

COTHERSTONE PARISH COUNCIL

Finance Report

Author Responsible Financial Officer
 Meeting date 8 January 2020

1. Receipts, Payments and bank reconciliation

Opening balance at 1 December 2019	£24,528.17
Plus unrepresented cheques	£0.00
Net balance at bank, 1 December 2019	£24,528.17
Receipts and payments 1 -31 December 2019	
<i>Receipts</i>	
T Rudge – rent	£8.00
T Sabey – rent	£8.00
J Taylor – rent	£8.00
M Meggs – rent	£10.00
M Hedley – rent	£30.00
G Franks – rent	£5.00
J Nellis – rent	£8.00
J Johnson – rent	£8.00
D Foster – rent	£10.00
	£95.00
<i>Payments</i>	
100103 – J Mashiter	£158.58
100104 – HMRC	£96.82
100105 – J&JG Gill & Son Ltd	£150.00
100106 – J Mashiter	£64.24
100102 – Play@Cotherstone	£150.00
	£619.64
Net balance at start of period, plus receipts, less payments	£24,003.53
Closing balance at bank, 31 December 2019	£24,003.53

2. Payments due and needing authorisation on 8 January 2020

Payee	Description	Amount
Clerk	Salary, January	£158.58

3. Monitoring of expenditure against approved budget

Appendix 1 provides a comparison of expenditure and income during the third quarter of 2019/20 (October to December) against the approved budget.

Information is also provided about the Reserves held, and expenditure against those reserves during 2019/20 Quarter 3.

4. Application to #CelebrateNationalLottery25 – Cotherstone Community Celebration in May 2020

Very short notice was received of an application window for grants of between £100 and £1,000 to support events taking place between 1 February and 18 November 2020. The scheme is competitive, with the initial sift of applications being made at random.

An email was sent to all councillors on 25 November inviting suggestions for possible events. Two suggestions were made — some form of event relating to the completion of the Neighbourhood Plan and/or the launch of a community-shop project. The following was submitted by the deadline:

To hold an event as celebration of one community achievement and the launch of another: a Neighbourhood Plan for Cotherstone has been several years in preparation and is due for completion during the first quarter of 2020; a community-shop/post office enterprise is currently in embryonic form, but has received a very positive response at two public meetings. The latter project will require a great deal of commitment and involvement from the community and a social gathering rather than a more formal public 'town hall'-style meeting will offer a great opportunity to both thank those who have been involved to date, and to encourage further volunteering. A key aspect of the event will be a family focus in order to include children and young parents. Response to the work of the community shop Steering Group to date has been largely the older age group, and in order for the flames of community spirit to be fanned, a wider range of the population needs to be involved. The event would be family-focussed, with entertainment, catering, and held on the village green if weather permitted, otherwise in the village hall.

£935 was requested to cover: food and refreshments (£300), entertainment/facilitation/activity costs (£300), publicity (£60) and hall hire or marquee hire (£200) and administration (£75).

Success (or otherwise) will be advised by 31 January 2020.

5. Budget for 2020/21

A second draft budget for the year 2020/21 is at Appendix 2, based on discussion of a first draft budget at the Extraordinary Meeting of the Council on 11 December 2019.

Recommendations

1. To receive a report of receipts and payments 1 to 31 December and bank reconciliation at 31 December 2019.
2. To authorise payments due.
3. To receive a monitoring report of expenditure against budget at the end of Quarter 3.
4. To note details of an application submitted to #CelebrateNationalLottery25 – Cotherstone Community Celebration in May 2020.
5. To consider a second draft budget for 2020/21.
6. To set the precept request for 2020/21.

