

West Ilsley Parish Council

Correspondence Address: Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP

Meeting address: West Ilsley Village Hall, Main Street, West Ilsley, RG20 7AJ

Clerk@WestIlsley.org

To: All Members of West Ilsley Parish Council

All Councillors are hereby summoned to attend the following meeting.

Please inform the Clerk if you are unable to attend.

Notice of Meeting

MEETING: Full Council

DATE & TIME: Monday 17th January 2022 at 7:30pm

PLACE: West Ilsley Village Hall, Main Street, West Ilsley, RG20 7AJ

From 10th December 2021 face coverings became mandatory in village and community halls. The Council, therefore, politely requests that masks are worn for the duration of this meeting unless you have a formal exemption.

Due to ventilation requirements, please note that doors will be left open where possible so please dress accordingly.

Members of the Council and any members of the public attending are requested to ensure they only attend if they:

- Are not currently suffering from any COVID symptoms, nor have been asked to isolate or quarantine or are feeling unwell.
- Have not suffered any COVID symptoms in the last 7 days.
- Have taken a Lateral Flow Test within the past 48 hours which gave a negative result.

S. Marshman

Dr. S. Marshman, PSLCC, Clerk to the Council

11th January 2022

Agenda

1. To receive, and consider for acceptance, apologies for absence from Members of the Council
2. To receive any declarations of [Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests](#) by members or the Clerk and to consider any Requests for Dispensation
3. To receive:
 - 3.1 Questions or comments from members of the public regarding items on the agenda¹

¹ Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in this agenda. The designated time will be 12 minutes, with no longer than 3 minutes per person. This time may be extended at the discretion of the Chairman. A question shall not require a response at the meeting nor start a debate. The Chairman of the meeting may direct that a written or oral response be given after the meeting. (Standing Orders 3e-h) Comments or questions not related to an item on this agenda should be notified to the Clerk for consideration by Council for possible inclusion on a future agenda.

- 3.2 Representations from any member who has declared a personal interest
4. To approve the [Minutes of the Parish Council Meeting held on 8th November 2021](#)
 5. To discuss any matters arising from the Minutes of the previous meeting
 6. To receive a report from the District Councillor
 7. To receive an [update on planning application responses and decisions](#)
 8. Finance:
 - 8.1 To consider approving the payments listed on the [Finance Report](#) and to note the most recent bank reconciliation
 - 8.2 To review the [Quarterly Budget Report](#)
 - 8.3 To receive any reports from the Internal Controller (*where applicable*)
 9. To ratify the decisions made at online meetings held on the following dates:
 - [1st July 2021](#)
 - [12th July 2021](#)
 - [13th September 2021](#)
 10. To consider co-opting a Councillor to fill one vacancy
 11. To consider purchasing a [Speed Indicator Device](#) (SID) and signing a licence agreement with West Berkshire Council for its use
 12. To consider a [request for funding from the Compton Scout Hut](#)
 13. To consider the [Scope of Audit](#) and the appointment of an Internal Auditor for 2021/22
 14. To review the [Reserves Policy](#) and consider any amendments required
 15. To consider a [request from the Village Hall for a contribution towards the annual running costs for WiFi](#)
 16. To consider the [Budget and set the Precept](#) for the 2022/23 financial year
 17. To discuss matters for future consideration or for information

Date of next Meeting: 14th March 2022 at 7.30pm in the Village Hall

Future Meeting dates:

