

Great Horkesley PARISH COUNCIL



ANNUAL REPORT

Approved 4 June 2018

Minute Ref: 9(i)



MUNICIPAL YEAR 2017 – 2018

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Chairman's Introduction

The past year has been challenging for Great Horkesley Parish Council (GHPC) because despite an appeal for new members to come forward delivered to every home in the village, we have had to operate with several of the nine seats on the Council vacant. As the year closed there were three vacancies, though I am pleased to say that two residents have recently expressed an interest in being co-opted. The personal circumstances of some members have changed, making it harder for them to attend meetings, which in turn has limited what the Council could achieve. Despite this, we intend to work hard in the year ahead to raise the profile of the Council in the hope that there will be a full slate of candidates for the Parish Council Elections which take place in May 2019.

This is not intended to be a comprehensive report on a year's work. Our Parish Clerk Penny and I both write reports for the quarterly Village News that provide much more detail and of course the minutes of our meetings are always on our website. However, it does provide me with the opportunity to thank Penny for the diligence with which she ensures that GHPC operates within the law, that decisions are acted upon and that members are well-informed and supported.

The state of roads and footways in the village is of concern to all residents and it is a great frustration that it is no longer possible for parish councils to lobby Essex County Council, the Highway Authority, directly: these days we have much the same status as individual residents as far as maintenance is concerned. That said, we have three bids in to the Local Highways Panel for improved signage at various locations on the A134 and on London Road – it's a very slow process but we expect decisions in the next few weeks. Those bids were informed by the data gathered by our Speed watch team, which is led by Robin Rennie.

It has been easier to form a working relationship with the Borough Council's Zone Team. Karen Brown has been leading on this of late which accounts for the increased pressure on dog walkers to clean up after their pets. The Zone Team have also been very responsive to our many requests for litter and leaf clearances. Karen is also leading on our work to improve the bus services taking children to and from school.

The new village hall is owned and managed by GHPC. Over several years the lion's share of this work has been undertaken by Lance Williams and Mick Mead. Lance left the Council recently so this report provides me with an opportunity to thank him for the enthusiasm with which he looked after and improved the hall since it opened in 2012. Over four decades Lance has done so much to improve the quality of life in our village in so many ways; I am sincerely grateful that he chose to apply his talents to the new hall. The hall is very popular, which has taken quite a toll on its car park. GHPC has therefore decided that the surface should be upgraded, a project for which we should be able to secure grants although we shall need to draw on our reserves too.

Also deserving of our thanks is Mr Richard Pearce, who rose to the challenge I set him last autumn to set up a cinema club in the hall. The costs are underwritten by GHPC but I'm pleased to say that by the end of the second session, the account was in credit. Hopefully Richard was blazing a trail, in that with GHPC support he has achieved something that we really wanted to do for villagers but could not manage by ourselves. I urge anyone who can't commit to being a parish councillor but could 'make a difference' with GHPC support to get in touch.

Finally, if you do want to see if you can make a difference by being a parish councillor for a year, now is a very good time to start. We'd love to hear from you.

Christopher Arnold

Chairman of Great Horkesley Parish Council.

APPENDICES TO ANNUAL REPORT 2017/18

Fig 1: PRECEPT CALCULATION

PRECEPT CALCULATION	£	£	£	£	£	£
Factor	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Budget Requirement	13,786.73	41,178.00	87,155.00	86,165.00	87,645.00	78,249.30
Less Income (Excluding Grant)	-276.00	-17,940.00	-27,262.00	-25,440.00	-25,900.00	-22,352.00
Less Grant from CBC	-2,945.00	-1,410.00	-1,283.00	-1,165.00	-1,079.00	-981.00
Nett Budget Requirement	10,565.73	21,828.00	58,610.00	59,560.00	60,666.00	54,916.30
Less Proposed use of Balances			-36,680.00	-47,837.00	-48,875.00	-40,930.00
Precept on CBC	10,565.73	21,828.00	21,930.00	11,723.00	11,791.00	13,986.30
Band D Equivalentents	991.00	966.40	1,004.60	1,030.10	1,036.10	1,043.80
PRECEPT per Band D Property	10.66	22.59	21.83	11.38	11.38	13.40