Appendix 1: Budget monitoring report, 2019/20 Quarter 3

BUDGET MONITORING 2019-20 - Quarter 3

EXPENDITURE		APPROVED BUDGET 2019/20	Actual Quarter 3 (October to December 2019)	Actual Year to date (April to December)	Year to date % Actual / Budget
Administering the Parish Council	Clerk salary	£2,332	£572.56	£1,685.04	72.3%
	Insurance	£365	£0.00	£346.69	95.0%
	Training and development	£260	£35.05	£62.05	23.9%
	Membership subscriptions	£150	£0.00	£135.54	90.4%
	Registrations / licences	£40	£0.00	£40.00	100.0%
	Clerk's office expenses	£93	£23.25	£60.75	65.3%
	Audit	£0	£0.00	£0.00	
	GDPR Data Protection Officer	£0	£0.00		
	Advertisements / notices	£80	£0.00	£0.00	0.0%
	Postage	£25	£21.96	£21.96	87.8%
	Travel & Subsistence - clerk	£50	£3.15	£14.58	29.2%
	Travel & Subsistence - councillors	£50	£0.00	£0.00	0.0%
	Miscellaneous	£75	£0.00	£13.77	18.4%
	VAT to be reclaimed	£50	£29.08	£135.27	270.5%
	Website, hosting and email	£60	£0.00	£0.00	0.0%
Stationery	£0	£0.00	£0.00		
		£3,630	£685.05	£2,515.65	69.3%
Services / amenities provision	Grass cutting - Greens/Klondike	£1,440	£240.00	£1,320.00	91.7%
	Grass cutting - Cemetery	£960	£160.00	£880.00	91.7%
	Grass cutting - miscellaneous/additional	£100	£125.00	£145.00	145.0%
	Allotments - Klondike wall repairs	£0	£0.00	£0.00	
	Village Hall room hire	£150	£60.00	£195.00	130.0%
	Bus shelter	£0	£0.00	£130.00	
	Cemetery works	£50	£0.00	£500.00	1000.0%
	Contributions and support	£700	£650.00	£650.00	92.9%
	Defibrillator		£0.00	£30.95	
	Neighbourhood Plan		£0.00	£2,000.00	
	Community Shop/Post Office project	£0	£61.10	£134.34	
	Section 137 donations	£20	£25.00	£25.00	125.0%
	Transfer to reserves	£99	£0.00		0.0%
		£3,519	£1,321.10	£6,010.29	170.8%
TOTAL EXPENDITURE		£7,149	£2,006.15	£8,525.94	119.3%
INCOME		ANTICIPATED 2019/20	Actual Quarter 3 (Oct to Dec 2019)	Actual Year to date (April to December)	% Actual / Budget
Non-precept income	Cemetery		£0.00	£855.00	
	Wayleaves	£38	£0.00	£38.49	101.3%
	HMRC VAT Refund for 2018/19	£20			0.0%
	Hearse House rents	£156	£156.00	£156.00	100.0%
	The Close allotments rents	£64	£80.00	£80.00	125.0%
	Klondike allotments rents	£60	£64.00	£64.00	106.7%
	Grants		£6,000.00	£6,000.00	
	Bank interest				
		£338	£6,300.00	£7,193.49	2128.3%
Precept		£6,853		£6,853.00	100.0%
TOTAL INCOME		£7,191	£6,300.00	£14,046.49	195.3%

RESERVES	at 10 July 2019	Spent in Q1	Spent in Q2	Spent in Q3	Balance left in reserves
Election costs	£2,000.00				£2,000.00
Cemetery	£3,000.00				£3,000.00
Allotments	£2,000.00				£2,000.00
Neighbourhood Plan	£5,000.00	£1,000.00	£1,000.00		£3,000.00
Defibrillator	£457.00			£30.95	£426.05
General reserves	£6,998.00				£6,998.00
Total	£19,455.00				£17,424.05