Annual Meeting of the Parish Council: 16th May 2022

Annual Parish Meeting: 16th May 2022

Supporting Documents

Agenda Item 2: Declarations of Interests

DPI = Disclosable Pecuniary Interest

ORI = Other Registerable Interest

NRI = Non-Registerable Interest

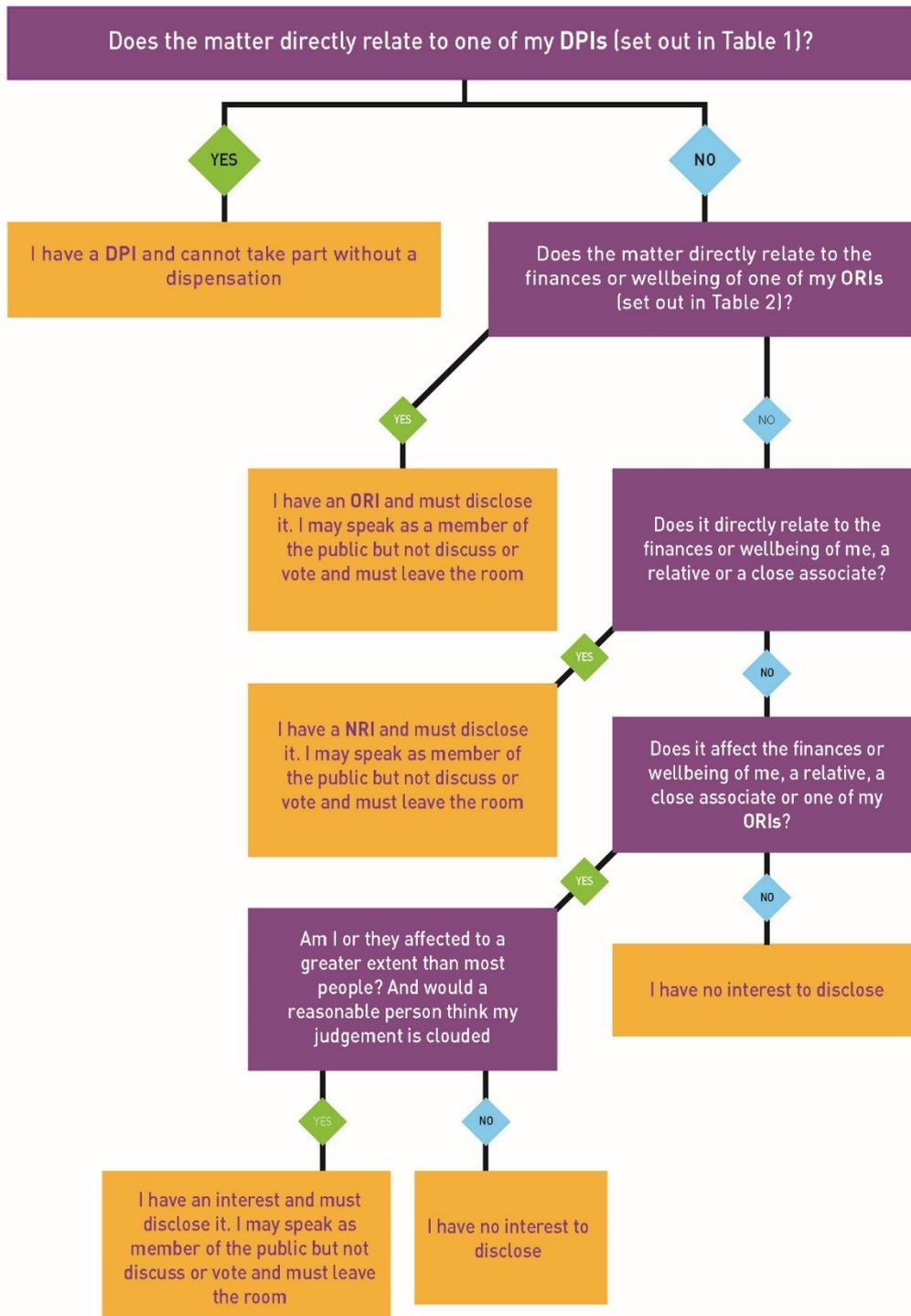


Table 1: Disclosable Pecuniary Interests

| Subject | Description |
|--|---|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain. |
| Sponsorship | <p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p> |
| Contracts | <p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p> |
| Land and* property | <p>Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p> |
| Licenses | Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer |
| Corporate tenancies | <p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p> |
| Securities | <p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom</p> |

| | |
|--|---|
| | the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class. |
|--|---|

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interest

| |
|--|
| <p>You must register as an Other Registerable Interest:</p> <ul style="list-style-type: none"> a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management |
|--|

Agenda item 7: To receive an update on planning application responses and decisions

West Ilsley Parish Council has responded to the following planning applications using delegated powers since the previous meeting:

| Application Reference | Location | Proposed Work | Parish Council Response |
|------------------------------|-----------------|----------------------|--------------------------------|
| None | | | |

