

HARTLEBURY PARISH COUNCIL

Agenda Item 7

1. Current Financial Position as at 29th February 2020

	£
HSBC Treasurer's Account:-	
1) Parish Council General Funds	24305.73*(see notes below)
2) Community Project Funds	6814.92
Treasurer's Account Total	31120.65
HSBC Deposit Account	6379.95
Scottish Widows Account	10000.00.

* This figure takes into account 1 unpresented cheques as at 24 February 2020 totalling £168.99.

2. Schedule of Payments To Be Approved At The Parish Council Meeting

Item	Cheque Value £	Cheque No.	Comments
Payments made since last meeting			
N Gulliver – Clerk's Salary - January	612.62	S/O	
HMRC	168.99	101999	
N. Gulliver – Clerk's expenses	67.25	102000	Details of expenses set out overleaf
Hartlebury WI	131.40,	102001	Grant towards banners
Top Cut Mowing Services Ltd	438.00,	102002	
PKF Littlejohn	2662.50,	102003	External Audit Fees
Sub Total	4080.76		
Payments to be approved at the meeting			
N Gulliver – Clerk's Salary - February	612.62	S/O	
HMRC	168.99	102004	
N. Gulliver – Clerk's expenses	52.61	102005	Details of expenses set out overleaf
Top Cut Mowing Services Ltd	438.00,	102006	
Ruth Mullett	124.20,	102007	Clerking of Parish Council Meeting
RoSPA	474.00,	102008	Annual Inspection of Play Areas
Mark Guyatt – Parish Lengthsman	24.90,	102009	
Sub Total	1895.32		
TOTAL	5976.08		

3. 2019/20 Budget v Actual

Set out below are the expenditure levels against the 2019/20 Budget:-

Budget Item	Budget Allocation £	Expenditure up to 24/02/20 £
Staff		

Staff Costs (note1)	10000	8580.45
Clerk's Expenses	500	445.85
Sub Total	10500	9026.30,
Administration		
Chairs Allowance	250	104.16
Training	300	50.00,
Computer & Software	200	145.14
General Administration (note 2)	900	726.02
Internal & External Audit	500	2328.75
Community Project Sinking Fund	500	0.00,
Sub Total	2650	3354.07
General Maintenance		
Lengthsman	942	1366.76
P3 Scheme	500	1260.00,
Grass cutting	4400	3285.00,
General Maintenance/Minor Works (note 3)	800	440.80,
Play Area Inspection, Maintenance & Signage	850	0.00,
Defibrillator Maintenance	250	77.00,
Sub Total	7742	6429.56
Other		
CALC/NALC	1000	956.72
Insurance	1500	1062.28
Community Project Launch	400	0
Allotment Rent & Expenses	800	337.50,
Grants	1000	631.40,
Sub Total	5200	2987.90,
TOTALS BASED ON PRECEPT/GRANT	25,592	21797.83
Additional Items Agreed by the Parish Council		
Churchyard Maintenance	1600.00,	1600.00,
New VAS	2800.00,	5600.00,
Village Gates Purchase & Installation	1951.32	1951.32
Church Clock Maintenance	200.00,	165.00,
Sub Total	9351.32	9316.32
TOTALS	25,592	31,114.15

Notes

1. Clerk's salary and HMRC costs
2. Includes Parish Magazine costs
3. Includes bus shelters & dog bins plus any maintenance required from a review of Assets Reg

In considering expenditure against the budget, the following points need to be taken into consideration:-

1.The significant increase against Internal & External Audit was due to not allowing for an increased basic fee as a result of the expenditure on the Community Project and the additional investigation work carried out by the External Auditor as a result of complaints raised without the prior notice of the Parish Council. As a result the Parish Council had to bear the cost of this additional work.

2.The expenditure listed against the Parish Lengthsman is offset by income from the County Council of £902.66.

3. The expenditure listed against the P3 scheme is offset by income from a grant from County

Councillor Peter Tomlinson of £1400.00.

4. The expenditure on 2 new VAS is offset by £2800 already received last year from Wienerberger for a new VAS for the Old Worcester Road and a further £2550 from our insurers for 1 vandalised VAS.

4. 2019/20 Income/Receipts

Set out below are the income and receipts received in 2019/20 up to the 24 February 2020:-

Item	£
Precept	24100.00,
Grant	1492.00,
Community Project	0
VAT Refunds	6022.29
Allotments	39.00,
Miscellaneous Income	5476.68
P3/Footpaths	1400.00,
Parish Lengthsman	902.66
TOTAL	39432.63

The above income should increase when the latest VAT refund claim is submitted at the end of March 2020.

5. Community Project

During 2018/19 a total of £372,517.42 was spent on the project. During 2019/20 only smaller amounts of expenditure were undertaken and the current balance of the Project fund is £6,814.92. Out of this amount the following payments are still to be made:-

Play Area Inspection by RoSPA	- £395.00
Contribution towards Patio Doors for Parish Hall	- £500.00
Final Retention Fee to Contractor	- £4574.30

This leaves a balance of £1345.62 which I would suggest is put towards the repairs to the rear car park at the Parish Hall.

Neil Gulliver
Acting Clerk