

Berkswell Parish Council – Ordinary Meeting 21 November 2019

Minutes of the Ordinary Meeting of the Parish Council of Berkswell held in the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell on 21 November 2019 at 7:15 pm.

	Action by
<p>1. Attendance Cllrs D Edwards (chair), A Burrow, S Cooper, K Howles & D Hitchcock, the Clerk, Cllr T Diccico (SMBC) & 8 members of the public.</p> <p>2. Apologies for absence Cllr R Lloyd, Cllr Drake, Cllr D Howell (SMBC), Cllr K Allsopp (SMBC)</p> <p>3. Acceptance of apologies for absence Accepted</p> <p>4. Declarations of Interest</p> <p>a. To receive declarations of interest from Councillors on items on the agenda.</p> <ul style="list-style-type: none"> • Cllr Hitchcock had an interest in item 11a as one payment related to his expenses claim. <p>b. There were no written requests to disclose pecuniary interests</p> <p>c. There were no requests for dispensations</p> <p>d. Councillors were reminded to update their Notice of Registrable Interests'. It is a requirement that councillors update the Register within 28 days of a change to any Disclosable Pecuniary Interest.</p> <p>5. To approve Minutes of the following meeting: Council approved the minutes of the Ordinary Meeting of the Council held on 17 October 2019 and they were duly signed by Cllr Edwards as chair of the meeting</p> <p>6. Matters arising from the previous meeting requiring attention None</p> <p>7. Open Forum Parishioners of Berkswell were invited to address the Council on any relevant matter for a maximum of three minutes but there were no requests to speak.</p> <p>8. Borough Councillor's Report. Cllr Diccico reported that things are a bit quiet because of the impending General Election. The December Council meeting will be considering alternative ways of purchasing domestic energy.</p> <p>9. Policies and Procedures</p> <p>a. Council approved the tested and amended 'Councillors Quarterly Audit Check List'. Council also agreed that the quarterly management accounts should contain the bank reconciliation</p> <p>b. Council noted that the review of Council Standing Orders is still work in progress</p> <p>10. Planning Applications</p> <p>a. Council considered the following potentially significant planning violation.</p> <ul style="list-style-type: none"> • Hawkhurst Moor Farm – Council noted that a resident has become aware of a development on Green belt that he does not believe is authorised or appropriate in its position. The resident has reported that; <i>“Recently a Veolia operation has started there which is a processing of waste wood and chipping operation. Large concrete bays have been built on the old Composting pad that are far higher than the Composting bunds that were there to shield the operation from public view in Green belt. Large lorries, mainly articulated, deliver all through the day. The wood chipper seems to be continually running with the sound of beeping from reversing vehicles all day long. This seems more like an industrial site than a farm based Composting facility”</i> Cllr Hitchcock 	

commented that he supported the resident’s concern. Cllr Cooper reported that there had been a nasty accident outside the site recently and also supported the resident’s concern. Council agreed to ask the clerk to write to SMBC asking if they are aware of these recent developments and to ask if they are in breach of planning rules?

Clerk

- b. Council noted that it agreed at the Ordinary Meeting on 13 June 2019 that the Council should continue with the current practice when reviewing planning applications but that all councillors must come prepared to present a reasoned opinion if they have something they wish to discuss. It was agreed to review the success of this approach at the October meeting of the Council. This item was deferred to the November meeting. Council agreed to continue with the current practice and to remove this item from future agendas.
- c. Council considered a request from Cllr Cooper to use the Clerk’s User Name and Password to access details of Planning Applications via the SMBC Planning Portal. Council confirmed that Councillors must not share the Clerk’s ID & password for any purpose
- d. The following list of planning applications were considered:

Clerk

Ref	Location	Proposal	Response Date
2019/02821	“Ashton”, Green Lane Balsall Common Solihull	Replacement garage, single storey rear extension, replacement of existing flat roof with pitched roof (Resubmission of planning approval PL/2018/03015/MINFHO).	28/11/19
Council agreed not to comment			
2019/02790	10 Barrett’s Lane Balsall Common Solihull CV7 7GB	Garage conversion to form utility and gym	04/12/19
Council agreed not to comment			

11. Financial Matters

- a. The following invoice payments were presented for approval having been examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates had been received, carried out, examined and represents expenditure previously approved by the Council.