West Berkshire Council has confirmed the following decisions since the previous meeting:

| Application Reference | Location | Proposed Work | Decision |
|------------------------------|--|--|-----------------|
| 21/02264/ HOUSE | Hebron Cottage, Road Known As Copperage Road, West Ilsley, RG20 7AL | Replacement of 23 single glazed, mixed style windows with double glazed, timber framed windows. All windows to be of the same style and in keeping with the character of the property and in line with current heat loss standards to satisfy building regulations. Proposed new front door (solid wood with small viewing panel, in wooden frame) to replace existing aged and rotted door. | Approved |

Agenda Item 8: Finance

Finance Report

| | |
|--|-------------------|
| Status at last bank reconciliation 31st December 2021 | £43,967.65 |
|--|-------------------|

| Income | Amount |
|------------------------------------|----------------|
| VAT Refund (of VAT spent in 20/21) | £274.52 |
| Total | £274.52 |

Payments to be approved

| Payment Date | Payee | Payment Detail | Amount |
|---------------------|--------------------------|--|------------------|
| 29-Nov-21 | Clerk | Reimburse expenses stamps and PPE | £11.10 |
| 15-Dec-22 | West Ilsley Village Hall | Room hire | £20.00 |
| 15-Dec-22 | Staff Costs | Staff costs Sep-Dec including salary, expenses, PAYE and pension contributions | £950.43 |
| 17-Jan-22 | A Councillor | Reimburse Zoom Nov/Dec/Jan | £43.17 |
| 17-Jan-22 | A Councillor | Reimburse heavy duty bin liners | £6.99 |
| 17-Jan-22 | SLCC | Membership 22/23 | £38.57 |
| 17-Jan-22 | West Berkshire Council | Donation to Library Service (Minute 21/22-097) | £130.00 |
| 17-Jan-22 | J Evans | Repairs to play area fence | £250.00 |
| Total | | | £1,450.26 |

Quarterly Budget Report

| | Q1 | Q2 | Q3 | Q4 | 2021/22 Total to Date | Budget | % |
|----------------------------------|------------------|-------------------|-------------------|----|-----------------------------|-------------------|---------------|
| Income | | | | | | | |
| Precept | £5,350.00 | £5,350.00 | £0.00 | | £10,700.00 | £10,700.00 | 100.0% |
| VAT refund | £0.00 | £0.00 | £274.52 | | £274.52 | £220.00 | 124.8% |
| Advertising WIN | £0.00 | £0.00 | £0.00 | | £0.00 | £70.00 | 0.0% |
| Other Income | £0.00 | £58,100.00 | £0.00 | | £58,100.00 | £0.00 | |
| Total Income | £5,350.00 | £63,450.00 | £274.52 | | £69,074.52 | £10,990.00 | 628.5% |
| Expenditure | | | | | | | |
| Administration | | | | | | | |
| Subscriptions | £74.51 | £0.00 | £0.00 | | £74.51 | £150.00 | 49.7% |
| Insurance | £392.62 | £0.00 | £0.00 | | £392.62 | £660.00 | 59.5% |
| Audit fees | £97.50 | £0.00 | £0.00 | | £97.50 | £200.00 | 48.8% |
| Stationery | £3.36 | £4.16 | £10.10 | | £17.62 | £25.00 | 70.5% |
| Training | £0.00 | £0.00 | £0.00 | | £0.00 | £100.00 | 0.0% |
| Staffing costs/expenses | £7.65 | £275.40 | £93.60 | | £376.65 | £360.00 | 104.6% |
| Meeting Rental | £0.00 | £0.00 | £20.00 | | £20.00 | £120.00 | 16.7% |
| Software Fees | £35.97 | £35.97 | £23.98 | | £95.92 | £173.00 | 55.4% |
| Election Fees | £0.00 | £0.00 | £0.00 | | £0.00 | £0.00 | |
| Accountants Fees | £0.00 | £0.00 | £0.00 | | £0.00 | £0.00 | |
| Total Administration | £611.61 | £315.53 | £147.68 | | £1,074.82 | £1,788.00 | 60.1% |
| Website | | | | | | | |
| Maintenance | £0.00 | £0.00 | £0.00 | | £0.00 | £100.00 | 0.0% |
| Hosting | £0.00 | £119.88 | £0.00 | | £119.88 | £140.00 | 85.6% |
| Development | £0.00 | £0.00 | £0.00 | | £0.00 | £0.00 | |
| Website Total | £0.00 | £119.88 | £0.00 | | £119.88 | £240.00 | 50.0% |
| Playground | | | | | | | |
| Annual Inspection | £98.50 | £0.00 | £0.00 | | £98.50 | £80.00 | 123.1% |
| Maintenance | £0.00 | £0.00 | £331.17 | | £331.17 | £1,000.00 | 33.1% |
| Playground Total | £98.50 | £0.00 | £331.17 | | £429.67 | £1,080.00 | 39.8% |
| Village Maintenance | | | | | | | |
| Defibrillator | £0.00 | £0.00 | £257.95 | | £257.95 | £250.00 | 103.2% |
| Mower Service | £0.00 | £0.00 | £0.00 | | £0.00 | £150.00 | 0.0% |
| Flood Mitigation Works | £0.00 | £0.00 | £13,664.00 | | £13,664.00 | £11,400.00 | 119.9% |
| Tree Works | £0.00 | £120.00 | £0.00 | | £120.00 | £300.00 | 40.0% |
| Village Maintenance Total | £0.00 | £120.00 | £13,921.95 | | £14,041.95 | £12,100.00 | 116.0% |
| Staff Costs | £0.00 | £3,206.64 | £856.83 | | £4,063.47 | £3,500.00 | 116.1% |

