

RFO REPORT – 21st September 2020

| SOUTH STOKE PARISH COUNCIL | | | Receipt and Payment Analysis as at :- | | | 01/09/2020 |
|--|--|--|---------------------------------------|--|---------|-------------|
| | | | | | Budget | Actual |
| | | | Note | | 2019/20 | to date |
| | | | | | | Variation |
| | | | | | | from budget |
| RECEIPTS | | | | | | |
| Parks & Open Spaces | | | | | 0 | 0 |
| Community Infrastructure Levy | | | | | 0 | 0 |
| B&NES Agency Services (Roadsweeping) | | | 3 | | 1467 | 1467 |
| B&NES Agency Services (Footpath Clearing) | | | | | 454 | 0 |
| B&NES Agency Services (Churchyard) | | | 2 | | 974 | 0 |
| Agency Services Sub Total | | | | | 2895 | 1467 |
| Allotment Rents | | | | | 160 | 10 |
| Precept | | | 6 | | 12858 | 6429 |
| Local Council Tax Support Grant | | | | | 0 | 0 |
| Bank Interest | | | | | 120 | 0 |
| Other Income | | | | | 0 | 1075 |
| VAT Refund | | | 4 | | 800 | 0 |
| | | | TOTAL RECEIPTS | | 16833 | 8981 |
| | | | | | | -7852 |
| PAYMENTS (Ex VAT) | | | | | | |
| Parks & Open spaces | | | 1 | | | |
| Village Green upkeep | | | | | 250 | 0 |
| Millennium Viewpoint & Wood | | | | | 100 | 0 |
| Sub-total | | | | | 350 | 0 |
| General Administration | | | | | | |
| Postage, stationery, printing etc. | | | | | 200 | 90 |
| Insurance | | | | | 400 | 355 |
| Parish Hall Hire | | | | | 200 | 0 |
| Clerk Remuneration | | | | | 4490 | 1815 |
| Audit Fee | | | | | 110 | 100 |
| Society of Local Council Clerks | | | | | 70 | 76 |
| ALCA | | | | | 82 | 0 |
| Data Protection Act | | | | | 35 | 0 |
| Website Hosting and Maintenance | | | | | 320 | 311 |
| Publications, books and Training etc. | | | | | 100 | 0 |
| Sub-total | | | | | 6007 | 2747 |
| Agency Services | | | | | | |
| Roadsweeping wages | | | 3 | | 5030 | 1972 |
| Roadsweeping other costs | | | | | 75 | 13 |
| Footpath clearance | | | | | 400 | 0 |
| Churchyard Upkeep | | | 2 | | 974 | 0 |
| Sub-total | | | | | 6479 | 1985 |
| Allotments | | | | | | |
| Allotments rent | | | | | 45 | 0 |
| Allotments maintenance | | | | | 50 | 0 |
| Sub-total | | | | | 95 | 0 |
| Public lighting | | | | | | |
| Electricity | | | | | 600 | 228 |
| Routine Maintenance | | | | | 400 | 0 |
| Sub-total | | | | | 1000 | 228 |
| S137 Payments | | | | | | |
| Avon Wildlife Trust | | | | | 50 | 48 |
| Bath Preservation Trust | | | | | 20 | 15 |
| CPRE | | | | | 40 | 36 |
| Sub-total | | | | | 110 | 99 |
| Other Non-recurring Items | | | | | | |
| Grant to Parish Hall | | | | | 500 | 0 |
| Community Infrastructure Payments | | | | | 2670 | 0 |
| Professional & Legal Advice | | | 5 | | 0 | 0 |
| Other Expenditure | | | | | 5355 | 1756 |
| | | | | | 8525 | 1756 |
| TOTAL PAYMENTS | | | | | 22566 | 6815 |
| | | | | | | -15751 |
| Excess of Income over Expenditure | | | 6 | | 5733 | 2166 |
| Reclaimable VAT | | | | | 800 | 442 |
| Total Gross Payments | | | | | 23366 | 7256.56 |
| Note 1. Payments exclude VAT unless it cannot be re-claimed. | | | | | | |
| Note 2. Churchyard upkeep is a ringfenced account. The remaining surplus from previous years is retained solely for that purpose. | | | | | | |
| Note 3. Includes Roadsweeping costs of £42 for South Stoke Lane Hedgecutting clearance | | | | | | |
| Note 4. There is a larger than normal VAT Refund this year as a result of the expenditure on Consultancy Services last year | | | | | | |
| Note 5. Consultancy Fees Planned for Master Plan representation. | | | | | | |
| Note 6. An increased Precept will recover some of the reserves depleted by Consultancy Fees Paid last year. | | | | | | |