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
R Wilson - Clerk’s Salary November 2019	Admin		Redacted	0
J Hickin – November instalment of the Grass Mowing contract	Contract		212.50	0
GR Dawson – burial ground maintenance	Contract		752.40	125.40
C Joyner – Autumn 2019 planting scheme – Item 25 b below	16/05/10 Item 37g		113.17	18.86

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D Hitchcock – reimbursement of costs of remembrance wreaths	17/10/19 Item 22		30.00	0	
Total (excluding Clerk’s salary)			£1,108.07	£144.26	
<p>In addition to the above, Council noted that the Clerk used his delegated powers under Financial Regulation 5.5 to authorise the following payment; Payee – James Hickin; Details – Grounds & general maintenance; Cheque No 002216: Date 25/07/19; Amount - £125.00.</p> <p>b. Council noted the Council’s cash at bank as at 31 October 2019 was £66,026.64 and that there are no payments nor receipts in the pipeline which would significantly change this month end figure.</p> <p>c. Council agreed the following three councillors to sign cheques at the end of the meeting Cllrs Edwards, Howles & Hitchcock</p> <p>d. Council noted that, in order to provide an appropriate audit trail, a schedule has been attached at Annex A to show the cheque numbers for all payments approved for payment at the July and September Meetings of the Council.</p> <p>e. Payments received – 02/10/19; HMRC; £2,337.46; VAT refund re 2018/19</p> <p>f. Grant applications – Council approved a grant application for £300 from Balsall Common Library. The grant is intended to purchase games and craft materials in order to launch a monthly board game and craft session on Saturday mornings at Balsall Common Library, running throughout 2020 with an initial 12 sessions, with the intention to sustain the project into the future.</p> <p>12. December Payments – Council noted that there is no scheduled Parish Council meeting for December and were asked to agree arrangements for making payments including the Clerk’s salary, Councillor Allowances, HMRC and any other payments to suppliers of goods/services. The Clerk advised that he intends to use the provision set out in Financial Regulation 6.6 to make these payments and this was agreed.</p> <p>13. Councillors’ Audit – Council noted that Cllr Burrow had undertaken the quarterly Councillors’ Audit using the draft ‘Councillors’ Audit Checklist’. A copy of the audit report is available on the Council website. Cllr Burrow reported that all was in order but he highlighted a number of minor items (which did not impact the accuracy of the accounts) to be addressed prior to the next audit.</p> <p>14. Q2 2019/20 Management Accounts – Council noted the management accounts for quarter 2 of 2019/20 and agreed to include these as part of the minutes of the meeting (see Annex B)</p> <p>15. NatWest On-Line Banking Pilot</p> <p>a. Council considered and approved the following resolution: “The persons named in section 5 of the NatWest Bankline Application Form are authorised to: 1. Complete and sign The National Westminster Bank plc’s Bankline Application Form for provision of internet banking services, and 2. Accept the Bankline Terms on behalf of Berkswell Parish Council”.</p> <p>b. Council agreed that Cllrs Burrow and Edwards should be the two signatories to sign the on-line banking pilot application form (section 5)</p> <p>16. Payroll Service – Council noted that our current Payroll Service provider has given advance notice of their intention to increase the fees for payroll services from 1 April 2020. The fees have not increased for a few years and the new fees reflect the time taken in processing the payroll. The new fee for a monthly payroll will be £150 a year (currently £135 p.a.). This equates to £12.50 a month and includes a monthly payroll process with Full Payment Submission (FPS) to HMRC and a quarterly payroll for 7</p>					
					Clerk
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					AB/DE