| | | | | | | | |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| Other | | | | | | | |
| Cricket Nets Project | £0.00 | £32,333.00 | £1,000.00 | £33,333.00 | £0.00 | | |
| VAS/road safety measures | £0.00 | £0.00 | £0.00 | £0.00 | £5,000.00 | 0.0% | |
| Village Hall roof repairs | £5,300.00 | £0.00 | £0.00 | £5,300.00 | £6,000.00 | 88.3% | |
| Donation for fireworks | £0.00 | £0.00 | £300.00 | £300.00 | £0.00 | | |
| Other Total | £5,300.00 | £32,333.00 | £1,300.00 | £0.00 | £38,933.00 | £11,000.00 | 353.9% |
| VAT | £27.03 | £6,498.61 | £3,047.42 | £9,573.06 | £140.00 | | |
| Total Expenditure | £6,037.14 | £42,593.66 | £19,605.05 | £68,235.85 | £29,848.00 | 228.6% | |
| Surplus/Deficit | -£687.14 | £20,856.34 | £19,330.53 | £838.67 | | | |
| Cash Account Balance at End of Quarter | £42,441.84 | £63,298.18 | £43,967.65 | | | | |

Agenda Item 11: To consider purchasing a Speed Indicator Device (SID) and signing a licence agreement with West Berkshire Council for its use



Portable Parish Council Package

Portable Battery powered SIDs:



Mini SID £2,625.00 + VAT



SID SLOW DOWN -£2,800 + VAT



SID SMILEY/ANGRY FACE- £2,900 + VAT



SID THANK YOU/SLOW DOWN- £3,175 + VAT

Additional Equipment Pricing:

- **Data Collection:**
 - Cable to USB - £250.00+VAT.
 - Bluetooth to Android Device- £350.00+ VAT.
- Data Collection only works on Android/Windows Devices*
- **Batteries for Mini SID**
 - Lead Acid - £60.00 + VAT
 - Lithium (40% more battery life) - £170.00 + VAT
- **Batteries for SID SD, SID TY/SD and SID SF/AF**
 - Lead Acid - £80.00 + VAT
 - Lithium (40% more battery life) - £360.00 + VAT
- **Battery Charger** - £60.00 + VAT.
- **Additional Brackets** - £50.00 + VAT
- **Portable Solar Power** - £615.00 + VAT

Portable ANPR:

Portable Colour ANPR with on-site Wi-Fi download- £5,995+ VAT



Colour version of ANPR only effective during daylight hours.

All portable equipment comes complete with a **3-Year Warranty** as standard.

All signs and ANPR come complete with 2 batteries, an 'intelligent' charger and a bracket set.

