



SHAVINGTON
CUM
GRESTY

**Shavington-cum-Gresty Council
Finance Committee meeting**

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

11 November 2021

To: **Members of the Finance Committee**

Dear Councillor,

You are summoned to attend the meeting of the **Finance Committee** to be held at **7:30PM** on **Wednesday 17th November** at **Shavington-cum-Gresty Village Hall, 159 Main Rd, Shavington, CW2 5DP.**

Any members of the public that wish to attend, please register with the clerk by emailing clerk@shavingtononline.co.uk by 3pm on Wednesday, 17 November 2021.

Your sincerely,

Simona Garner
Parish Clerk

AGENDA

1	To receive and consider apologies for absence
2	To confirm and sign the minutes of the Finance Committee Meeting hold on 29 September 2021 (attached)
3	To note declarations of Members' interests
4	To review the year-to-date expenditure for the Council as a whole (attached) and to consider Month end reconciliation statement for September 2021
5	To consider adopting a BACs Payment Compensating Control Procedure (attached)
6	To undertake an internal audit report (attached)

7	To consider and inform the budget setting process for 2022/23 financial year <i>(attached)</i>
8	To note the date of the next Finance Committee Meeting – 9 March 2022

Shavington-cum-Gresty Council
Finance Committee meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the meeting held on **Wednesday 29th September 2021**

In attendance: Cllr Ferguson, K Gibbs, Hackett and Hancock

Cllr B Gibbs, Adams

ScG FC/21/1/1	<i>To receive apologies for absence¹</i>
	No apologies received
ScG FC/21/1/2	<i>To elect the Chair and Deputy Chair</i>
	Cllr Hackett and Cllr Ferguson were elected Chair and Deputy Chair respectively
ScG FC/21/1/3	<i>To note declarations of Members' interests</i>
	No declaration was raised
ScG FC/21/1/4	<i>To review the year-to-date expenditure for the Council as a whole</i>
	Members NOTED the year-to-date expenditure for the Council as a whole. RESOLVED: that the Bank Reconciliations (Parish Council main account and Village Hall account) are signed as correct record of the Council account system ²
ScG FC/21/1/5	<i>To receive an update with regards to the external audit informal "except for" matter arising from the AGAR</i>
	Members NOTED the report.
ScG FC/21/1/6	<i>To consider the draft Parish Council Financial Risk Assessment</i>
	Members NOTED the update.

¹ Meeting started 19:45hrs

² Cllr Hancock left 1958

	<p>RESOLVED: that the Parish Council Financial Risk Assessment is approved and recommended to Parish Council subject to the following amendment being made:</p> <ul style="list-style-type: none"> - Hire Charges: all booking must be paid in advance
ScG FC/21/1/7	To undertake an internal audit report
	Members undertook an internal audit and filled the internal audit report. No issue was raised from Members.
ScG FC/21/1/8	To consider and inform the budget setting process for 2022/23 financial year
	<p>Members NOTED the report.</p> <p>RESOLVED: that the draft Finance Committee budget 2022/23 is approved and recommended to Full Council as part of the budget setting process subject to the following amendments being made:</p> <ul style="list-style-type: none"> - Website subscription £2,100 - Website transparency £1,000 (the Community Manager is asked to request an estimate from the supplier) - Office expenditure £1,000
ScG FC/21/1/9	To note the date of the next Finance Committee Meeting – November, 17th 2021
	The date of the next Finance Committee meeting was NOTED .

Meeting Closed at 21:22hrs

Chair: Cllr Hackett

Clerk: S Garnero

Shavington-cum-Gresty Parish Council

11 November 2021 (2021 - 2022)

Summary of Receipts and Payments

All Cost Centres and Codes

Admin / Staff

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Staff Salary				63,354.00	29,951.81	33,402.19	33,402.19 (52%)
7	Overtime							(N/A)
8	Tax & NI							(N/A)
9	Payroll Service				500.00	462.50	37.50	37.50 (7%)
11	Clerk's Expenses							(N/A)
12	Clerk's Stationery							(N/A)
13	Laptop Purchase (for Clerk)							(N/A)
14	Software Training							(N/A)
70	Staff Expenses				1,250.00	689.43	560.57	560.57 (44%)
71	Accountancy software				650.00	584.00	66.00	66.00 (10%)
72	ICT equipment				2,000.00	1,022.17	977.83	977.83 (48%)
73	Staff Training				500.00	311.00	189.00	189.00 (37%)
74	General Parish Council design a				2,500.00	2,095.19	404.81	404.81 (16%)
SUB TOTAL					70,754.00	35,116.10	35,637.90	35,637.90 (50%)