<p>members and the Full Payment Submission. In light of this modest increase and good service from this supplier over recent years the Clerk did not propose to seek alternative quotes for this service. This was agreed.</p>	
<p>17. Residents’ Issues/Complaints - Council considered what instruction to give to the Clerk in the event of a resident raising an issue/complaint in respect of a matter for which SMBC, or any other statutory/commercial body, are clearly responsible (e.g. a Highways matter). This is to avoid the Clerk getting ‘caught in the middle’ and acting as a ‘post box’. Council agreed that the Clerk should endeavour to inform the resident of the correct person to write to if it was a matter of policy, and if it was an emergency, that they should contact Solihull Connect on connectcc@solihull.gov.uk or the appropriate statutory body.</p>	Clerk
<p>18. Trustee for the Lant Charity – Council considered a request to fill the vacant Berkswell Parish Council Lant Charity Trustee position. The Parish Council has two Trustee positions, one of which is filled by Alison Cambage (a former parish councillor) as a Parish Council nominee. The Trustees have requested the council if Council would suggest a potential Trustee either from members of the Parish Council or people the committee may wish to nominate. Cllr Burrow reported that he was looking for a volunteer.</p>	AB
<p>19. Risk Management</p>	
<ul style="list-style-type: none"> a. There were no new finance nor risk events to report b. Risk Framework – nothing to report c. Risk Register – nothing to report 	
<p>20. Actions Arising from Previous Meetings</p>	
<ul style="list-style-type: none"> a. Council noted the status of agreed actions from previous meetings as circulated (a copy is available on the Council website). The following actions were then specifically discussed: 	
<ul style="list-style-type: none"> i. Action 353 – The Wall at 132/134 Meeting House Lane – Council agreed to write to SMBC Ward Councillors & the Chair of Planning Committee, asking for a review of the process for considering Planning Applications at the Planning Committee for which there has been strong objections received from the community. AB agreed to prepare a draft. 	Clerk
<ul style="list-style-type: none"> ii. Action 355 – The Clerk was asked to purchase 4 cones to be used to close the Spinney car park if unsafe to use due to inclement weather 	Clerk
<ul style="list-style-type: none"> iii. Action 368 - Quotes for ad hoc jobs from J Hickin were considered. Council agreed unanimously to carry out all the work items and accept Mr Hickin’s quote of £1,013.39. The Clerk was asked to add sweeping the leaves from Kelsey Lane bus stop in the work order. 	Clerk
<p>21. Correspondence – Council noted a recent email received by the Clerk from ‘Marie Curie for Solihull’ stating that they are aware that local parishes often support local charities, and ask “have you ever considered supporting Marie Curie Hospice in Solihull”? Council agreed not to contribute as this was not in line with its Grant Awarding policy and asked the Clerk to communicate this decision to the charity.</p>	Clerk
<p>22. Ongoing References</p>	
<ul style="list-style-type: none"> a. Review of inventory of land and assets <ul style="list-style-type: none"> i. Kelsey Lane Bus Shelter – Council noted that the application to Register this land has been submitted to HMLR by the Clerk but confirmation of the outcome has not as yet been received 	

<ul style="list-style-type: none"> ii. The Well area – Council noted that the application to register this land as a village green has been submitted to SMBC by the Clerk but confirmation of the outcome has not as yet been received b. Neighbourhood Development Plan – Council agreed that this item can be removed from future agendas c. Solihull Local Plan <ul style="list-style-type: none"> i. Council received a verbal report from Cllr Burrow of the meeting with the Cabinet Member responsible for the local plan, including a summary of topics considered. Cllr Burrow reported that BPC representatives had indicated an unhappiness with the process. Specific items discussed included, green space between existing & new buildings, the station car park, schooling, Balsall Common village centre & access to new developments (not via main roads). ii. Council noted residents’ suggestion for a Country Park to form part of allocation 3 (land between Kenilworth Road and Windmill Lane) in the SMBC local plan. Jeanette McGarry (Custodian of Berkswell Windmill) spoke giving the justification for this proposal and stated that the proposal was not intended to cut across other possible managed open spaces projects in Berkswell. Cllr Burrow expressed concern that the Country Park proposal would cost a substantial amount of money and that it is not clear how it would be funded, he thought probably from CIL money. This could mean that other proposals may lose out through an overall lack of funding. Cllr Burrow stated that he believed that the need for green space on the proposed Barratt Farm development would offer substantial benefit to residents and may be jeopardised by proposals for Site 3. Cllr Diccico commented that the site 3 proposal could be funded out of the ‘tourism’ pot, rather than CIL. Cllr Diccico also stated that Cllr Ian Courts (Leader of SMBC) has said he supports green space between new and existing housing. Cllr Cooper commented that a lot of money would need to be spent on creating a Country Park properly. Cllr Hitchcock stated that “connectivity” (e.g. the Greenway) is the most important thing for wildlife and that this should inform where green spaces should be located. Jeanette McGarry commented that there could be money from Homes England to fund the Country Park. Cllr Edwards concluded the discussion by stating that some Members agreed in principle with the Country Park proposal but that others are concerned about how it will be funded. d. TPOs – Council noted that the Clerk has still not received any further communication from Gary Palmer following the meeting with him in July. Cllr Diccico agreed to follow this up with Perry Wardle (SMBC). 	<p>Clerk</p>
<ul style="list-style-type: none"> e. Hodgett’s Lane flooding and bank – Council noted that SMBC have agreed that work is required on both issues and that this is scheduled. Council agreed that this item should be removed from future agendas as it is an SMBC issue. f. Climate Change – Council considered the following motion: “The Parish Council recognises the need for action on Climate change. The Council will review operations and policies to reduce our own direct and indirect carbon impact including a formal policy statement to be drafted and included in the next review of Council Policies. The Council will support where practicable local resident initiatives and nominates Councillor Hitchcock to liaise with any local groups engaged on related issues.” This motion was agreed but Cllr Hitchcock reminded 	<p>Clerk</p>

Council that he is not on the internet and therefore cannot receive emails so may need administrative support. Graham Lock suggested that the best model is to set up a community group to develop proposals and come back to the Council if funding is needed. Cllr Cooper commented that Council should be stronger in its condemnation of vehicle pollution etc.