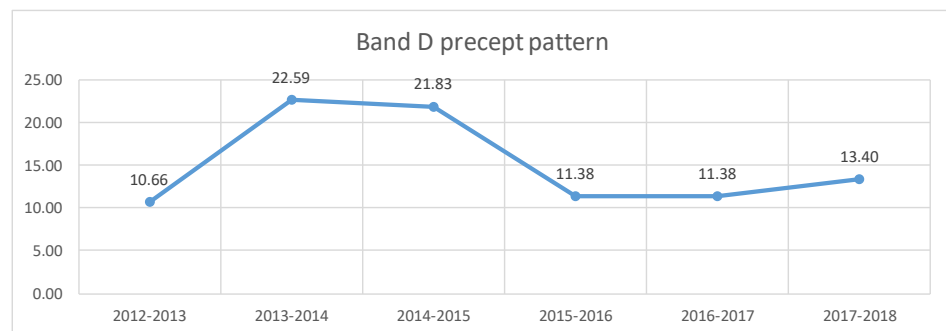


Fig 2: Key Points of the Statutory Annual Return for Internal and External Audit

Section 1 - Accounting Statements for GREAT HORKESLEY PARISH COUNCIL					
	Year Ending		Comments	Variance	% Var
	31/03/2017	31/03/2018			
	£	£			
1 Balances Brought Forward	66,259	65,620		-639	-1.0%
2 (+) Annual Precept	11,791	13,986	We budgeted for a break-even position with the village hall but the clerk's council related salary was expected to rise by £2,298. An extra £1,500 was budgeted for street furniture and we expected £700 less in VAT reclaim. We were able to contribute £7,945 from balances but due to expected planning agreements no longer required a £10,000 sum for garden allotments. Sundry budgetary fluctuations account for £248.	2,195	18.6%
3 (+) Total Other Receipts	32,130	28,057		-4,073	-12.7%
4 (-) Staff Costs	19,321	28,978	Due to extra hours required for the clerk and two village hall staff salaries increased by £7,249. There was also a full year of pensions paid to clerk compared to part year payment previously which accounted for £2,408. Total: £9,657.	9,657	50.0%
5 (-) Loan Interest/Capital Repayments	0	0		0	
6 (-) All Other Payments	25,239	17,824	We needed to spend £4,470 less on improving the village hall. £1,870 less was paid in retainer refunds due to a policy change. We paid £423 less in grants and £580 less in VAT as a result of lower general spending. Various fluctuations up and down netted out to £72. Total: £7,415	-7,415	-29.4%
7 (=) Balances Carried Forward	65,620	60,861	Box 7 is more than twice box 2 because the authority held the following breakdown of reserves at the year end: £39,430 Village Hall Reserve arising from donations and grants: £590 ground maintenance commuted sum: £20,841 represents the amount left for a safe reserve which is 44.5% of total payments. Total: £60,861.	-4,759	4.4
8 Total Cash and Short Term Investments	65,620	60,861		-4,759	-7.3%
9 Total Fixed Assets and Long Term Assets	512,496	513,933		1,437	0.3%
10 Total Borrowings	0	0		0	
11 Trust Funds (Incl charitable disclosure note)	No	No			
Minute Ref					
Date					

Fig 3: Bank Reconciliation Balances 2016/17 and 2017/18

BALANCES	2016-2017	2017-2018
Business a/c (Opening)	65,052.27	64,077.82
Current a/c (Opening)	1,206.67	1,541.44
Income	43,920.75	42,042.76
	110,179.69	107,662.02
Less Expenditure	-44,560.43	-46,801.90
	65,619.26	60,860.12
Represented by		
Business a/c	64,077.82	59,042.72
Current a/c	1,794.94	1,962.40
Unpresented (Nett)	-253.50	-145.00
	65,619.26	60,860.12

NB: A variance re unpresented cheques still remaining from previous year of £153.50 has been written back in via the VH Cashbook on the assumption that cheques are unlikely to be presented after 12months+

Fig 4: Special Expenses that must be reported publically.