Appendix 2: SECOND DRAFT budget for 2020/21

EXPENDITURE		ACTUAL 2018/19	BUDGET 2019/20	ACTUAL 2019/20 YTD end November	PREDICTED OUTTURN 2019/20 (based on YTD end November)	COMMENTARY ON OUTTURN PREDICTION	PROPOSED BUDGET 2020/21	BASIS OF COST ESTIMATE FOR 2020/21
Administering the Parish Council	Clerk salary	£2,381	£2,332	£1,685	£2,145	4 months at same level as previous 8	£2,670	Increment to NSCP8 (£10.37ph) plus 10% allowance as unions have requested = £11.41ph
	Insurance	£347	£365	£347	£347		£360	Long term agreement so only increase in tax
	Training and development	£228	£260	£62	£80	Agreed to fund Clerk attending Practitioners' Conference, February 2020	£260	£200 clerk, £30 councillor x 2
	Membership subscriptions	£177	£150	£136	£136		£150	Slight increases in CDALC and SLCC subscriptions allowed for
	Registrations / licences		£40	£40	£40		£40	No change in fee basis from Information Commissioner's Office
	Clerk's office expenses	£181	£93	£61	£131	3 quarterly payments of £23.25 still to be made	£105	Broadband (£4.75pm, paper £1.75pm, Dropbox £2.25pm)
	Audit		£0		£0	Certified exempt from limited assurance review on 18/19 accounts	£285	Internal audit fee now £85. External audit (£200 fee) possible if shop project takes income or expenditure >£25k
	Advertisements / notices	£45	£80	£0	£80	Tender notice for grass cutting tenders - February 2020	£80	Assume 1 x notice in Teesdale Mercury
	Postage	£38	£25	£22	£10		£25	No change
	Travel & Subsistence - clerk		£50	£15	£11		£50	No change - Assume two trips to Durham
	Travel & Subsistence - councillors		£50		£0		£50	No change - Assume two trips to Durham
	Miscellaneous		£75	£14	£25		£75	No change
	VAT to be reclaimed	£55	£50	£135	£125			
	Website, hosting and email	£191	£60	£0	£60		£60	Maintenance/support taken in-house as Clerk's responsibility. Hosting fee £60
	Stationery		£0	£0	£0			Day-to-day stationery covered through Clerk's office expenses
		£3,642	£3,630	£2,516	£3,190		£4,210	
Services / amenities provision	Grass cutting - Greens/Klondike		£1,440	£1,320	£1,320	season finished	£1,584	10% increase estimated - new contract to be tendered
	Grass cutting - Cemetery	£2,085	£960	£880	£880	season finished	£1,056	10% increase estimated - new contract to be tendered
	Grass cutting - miscellaneous/additional		£100	£275	£300	season finished	£300	As for 2019/20 expenditure
	Allotments - Klondike wall repairs	£196	£0		£0	No change	£0	No work identified
	Defibrillator		£0	£31	£31		£0	
	Village Hall room hire	£143	£150	£195	£270	Five more hires @£15	£150	Based on 10 meetings @ £15
	Community shop/post office project		£0	£134	£800	Based on budget allocated October 2019	£250	Room hire for Implementation Group
	Cemetery works	£235	£50	£500	£500	No further work this year	£500	Work on cherry trees
	Tree inspections		£0	£0	£300	Detailed Autumn inspection of T42 and T43	£500	Any remainder to set up earmarked tree reserves if not used
	Contributions and support	£650	£700	£650	£650		£700	No change
	Neighbourhood Plan	£2,708	£0	£2,000	£6,000	Using remaining grant funds	£0	All completed
	Seat maintenance					seat maintenance	£200	
	Section 137 donations	£25	£20	£25	£25	No change	£25	As for 2019/20 expenditure
		£6,042	£3,420	£6,010	£11,076		£5,265	
TOTAL EXPENDITURE		£9,684	£7,050	£8,526	£14,266		£9,475	

INCOME		ACTUAL 2018/19	BUDGET 2019/20	ACTUAL 2019/20 YTD end November	PREDICTED OUTTURN 2019/20 (based on YTD end November)	Commentary on outturn prediction	PROPOSED BUDGET 2020/21	BASIS OF COST ESTIMATE FOR 2020/21
Non-precept income	Cemetery	£2,095		£855	£945	£90 Fee re Alderson due		Cannot be predicted
	Wayleaves	£1,172	£38	£38	£38	all income achieved	£38	No change
	HMRC VAT Refund for 2018/19	£115	£20	£0	£125	Based on expenditure to end November 2019	£125	Nominal sum based on expenditure at YTD November 2019
	Hearse House rents		£156	£156	£156	all income achieved	£156	No change
	The Close allotments rents	£288	£64	£25	£80	New rate from January 2020: 8 @£10	£80	No change
	Klondike allotments rents		£60	£32	£80	New rate from January 2020: 10 @£8	£80	No change
	Grants			£6,000	£6,000	Neighbourhood Plan grant		

Bank interest							
TOTAL NON-PRECEPT INCOME	£3,670	£338	£7,106	£7,424		£479	
NET EXPENDITURE (total expenditure less total non-precept income)	£6,014	£6,712	£1,419	£6,842		£8,996	
FINANCED BY							
reserves brought forward at start of year	£17,562	£18,358		£18,358		£18,369	
reserves carried forward at year end	£18,358	£18,499		£18,369		£16,476	
Use of reserves	-£796	-£141		-£11		£1,893	providing reserves of £16,476 at YE20/21 comprising £2k election, £4.5k cemetery, £4k allotments, £426 defibrillator and general reserves of £5,550 (78% of precept)
PRECEPT	£6,810	£6,853		£6,853	<i>all income achieved, Band D equivalent £25.80</i>	£7,103	
	£6,014	£6,712		£6,842		£8,996	

Resource change 4%
Band D £25.80
Band D change 2.63%
old Band D £25.14

Reserves b/f into 2020/21

Election costs	£2,000	
Cemetery	£4,500	
Allotments	£4,000	
Neighbourhood Plan	£0	
Defibrillator	£457	
General reserves	£8,597	121%
Total	£19,554	

Reserves b/f into 2021/22

Election costs	£2,000	
Cemetery	£4,500	
Allotments	£4,000	
Neighbourhood Plan	£0	
Defibrillator	£426	
General reserves	£5,550	78%
Total	£16,476	