

ALVELEY AND ROMSLEY PARISH COUNCIL
REPORT BY CLERK OF COUNCIL

PARISH COUNCIL 1ST OCTOBER 2019
FINANCIAL REPORT

Agenda item 13

1. **Purposes**

To deal with the following matters:

- (a) Deposits and bank balances at 30th September 2019;
- (c) Bank reconciliation at 30th September 2019;
- (d) Invoices for approval;
- (e) Budget monitoring 2019/20.

2. **Deposits and bank balances 2019/20 to 30th September 2019**

Deposits (1st April 2019 – 30th September 2019)

Shropshire Council Precept Payment	£52,170.00
Neighbourhood Fund (CIL)	£2,367.49
Astley Solar Farm (Betterment Grant)	£9,075.00
Awards for All Grant	£9,850.00
Refund of VAT	£6,052.63
CCLA Public Sector Deposit Fund A/C/HSBC Bank Interest	<u>£224.43</u>
	<u>£79,739.55</u>

Bank Balances

HSBC Business Money Manager Account	£12,878.21
HSBC Community Account	£27,594.08
Charities Churches & Local Authorities (CCLA) Account	£65,000.00

2.1 The Parish Council is **requested** to note this information.

3. **Bank reconciliation at 30th September 2019**

Balances as at 30.09.19 -

Bank	£
Business Money Manager Account	12,878.21
Community Account	27,594.08
CCLA Public Sector Deposit Account	<u>65,000.00</u>
	105,472.29
Less unrepresented cheque	
	202164 161.04
	<u>105,311.25</u>

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Cash Book		£
Opening balances as at	01/04/2019	54,397.00
Add receipts to	30/09/2019	79,739.55
Less payments to	30/09/2019	<u>-28,825.30</u>
		<u>105,311.25</u>

3.1 The Parish Council is **requested** to note this information.

4. **Invoices for Approval and Cheques for Signature**

4.1 A schedule of invoices/direct payments is attached.

Recommendation: The Council is **requested** to approve the schedule of invoices/direct payments and to instruct two Councillors to endorse the invoices and sign the cheques to be paid.

5. **Budget Monitoring 2019/20**

5.1 A detailed statement of payments to 30th September 2019 is attached. Overall spending for the first six months is within budget and most major recurrent items, including salary, office expenses and street lighting electricity are on or within target.

5.2 A number of changes to approved budgets have already been agreed and these are reflected in the attached statement. These relate major spending commitments most of which do not yet appear in this statement. The budgets concerned are:

5.2.1 **Street Lighting**

The approved budget for 2019/20 has been supplemented by the receipt of £9,075 of Community Betterment Grant, which has previously been earmarked for this purpose. In addition, the Parish Council has agreed that the unspent balance of £7,824 in the 2018/19 budget for Street Lighting Replacement be vired from the unallocated reserve to the 2019/20 budget. The available budget is therefore £31,900.

Since the latest invoice was paid in June, further orders have been raised as follows:

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<u>Order</u>	<u>Quoted price (ex VAT)</u>
	£
5/1920	3,142
6/1920	1,260
7/1920	666
8/1920	2,120
9/1920	876
10/1920	<u>1,008</u>
	<u>9,072</u>

At this point in time, therefore, just over £11,000 of the available budget remains uncommitted.

5.2.2 Closed Churchyard

The Parish Council is responsible for maintaining St. Mary's Closed Churchyard and the management issues arising from this are reported at agenda item 11.

The financial aspects are as follows (all costs are exclusive of VAT):

- (i) Grass cutting of the Churchyard is likely to cost £1,950 in the current financial year (£200 over the approved budget).
- (ii) A preliminary tree survey has been carried out by Shropshire Council at a quoted cost of £300. The report has been received and an invoice is awaited.
- (iii) The aerial tree survey recommended by Shropshire Council has been commissioned from Lewis Arborcare at a quoted cost of £525.
- (iv) Ian Cupper from Shropshire Council has agreed to evaluate the results of the aerial tree survey and provide a prioritised list of work that needs to be done. It is estimated that this will cost £200-£250.
- (v) There is an approved budget in the current financial to cover the initial inspection. There is also an approved budget of £1,500 for tree work and £500 for maintenance of paths. The completion and evaluation of the tree survey will cost around £950. Taking account of grass cutting and mole control, this will leave room for further spending of just under £1,000 in the current financial year.
- (vi) Further spending may be required to deal with other issues raised in the initial tree survey report and, more recently, by the Parochial Church Council (PCC). Members should note that the budget includes a contingency of £2,000.

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5.2.3 Play Area

The approved budget of £735 for grass cutting was based on the previous contract with IGM which related only to the Play Area. The new contract with Ditton Services covers the entire Recreation Ground and commits the Parish Council to annual spending of £2,900. It will therefore be necessary to vire £1,500 from the budget for amenity land grass cutting and to apply £635 of the earmarked reserve for Neighbourhood Fund to cover the increased costs.

The Parish Council has previously agreed to increase the available budget for Play Area repairs to £7,000 and an order for work costing an estimated £5,975 has been now been completed but not yet invoiced. In addition, the Parish Council has been successful in a bid for grant of £9,850 from the National Lottery (Awards for All) to fund new equipment suitable for children with sensory and learning difficulties. This work has also been completed and an invoice has now been received, but not yet paid. Lastly, there is an outstanding order for repairing the aerial runway at an estimated cost of £474, excluding VAT.

5.3 Although significant increases in spending have already been agreed or are now required in the above areas, the attached statement shows grant income of over £21,000 has already been received which was not budgeted for. As a result, projected receipts for the year total nearly £80,000. This will limit the consequential reduction in reserves to around £11,000 which would mean that total reserves at the year end are still in excess of £40,000.

5.4 Taking account of the above information, the Parish Council is **requested to approve** the following actions:

- (i) To vire £1,500 from the budget for amenity land grass cutting and to apply £635 of the earmarked reserve for Neighbourhood Fund to cover the annual cost of maintenance contract for the Recreation Area.
- (ii) To receive a further report on the Closed Churchyard once the potential financial implications of current investigative work and discussions with the PCC are known.