T: 01362 853124

sales@westcotec.co.uk www.westcotec.co.uk

Westcotec Ltd, 34 Bertie Ward Way, Rash's Green Ind Est, Dereham, Norfolk, NR19 1TE

Agenda Item 12: To consider a request for funding from the Compton Scout Hut

To the West Ilsley Parish Council

I am writing to enquire if it is possible for West Ilsley Parish Council to make a donation towards replacing the roof of Compton Scout & Guide hut.

The roof of the Compton Scout & Guide Hut needs replacing. There are frequent leaks of water into the main hall in the hut. The land on which the hut is situated is leased from Dyson Farming, and they facilitated a meeting with Curtis Engineering who inspected the roof. The resulting report was that the asbestos cement roof has developed micro-fractures and is now more like a sponge, causing water leaking into the hall. The recommendation is that the roof should be replaced. The Hut is home to Rainbows, Brownies, Guides, Beavers, Cubs, Scouts, a Taceham District Explorer unit, plus storage by Compton Players.

The quotation to:

- Supply labour, materials and equipment to remove the presumed asbestos cement roof cladding and dispose to a licensed tip.
- Replace the roof covering with a plastic coated insulated (115mm thick) composite cladding panel. To include new ridge capping, barge boards and plastic coated Trimline gutters with new plastic downpipes.
- To remove existing ceiling tiles and insulation bags above prior to works commencing.
- To provide decked scaffolding at eaves and safety nets/fall arrest.

They have given us a "Budget" figure of £38,354 plus VAT (£46,024 inc VAT). It is a budget figure because "Due to the current instability with material costs and supply this is a budget quotation". The hut Joint management committee have a funding request on the Good Exchange for the above figure, with 10% added gives us a total of £50,627.

The Hut Committee has committed £15,000 to the project. This has come from a maintenance fund, plus monies from COVID Leisure grants. We have a Major Grant offer from Greenham Common Charitable Trust to Match Fund a further £17,750. Matched funding will only be accessed if monies come from "outside". So monies from 1st Compton Guiding and Scouting units would not benefit.

In the region of 150+ young people use the Hut every week and it is the only out of school youth focused facility in the area. The hut and adjacent field are available for hire by other members of the Scout association and Girlguiding. In the worst case scenario, we don't replace the roof and the roof fails. We could lose £10,000+ of kit. We cannot operate Scouting/Guiding elsewhere in Compton as there are no other suitable buildings in the village. The village hall has a no ball games policy, the Schools are either in use or not suitable. The groups will fold, and responsibility for removal of the Asbestos Roof will fall to Taceham and Girlguiding Districts.

We are therefore seeking donations of any amount, to be paid through the Good Exchange to leverage the GCT matched funding.

We would be grateful if this could be discussed at your next meeting.

Agenda Item 13: To consider the Scope of Audit and the appointment of an Internal Auditor for 2021/22

Scope of Internal Audit 2021/2022

The check list below is drawn from the 'Annual Internal Audit Report 2019/20' section of the 'Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return (AGAR) 2020/21', with updated years on the assumption that the list on the 2021/22 AGAR will contain the same list. Please note that this list may be updated when the AGAR 2021/22 is issued.

This check list is designed to assist you in identifying the areas that should be covered during the audit; you are, of course, at liberty to include any other checks you consider necessary in addition to these.

- A. Appropriate accounting records have been properly kept throughout the financial year.
- B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
- C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
- E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
- F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
- G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.
- H. Asset and investments registers were complete and accurate and properly maintained.
- I. Periodic bank account reconciliations were properly carried out during the year.
- J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.
- K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt.

- L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.
- M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.
- N. The authority has complied with the publication requirements for 2019/20 AGAR.
- O. Trust funds (including charitable) – The council met its responsibilities as a trustee.