BANK RECONCILIATION**Financial Year Ending 31st March 2021**

Prepared by **Mr. Geoffrey Davis** Clerk and Responsible Financial Officer on
15th September 2020

| | | |
|---|-----------|------------------|
| Balance per Bank Statements as at 01/09/2020 | | |
| Current Account HSBC | 10,658.04 | |
| Deposit Account Bath Building Society | 9,251.83 | |
| Of which | | 19,909.87 |
| Community Infrastructure Balance - unspent | 2,669.48 | |
| SDDP Contributions - Unspent | 3,250.00 | |
| LESS Un-presented cheques: (inc. VAT) | | |
| 16:11:38 Mr. G. Davis Notice Board Odds and Ends | 21.04 | |
| Sub Total | | 21.04 |
| PLUS Unpresented Credits | | |
| Sub Total | | 0.00 |
| Net Balance as at 1st September 2020 | | 19,888.83 |
| The net balance reconciles to the Cash Book (receipts and payments account) for the year, as follows:- | | |
| CASH BOOK | | |
| Opening Balance 01/04/2020 | | |
| Current Account HSBC | 8,912.60 | |
| Deposit Account Bath Building Society | 9,251.83 | |
| Of which | | 18,164.43 |
| Community Infrastructure Balance - unspent | 2,669.48 | |
| SDDP Contributions - Unspent | 3,250.00 | |
| Plus Receipts in the year | | 8,980.96 |
| | | 27,145.39 |
| Less Payments in the year | | 7,256.56 |
| Closing Balance per cash book (receipts and payments book) on 01/09/2020 | | 19,888.83 |

Councillor

Clerk

Print Name: PATRICK DAWSON

Mr. G. Davis

Dated 18/05/2020

1. The Grant of £500 from Ward Cllr Neil Butters CEF Grant towards the cost of the Speed Restriction Scheme has been received.

2. A Grant of £575 towards the cost of the Parish Council Noticeboards has been received from AT Plant in respect of the damaged board in Midford.

3. The Public Sector Pay Awards, delayed by the Covid-19 pandemic, have now been published.

The Parish Clerk is on SCP 8, and the pay rate is increased from £10.37 per hour to £10.65. This represents an annual increase of £117.60 for the 35 hour working month. The award is back dated to 1st April 2020, so back pay of £49.00 would be due on the five months worked so far.

The Parish Sweeper is on SCP 3, and the pay rate is increased from £9.39 per hour to £9.65. This represents an annual increase of £135.20 for the 10 hour working week. The award is back dated to 1st April 2020, so back pay of £54.60 would be due on the five months worked so far.

The Parish Council is asked to approve the Pay Increases and Back payments.

4. ALCA have indicated that they wish to increase the subscriptions Parish and Town Councils pay. The reason for this increase is because the Treasurers role is currently fulfilled on a voluntary basis and it should be a paid role. They have indicated that a salary of £13,000 would be paid for the role. ALCA have been asked to justify this salary by providing a job description.

Previous correspondence indicated a 10% increase each year for the next three years. This represents an increase of about £4 each year. However, at the most recent ALCA meeting it was revealed that they are planning a 30% increase each year instead, which will more than double the £38.77 currently paid.

No updated briefing has been received to explain the new increase. I hope to have such by the time of the meeting.

The 30% increase is likely to mean a number of Councils may leave ALCA, particularly larger ones like Keynsham for whom this represent a very significant increase, making ALCA non-viable.