Date Paid	ID	Name	Description	Note *	Our Ref	£ Payments
08/03/18	90	Horkesley Village Funraisers	Village News	1		150.00
						150.00
12/06/17	23	Cllr Christopher Arnold	Chairmans Allowance	2		240.00
29/06/17	28	Cllr lance Williams	Police Conference Expenses	2		24.30
06/11/17	60	Cllr lance Williams	RCCE Travel Expenses	2		32.40
						296.70
Expenditure incurred under s137 powers						
02/05/17	8	1st Great Horkesley Scouts	Grant	3		176.79
02/05/17	9	Great & Little Horkesley Friendship Club	Grant	3		200.00
02/05/17	11	Bishop William Ward School Association	Grant	3		500.00
02/05/17	10	Great Horkesley Parochial Church Council	Grant	3		600.00
13/09/17	49	Village News	Software Renewal	3		212.69
						1,689.48
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 2017/18		7.57	2,071	15,677.47	
	Expenditure				1,689.48	
			Percentage of allowable used		9.70%	

Fig 5: Summary of Parish Council Budgetary Outturn




BUDGETARY CONTROL PARISH COUNCIL 2017-2018 (Excluding New Village Hall)					
SUMMARY: Position at the end of the financial year					
OUR DAY TO DAY OPERATING FIGURES					
We paid out £19,886.61 for day to day running costs.					
	(which was	£779.03	more than we had provided for).		
We received £17,272.71 via precept, grants, VAT refund & bank interest					
	(which was	£665.41	more than we aimed for).		
Our day to day operating deficit for this period was:					
		£2,613.90			
	Which is:	£113.62	worse than predicted		
Above allows for internal adjustment to reflect use of the village hall for PC meetings					
The PC removed the £10,000 capital budget for allotment land for 2017/18					

Fig 6: Summary of Village Hall Budgetary Outturn



BUDGETARY CONTROL FOR NEW VILLAGE HALL 2017-2018				
SUMMARY:				
Position at the end of the financial year				
OUR DAY TO DAY OPERATING FIGURES				
We paid out £23,758.59 for day to day running costs.				
	(which was	£2,866.87	more than we had provided for).	
We received £22,557.01 in hire fees and electricity income.				
	(which was	£1,845.01	more than we aimed for).	
Our day to day operating deficit for this period was:				
		£1,201.58		
	Which is:	£1,021.86	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: £246.50</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:				
		£40,130.00		
We gained a top-up of £1,063.04 from fundraising and grants				
and upped the budget to £41,190.00 in round figures				
So far we have spent: £1,760.20				
So the Village Hall has a remaining nest egg of:				
		£39,429.80		
for expenditure over and above the budgets for day to day running.				

Fig 7: Summary for both Accounts

PARISH COUNCIL AND VILLAGE HALL OVERALL SUMMARY		
Position at the end of the financial year		
2017-2018		
Balance Totals	£	£
Opening Bank Balance (Business Account)		64,077.82
Opening Bank Balance (Current Account)		1,541.44
Therefore our total in the bank at the start of the year was:		65,619.26
<u>In Year Balances at end of this period</u>		
PC Summary Balance (Revenue)	-2,613.90	
NVH Summary Balance (Revenue)	-1,201.58	
Balance of Retainers	-246.50	
VH Capital Spend	-1,760.20	
VH Receipts towards Capital	1,063.04	
TOTAL In Year Balances at end of this period		-4,759.14
Therefore the total that should be in the bank at the end of this period is:		60,860.12
However this nett total of payments and receipts are still to be presented		145.00
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:		61,005.12
Made up of:		
Business Account Balance at end of this period		59,042.72
Current Account Balance at the end of this period		1,962.40
Total in Bank Accounts at the end of this period		61,005.12
Total (due) in Bank at current period (Village Hall)		39,224.48
Total (due) in Bank at current period (Parish Council)		21,635.64
		60,860.12