- g. Joint Local working group with Balsall PC – Council received a verbal update on membership of this working group and the purpose of its first meeting which was planned for Monday 25th November 2019 with the agenda item of “Infrastructure requirements for SMBC to supply to support local housing plan”. After discussion, Council agreed that Borough Councillors need a prioritised shopping list of requirements (based on NDPs) and the working group should work on this. Council noted that the list members of the group is, Kay Howles, Andrew Burrow, Richard Drake, Liz McDonald, Marion Keeley, Terry Hughes, Lorraine Horler, Alison Cabbage, Tony Diciccio and David Bell. First meeting is next week but there will need to be a public consultation in due course.
- h. ATM for Berkswell Village – Council received a verbal report from Cllr Edwards. Cllr Edwards reported that there has been not much progress but that she had taken some soundings. It seems that there may be a need but location is an issue as the village shop isn’t suitable. Council agreed to take this item off the agenda.

Clerk

23. Removal and additions to Ongoing References

Removals: NDP

Hodgett’s Lane

ATM for Berkswell Village

Additions:

24. Training and Meetings

- a. Council noted that Cllr Drake has attended the WALC AGM and raised the graveyard issue with the Bishop of Coventry.

25. Heritage and Community

- a. Berkswell Village Polling Station
 - i. Council noted that SMBC had advised the Clerk that voting in Berkswell for the 12 December General Election will take place in the Berkswell Scout House.
 - ii. Council considered what communication it wished to issue to Berkswell School, parents of Berkswell school children, and to residents regarding the possible impact on local parking during the course of the day. It was agreed to do nothing.
- b. Planting scheme – Council agreed an increase in the sum approved for expenditure on the Balsall Common planting programme to £450, closer to the sum envisaged in the budget (£600), and also agreed to the reimbursement of Caroline Joyner for the sum of £113.17 for the autumn planting. Council noted that the spring planting cost £303.97, all figures inclusive of VAT and that no expenditure has been incurred for trees.
- c. Letter to Lord Lieutenant re Honours submission – Council noted minute 22 c from the 18 April 2019 meeting recorded the agreement to write to the Lord Lieutenant expressing disappointment that its nomination for an award was not progressed with no reason or response given. This decision to write was subsequently revised to wait until December 2019 to finally decide whether or

Clerk

<p>not to send a polite letter asking for feedback. Council agreed that a letter should now be sent to the Lord Lieutenant.</p>	
<p>d. VE Day 2020 - Council approved the draft joint agreement with Balsall PC regarding the organisation of the VE Day celebration planned for 8th May 2020 in Balsall Common Centre. Council received a verbal report on the first meeting of the organising committee from Cllr Burrow who reported that Richard Coles (Chair of Festival Committee) is chairing the committee, food to be provided by residents but tables and chairs will be provided. It is hoped to get a Swing Band and Heart of England school have agreed to release instruments for use by performers. There will be also be other forms of entertainment. Cllr Hitchcock commented that the proposals may meet with opposition from the residents of Berkswell. Cllr Edwards commented that Berkswell villagers have decided to have their own festivities the following day.</p>	
<p>e. Balsall & Berkswell Licence Application - Council noted that Councillors Drake and Burrow had worked with residents and representatives of the Balsall & Berkswell Hornets, to seek an agreed arrangement for the licencing of the Hornets Club House. Council endorsed the agreement reached and authorised the Clerk to write appropriately to the licencing committee in support of the revised agreement. Cllr Howles asked Cllr Cooper about the letter she wrote to SMBC in respect of the original license application, which she believed gave a contrary opinion to the Council’s agreed policy (as minuted at Item 10 of 17 October meeting). Cllr Howles stated that such action would be contrary to the Councillors Code of Conduct. Cllr Cooper stated that she wrote the letter as an individual, not as a Parish Councillor, and agreed to forward a copy of the letter to the Clerk to clarify this point.</p>	<p>Clerk SC</p>
<p>f. Memorial Planting - Council noted that the memorial planting of an oak tree on Berkswell village green, to recognise the life of John Webb, would take place at 12.30 on Sunday 24th November. Cllr Hitchcock asked who would maintain the tree. Council agreed that this should be the responsibility of the family of John Webb but in the longer term it would become the responsibility of the Parish Council.</p>	
<p>g. Christmas trees – Council noted its previous approval given on 12 September 2019 (Item 21m) for the purchase of 7 Christmas trees at a total cost of £450 but also noted that, in fact, the requirement is now for 10 trees in total. Council approved the revised requirement which it is expected can be obtained within the originally approved £450 budget.</p>	<p>Clerk</p>
<p>h. Christmas Lights</p> <p>i. Council considered the following motion:” This Council agrees to financially assist Balsall Parish Council with the Christmas lights in the centre of Balsall Common to make the lights a joint enterprise by both PCs from 2020 onwards. Such support to be conditional on the 3 lamp standards within Berkswell parish having decorations so that they extend for the full “high street”. This motion was agreed and Council also authorised the following financial contributions from Christmas 2020 onwards.</p> <ul style="list-style-type: none"> • £1,000 per annum that being about 1/5th to 1/4 of the cost of those on the Station Road shopping centre to the east of the roundabout. <p>ii. Council noted that it has already budgeted to spend £450 on its annual Festival of Christmas Trees principally in Balsall Common and agreed this approach would continue.</p>	<p>Clerk</p>

