

Interim Report on the Newstead Parish Council Accounts for 2016/2017

On the 1st April 2016, the Parish Council held total reserves of **£58,445** which included cash in all the accounts held by the Council. This figure is shown at the foot of the first column of the right hand side of the **Receipts and Payments Summary** attached to this report.

The second column from the left shows the amount spent from 1st April up to the end of September 2016, whilst the first column represents expenditure incurred in the first seven months of the previous year. The first column to the right shows the actual expenditure incurred over the whole of the last financial year, whilst the second column represents the budget agreed in January 2016. The final column represents a revised forecast for the year.

Receipts

The **precept** for 2016/2017 was received as stated at **£14,652** from Gedling Borough Council along with the Council Tax Support of **£3,326**.

The budget set in 2016/17 assumed no income would be received in respect of capital grants and the amount shown of **£3,500** represents the contribution received from Gedling Borough Council towards the MUGA lights, plus **£500** from Newstead Youth Club. It is these payments which are reflected in the revised forecast, plus an additional **£250** expected from the Borough Council towards the drainage scheme for the skate board park.

Cemetery and Other Areas - Receipts from cemetery fees are wholly in respect of charges made by the Council for interment fees, requests for headstones and pre-purchasing of plots. It is sufficient to advise that income from this source cannot ever be predicted and to date there have been no burials in the current year. The income collected so far this year has been solely from fees for headstones.

As a result of these figures, I have therefore reduced the forecast compared to the budget set in January 2016, which as ever remains just a best guess.

The VAT refund relates to VAT reclaimed from HRMC in April 2016 which was incurred during the previous financial year. Any VAT incurred during the current financial year (expected to be considerable) will be reclaimed at the end of the current financial year and be credited in the next financial year.

Other income – No income has been received other than specified as above. The budget assumed payment from the Notts County Council towards refurbishment of the war memorial but this was in fact received in the previous financial year.

Payments

Salaries – This figure is the amount paid by the Council in respect of the Clerk. The figure is marginally higher than that paid during the same period last year (the figures shown in the ‘Actual’ columns are not directly comparable as one covers 7 months, whilst the other is for

6 months only. The revised forecast takes into account the increase agreed in September 2016 of 4%, backdated to 1st July, and the additional pension contributions required. Also included are the contributions required to meet the pension deficit identified at the last valuation.

Expenses – This amount includes the allowance agreed for the Chair of the Council based on **£15** per month, travel costs for the Clerk and Cllrs and includes reimbursement towards broadband charges, postage, ink cartridges and other amounts reclaimed by the Clerk in respect of expenditure incurred on behalf of the Council. Also included within this heading are training costs for new Cllrs (**£100**) and for the chairman (**£25**)

Stationery and office equipment – No large items of equipment have been purchased this year nor are any anticipated. Postage and small sundry items of stationery are included under expenses. The forecast figure is based on the cost of a new printer as being the item most likely to require replacement.

Cemeteries and Village Maintenance – This heading includes costs incurred so far on the grounds maintenance contract with Anthony Clarke (**£2800**) for strimming the village green, cemeteries and other areas as specified, burial fees charged by Mr Clarke as and when these services are required (none to date). Also included in the amount spent so far this year are strimming costs for land behind the MUGA (**£165**), **£35** paid to the lengthsman for weedkill, **£500** paid to Jonathon Rhodes for removal of brambles from Station Ave and Newstead Meadow and treatment of weeds in the Meadow, **£140** paid to Anthony Clarke for installing parking post and taping off cemetery wall, **£26.27** in respect of paint for railings, seats, etc, **£200** to Anthony Clarke for removing lower branches from the trees on the green, and re-installing the parking post (**£85**). A further **£360** has been paid to Sedgewick Window Cleaning Service for watering the hanging baskets/planters

Other costs yet to be incurred under this heading include a further sum of **£1120** towards final costs expected under the grounds maintenance contract; an additional **£100** for cutting the grass behind the MUGA, **£375** in respect of a Christmas tree and electrical work to supply power to the same (**£2k**), replacement of cemetery wall with a post and rail fence (**£5k**), the cost of re-installing the parking post yet again (**£80**), topple testing of existing graves (**£600**), strimming of the old cemetery (**£150**), third party funding in respect of grant claim for work on Coal Stocking Yards/Freckland Wood/Linby Trail (**£1,100**), plants (**£32**), work on skate board park (**£234**), plus **£1,000** as a contingency to cover any further expenditure incurred under this heading up to the 31st March 2017.

Audit/Insurance and Subscriptions – The amounts spent under this heading include the cost of holding an internal audit (**£150**), and insurance (**£647**). The forecast assumes that the parish council will want to continue membership of N.A.L.C (due at the end of the year), plus the cost of an external audit (**£200**) already carried out.

Room Hire – This expenditure covers room hire costs until the end of September. The forecast assumes that the Council will continue to meet on a monthly basis in the Newstead Centre.

Section 137/Donations – These are grants paid to other bodies that approach the Parish Council for funding and includes a donation to the Newstead PCC towards the Summer Fayre (£50), and £10 to Newstead Centre for removal of additional waste following litter pick. Further payments include £54 to British Legion Poppy Appeal and towards the Christams fayre held by the PCC (to be considered at the November meeting). Previous expenditure has also included a contribution towards the ‘illuminate’ Newstead event, which will not run this year. Accordingly I have now reduced the forecast for expenditure under this heading to **£600**.

Capital Expenditure – Expenditure under this heading includes all expenditure relating to the purchase of lights for the MUGA (£8,677), plus £650 agreed towards the drainage scheme for the skate park.

Other Expenses includes the refund to Gedling Borough Council in respect of the MUGA lights (£500), entry into the Best Kept Village Competition (£6), and the cost of Local Council Review newsletter (£17).

Summary

When setting the precept for 2016/2017, the Parish Council chose not to increase the precept in order to utilise the reserves of the Council, where it was aware that these were substantial and could meet any additional expenditure required. Parish maintenance costs have also increased as a result of additional work carried out on Newstead Meadow, Station Ave and the cost of watering hanging baskets. Other one off costs includes the costs associated with the proposed re-siting of the Christmas tree and a no parking post, which has subsequently been knocked over twice. The Parish Council has also chosen to undertake additional strimming of land currently owned by the Newstead Centre but available for use by the public. Expenditure has also been agreed in respect of a drainage scheme for the skate board park and the Council has agreed to contribute towards environmental improvements to Coal Stocking Yards/Freckland Wood/Linby Trial being carried out by the Notts Council Council. As a result of these additional commitments, plus income from burials has been much reduced, it is anticipated that expenditure during this year will exceed income by nearly £13k.

The forecast also demonstrates that by the end of the year, the reserves (boosted previously by £3.5k already banked in respect of the MUGA lights) will fall to £45,549, but nevertheless for a Council of our size, these remain considerable.

Cllrs are asked to note this report.

Jane Johnson

Responsible Financial Officer for Newstead Parish Council