Amenities General

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15	Purchase of two Benches (Newc							(N/A)
SUB TOTAL								(N/A)

Communications

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Brave Little Tank							(N/A)
18	Solopress - Printing							(N/A)
19	Website				2,100.00	1,225.00	875.00	875.00 (41%)
20	Newsletter: design, print and deli				10,400.00	8,120.34	2,279.66	2,279.66 (21%)
21	Emails / Dedicated Phone Line							(N/A)
22	Photography Contract							(N/A)
23	Communications - Miscellaneous							(N/A)
75	Office 365 package				1,500.00	566.76	933.24	933.24 (62%)
76	VOIP phone line/costs				400.00	140.48	259.52	259.52 (64%)
77	Adobe Creative Cloud				600.00	58.24	541.76	541.76 (90%)
78	Zoom - for holding remote Coun				450.00	247.98	202.02	202.02 (44%)
98	Boundary Marketing				4,000.00	3,535.31	464.69	464.69 (11%)
SUB TOTAL					19,450.00	13,894.11	5,555.89	5,555.89 (28%)

Environment and Recreation

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	General Amenities		605.00	605.00	1,800.00	1,893.64	-93.64	511.36 (28%)

Shavington-cum-Gresty Parish Council

11 November 2021 (2021 - 2022)

Summary of Receipts and Payments

All Cost Centres and Codes

31	Grounds Maintenance	12,000.00	7,877.00	4,123.00	4,123.00 (34%)		
84	Recreational Land research cost	6,200.00	1,003.00	5,197.00	5,197.00 (83%)		
85	Vine Tree Play Area - Maintenanc	1,000.00		1,000.00	1,000.00 (100%)		
86	Lengthsman for maintenance	4,000.00		4,000.00	4,000.00 (100%)		
87	Vine Tree Play Area - quarterly ir	400.00		400.00	400.00 (100%)		
SUB TOTAL		605.00	605.00	25,400.00	10,773.64	14,626.36	15,231.36 (59%)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Carols at Christmas							(N/A)
25	Remembrance Day							(N/A)
26	VE Commemoration (May 2020)							(N/A)
79	Event 1 - Village Festival				1,700.00	1,561.94	138.06	138.06 (8%)
80	Event 2				1,500.00	167.11	1,332.89	1,332.89 (88%)
81	Event 3				1,500.00		1,500.00	1,500.00 (100%)
82	Event 4 - Christmas/Winter				1,600.00		1,600.00	1,600.00 (100%)
83	Event 5 - Remembrance Sunday				4,500.00	1,637.37	2,862.63	2,862.63 (63%)
SUB TOTAL					10,800.00	3,366.42	7,433.58	7,433.58 (68%)

Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Small Grants Scheme				1,100.00	50.00	1,050.00	1,050.00 (95%)
28	Env Award to Shavington Acadei							(N/A)
29	Youth Club							(N/A)
30	S.137 Grants - car park				5,500.00	5,500.00		(0%)
SUB TOTAL					6,600.00	5,550.00	1,050.00	1,050.00 (15%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	142,540.00	142,540.00					(0%)
2	Allotment Fees		550.00	550.00				550.00 (N/A)
3	CIL							(N/A)
4	Other Income		45.36	45.36				45.36 (N/A)
5	VAT Reclaim							(N/A)
65	Hall Hire		3,730.00	3,730.00		228.75	-228.75	3,501.25 (N/A)
SUB TOTAL		142,540.00	146,865.36	4,325.36		228.75	-228.75	4,096.61 (2%)

