

ENMORE PARISH COUNCIL

Report of the Responsible Financial Officer to Councillors for their meeting on 2nd July 2024

Year to date accounts

These accounts (see page 3, with notes to the accounts on page 4) were updated on 24th June 2024 and therefore do not include the June instalment of deposit account interest.

Changes since the previous report

Since my report for the May meeting a number of payments have been made, as follows:

- * The bills for the construction of the Jubilee Field car park and seating areas have been paid.
- * The Parish Council reimbursed Fiona Jackson for half the cost of the “boombox”, which is to be shared with the Enmore Memorial Hall (£50 plus £10 VAT).
- * Two benches have been bought for the churchyard using funds from the Magic Little Grant received in the last financial year.
- * The annual payment for the Wix website platform has been paid (by me on behalf of the Council, then reimbursed).
- * Payment was made for the portaloos for the D-Day anniversary celebrations (£85 plus £17 VAT).

All payments of £100 or more net of reclaimable VAT are logged in the larger payments list to be found on the Finance page of the Parish Council website.

Debbie McIlroy is still to be reimbursed for the annual renewal of the Parish Council website domain name (£10 last year).

On the income side, the VAT has been reclaimed on the first two items of expenditure in the list above. A VAT reclaim will be made at the end of June on the remaining items (their invoices were dated June even though some of the payments were made in May). Deposit account interest was received for April and May. The amount held on deposit is now lower and the monthly interest payments will be correspondingly smaller going forward.

Claims were submitted for the balance of grant (£1,714.72) from the Greater Quantock Landscape Development Fund (for the seating area) and £5,000 towards the car park construction from a Quantock Hills Access Fund. I would like to record that both the approval of the claims and their payment were impressively efficient and prompt. All concerned have been thanked.

Apart from an updated or replacement notice board/name plate, these projects are effectively completed.

Final project accounts for the landscaping and seating work are given in this report (page 5) and they no longer appear in the estimates of recommended capital reserves for the Council to hold (see page 6).

Approval sought for payments

Councillors have already approved the reimbursement of the domain name annual fee. There may also be some costs to reimburse for refreshments after the 30th June litter pick, provision for which was included in this year's budget. Please may I have authorisation to settle reasonable costs within budget, keeping Councillors informed.

Other costs that might arise before the September meeting are for a notice board (cost as yet unknown and unapproved) and for speed limit changes (not exceeding £5,000 and timing uncertain within the current financial year). The latter has been approved in principle. If any such invoices arrive, I suggest that I inform Councillors before making any payment.

Disbursement of the Magic Little Grant

£500 was received in early 2024 towards the costs of wilding and improving-bio-diversity in the churchyard and Jubilee Field/future cemetery. In 2023/24 £104.96 was spent on the churchyard. In the current year £332.50 was spent on the churchyard (figures quoted are net, allowing for the refund of VAT). This leaves a balance of £62.54 still to be applied in accordance with the grant application and its award.

Anne Stoye, Responsible Financial Officer
24th June 2024

Year to date accounts as at 24 June 2024

	Cost (ex VAT)	Offsetting income	Current Year	Notes	Previous Year
Income					
Precept			5253.00		5253.00
Deposit account interest			49.50		298.29
Magic Little Grant for wilding			0.00	10	500.00
Total			5302.50		6051.29
Expenditure					
Clerk's salary			0.00	3	685.97
Administrative expenses			0.00	4	9.50
Website costs			108.00		142.00
Jubilee Field landscaping project					
Costs incurred less GQLDF grant	2328.00	1714.72 }	613.28		-495.15
Jubilee Field/future cemetery car park	10511.00	5000.00 }	5511.00	9	0.00
Magic Little Grant disbursements			332.50	10	104.96
Coronation (2023)/Jubilee (2022) expenses			85.00	2	145.00
Cost of meetings - hall rental			0.00	5	0.00
SALC subscription			0.00		70.84
Property and Grounds maintenance			0.00		414.00
Insurance			0.00		241.00
Miscellaneous expenditure			50.00		0.00
Training			0.00		107.50
Neighbourhood Watch and litter pick support			0.00		48.51
Speed management equipment			0.00	6	764.17
Public Works Loan repayment instalments			0.00	7 & 8	799.74
Total			6699.78		3038.04
Excess of income over expenditure			-1397.28		3013.25
Balance Sheet					
Balance brought forward from previous year			22590.12	8	19576.87
Excess of income over expenditure			-1397.28		3013.25
			21192.84	8	22590.12
Represented by assets as follows:					
Bank balances			21087.74	11	
Owed by HMRC in respect of VAT			105.10		
			21192.84		