<p>iii. Council agreed to make a one-off contribution of £1,000 to Balsall PC for this financial year (2019/20) from the grants budget for the 2019 display.</p>	<p>Clerk</p>
<p>26. Parish Councillors Opinion</p>	
<p>a. Cllr Hitchcock expressed concern about the increased incidence of flooding in the area due to poor maintenance of drains and ditches (e.g. Carol Green). Council agreed but, as this is an SMBC issue, residents should be advised to raise concerns directly with them.</p>	
<p>27. Next Meeting Extraordinary Meeting of the Council (Budget Setting), 16 January 2020 at 7:30pm, to be held in the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell.</p>	

Cheque Numbers for approved payments in July and September 2019

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
R Wilson - Clerk's Salary September 2019	Admin	002221	-	0
R Wilson – reimbursement of admin costs	Admin	002222	108.67	15.21
Councillors allowances July to September 2019	Admin	002223 to 002229	1,050.81	0
HMRC – PAYE for July to September 2019	Admin	002230	856.17	0
A Burrow – reimbursement of costs re purchase of an O/S site plan as required for the Well village green registration	18/07/19 Item 22c	002231	12.60	2.10
J Hickin – Sept instalment of grass mowing contract	Contract	002232	187.50	0
GR Dawson – Burial ground maintenance April to June 2019	Contract	002233	752.40	125.40
Land Registry – application fees re Registration of Kelsey Lane Bus Shelter	Item 17aii	002234	40.00	0
DM Payroll Services Limited – 1 st half year charge 2019/20	Contract	002235	67.50	0
PKF Littlejohn – 2018/19 External Audit Fee	Annual	002236	240.00	40.00
R Wilson - Clerk's Salary July 2019	Admin	002206	-	0
R. Wilson – reimbursement of admin costs	Admin	002207	52.37	3.52
R Drake – reimbursement of cost of refreshments re “Freedom of the Parish” event	Admin	002208	54.89	9.15
A Burrow – Reimbursement of materials cost for Parish BBQ	BBQ	002209	12.99	2.16
J Hickin – July instalment of grounds maintenance contract	Contract	002210	187.50	0
St John Baptist PCC Berkswell	Room Hire	002211	125.00	0
Balsall Common Festival - grant	Grant	002212	1,000.00	0
2 nd Balsall Common Scouts - grant	Grant	002213	955.00	0
Heart of England School - grant	Grant	002214	1,500.00	0
Berkswell Society - grant	Grant	002215	500.00	0