Insurance/Audit/Subscriptions

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	External Audit							(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

33 Internal Audit					(N/A)
34 Internal, external audit ChALC fi	4,800.00	4,926.05	-126.05	-126.05	(-2%)
35 CALC					(N/A)
97 H&S Village Hall	500.00	500.00			(0%)
SUB TOTAL	5,300.00	5,426.05	-126.05	-126.05	(-2%)

Members

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36 Member Training				500.00	25.00	475.00	475.00 (95%)
SUB TOTAL				500.00	25.00	475.00	475.00 (95%)

Miscellaneous

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
88 Union flag				150.00	150.00		(0%)
SUB TOTAL				150.00	150.00		(0%)

Neighbourhood Planning

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
37 Consultant's Support from CCA							(N/A)
38 CCA Membership							(N/A)
89 Neighbourhood Plan				500.00	670.00	-170.00	-170.00 (-34%)
SUB TOTAL				500.00	670.00	-170.00	-170.00 (-34%)

Police

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39 PCSO				33,300.00	8,320.00	24,980.00	24,980.00 (75%)
90 Police Car PCSO use				1,800.00		1,800.00	1,800.00 (100%)
SUB TOTAL				35,100.00	8,320.00	26,780.00	26,780.00 (76%)

Projects

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40 Purchase of Land							(N/A)
41 Maintain/Upgrade Kitchen Bar Ai							(N/A)
42 Window Blinds in Village Hall							(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL								(N/A)
Unallocated Reserves								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
47	Unallocated Reserves							(N/A)
SUB TOTAL								(N/A)
Village Hall								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
48	Hygiene Equipment							(N/A)
49	Supplies				300.00	376.15	-76.15	-76.15 (-25%)
50	Cleaning of Hall				6,000.00	2,475.00	3,525.00	3,525.00 (58%)
51	Window Cleaning							(N/A)
52	British Gas Careplan							(N/A)
53	Gas Supply				1,600.00	752.91	847.09	847.09 (52%)
54	Scottish Power				800.00	181.11	618.89	618.89 (77%)
55	Water Services							(N/A)
56	Waste Collection							(N/A)
57	Fire Equipment				250.00		250.00	250.00 (100%)
58	Music Licence							(N/A)
59	Wi-Fi Service				800.00	395.50	404.50	404.50 (50%)
60	Call-minding Service							(N/A)
61	Keys for Village Hall							(N/A)
62	On-line Booking Service				240.00	43.52	196.48	196.48 (81%)
63	General Maintenance				2,600.00	1,892.00	708.00	708.00 (27%)
64	Other							(N/A)
91	Dame Hygiene				700.00	481.87	218.13	218.13 (31%)
92	Water Plus				1,500.00	1,799.43	-299.43	-299.43 (-19%)
93	ASH Waste collection				800.00	668.49	131.51	131.51 (16%)
94	PPS/PRS				250.00		250.00	250.00 (100%)
95	Call-minding service(KBVO/Cym				800.00	568.04	231.96	231.96 (29%)
96	Marketing				2,000.00		2,000.00	2,000.00 (100%)
SUB TOTAL					18,640.00	9,634.02	9,005.98	9,005.98 (48%)
Vine Tree Play Area								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
43	Play Equipment Inspections/Mai							(N/A)
44	Play Equipment Other							(N/A)
45	Quarterly Inspections							(N/A)
46	Replace covered Litter Bins							(N/A)
SUB TOTAL								(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

Summary

NET TOTAL	142,540.00	147,470.36	4,930.36	193,194.00	93,154.09	100,039.91	104,970.27 (31%)
V.A.T.		14,855.57			6,147.15		
GROSS TOTAL		162,325.93			99,301.24		



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Report Statement

Meeting: Finance Committee

Report Purpose: To provide Members a draft version of the BACs payment Compensating Control Procedure

Version Control: v0

Author: Clerk

1. Report Summary

The reports provide Members the Draft version of the BACs payment Compensating Control Procedure.

2. Background

The Council is responsible for putting in place arrangements for the management of risk.