Notes to the accounts

- 1 These accounts have been prepared on an Income and Expenditure basis and are net of reclaimable VAT.
- 2 Grants made for specific purposes are normally shown with income and relevant expenditure together so that the net cost to the Council is clearly shown.
- 3 Clerk's gross remuneration, including deductions remitted to HMRC (2023/24). The Clerk is now acting on an unpaid volunteer basis.
- 4 Printing, postage, stationery etc
- 5 Enmore Memorial Hall did not make a charge for rental for Parish Council meetings during this period. The normal rental cost for this period would have been £30 per meeting. Rental fees are being waived for calendar years 2022 to 2031 inclusive in recognition of the Parish Council grant of £3,000 made in March 2022 towards the installation of solar panels (cumulative rental saving including July 2024: £570).
- 6 In 2023/24 repairs were carried out to damaged equipment at a cost of £1,244.84, of which all but £100 was covered by the Council's insurance policy and the battery-powered SID was upgraded to solar power at a cost of £664.17 excluding VAT. VAT on the repairs and upgrade has been refunded to the Council.
- 7 Public Works Loan - Neither of the six-monthly instalments of interest and capital repayment have been paid in the year to date.
- 8 Enmore Parish Council bought land for a future cemetery for £8,000 in 2007, assisted by a Public Works Loan. The amount of this loan currently outstanding is £4,590 (31 March 2024: £4,590). Neither the value of the cemetery land nor the amount of remaining Public Works Loan is included in these asset figures.
- 9 This project has been awarded a grant by the Greater Quantock Landscape Development Fund. Based on spending to date, the estimated accrued amount of grant is £1,273.59. This sum has not been allowed for in these accounts.
- 10 Enmore Parish Council was awarded a grant of £500 towards the cost of wilding St Michael's churchyard and the Jubilee Field/future cemetery. After disbursements to date net of reclaimable VAT, the balance of the grant is £62.54. This element of the Parish Council's funds may only be spent on items approved under the terms of the grant award
- 11 Bank balances at 24 June 2024 were: NatWest deposit £20,346.87, NatWest current account £492.09 and Lloyds current account £248.78. VAT still to be reclaimed and refunded amounts to £105.10.

Jubilee Field/Cemetery Landscaping Project

	net of VAT	net of VAT	Reclaimable VAT	In 23/24 accounts	In 24/25 accounts
Costs	Budget	Revised final			
Purchase Fruit Trees	£404.92	£404.92	£-	£404.92	
Stakes (purchased)	£72.00	£30.40	£6.08	£30.40	
Tree ties (donated - est value per Amazon)	incl above	£19.98		n/a	
Spiral rabbit guards (donated - est value)	incl above	£11.99		n/a	
Wire rabbit protection (donated - balance)	incl above	£9.63		n/a	
Yellow rattle seed	£241.67	£241.67	£48.33	£241.67	
Planting and seeding labour	£100.00	£100.00	£-	£100.00	
Purchase benches	£930.92	£837.83	£167.57	£837.83	
Fixing kits	£-	£41.71	£8.34	£41.71	
Materials and labour all weather seating area	£2328.00	£2286.29	£465.60		2328.00
Other wild flower seeds and p&p	£-	£44.16	£8.83	£44.16	
Tree and bench labels	£-	£52.75		£52.75	
	£4077.51	£4081.33	£704.75	£1753.44	£2328.00
VAT reclaimed and paid to date			£704.75		
Income					
Donations from individuals and households.	£717.00	£775.00		£775.00	
From fund raising initiatives	£200.00	£200.00		£200.00	
From GQLDF	£3058.13	£2988.31		£1273.59	1714.72
From Parish Council (balance of cost)	£102.38	£118.02			
				£2248.59	£1714.72
Net cost in financial year				(£495.15)	£613.28

Capital Reserves needed

Current assets	£21192
Less	
Residual funds wilding grant (restricted use)	£63
50% of precept recommended reserve	£2626
Election costs reserve	£1500
Speed limit changes - expected cost to parish	£5000
Expected costs for remainder of current year	£3800
Free assets	£8203

Repayment of the balance of the Public Works Loan would absorb approximately £4,050 of the free assets (in addition to the budget repayment instalments for this year), based on an estimation of the early payment penalty.

Early repayment would reduce flexibility to finance new projects, reduce the bank balances and the amount of income from deposit account interest. But the upside would be improved cash flow in future years. We currently earn rather less interest than the 5.2% we pay on the outstanding loan.

Having some capital in excess of the minimum recommended level enables the Parish Council to undertake projects. Even if much of the cost can later be recouped by S126 VAT claims and by grants, the full cost usually has to be paid first by the Council, which has very restricted borrowing powers.