

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 7 JANUARY 2016

<i>Page</i>	<i>Contents</i>
2	Correspondence sent since last meeting
3	Financial Matters: Cash balances at 31 December 2015 (Agenda Item 14a)
4	Financial Matters: Bank reconciliations at 28 December 2015 (Agenda Item 14b)
5	Financial Matters: Receipts & Payments Account for 9 months to 31 December 2015 (Agenda Item 14c)
6 - 9	Budget for 2016/17 (Agenda Item 14d)

Correspondence sent since 3 December 2015

- a) Letter to Oxfordshire County Councillor Ian Hudspeth about impact of removal of bus subsidies and withdrawal of our parish bus service
- b) Letter to Oxfordshire County Councillor David Nimmo-Smith about impact of removal of bus subsidies and withdrawal of our parish bus service
- c) Letter to MP David Cameron seeking his support in relation to the County Council proposed withdrawal of the bus subsidies and our parish bus service
- d) Letter to WODC Planning asking question about impact of withdrawal of bus subsidies and loss of bus service on our parish's position as a "sustainable" community suitable for further development
- e) Letter to Aston & Cote Community Trust enclosing donation towards cost of fire risk assessment and asking for evidence of public liability insurance cover
- f) Letter to Historic Chapels Trust enclosing donation to cover cost of grass cutting at Cote Chapel in 2015
- g) Letter to Oxfordshire County Council responding to consultation on changes to children's services
- h) Letter and paperwork to 5 potential grass cutting contractors for playing field grass contract

Financial Matters**1. Cash Balances**

	£
<i>SANTANDER CURRENT ACCOUNT</i>	
Balance at 30 November 2015	22,902.51
Receipts in month – transfer from Santander Deposit	16,300.00
Payments authorised & signed on 3 December 2015	(34,150.92)
Balance at 31 December 2015	<u>5,051.59</u>
 <i>UNITY TRUST CURRENT ACCOUNT</i>	
Balance at 30 November 2015	NIL
Receipts in month – transfer from Santander Current	5,000.00
Receipts in month – interest	0.15
Balance at 31 December 2015	<u>5,000.15</u>
 <i>NATIONWIDE DEPOSIT ACCOUNT</i>	
Balance at 30 November 2015	NIL
Transactions in December: transfer from Santander Current Account	27,980.00
Balance at 31 December 2015	<u>£27,980.00</u>
 <i>SANTANDER BUSINESS DEPOSIT ACCOUNT</i>	
Balance at 30 November 2015	16,830.43
Transactions in December: interest received	2.41
Transactions in December: transfer to Santander Current Account	(16,300.00)
Balance at 31 December 2015	<u>£532.84</u>
 TOTAL CASH HOLDING AT 31 DECEMBER 2015	 <u>£38,564.58</u>

Financial Matters**2. Bank Reconciliations at 28 Dec 2015**SANTANDER CURRENT ACCOUNT

	£
Bank Statement Balance at 28 Dec	5,439.54
Reconciling items	
Unpresented cheques	
22336 – H Sandhu	(369.65)
22337 – R Haines	(18.30)
Cash Book Balance at 28 Dec	<u>5,051.59</u>

UNITY TRUST CURRENT ACCOUNT

	£
Bank Statement Balance at 28 Dec	5,000.15
Reconciling items	
NONE	NIL
Cash Book Balance at 28 Dec	<u>5,000.15</u>

SANTANDER DEPOSIT ACCOUNT

	£
Bank Statement Balance at 28 Dec	532.84
Reconciling items	
NONE	NIL
Cash Book Balance at 28 Dec	<u>532.84</u>