3. Position

Due to the increased use of online banking payments, and in order to reduce and control risks, the Council is advised to adopt a BACs payment Compensating Control Procedure.

The DRAFT is attached in Annex 1 for Members consideration.

4. Governance

Shavington cum Gresty Parish Council Finance Regulation 2021/22

5. Financial Impact

Positive,

6. Resource Impact

Clerk time

7. Conclusions

Members are asked to consider the BACs Payment Compensating Control Procedure and recommend it to Full Council for adoption



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Shavington-cum-Gresty Parish Council
159 Main Rd, Shavington, Crewe, CW2 5DP

BACs PAYMENT COMPENSATING CONTROL PROCEDURE

Online Banking Users

- The Parish Council in taking advantage of online banking shall establish two classes of user:

CLASS A – user rights only to view balances, create and release payments.

CLASS B – user rights only to view balances.

- The Parish Clerk shall be CLASS A users.
- The Council's bank signatories shall be CLASS B users.
- The Finance Committee may appoint other officers or members as CLASS B users.
- No other users shall be permitted on the council's online banking system.
- Class A users are permitted to authorise the release of payments, only once the schedule of payments has been approved by at least three Members or by Full Council

Making BACs Payments

- The RFO shall prepare a schedule of payments to be made by BACs in accordance with Finance Regulations
- Three CLASS B users or Full Council shall authorise payments.
- Following approval, the RFO shall made payments within the council's banking system. For clarity, payments which have not been approved in accordance with regulations shall not be created on the banking system.

All payments made by Direct Debit or BACS transfer must form part of the payment schedules submitted to Council and the Finance Committee.

Compensating control procedures

The Parish Council's bank is participating in the 'Confirmation of Payee' service which is an 'account name checking service' to help make sure that when the user set up a new payee the payment is sent to the right person or business. It does this by:

- matching a payee's name to the one on their account
- allowing the user to check name before sending a payment
- explains the risk of making a payment when the name doesn't match.

To reduce further risks, the following compensating control procedure is in place:

- the RFO shall produce a list from online banking of all current PAYEEs and their sort codes and bank accounts



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159 Main Rd, Shavington, Crewe, CW2 5DP

- Members should verify in their periodic sample that the PAYEE name matches the invoice and the sort code and bank account in the online PAYEE list matches the bank account details on the invoice.
- All new supplier account details entered into the online banking PAYEE list should be verified by a member to an invoice or other valid business documentation.

DRAFT



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Report Statement

Meeting: Finance Committee

Report Purpose: To provide Members a template to use when auditing the Council accounts and finance system

Version Control: v0

Author: Clerk

1. Report Summary

The reports provide Members an internal audit template for member to use when auditing the Council accounts and finance system.

2. Background

On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.

3. Position

Members shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices.

Attached a template Members are asked to adopt when undertaking the audit process.

Members are asked to audit the Council's BACS procedure and the existing payees.

4. Governance

Shavington cum Gresty Parish Council Finance Regulation 2021/22

5. Financial Impact

Positive

6. Resource Impact

Clerk time

7. Conclusions

Members are asked to undertake a check of the Council finance and report their finding in the template attached

Internal Member Audit

Audit topic		
Date of audit		
Auditors (members)	Print name	Signature
	Cllr	
	Cllr	
	Cllr	
Auditee(s)	Print name	Signature

Audit Scope Section: Advise what the audit scope is.

Audit Scope

Audit Details Section: This section should detail any evidence seen during the audit and a high-level overview should be written as applicable.

Audit Details

Findings / Observations Section: This section must detail any non-conformances identified during the audit. A risk level of High, Medium or Low must be applied to each non-conformance using the auditors judgment and an agreement must be reached by all Cllrs involved in conducting the audit on the level of the risk posed, and rationale of this risk should be detailed in the comments box.

Findings / Observations		
Risk level	Topic	Comments



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Report Statement

Meeting: Finance Committee
Report Purpose: To inform the budget 2022/23 process
Version Control: v1
Author: Clerk

1. Report Summary

The purpose of this report is to give Members an update with regards to the budget setting process.

