

Wickhambreaux Parish Council

Parish Clerk: Chenice Howard-Sparkes,
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30 June 2021

Dear Sir/ Madam,

Wickhambreaux Parish Council – Annual Return 2020-2021

I am writing on behalf of Wickhambreaux Parish Council, enclosing a copy of our 'signed' 2020/2021 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 Darren Howe**

Address: The Barn, Stodmarsh, Canterbury, CT3 4BA

Telephone: 07742 609812

Email: howe@wickhambreaux-pc.gov.uk

Bank Reconciliation

I enclose a bank reconciliation as at 31st March 2021.

Restated Figures

Box 4 and Box 6 for 2019-2020 have been restated to remove £120.00 working from home allowance and £162.00 mileage costs from Staff Costs into All Other Payments in line with the Practitioners Guide 2020-2021.

Internal Auditor Report

The Parish Council noted the Internal Auditor's report, which found the record keeping to be of a good standard and the Parish Council's approach to the management of risks to be sound. Two findings were identified as follows:

- (i) The initial deposit to open the new Unity Trust Bank account was treated as a receipt but is a transfer between accounts. The Clerk subsequently amended the accounting spreadsheets to detail this transfer correctly prior to presenting the accounts for approval.

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 2019-2020	Total 2019-2020
Precept Tax Base Grant	0.00	0.00
Concurrent	5234.69	5605.00
Deposit Interest	24.29	4.91
VAT Refund	0.00	3346.65

Playing Field Committee	0.00	643.83
KCC Website Grant		700.00
Totals	5259.00	10300.39

The main difference in income for the financial year 2020-2021 can be explained by the VAT Return amounting to £3346.65, compared to no VAT Return in 2019-2020. The Playing Field Committee also transferred £643.83 from fundraising towards the Frank Montgomery Playing Field.

In addition, following KCC (Kent County Council) decision to not stop hosting websites for parish councils prior to the Web Accessibility Regulations coming into force, KCC agreed to provide financial support for councils who had a precept of less than £30,000. The Parish Council received a grant of £700.00 towards the first year's cost under this grant.

Box 6 - "All Other Payments"

	All Other Payments 2019-2020	All Other Payments 2020-2021	" + or - " Difference
Precept			
Audit	290.00	50.00	-240.00
Stationery and Postage	131.90	0.00	-131.90
Annual Parish Meeting	127.86	18.00	-109.86
Councillor's Expenses	109.98	163.91	53.93
Donations	745.84	560.00	185.84
Clerk Councillor Training	312.00	282.00	-30.00
Subscriptions	479.91	635.86	155.95
Village Hall	6146.64	600.78	-5546.16
Playing Field	623.96	0.00	-623.96
Noticeboard	0.00	220.00	220.00
Electricity Point	97.34	180.58	83.24
Christmas Tree	338.93	256.32	-82.61
Miscellaneous	0.00	30.00	30.00
Planters on the Bridge	475.28	0.00	-475.28
Election Costs	737.74	0.00	-737.74
Website/Emails	246.21	755.00	508.79
Unity Trust Bank	0.00	72.00	72.00
Emergency Plan	0.00	115.20	115.20
30mph Speed Limit Change	0.00	3042.66	3042.66
Working from Home Allowance	120.00	120.00	0.00
Mileage	162.00	162.00	0.00
Concurrent Function			
Grass Cutting	1714.00	1602.00	-112.00
Trees & Shrubs	2160.00	250.00	-1910.00
RoSPA Inspection	287.40	588.00	300.60
Insurance	408.18	413.29	5.11
Repair of Fencing	0.00	746.53	746.53
	16,061	10,864	-5197

The main reasons for the higher expenditure in 2019-2020 in comparison to 2020-2021 can be broken down in the following areas:

Village Hall

In 2019-2020, £4784.29 was paid for new flooring in the main hall and £470.00 towards the installation of an overhead projector. In 2020-2021, no significant invest was made and the majority of expenditure included the monthly WiFi cost at £44.39 a month since July 2020. Due to the Coronavirus pandemic not allowing face-to-face meetings, the Parish Council has also saved £240.00 in hall hire costs in 2020-2021 compared to 2019-2020.

Playing Field

There was no expenditure on the playing field in 2020-2021 but in 2019-2020 rotten gate posts needed to be replaced amounting to £623.96

Planters on the Bridge

In 2019-2020, the planters on the bridge were replaced as they were in poor condition amounting to £475.28. No expenditure was spent on the planters in 2020-2021.

Election Costs

There was a contested election in 2019-2020 resulting in election costs of £737.74. There was no election in 2020-2021.

Website/Email

The Parish Council was previously with website provider EiS, who provided notice that they will not be continuing with the website in its current form from September 2020. The Parish Council therefore undertook a tender exercise and decided to change provider to Eyelid Productions who has commenced producing the new website. The costs for producing the new website amounted to £700.00.

30mph Speed Limit Change

Following discussions with KCC (Kent County Council) and consultation with parishioners, the Parish Council voted to change the speed limits in Wickhambreaux and Stodmarsh from the national speed limit (60mph) to 30mph. The cost for this change amounted to £3042.66 in financial year 2020-2021. There was no expenditure payable in 2019-2020.

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 2020-2021, the only cost was £250.00 for the annual tree inspection.

Box 7 - "Balances Carried Forward"

As the total reserves is more than twice the annual precept rate, I can confirm the breakdown for the approved reserves is as follows:

- 1) Improvements to Spicers Place footpath along Wickham Road – 50/50 contribution with KCC previously agreed on 16 February 2021 amounting to approximately £2,000
- 2) Playing Field entrance improvements and extension of adjacent footpath – approximately £3,600 set aside for these works.
- 3) Defibrillator in Stodmarsh – Previously agreed to purchase a defibrillator on 16 February 2021 and £2,500 has been set aside for this.
- 4) Replacement litter bin on Stodmarsh Green – CCC has indicated a bin is on their schedule to be collected in this location but will not pay to have a bin reinstated – approximately £500.00 including installation has been set aside.
- 5) Parish maintenance – Maintenance of white posts and chains around the green, benches, noticeboards, etc have previously been maintained by volunteers. Although much appreciated, the work involved is substantial and difficult for volunteers to

- undertake. The Parish Council agreed to produce an annual maintenance programme and up to £3,000 has been set aside to cover this
- 6) Village Hall Replacement Windows – A contribution of £1,000 has been set aside to replace the windows.

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 by 01 July 2021.

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.

Chenice Howard-Sparkes

Clerk to the Council