.50	17.50	63.50
Revenue Sub Total	15,074.91	15,130.00	17,378.77	2,248.77	2,303.86
Allotments (Capital)		10,000.00		-10,000.00	
Capital Sub Total		10,000.00		-10,000.00	2,240.36
TOTAL Payments	15,074.91	25,130.00	17,378.77	-7,751.23	4,544.22
Receipts					
Vat Reclaim	-2,797.92	-2,280.00	-2,659.18	-379.18	138.74
Bank Interest	-31.65	-35.00	-25.55	9.45	6.10
Other Grants/Donations					
Receipts Sub Total	-2,829.57	-2,315.00	-2,684.73	-369.73	144.84
CBC RS Grant	-1,166.00	-1,079.00	-1,079.00		87.00
Precept	-11,723.00	-11,791.00	-11,791.00		-68.00
Grant/Precept Sub Tot	-12,889.00	-12,870.00	-12,870.00		19.00
TOTAL Receipts	-15,718.57	-15,185.00	-15,554.73	-369.73	163.84
PC Revenue Balances	-643.66	-55.00	1,824.04	1,879.04	2,467.70
PCTotal Balances	-643.66	9,945.00	1,824.04	-8,120.96	4,708.06

Fig 10: Village Hall Separate Accounts

VILLAGE HALL Budget Sub Heading	£ 2015/16 Actual	£ <u>Budget</u> 2016/17	£To Date 2016/17 Spent	£ Budget 2016/17 variance	Variance 2015/16 to 2016/17
Revenue Payments					
Admin (60% of costs)	473.84	500.00	407.24	-92.76	-66.60
Audit Fees 50% shared costs	295.00	500.00	170.00	-330.00	-125.00
Broadband & IT Systems	473.02	550.00	589.15	39.15	116.13
Clerk's Salary shared cost (40%)	4,349.88	6,650.00	5,049.45	-1,600.55	699.57
LGSS 40% of cost		550.00	756.35	206.35	756.35
Salaries	3,974.88	5,540.00	4,806.88	-733.12	832.00
Other Cleaning Costs	408.44	700.00	832.97	132.97	424.53
Electricity	1,334.80	1,200.00	1,479.65	279.65	144.85
Fire Equip /Intruder Alarm Contract	42.50	400.00	42.50	-357.50	
General Maintenance	649.52	2,500.00	823.98	-1,676.02	174.46
Grounds Maintenance*	623.00	2,905.00	1,075.00	-1,830.00	452.00
Insurance (Direct VH element)	461.50	700.00	496.37	-203.63	34.87
IT (50% of costs)	45.00	100.00	45.00	-55.00	
Licences PPL/PRS/TV	128.60	500.00	321.82	-178.18	193.22
Miscellaneous	180.00	250.00	105.23	-144.77	-74.77
RCCE VH Subscription	40.00	60.00	50.00	-10.00	10.00
Mobile Phone	113.64	115.00	107.12	-7.88	-6.52
Water Bills	569.43	600.00	634.38	34.38	64.95
Conference/Training					
Cancellations Refunded	572.00	500.00	235.75	-264.25	-336.25
Adjustment for hall hire to PC *	-284.00	-330.00	-347.50	-17.50	-63.50
Total Revenue Payments	14,451.05	24,490.00	17,681.34	-6,808.66	3,230.29
Revenue Receipts					
Main Hall: Residents	-10,315.13	-11,573.00	-11,141.25	431.75	-826.12
Main Hall: Non-Residents	-6,627.49	-10,872.00	-9,304.46	1,567.54	-2,676.97
Meeting Room: Residents	-26.00	-20.00	-201.00	-181.00	-175.00
Meeting Room: Non-Residents					
Whole Building: Residents	-70.00	-100.00		100.00	70.00
Whole Building: Non-Residents	-195.00	-270.00		270.00	195.00
Commercial Hire					
Total Hire Fees/Advance Payments	-17,233.62	-22,835.00	-20,646.71	2,188.29	-3,413.09
Electricity sold to grid	-606.74	-750.00	-609.50	140.50	-2.76
Sub Total of Direct Revenue	-17,840.36	-23,585.00	-21,256.21	2,328.79	-3,415.85
Revenue Balances excl Retainers	-3,389.31	905.00	-3,574.87	-4,479.87	-185.56
RETAINERS					
Retainers Refunded to hirers	5,938.00	6,000.00	3,270.00	-2,730.00	-2,668.00
Retainers Received from Hirers	-6,101.00	-6,000.00	-2,321.25	3,678.75	3,779.75
Balance of Retainers	-163.00		948.75	948.75	1,111.75
Revenue Balances with Retainers	-3,552.31	905.00	-2,626.12	-3,531.12	926.19
CAPITAL EXPENDITURE					
Payments					
Capital Fund (Current)	8,908.34	36,870.00	6,230.32	-30,639.68	-2,678.02
Receipts towards Capital					
Donations/Grants	-1,670.61		-4,138.09	-4,138.09	-2,467.48
Fundraising	-592.50		-650.47	-650.47	-57.97
Total Receipts to support Capital	-2,263.11		-4,788.56	-4,788.56	-2,525.45
Capital Balances	6,645.23	36,870.00	1,441.76	-35,428.24	-5,203.47
Total Revenue&Capital Payments	29,297.39	67,360.00	27,181.66	-40,178.34	-2,115.73
Total Revenue & Capital Receipts	-26,204.47	-29,585.00	-28,366.02	1,218.98	-2,161.55
Combined Revenue&Capital Balances	3,092.92	37,775.00	-1,184.36	-38,959.36	-4,277.28