NATIONWIDE DEPOSIT ACCOUNT

(No statement)	£
Cash Book Balance at 28 Dec	<u>27,980.00</u>

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
9 MONTHS ENDED 31 DECEMBER 2015
RECEIPTS & PAYMENTS ACCOUNT

	Relevant Statute	BUDGET		ACTUAL	PRIOR YR
		Full Year Budget 2015/16	Budget for 9 months 2015/16	9m ended 31 Dec 2015/16	9m ended 31 Dec 2014/15
RECEIPTS					
Precept		24,386	24,386	24,386.00	18,136.00
Council tax support grant (WODC)		627	627	627.47	731.71
Grants (grass cutting)		1,049	1,049	1,048.60	2,097.21
Interest		70	53	53.31	108.21
Sundry					
VAT refund received					1,113.59
TOTAL RECEIPTS		26,132	26,115	26,115.38	22,186.72
PAYMENTS					
<i>Ordinary Expenditure</i>					
Clerk's Salary	LGA 1972, s112	4,242	3,179	3,179.40	3,102.40
Office equipment	LGA 1972, s111				
Office running costs	LGA 1972, s111	500	375	266.68	299.50
Website	LGA 1972, s111				155.36
Insurance	LGA 1972, s111	456	456	434.03	434.03
Audit	LGA 1972, s111	200	200	100.00	200.00
Election cost (2014 election)	LGA 1972, s111	83	83	82.96	
Village Hall Rental/Cost APM	LGA 1972, s111	40	40	76.80	
Subscriptions	LGA 1972, s143	362	327	312.39	209.78
Chairman's Allowance	LGA 1972 s15(5)	100	75		44.40
<i>Expenditure under Statute</i>					
Grass Cutting - verges & War Mem	HA 1980, s116	4,815	4,815	1,973.26	4,534.92
Grass Cutting - playing field	LG(MP)A 1976, s19	840	840	840.00	784.00
Grants - See Separate Analysis		2,850	2,220	2,565.00	2,140.00
Dog & Litter Bin Emptying	Litter Act 1983	231	173	122.71	169.39
Training & Travel	LGA 1972, s174	220	165	18.30	173.15
Clock Maintenance	PCA 1957, ss2 & 6	202			
Bus Shelter Cleaning	LG(MP)A 1953, s4	105	79	79.00	50.00
Repairs (incl Cote phone kiosk)		500	375	100.00	
<i>Expenditure from "Free Resource" (S137)</i>					
Village maintenance/Lengthsman		2,000	1,500	210.00	
Subscriptions		106	106	101.00	101.00
Grants - See Separate Analysis		1,430	150	150.00	150.00
<i>Projects</i>					
Cote info signs	LGA 1972, s144				29.80
Defib at Village Hall	PHA 1936 s234			177.44	
Litter bin at Vicarage Close				122.85	
Contingency Sum		5,000			
VAT Paid				564.48	1,071.41
TOTAL PAYMENTS		24,282	15,158	11,476.30	13,649.14
Excess/(Deficit) of Receipts over Payments for Financial Year		1,850	10,956	14,639.08	8,537.58
Reserves					
Opening		23,926	23,926	23,925.50	
Closing		25,776	34,882	38,564.58	
Closing reserves analysis:					
Working day to day balance		5,000	9,106	12,789	
Contingency Reserve		0	5,000	5,000	
Recreation reserve		20,776	20,776	20,776	
		25,776	34,882	38,565	

ASTON, COTE, SHIFFORD AND CHIMNEY PARISH COUNCIL DRAFT BUDGET 2016/17 – VERSION 2

1.0 Overview

- 1.1 A second draft of the budget for 2016/17 is attached. The precept for the year needs to be agreed at the January meeting at the latest as it must be submitted to the District Council shortly thereafter.
- 1.2 The District Council has provided information on the level of the council tax support grant (introduced in 2013/14 to compensate local authorities for the impact of the localisation of the effect of council tax benefits receivable by local residents) and the council tax base for 2016/17. The council tax support grant has been increased to £760 (from £627.47 in 2015/16) and the council tax base (the number of households across which the precept is split) has increased to 513.83 (from 500.12 in 2015/16).
- 1.3 The only change made to the second draft of the budget is an increase in the salary payable to the Clerk of £116 following the decision to award an inflationary pay rise made at the December meeting.
- 1.4 One key item of expenditure is not yet known for certain – the cost of cutting the playing field. The contract for this will be awarded at the January meeting. The current draft of the budget assumes a cost of £65 per cut for 15 cuts. The actual costs in 2015/16 were £840 – 15 cuts at £56 per cut.
- 1.5 The second draft budget shows recurrent expenditure of £19,776 and no planned one-off (project) expenditure. The total expenditure is reduced to a net of £18,617 when the non-precept income budgeted for the year is offset against it.
- 1.6 Built into the precept requirement is the usual general contingency sum of £5,000 to cover unexpected expenditure during the year and a working day-to-day balance of cash funds required to carry forward at the end of the year of £5,000. Holding a reserve of £10,000 has previously been agreed to be sufficient to give the council financial security, given its limited assets and unavoidable commitments.
- 1.7 When the precept for 2015/16 was set the Parish Council resolved to increase the precept by an additional £6,850 for three years to build up a recreation reserve. 2016/17 will be the second year of that increase.
- 1.8 Including this increase, the total “traditional” precept (the precept for tax setting purposes combined with the council tax support grant) in 2015/16 was £25,013 (£24,386 after deducting the council tax support grant).
- 2.1 The forecast out-turn for 2015/16 (after allowing for the transfer of £6,850 into the recreation reserve) is a surplus of £4,142. The surplus has arisen due to lower than expected expenditure on verge grass cutting (there have been 8 cuts instead of the budgeted 12), lower expenditure on general village maintenance than budgeted, and fewer requests for donations from organisations outside the village (£137 expenditure).
- 2.2 The Parish Council view on the use of this surplus agreed at the December meeting was to add it to the recreation reserve. Alternative uses of the surplus include using it on new projects or reducing the precept for 2016/17.

3.0 Precept

- 3.1 The Government introduced a 2% cap on council tax increases in 2013/14. The legislation has been written in such a way that this cap could be extended to cover parish and town councils. A decision was made by Government at the end of 2014 that parish and town councils would be exempt from the cap for 2015/16, but no decision has yet been made on whether this exemption will also be applied for 2016/17.