2. Background

- Members approved the Budget Setting Schedule for the setting of the Council's 2022/23 Budget at the Full Parish Council meeting on July, 7th 2020
- The Budget Setting Schedule provided the timeframe for the setting of the budget and the reporting of the draft budget to the various Committees of the Council

3. Position

On July 21st, the Staffing committee agreed to recommend a draft staffing budget for the financial year 2022/23.

On 22 September, the Community and Engagement Committee agreed to recommend a draft budget for the financial year 2022/23.

On 29 September, the Finance Committee agreed to recommend its draft budget for the financial year 2022/23.

On 13 October, the Village Hall Committee agreed to recommend its draft budget for the financial year 2022/23.

On 20 October, the Environment and Recreation Committee agreed to recommend its draft budget for the financial year 2022/23.

The draft budget v.1 with headings resulting from Committee's recommendations is attached in Annex 1.

On 3 November, Members had an INFORMAL session to discuss and review the draft budget v.1, and some amendments and changes were suggested and added to a version 2 of the draft budget (Annex 2)

On 1 December, the Full Parish Council will be asked to consider and approved the Parish Council budget 2022/23.



4. Governance

Shavington-cum-Gresty Parish Council Financial Regulation

Shavington-cum-Gresty Parish Council Budget Setting Schedule

5. Financial Impact

The financial implications for the Council are fully set out in the report.

6. Wards Affected

All

7. Consideration Sought

Members are asked to consider the draft versions and to make a recommendation to Full Council.



ANNEX 1
ScG Parish Council DRAFT budget 2022/23
v.1

2021/22 budget	£232,094.00	2022/23 budget	£317,571.90
Spend	£186,094.00	Spend	£254,057.52
Reserves	£46,000.00	Reserves	£63,514.38
2021/22 precept	£142,540.00	2022/23 precept	£239,387.84
2021/22 Per Band D equiv.	£63.82	Band D equiv.	£100.31
		% diff to 21/22	57.18%
		over/under spend vs last year	£69,666.15

Below headings of each Committee budget v.1

- ❖ Staffing committee subtotal = £67,907.52
- ❖ Finance Committee subtotal = £19,350
- ❖ Community and Engagement Committee subtotal = £30,500
- ❖ Environment and Recreation Committee subtotal = £53,400
- ❖ Village Hall Committee subtotal = £26,800
- ❖ Parish Council Project subtotal = £64,100



ANNEX 2
ScG Parish Council DRAFT budget 2022/23
v.2

2021/22 budget	£232,094.00	2022/23 budget	£238,259.40
Spend	£186,094.00	Spend	£190,607.52
Reserves	£46,000.00	Reserves	£47,651.88
2021/22 precept	£142,540.00	2022/23 precept	£160,075.34
2021/22 Per Band D equiv.	£63.82	Band D equiv.	£67.08
		% diff to 21/22	5.10%
		over/under spend vs last year	£6,216.15

Below a list of each Committee budget with comparison to v.1



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v.2 Staffing Committee budget

		2021/22 Budget expenditure	2020/21 Budget Income	2022/23 Draft Budget Expenditure	2022/23 Draft Budget Income
Staffing Committee	-	-	-	-	-
Payroll					
	Staff Salary	£63,354.00		£50,728.00	
	Pension contribution			£11,700.00	
	Tax & NI			£4,559.52	
	Payroll Service	£500.00		£920.00	
	SUB TOTAL	£63,854.00	£0.00	£67,907.52	£0.00

No amendments were suggested with regards to the Staffing Committee v.1 draft budget.



