

Wickhambreaux Parish Council

Parish Clerk: Chenice Howard-Sparkes,
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E14 4HD

25 June 2020

Dear Sir/ Madam,

Wickhambreaux Parish Council – Annual Return 2019-2020

I am writing on behalf of Wickhambreaux Parish Council, enclosing a copy of our ‘signed’ 2019/2020 Annual Return and associated documentation.

For more information you may contact the Clerk and/or Chairman as follows:

Clerk – **Chenice Howard-Sparkes** - Details as per letter head above

Chairman – **Cllr Robin Treacher**

Flats 1 and 2 The Watermill, The Green, Wickhambreaux, CT3 1RQ
Telephone 01227 720135

Bank Reconciliation

I enclose a bank reconciliation as at 31st March 2020.

Financial Statement for the year explaining significant variances

A Financial Statement with explanations for the variances between this year’s Return and last year’s figures are detailed below:

Box 3 – “Total Other Receipts”

	Total 2018-2019	Total 2019-2020
Precept Tax Base Grant	45.29	0.00
Concurrent	5234.15	5234.69
Deposit Interest	13.67	24.29
VAT Refund	485.87	0.00
RAMP Funding	1684.00	0.00
Totals	7462.00	5259.00

The main difference in income for the financial year 2019-2020 can be explained by the RAMP funding being received in 2018-2019 amounting to £1684.00, consisting of £295.00 towards the cost of installing an electricity point on the village green and £1389.00 towards the cost of a replacement boiler for the village hall. No RAMP funding was received in financial year 2019-2020.

In addition, the VAT reclaim for financial year 2019-2020 had not been processed by HMRC before the end of the financial year and Canterbury City Council also stopped providing a Precept Tax Grant in financial year 2019-2020 amounting to £45.29 less.

Box 4 - "Staff Costs"

	Total 2018-2019	Total 2019-2020
Staff Costs (rounded)	3708.00	4595.00

From 01 July 2019, the Parish Council took on another employee to clean the village hall at the cost of approximately £46.70 a month, with the option of overtime. This has amounted to an additional £580.50 in staff costs in financial year 2019-2020 compared with 2018-2019.

The remaining amount has accrued due to the Clerk being paid 30 hours overtime on the Village Hall Committee and Playing Field Committee and receiving a pay increase of 26p an hour in line with the revised NALC scales in financial year 2019-2020.

Box 6 - "All Other Payments"

	All Other Payments 2018-2019	All Other Payments 2019-2020	" + or - " Difference
Precept			
Audit	290.00	290.00	0.00
Stationery and Postage	86.61	131.90	45.30
Annual Parish Meeting	85.91	127.86	41.95
Councillor's Expenses	99.82	109.98	10.16
Donations	835.00	745.84	-89.16
Clerk Councillor Training	0.00	312.00	312.00
Subscriptions	499.82	479.91	-19.91
Village Hall	16092.59	6146.64	-9945.95
Playing Field	0.00	623.96	623.96
Noticeboard	93.55	0.00	-93.55
Electricity Point	540.97	97.34	-443.63
Christmas Tree	241.89	338.93	-97.04
Remembrance Day Event	571.07	0.00	-571.07
Stodmarsh Bench	755.00	0.00	-755.00
Miscellaneous	226.12	0.00	-198.37
Planters on the Bridge	0.00	475.28	475.28
Election Costs	0.00	737.74	737.74
Website/Emails	0.00	246.21	246.21
Concurrent Function			
Ground Maintenance	2802.00	0.00	-2802.00
Grass Cutting	1326.00	1714.00	388.00
Trees & Shrubs	288.00	2160.00	1872.00
RoSPA Inspection	105.00	287.40	182.40
Insurance	403.22	408.18	4.96
Repair of Fencing	1996.57	0.00	-1996.57
	27,339	15,779	-11,560

The main reasons for the higher expenditure in 2019-2020 in comparison to 2018-2019 can be broken down in the following areas:

Clerk and Councillor Training

No training courses were attended in 2018-2019 but in 2019-2020 three councillors attended courses consisting of a new councillor induction course, play area inspection course and web accessibility regulations workshop.

Village Hall

In financial year 2018-2019 a number of improvements were purchased for the village hall including new hand dryers (£495.82), new LED lighting (£3579.27) replacement boiler (£2904.00), new kitchen worktops (1770.00) and 50% deposit towards new flooring in the main hall, kitchen and toilets (£4784.29).

In 2019-2020, the remaining £4784.29 towards new flooring in the main hall was paid and £470.00 towards the installation of an overhead projector. Other expenses included the monthly direct debit for the Wi-Fi and hall hire costs.

Playing Field

There was no expenditure on the playing field in 2018-2019 but in 2019-2020 rotten gate posts needed to be replaced.

One-off Purchases

There were a number of one-off purchases during financial year 2018-2019 including the installation of an electricity point on the village green (£540.97), a new bench in Stodmarsh requested by residents (£755.00 including installation) and Remembrance Day Commemorations to celebrate 100 years since the end of WWI (£571.07). In financial year 2019-2020, the planters on the bridge were replaced (£475.28) and there was a contested election (£737.74).

In terms of ground maintenance and repair of fencing, in 2018-2019 the small village green was re-turfed following works by UK Power Networks amounting to £2112.00 and the white post and chain fencing on both village greens were replaced in places following a number of posts becoming rotten amounting to £1141.57 including installation. No ground maintenance or repair of fencing was required in 2019-2020.

Website/Email

The Parish Council is currently with EiS, who produce and host the current website. However, EiS has given notice that they will start charging from September 2020 to cover works required to bring in line with the Web Accessibility Regulations. The Parish Council therefore undertook a tender exercise and decided to change provider to Eyelid Productions who has commenced producing the new website.

As part of this change, it was also agreed to invest in .gov.uk email addresses for all councillors rather than using personal email addresses for GDPR purposes. To date £246.21 has been spent on purchasing the relevant licenses/domain names and setting up the new website and email addresses.

Trees & Shrubs

In financial year 2019-2020, work was undertaken on a number of trees in the parish amounting to £2160.00. In financial year 2018-2019, the only cost was £288.00 for the annual tree inspection.

Publication of the Annual Return

I confirm that the Parish Council will publish the Annual Return on the Parish Council noticeboard and also on it's website on 26 June 2020.

If you require any further information or clarification, please do not hesitate to contact me.

Best wishes

A handwritten signature in black ink, appearing to read 'Chenice', followed by a stylized flourish or underline.

Chenice Howard-Sparkes

Clerk to the Council