- 3.2 If the Parish Council wishes to keep the Precept at the same level as 2015/16 for a Band D household, then the Parish Council will have an additional £5,124 at its disposal (arising from the expected surplus for 2015/16 and the increases in the council tax support grant and the council tax base). As noted in 2.2 above, the Parish Council could resolve to add this into the recreation reserve, could identify additional projects to spend it on, or could reduce the precept. At the December meeting, the Parish Council view was that this surplus should be added to the recreation reserve.

4.0 Recommendations

- 4.1 That the Parish Council considers the draft budget as presented, proposing amendments where identified, and incorporating the actual quotation for the playing field grass cutting.

- 4.2 That the Parish Council decides how to use the expected surplus of £5,124 (see 3.2 above). The view expressed at the December meeting was that this should be added to the recreation reserve.

- 4.3 That the Parish Council makes a resolution on the precept for 2016/17.

Prepared by: Helen Sandhu, Clerk and RFO
2 January 2016

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
FINANCIAL YEAR 2016/17
DRAFT BUDGET FOR MEETING ON 7 JANUARY 2016 - VERSION 2

	Budget 2015/16	Currently expected outturn 2015/16	Draft Budget 2016/17	
EXPENDITURE				
Recurrent Expenditure				
<i>Ordinary Expenditure</i>				
Clerk's Salary	4,242	4,242	4,358	Inflationary rise agreed on 3 Dec
Office equipment				No predicted requirement
Office running costs	500	331	500	As existing budget
Website costs			105	Assume hosting renewed 2 years
Insurance	456	434	456	This year actual + 5%
Audit	200	100	200	Quotation new provider
Election expenses	83	83		
Village Hall Rental/Cost APM	40	77	40	As existing budget
Subscriptions	362	348	362	This year + 5%
Chairman's Allowance	100	10	100	As existing budget
<i>Expenditure under Statute</i>				
Grass Cutting - verges & WM	4,815	3,377	5,056	14 cuts - actual quote +5% infl. Estimate £65 per cut, 15 cuts
Grass Cutting - playing field	840	840	975	
Grants paid under statute	2,850	3,775	2,850	See 3 Dec Report
Dog & Litter Bin Emptying	231	193	203	This year + 5%
Training & Travel	220	18	220	As existing
Clock Maintenance	202		202	1 unplanned call-out - annual service paid in advance for 2014-2016
Bus Shelter Cleaning	105	106	113	This year + 5%
Repairs	500	100	500	General round budget
<i>Expenditure from "Free Resource" (\$137)</i>				
Village maintenance (Lengthsman)	2,000	210	2,000	See 3 Dec Report
Subscriptions (CPRE & ORCC)	106	101	106	This year + 5%
Grants - See Separate Analysis	1,430	525	1,430	See 3 Dec Report
Recurrent Expenditure c/f	19,282	14,870	19,776	
Recurrent Expenditure b/f	19,282	14,870	19,776	
<i>Projects</i>				
Village Hall				See 3 Dec Report
Replacement posts - WM		40		
Defibrillator		177		
Litter bin		83		
Total Project Spend	0	300	0	
OVERALL EXPENDITURE	19,282	15,170	19,776	
OTHER INCOME				
OCC grass cutting grant	1,049	1,049	1,049	Same as this year
Interest	80	100	110	
TOTAL INCOME	1,129	1,149	1,159	

**ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
FINANCIAL YEAR 2016/17
DRAFT BUDGET FOR MEETING ON 7 JANUARY 2016 - VERSION 2
CALCULATION OF PRECEPT REQUIREMENT**

	Ref	Calculation	
Recurrent Expenditure	A	A	19,776
Special Projects	B	B	<u>0</u>
TOTAL EXPENDITURE	C	A + B	19,776
Other Income	D		<u>1,159</u>
NET EXPENDITURE	E	C-D	18,617
Contingency Sum	F		5,000
Working Day to Day Balance	G		5,000
Less: Expected general reserves balance at 1 April 2016	H		(14,776)
Add back: Surplus available for use	I		5,124
Increase in Precept to build reserve	J	See below	6,850
INCOME REQUIRED	K	E+F+G+H+I+J	<u>25,815</u>
2016/17 COUNCIL TAX GRANT	L		760
2016/17 PRECEPT	M	K-L	<u>25,055</u>
2016/17 TOTAL TRADITIONAL PRECEPT	N	L+M	<u>25,815</u>
Council Tax Base	O		513.83
Precept per Band D property	P	M/O	£48.76
2015/16 Precept per Band D Property	Q		£48.76
Increase in Precept £ per annum	R	P-Q	£0.00
Increase in Precept £ per month	S	R/12	£0.00
Increase in Precept £ per week	T	R/52	£0.00
Increase in Precept %	U	R/Q	0.0%
Provisional Recreation Reserve			
Transferred from general reserve at 31/3/2015			13,926
From Precept 2015/16			6,850
From Precept 2016/17			6,850
From Precept 2017/18			<u>6,850</u>
Total Reserve at 31 March 2018			<u>34,476</u>