Agenda Item 14: To review the Reserves Policy and consider any amendments required

Reserves Policy

| | | | |
|----------------|---------------------------|------------------|---------------------|
| Version Number | 1.0 | Minute Reference | 21/22-044 |
| Date Adopted | 9 th June 2021 | Review Due | Annually in January |

Introduction

1.1 West Ilsley Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

1.2 Sections 31 and 42 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Types of Reserves

2.1 Reserves can be categorised as general or earmarked.

2.2 Earmarked reserves can be held for several reasons:

- Renewals – to enable services to plan and finance an effective programme of vehicle, equipment and infrastructure replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Carry forward of underspend - some services commit expenditure to projects but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
- Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.
- Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

2.3 General Reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Earmarked Reserves

- 3.1 Earmarked reserves will be established on a “needs” basis, in line with anticipated requirements.
- 3.2 Any decision to set up a reserve must be made by the Council.
- 3.3 Expenditure from reserves can only be authorised by the Council.
- 3.4 Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.
- 3.5 All Earmarked Reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various Earmarked Reserves and the purpose for which they are held.
- 3.6 Reviewing the Council’s Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

General Reserves

- 4.1 The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.
- 4.2 The Practitioners’ Guide 2021 states: *“The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority’s General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE). NRE (subject to any planned surplus or deficit) is effectively Precept\Levy less any Loan Repayment and/or amounts included in Precept\Levy for Capital Projects and transfers to Earmarked Reserves. The reason for the wide range (3 to 12 months) is to cater for the large variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months”.*
- 4.3 Setting the level of General Reserves is one of several related decisions in the formulation of the medium-term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.
- 4.4 If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.
- 4.5 Even at times when extreme pressure is put on the Council’s finances the Council must keep a minimum balance sufficient to pay one month’s salaries to staff in General Reserves at all times.

Current level of financial reserves

- 5.1 The level of financial reserves held by the council will be agreed by the Parish Council during the discussions held regarding the setting of the budget for the next financial year.

5.2 The current level of general reserves to be held by the Council is equivalent to the yearly precepted figure, i.e. to fully cover twelve months' expenditure. The figure of the yearly precept is to be held rather than the yearly expenditure costs is suggested.

5.3 The figure for general reserves at the end of the 2020/21 financial year is £3,129. The Council agreed to the following levels of earmarked reserves:

- £20,000 Village Hall
- £5,000 Play area
- £5,000 Vehicle Activated Signs (VAS)
- £5,000 War Memorial
- £5,000 Gazebo.
- Total earmarked reserves for funds held at the end of the 2020/21 financial year £40,000.

5.4 The above levels of reserves were agreed and this document adopted by the Parish Council at the meeting on 9th June 2021, to be reviewed again when setting the budget for the financial year 2022/23.

Agenda Item 15: To consider a request from the Village Hall for a contribution towards the annual running costs for WiFi

The following request has been received from the treasurer for the Village Hall Committee:

Please could we request that the PC consider an annual donation of £300 towards the cost of getting the village hall set up with wifi. We think this will particularly benefit the PC who will be able to host both zoom and in person meetings from the hall once it is up and running. It will also allow the heating to be controlled remotely which should make it more energy efficient.

Agenda Item 16: To consider the Budget and set the Precept for the 2022/23 financial year

| Budget Heading | 2020/21 Actual Spend | Agreed 2021/22 Budget | Total to End Sep 2021 | Forecast Year-End Total | 2022/23 Budget | Comments |
|---------------------------|-----------------------------|-----------------------|-----------------------|-------------------------|----------------|---|
| <u>Income</u> | | | | | | |
| 1 | Precept | £10,700 | £10,700 | £10,700 | £10,700 | |
| 3 | Advertising in WIN | £0 | £70 | £0 | £0 | No longer charged |
| 4 | Grants & donations | £0 | £0 | £58,100 | £58,100 | |
| A | Total Income | £10,700 | £10,770 | £68,800 | £68,800 | £10,700 |
| <u>Expenditure</u> | | | | | | |
| 1 | Administration | | | | | |
| 1a | Subscriptions/fees | £143 | £150 | £75 | £150 | £165 BALC/ICO/SLCC |
| 1b | Insurance | £643 | £660 | £393 | £393 | £420 |
| 1c | Audit fees | £0 | £200 | £98 | £98 | £535 Increased due to high income/expenditure 21/22 |
| 1d | Office Equipment | £400 | £25 | £8 | £15 | £25 |
| 1e | Training | £0 | £100 | £0 | £50 | £100 |
| 1f | Staffing costs/expenses | £0 | £360 | £283 | £463 | £400 21/22 includes 3 months incurred in 20/21 |
| 1g | Meeting Rental | £120 | £120 | £0 | £60 | £120 |
| 1h | Software fees | £110 | £173 | £72 | £204 | £204 Zoom/Microsoft |
| 1i | Election Fees | £75 | £0 | £0 | £0 | £0 |
| 1j | Wi-fi (at Village Hall) | £0 | £0 | £0 | £0 | £300 |
| 1 | Total Administration | £1,492 | £1,788 | £927 | £1,432 | £2,269 |