Fig 8: Parish Council Accounts (Excluding Village Hall)

PARISH COUNCIL	£ 2016/17 Actual	£ Budget 2017/18	£ To Date 2017/18 Received/ Paid	£ Budget 2017/18 variance	Variance 2016-17 against 2017/18
Payments					
Admin (40% of costs)	271.50	340.00	300.46	-39.54	28.96
Members' Expenses	185.79	190.00	56.70	-133.30	-129.09
Sundry	195.83	80.00	254.20	174.20	58.37
Street Furniture Repairs	914.61	1,000.00	1,096.45	96.45	181.84
Street Furniture New		1,500.00		-1,500.00	
Elections					
Publications	177.24	370.00	150.00	-220.00	-27.24
External Audit (50%)	100.00	100.00	100.00		
Internal Audit (50%)	70.00	70.00	75.00	5.00	5.00
Insurance	330.92	330.00	350.61	20.61	19.69
Grants	1,900.00	1,480.00	1,476.79	-3.21	-423.21
IT Expenses (50%)	45.00	60.00	133.62	73.62	88.62
Chair	240.00	240.00	240.00		
Clerk's Salary (60%)	7,574.18	7,835.58	9,408.71	1,573.13	1,834.53
LGSS 60% of cost	1,134.53	1,722.00	2,579.46	857.46	1,444.93
Lights Power	235.64	250.00	515.90	265.90	280.26
Lights Maintenance	551.85	650.00	629.00	-21.00	77.15
CALC	35.00	40.00	35.00	-5.00	
EALC	389.12	390.00	397.80	7.80	8.68
NALC	183.32	130.00	136.75	6.75	-46.57
RCCE	55.00	60.00	60.50	0.50	5.50
SLCC	149.00	150.00	149.00	-1.00	
Conf/Training	235.00	160.00	115.00	-45.00	-120.00
Emergency Planning					
Vat Paid	2,057.74	1,640.00	1,478.16	-161.84	-579.58
Hall Rental (Internal Adj)	347.50	320.00	147.50	-172.50	-200.00
TOTAL Payments	17,378.77	19,107.58	19,886.61	779.03	2,507.84
Receipts					
Vat Reclaim	-2,659.18	-1,620.00	-2,012.69	-392.69	646.49
Bank Interest	-25.55	-20.00	-42.72	-22.72	-17.17
Other Grants/Donations			-250.00	-250.00	-250.00
Receipts Sub Total	-2,684.73	-1,640.00	-2,305.41	-665.41	379.32
CBC RS Grant	-1,079.00	-981.00	-981.00		98.00
Precept	-11,791.00	-13,986.30	-13,986.30		-2,195.30
Grant/Precept Sub Tot	-12,870.00	-14,967.30	-14,967.30		-2,097.30
TOTAL Receipts	-15,554.73	-16,607.30	-17,272.71	-665.41	-1,717.98
PC Revenue Balances	1,824.04	2,500.28	2,613.90	113.62	789.86