The Council is asked to direct the clerk on how to vote when the Resolution to Increase the subs is brought to the ALCA AGM, and to consider if it is happy to pay the increased subs or to allow membership of ALCA to lapse.

Councillor

Clerk

Print Name: PATRICK DAWSON

Mr. G. Davis

Dated 18/05/2020

RFO REPORT – 21st September 2020

Receipts since meeting on 18th May 2020.

| | | | |
|---|------------------|----------------------------------|--------|
| 3 | Paula McGuire | Allotment Rent & Key Deposit | 10.00 |
| 4 | AT Plant Ltd | Settlement of Parish Noticeboard | 575.00 |
| 5 | B&NES Council | Ward Cllr. CEF Grant Road Safety | 500.00 |
| 6 | Maria Tylergill | Allotment Rent & Key Deposit | 10.00 |
| 7 | Ms. T. Rodrigues | Refund of Allotment Rent | -10.00 |

Payments approved as standing payments or at meeting on 18th May which have now been made.

| | | | |
|------------|---------------------------|-------------------------------------|---------|
| DD266-May | EON | Electricity Bill Dated 02/05/20 | 47.02 |
| 16:53:17 | Jenny John | Expenses - Laminating Pouches | 23.94 |
| 15:56:58 | Sarah Richardson | Internal Audit 2020 - Fee | 100.00 |
| 17:03:07 | Grant Davis | Village Sweeper 3/5 to 30/5/20 | 311.80 |
| 17:05:17 | Mr. G. Davis | Parish Clerk May 2020 | 290.35 |
| 17:07:14 | HMRC | Month 2 Paye | 136.40 |
| DD-BPt | Bath Preservation Trust | Annual Subscription 2020-21 | 15.00 |
| DD266-June | EON | Electricity Bill Dated 02/06/20 | 48.58 |
| 15:50:04 | Grant Davis | Village Sweeper 31/5 to 27/6/20 | 311.80 |
| 15:48:16 | Mr. G. Davis | Parish Clerk June 2020 | 290.35 |
| 15:52:32 | HMRC | Month 3 Paye | 136.40 |
| 17:06:59 | Mr G Davis | Exps AntiVirus Software | 19.99 |
| DD-CPRE | CPRE | Subscription 2020-21 | 36.00 |
| 16:47:22 | Mr G Davis | Exps - Print Cartridge | 63.50 |
| DD266-July | EON | Electricity Bill Dated 01/07/20 | 47.02 |
| 11:44:49 | Grant Davis | Village Sweeper 28/6 to 25/7/20 | 311.80 |
| 11:42:33 | Mr. G. Davis | Parish Clerk July 2020 | 290.35 |
| DD-AWT | Avon Wildlife Trust | Subscription 2020-21 | 48.00 |
| 16:57:48 | Mr. G. Davis | Sweeper Equipment - Shovel | 15.98 |
| 11:46:38 | HMRC | Month 4 Paye | 136.40 |
| 20:24:55 | Community Heartbeat Trust | Replacement Defibrillator Pads | 50.40 |
| 20:27:33 | Mr. G. Davis | i-Page Website Hosting Renewal | 344.16 |
| DD266-Aug | EON | Electricity Bill Dated 01/08/20 | 48.58 |
| 19:37:46 | Grant Davis | Village Sweeper 26/7 to 29/8/20 | 387.10 |
| 19:36:10 | Mr. G. Davis | Parish Clerk July 2020 | 290.35 |
| 19:39:44 | HMRC | Month 5 Paye | 155.00 |
| 16:40:34 | GreenBarnes Ltd | Parish Council NoticeBoards | 2000.16 |
| 16:39:07 | GreenBarnes Ltd | Additional Magnets for Noticeboards | 32.18 |
| 16:11:38 | Mr. G. Davis | Notice Board Odds and Ends | 21.04 |

Payments for approval which have been made since 21st September 2020 or are yet to be made.

None

Councillor

Clerk

Print Name: PATRICK DAWSON

Mr. G. Davis

Dated 18/05/2020