| | | | | | | | |
|----------|-------------------------------|---------------|----------------|----------------|----------------|---------------|---|
| 2 | Website | | | | | | |
| 2a | Maintenance | £0 | £100 | £0 | £0 | £100 | |
| 2b | Hosting | £132 | £140 | £120 | £120 | £140 | |
| 2c | Development | £880 | £0 | £0 | £0 | £0 | |
| 2 | Website | £1,012 | £240 | £120 | £120 | £240 | |
| 3 | Playground | | | | | | |
| 3a | Annual Inspection | £69 | £80 | £99 | £99 | £120 | |
| 3b | Maintenance | £5,210 | £1,000 | £0 | £0 | £1,000 | To be earmarked if unused |
| 3 | Playground | £5,279 | £1,080 | £99 | £99 | £1,120 | |
| 4 | Village Maintenance | | | | | | |
| 4a | Defibrillator | £0 | £250 | £0 | £250 | £250 | |
| 4b | Mower service | £0 | £150 | £0 | £0 | £150 | |
| 4b | Flood mitigation works | £0 | £11,400 | £0 | £24,464 | £1,000 | £1,000 to be earmarked each year for 10-12 years in preparation for next silt clearance |
| 4c | Tree works | £0 | £300 | £120 | £120 | £300 | |
| 4 | Village Maintenance | £0 | £12,100 | £120 | £24,834 | £1,700 | |
| 5 | Staff Employment Costs | £66 | £3,500 | £3,207 | £5,000 | £4,000 | 21/22 includes 3 months incurred in 20/21 |
| 6 | Other | | | | | | |
| 6a | VAT Overpayment Refund | £969 | £0 | £0 | £0 | £0 | Complete |
| 6b | Cricket nets project | £5,000 | £0 | £32,333 | £33,333 | £0 | Complete |
| 6c | VAS/road safety measures | £0 | £5,000 | £0 | £0 | £0 | From earmarked reserves |
| 6d | Village Hall roof repairs | £0 | £6,000 | £5,300 | £5,300 | £0 | From earmarked reserves |
| 6e | Village Hall window works | £0 | £0 | £0 | £0 | £5,620 | From earmarked reserves |
| 6f | Donation to Library Service | £0 | £0 | £0 | £0 | £130 | To be reviewed by Council during financial year |
| 6 | Total Other | £5,969 | £11,000 | £37,633 | £38,633 | £5,750 | |

| | | | | | | | |
|-----|--------------------------|---------|----------|---------|---------|---------|--------------------------|
| B | Total Expenditure | £13,817 | £29,708 | £42,105 | £70,118 | £15,079 | |
| | | | | | | | |
| A-B | Income minus Expenditure | -£3,117 | -£18,938 | £26,695 | -£1,318 | -£4,379 | Income minus Expenditure |
| | | | | | | | |

| Cash Account Balances | 2020/21 Actual Spend | | Forecast Year-End Spend | | 2022/23 Budget |
|-----------------------|----------------------------|--|-------------------------------|--|-------------------|
| Start of year | £46,521 | | £43,129 | | £41,811 |
| End of year | £43,129 | | £41,811 | | £37,432 |

| | 2020/21 | | 2021/22 | | 2022/23 Budget |
|--|---------|--|---------|--|-------------------|
| Cost to a Band D Household for the year | £69.21 | | £69.28 | | £68.96 |

Reduction in Band D cost (although not in overall precept value) in 2022/23 due to a change in the tax base.

| Earmarked Reserves (as per Reserves Policy) | |
|---|----------------|
| Village Hall | £20,000 |
| Play Area | £5,000 |
| Vehicle Activated Signs (VAS) | £5,000 |
| War Memorial | £5,000 |
| Gazebo | £5,000 |
| Total | £40,000 |