Fig 9: Village Hall Separate Accounts


VILLAGE Budget Sub Headin		£ 2016/17 Actual	£Budget 2017/18	£To Date 2017/18 Spent	£ Budget 2017/18 variance	Variance 2016-17 against 2017/18
Revenue Payments						
Admin (60% of costs)		407.24	520.00	450.68	-69.32	43.44
Audit Fees 50% shared costs		170.00	170.00	175.00	5.00	5.00
Broadband & IT Systems		589.15	400.00	470.91	70.91	-118.24
Clerk's Salary shared cost (40%)		5,049.45	5,223.72	6,272.47	1,048.75	1,223.02
LGSS 40% of cost		756.35	1,148.00	1,719.64	571.64	963.29
Salaries		4,806.88	7,400.00	8,997.45	1,597.45	4,190.57
Other Cleaning Costs		832.97	970.00	317.48	-652.52	-515.49
Electricity		1,479.65	910.00	1,414.92	504.92	-64.73
Fire Equip /Intruder Alarm Contract		42.50		42.50	42.50	
General Maintenance		823.98	800.00	348.16	-451.84	-475.82
Grounds Maintenance *(Rolled Over)		1,075.00	1,830.00	1,244.00	-586.00	169.00
Insurance (Direct VH element)		496.37	500.00	525.91	25.91	29.54
IT (50% of costs)		45.00	60.00	133.62	73.62	88.62
Licences PPL/PRS/TV		321.82	200.00	212.17	12.17	-109.65
Miscellaneous		105.23	120.00	283.42	163.42	178.19
RCCE VH Subscription		50.00	50.00	50.00		
Mobile Phone		107.12	120.00	104.13	-15.87	-2.99
Water Bills		634.38	590.00	842.13	252.13	207.75
Conference/Training				15.00	15.00	15.00
Cancellations Refunded		235.75	200.00	286.50	86.50	50.75
Adjustment for hall hire to PC *		-347.50	-320.00	-147.50	172.50	200.00
Total Revenue Payments		17,681.34	20,891.72	23,758.59	2,866.87	6,077.25
Revenue Receipts						
Main Hall: Residents		-11,141.25	-10,562.00	-10,088.70	473.30	1,052.55
Main Hall: Non-Residents		-9,304.46	-9,170.00	-10,981.55	-1,811.55	-1,677.09
Meeting Room: Residents		-201.00	-270.00	-871.25	-601.25	-670.25
Meeting Room: Non-Residents						
Whole Building: Residents						
Whole Building: Non-Residents						
Commercial Hire						
Total Hire Fees/Advance Payments		-20,646.71	-20,002.00	-21,941.50	-1,939.50	-1,294.79
Electricity sold to grid		-609.50	-710.00	-615.51	94.49	-6.01
Sub Total of Direct Revenue		-21,256.21	-20,712.00	-22,557.01	-1,845.01	-1,300.80
Revenue Balances excl Retainers		-3,574.87	179.72	1,201.58	1,021.86	4,776.45
RETAINERS						
Retainers Refunded to hirers		3,270.00		1,396.50	1,396.50	-1,873.50
Retainers Received from Hirers		-2,321.25		-1,150.00	-1,150.00	1,171.25
Balance of Retainers		948.75		246.50	246.50	-702.25
Revenue Balances with Retainers		-2,626.12	179.72	1,448.08	1,268.36	4,074.20
CAPITAL EXPENDITURE						
Payments						
Capital Fund (Current)		6,230.32	41,190.00	1,760.20	-39,429.80	-4,470.12
Receipts towards Capital						
Donations/Grants		-4,138.09		-676.95	-676.95	3,461.14
Fundraising		-650.47		-386.09	-386.09	264.38
Total Receipts to support Capital		-4,788.56		-1,063.04	-1,063.04	3,725.52
Capital Balances		1,441.76	41,190.00	697.16	-40,492.84	-744.60
Total Revenue&Capital Payments		27,181.66	62,081.72	26,915.29	-35,166.43	-266.37
Total Revenue & Capital Receipts		-28,366.02	-20,712.00	-24,770.05	-4,058.05	3,595.97
Combined Revenue&Capital Bala		-1,184.36	41,369.72	2,145.24	-39,224.48	3,329.60

Fig 10: Summary of Both Accounts:

COMBINED TOTALS FOR PARISH COUNCIL AND VILLAGE HALL					
	£ To Date 2016/17 Received/ Paid	£ Budget 2017/18	£ To Date 2017/18 Received/ Paid	£ Budget 2017/18 variance	Variance 2016-17 against 2017/18
Payments					
Parish Council Revenue	17,378.77	19,107.58	19,886.61	779.03	2,507.84
Village Hall Capital	6,230.32	38,430.00	1,760.20	-36,669.80	-4,470.12
Village Hall Revenue	20,951.34	20,711.72	25,155.09	4,443.37	4,203.75
TOTAL Expenditure	44,560.43	78,249.30	46,801.90	-31,447.40	2,241.47
Receipts					
PC Receipts	-2,684.73	-1,640.00	-2,305.41	-665.41	379.32
Village Hall Receipts	-28,366.02	-20,712.00	-24,770.05	-4,058.05	3,595.97
Receipts Sub total	-31,050.75	-22,352.00	-27,075.46	-4,723.46	3,975.29
CBC RS Grant	-1,079.00	-981.00	-981.00		98.00
Precept	-11,791.00	-13,986.30	-13,986.30		-2,195.30
TOTAL Receipts	-43,920.75	-37,319.30	-42,042.76	-4,723.46	1,877.99
Combined Balances	639.68	40,930.00	4,759.14	-36,170.86	4,119.46

Fig 11: Village Hall Hire Income Sources (Excludes retainers paid and refunded)

Row Labels	Sum of £ Nett Hire Fees
Art Classes	-1,527.00
Balls & Bands	-64.00
Craft Club	-444.00
Creation Station	-30.00
Divorced & Separated Club	-495.00
Eagle Ministries	-2,826.75
Encore Choir	-340.00
Friendship Club	-430.00
Karate	-86.25
Knitting Club	-940.00
Little Giggles	-1,862.00
One-Off Hire	-9,222.75
Pilates	-65.00
Scouts	-524.00
Spanish Lessons	-260.00
Sports Therapy	-690.00
Theatre School	-786.25
Womens Institute	-402.00
Youth Club	-660.00
Grand Total	-21,655.00
Comprises	
Hire Fees	-21,941.50
Less Cancellations	286.50
Total	-21,655.00

Fig 12: Key points from the accounts:

1. The Council's spending exceeded its income by £4,759.14 during the year; the difference was funded from balances.
2. The village hall incurred its first deficit despite increasing income, as it also faced increased expenditure.
*Excluding retainers paid and returned. #Excluding retainers as these are returnable.
3. The Council's balances decreased from £65,619.26 at the start of the year to £61,005.12 (allowing for cheques which had not been presented by year end).
4. Based upon the outturn for 2017/18 a revised capital budget for next year (2018/19) of £38,230 in place of the original estimate of £38,430 can be agreed as set out in Fig 12a below.
5. 42.6% of hire income came from one-off hires with the highest single organisation income received from Eagle Ministries.
6. Main Hall hire decreased from residents but increased from non-residents compared to 2016/2017. Meeting room hire fees showed an increase this year.

Fig 12a

Budget to roll over to 2018/19	
Adjusted Budget at end of 2017/18	41,190.00
Less Spent in 2017/18	1,760.20
Unspent Rolled forward	39,429.80
Nett revenue budget deficit supported from capital	-1,201.58
Total Budget adjusted for outturn	38,228.22
Total Budget adjusted for outturn (Rounded)	38,230.00

Fig 13: Members during 2017/18

Parish Council

Chairman: Christopher Arnold

Vice-Chairman: Robin Rennie

Other Members: David Borthwick (co-opted 29/01/2018); Karen Brown (co-opted 29/01/2018); Linda Harris; Robin Hodson (resigned 14/06/2017)
Mick Mead and Lance Williams (resigned 20/03/2018)

Parish Clerk and Responsible Financial Officer: Penny Mutch.