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v.2 Finance Committee budget

<u>Finance Committee</u>	2021/22 Budget expenditure	2020/21 Budget Income	2022/23 Draft Budget Expenditure	2022/23 Draft Budget Income
Admin				
Staff Expenses	£1,250.00		£300.00	
Stationary			£600.00	
Accountancy software	£650.00		£650.00	
ICT equipment	£2,000.00		£750.00	
Staff Training	£500.00		£2,500.00	
Members training	£500.00		£100.00	
Audit Fees	£2,900.00		£1,500.00	
Insurance			£2,700.00	
Legal and professional fee			£1,500.00	
Subscription (adobe/office /Chalc)	£4,450.00		£3,000.00	
Telephones	£400.00		£500.00	
Website subscription	£2,100.00		£2,100.00	
Website transparency			£1,000.00	
Office expenditure				
Miscellaneous /Expenses			£1,000.00	
SUB TOTAL	£14,750.00	£0.00	£18,200.00	£0.00

The following amendments were suggested:

- a. Member training: reduced to £100 (in v.1 was £500)
- b. Office expenditure: budget removed and merged with Miscellaneous expenses (in v.1 Office expenditure was £1,000 and Miscellaneous/Expenses was £750)



v.2 Community and Engagement Committee budget

<u>Community and Engagement Committee</u>		2021/22 Budget expenditure	2020/21 Budget Income	2022/23 Draft Budget Expenditure	2022/23 Draft Budget Income
Communication					
	Newsletter: design, printing and delivery	£10,400.00		£11,000.00	
	General Parish Council design and print	£2,500.00		£2,500.00	
	Social media marketing			£500.00	
	SUB TOTAL	£12,900.00	£0.00	£14,000.00	£0.00
Events					
	Event 1 - Village Festival	£1,700.00		£3,000.00	
	Event 2	£1,500.00			
	Event 3	£1,500.00			
	Event 4 - Christmas/Winter	£1,600.00		£1,600.00	
	Event 5 - Remembrance Service	£4,500.00		£4,500.00	
	Community events			£3,000.00	
	SUB TOTAL	£10,800.00	£0.00	£12,100.00	£0.00
	COMMITTEE SUB TOTAL	£23,700.00	£0.00	£26,100.00	£0.00

The following amendments were suggested:

- a. General Parish Council design and print: reduced to £2,500 (in v.1 was £3,000 in v.1)
- b. Event 1 – Village Festival: budget reduced to £3,000 (in v.1 was £3,500)
- c. Event 4 – Christmas Winter: budget cut to £1,600 (in v.1 was £5,000). Please note: this won't allow the Council to deliver a Lights Switch On Event



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v.2 Environment and Recreation Committee budget

<u>Environment and Recreation Committee</u>		2021/22 Budget expenditure	2020/21 Budget Income	2022/23 Draft Budget Expenditure	2022/23 Draft Budget Income
Ground Maintenance					
	General amenities	£1,800.00		£2,000.00	
	Ground Maintenance Supplier	£12,000.00		£15,000.00	
	Lenghtsman Service	£4,000.00			
	SUB TOTAL	£17,800.00	£0.00	£17,000.00	£0.00
Vine Tree Playarea					
	Vine Tree Maintenance	£1,000.00		£1,000.00	
	Vine Tree- Inspection	£400.00		£400.00	
	SUB TOTAL	£1,400.00	£0.00	£1,400.00	£0.00
E&R Project					
	Recreational land project	£6,200.00		£4,000.00	
	HS2 match fund				
	SUB TOTAL	£6,200.00	£0.00	£4,000.00	£0.00
Income					
	Allotment fees		£400.00		£400.00
	SUB TOTAL	£0.00	£400.00	£0.00	£400.00
	COMMITTEE SUB TOTAL	£25,400.00	£400.00	£22,400.00	£400.00

The following amendments were suggested:



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- a. Ground Maintenance Supplier: budget reduced to £15,000 (in v.1 was £24k) this is aligned with the cheapest quote the Council got for the service
- b. Lenghtsman Service: the budget was reduced to £0 (in v.1 was £4k) this due H&S concerns raised from all possible suppliers when asking to deliver the jobs
- c. Recreational land: budget reduced to £4k (in v.1 was £20k). This will cover only the cost of the consultant to identify the land and negotiate the cost.
Purchase of the land will be deferred to the next financial year
- d. HS2 match fund: reduced to £0 (in v.1 was £2k). Other budgets will be used to match fund the project



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v.2 Village Hall Committee budget