Berkswell Parish Council Accounts - 2019/20									
Income & Expenditure	2019/20					Original Budget	Variance with Budget 2019/20 (Revised)	Variance %age of Budget	Comments
	Actuals Apr to June (per cashbook)	Actuals July to Sept (per cashbook)	Actuals Oct to Dec (per cashbook)	Actuals Jan to Mar (per cashbook)	Actuals 2019/20				
EXPENDITURE									
Employee Pay & Allowances	2,629.88	2,739.12	-	-	5,369.00	10,638	5,269	50%	on track
Councillor Allowances & expenses	836.99	1,241.21	-	-	2,078.20	4,839	2,761	43%	on track
Administration	2,173.77	910.31	-	-	3,084.08	4,271	1,187	72%	front loading of annual commitments (e.g. insurance, subs) & Freedom of the Parish Medal (£547) funded from earmarked reserves
Communications	-	-	-	-	-	500	500	0%	
Specialist Advice	40.00	2,383.12	-	-	2,423.12	1,000	1,423	242%	Includes cost of wind survey (£2.4k) to be funded from earmarked reserves
Local Plans	761.20	126.00	-	-	887.20	-	887		Includes final NDP costs to be funded from earmarked reserves
Public Safety	-	-	-	-	-	4,000	4,000		Budget for tree survey and necessary works yet to take place
Grants & Donations	50.00	3,955.00	-	-	4,005.00	7,000	2,995	57%	
Section 137 Grants	931.25	640.32	-	-	1,571.57	4,750	3,178	33%	There is an overlap between S.137 & H&M as precise accounting depends on whether or not the Council has specific powers or not
Heritage & Maintenance	1,327.70	1,312.72	-	-	2,640.42	3,144	504	84%	
Total Expenditure (excl VAT)	8,750.79	13,307.80	-	-	22,058.59	40,142	18,083	55%	
Contingency					0%	2,007	2,007	0%	To be used for Berkswell Gates Signs (£250) and Berkswell Spinney Project (£540)
Total Expenditure (including Contingency, ex VAT)	8,750.79	13,307.80	-	-	22,058.59	42,149	20,090	52%	
VAT (assume VAT is neutral in each year)	409.09	254.54	-	-	663.63	863	199		
Total Expenditure (inc VAT)	9,159.88	13,562.34	-	-	22,722.22	43,011	20,289	1	
INCOME									
Precept (including Support Grant)	13,089.50	12,997.50	-	-	26,087.00	25,879	208	101%	
Support Grant	-	-	-	-	-	92	92	0%	
Bank Interest	34.16	32.53	-	-	66.69	40	27		
Other Income	-	500.00	-	-	500.00	-	2,850		
CIL Parish Payments	1,454.28	-	-	-	1,454.28	-	-		
VAT Refund	-	-	-	-	-	2,500	7,864		
Total Income	14,577.94	13,530.03	-	-	28,107.97	28,511	10,572	99%	
Balance of Income over Expenditure (Ex VAT)	5,418.06	32.31	-	-	5,385.75	14,500	9,717	0	
Opening Reserves	59,337.08	64,755.14	64,722.83	64,722.83	59,337.08				
Closing Reserves	64,755.14	64,722.83	64,722.83	64,722.83	64,722.83				
Bank reconciliation									
Bank balance at 31/09/19	65,594.90								
less: value of unrecorded cheques	872.07								
Closing Reserves at 31/09/19	64,722.83								

2019/20 Budget Revisions

The Q2 management accounts identifies that a number of budgets need to be revised to cover items of expenditure not provided for in the original budget but for which a provision was made in ‘earmarked reserves’.

The following is a summary of the necessary budget revisions.

	Original Budget	Adjustments (transfers from reserves as agreed by Council)	Revised Budget	Variance with Budget 2019/20 (Revised)	Variance %age of Budget	Justification
EXPENDITURE						
Employee Pay & Allowances	10,638		10,638	5,269	50%	
Councillor Allowances & expenses	4,839		4,839	2,761	43%	
Administration	4,271	550	4,821	1,737	64%	Transfer from earmarked reserves re Parish Medal
Communications	500		500	500	0%	
Specialist Advice	1,000	2,400	3,400	977	71%	Transfer from earmarked reserves re Wind Survey
Local Plans	-	900	900	13		Transfer from earmarked reserves re NDP costs
Public Safety	4,000		4,000	4,000		
Grants & Donations	7,000		7,000	2,995	57%	
Section 137 Grants	4,750		4,750	3,178	33%	
Heritage & Maintenance	3,144		3,144	504	84%	
Total Expenditure (excl VAT)	40,142	3,850	43,992	21,933	55%	
Contingency	2,007		2,007	2,007	0%	
Total Expenditure (including Contingency, ex VAT)	42,149	3,850	45,999	23,940	52%	
VAT (assume VAT is neutral in each year)	863		863	199		
Total Expenditure (inc VAT)	43,011	3,850	46,861	24,139	1	