Fig 11: Summary of Both Accounts:

COMBINED TOTALS FOR PARISH COUNCIL AND VILLAGE HALL					
	£ 2015/16 Actual	£ Budget 2016/17	£ To Date 2016/17 Received/ Paid	£ Budget 2016/17 variance	Variance 2015/16- 2016/17
Payments					
Parish Council Revenue	15,074.91	15,130.00	17,378.77	2,248.77	2,303.86
Parish Council Capital		10,000.00		-10,000.00	
Village Hall Capital	8,908.34	32,930.00	6,230.32	-26,699.68	-2,678.02
Village Hall Revenue	20,389.05	29,585.00	20,951.34	-8,633.66	562.29
TOTAL Expenditure	44,372.30	87,645.00	44,560.43	-43,084.57	188.13
Receipts					
PC Receipts	-2,829.57	-2,315.00	-2,684.73	-369.73	144.84
Village Hall Receipts	-26,204.47	-23,585.00	-28,366.02	-4,781.02	-2,161.55
Receipts Sub total	-29,034.04	-25,900.00	-31,050.75	-5,150.75	-2,016.71
CBC RS Grant	-1,166.00	-1,079.00	-1,079.00		87.00
Precept	-11,723.00	11,791.00	-11,791.00	-23,582.00	-68.00
TOTAL Receipts	-41,923.04	-15,188.00	-43,920.75	-28,732.75	-1,997.71
Combined Balances	2,449.26	72,457.00	639.68	-71,817.32	-1,809.58

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

Row Labels	Sum of £ Nett Hire Fees
Art Classes	-655.50
Balls & Bands	-376.00
Craft Club	-388.50
Creation Station	-1,273.00
Eagle Ministries	-2,215.00
Encore Choir	-840.00
Friendship Club	-293.00
Karate	-563.50
Knitting Club	-736.00
Little Giggles	-1,727.50
One Off Hire	-7,729.46
Scouts	-408.00
Slimming World	-1,282.00
Sports Therapy	-771.50
WI	-432.00
Youth Club	-720.00
Grand Total	-20,410.96
Total Hire Fees received	-20,646.71
Less Cancellations refunded	235.75
Nett Hire Fees received	-20,410.96

Fig 13: Key points from the accounts:

1. The Council reduced its overall deficit of £2,449.26 down to £639.68.
2. The village hall had a slightly increased *surplus despite also facing increased expenditure. #Income increased by £3,415.85.
*Excluding retainers paid and returned. #Excluding retainers as these are returnable.
3. The Council's coffers decreased from £66,258.94 at the start of the year to £65,619.26 (allowing for cheques which had not been presented by year end). But the Council's finances remain in a healthy state.
4. Based upon the actual unspent rollover budget a revised budget for next year (2017/18) of £1,830 [in place of the original estimate of £1,650] can be agreed for ongoing grounds maintenance.
5. Based upon the outturn for 2016/17 a revised capital budget for next year (2017/18) of £40,130 [in place of the original estimate of £38,430] can be agreed as set out below:

Fig 13a

Budget to roll over to 2017/18	
Adjusted Budget at end of 2016/17	43,730.00
Less Spent in 2016/17	6,230.32
Unspent Rolled forward	37,499.68
Nett revenue budget surplus agreed to add to capital	2,626.12
Total Budget adjusted for outturn	40,125.80
Total Budget adjusted for outturn (Rounded)	40,130.00

Fig 14: Members during 2016/17

Parish Council

Chairman: Michael Mead
Vice-Chairman: Christopher Arnold
Other Members: David Borthwick; Karen Brown (co-opted 03/10/2016) Sarah Canham-Hobbs (resigned 10/04/2017); Linda Harris; Robin Hodson; Robin Rennie and Lance Williams

Village Hall Committee

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

Finance Committee

Christopher Arnold, Mick Mead and Robin Rennie.

Parish Clerk and Responsible Financial Officer: Penny Mutch.