<u>Village Hall Committee</u>	2021/22 Budget expenditure	2020/21 Budget Income	2022/23 Draft Budget Expenditure	2022/23 Draft Budget Income
Village Hall				
Suppliers	£300.00		£300.00	
Cleaning service	£6,000.00		£4,500.00	
Gas supply	£1,600.00		£1,900.00	
Power supply	£800.00		£1,000.00	
Fire equipment	£250.00		£250.00	
Wi-fi service	£800.00		£800.00	
Online booking service	£240.00		£300.00	
Hygiene service	£700.00		£700.00	
Water supply	£1,500.00		£2,000.00	
Waste collection	£800.00		£960.00	
PPS/PRS	£250.00		£250.00	
Call-minding service	£800.00		£840.00	
Marketing	£2,000.00		£2,000.00	
Christmas lights				
Kitchen refurbishment			£5,000.00	
General maintenance			£1,500.00	
SUB TOTAL	£16,040.00	£0.00	£22,300.00	£0.00
Income				
Hall Hire		£3,700.00		£14,000.00
SUB TOTAL	£0.00	£3,700.00	£0.00	£14,000.00
COMMITTEE SUB TOTAL	£16,040.00	£3,700.00	£22,300.00	£14,000.00



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The following amendments were suggested:

- a. Cleaning service: budget reduced to £4500 (in v.1 was £6k)
- b. Christmas Lights: the budget was reduced to £0 (in v.1 was £3k). This won't allow any Christmas lights display in the Village Hall
- c. The kitchen refurbishment budget has remained unchanged but with the caveat that the refurbishment will be authorised only if the income from the Village Hall hire meets the income target set (£14k)
- d. The income target for Village Hall is £14k, with the advice to review the hiring fees as follow:
 - ❖ £30/session on weekdays
 - ❖ £40/session on weekend (+ discounted fee for residents only to £30/session)



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v.2 Parish Council projects budget

<u>Parish Council Projects</u>		2021/22 Budget expenditure	2020/21 Budget Income	2022/23 Draft Budget Expenditure	2022/23 Draft Budget Income
Grants					
	Small Grants Scheme	£1,100.00		£100.00	
	S.137 Grant - car park	£5,500.00		£5,500.00	
	Union flag	£150.00			
	Neighbourhood Plan	£500.00			
	SUB TOTAL	£7,250.00	£0.00	£5,600.00	£0.00
PCSO					
	PCSO funding	£33,300.00		£34,000.00	
	Police Car PCSO use	£1,800.00		£0.00	
	SUB TOTAL	£35,100.00	£0.00	£34,000.00	£0.00
Defibrillator					
	Defibrillators and kiosk			£3,500.00	
140 Main road					
	140 main road feasibility study and business plan			£5,000.00	
	SUB TOTAL	£0.00	£0.00	£5,000.00	£0.00
	COST CENTRE SUB TOTAL	£42,350.00	£0.00	£48,100.00	£0.00



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The following amendments were suggested:

- a. Small Grant scheme: the budget was reduced to £100 (v.1 was £1,1k) this will only cover the sponsorship cost for the Shavington Academy Award
- b. 140 Main road: the budget was reduced to £5k (in v.1 was £20k). The budget will only cover the cost of a public consultation to direct the definition of business plan



**Calculations to inform the budget for 2022-23
v.2**

A	CALCULATION OF LIKELY BALANCE ON 1 APRIL 2022	
	Balance at bank on 3 November 2021 (Parish Council main a/c)	£135,045.09
	Balance at bank on 3 November 2021 (Village Hall account)	£21,384.97
	Total combined balance	<u>£156,430.06</u>
LESS	Forecast Spend to 31 March 2022	£78,246.00
	Expected balance available on 1 April 2022	<u>£78,184.06</u>
B	CALCULATION OF PRECEPT REQUIREMENT 2021-22	
	Budget Proposals (rounded)	£190,607.52
	Expected balance on 1 April 2022 - reserves needed	<u>£78,184.06</u>
LESS	reserves needed	
PLUS	reserves needed	£47,651.88
	Precept Requirement (rounded)	<u>£160,075.34</u>



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