

TWYFORD PARISH COUNCIL

Minutes of the meeting of the Finance Committee

held on **Thursday 23rd April 2020** at 7.30pm.

Virtual Meeting held by Microsoft Teams

Councillors present	Councillors absent/apologies	In attendance
Councillor Sellars (Chair)	Councillor Wheeler	J.Nicholson - Clerk
Councillor Lawton	Councillor Cook	
Councillor Pullen		
Councillor Corcoran		
Councillor Forder-Stent		
Councillor Bronk		

Item	Business Transacted														
F1/20	To note absences and consider apologies for absence														
	Apologies were received from Cllr Cook and Cllr Wheeler.														
F2/20	To receive declarations of interest relevant to Agenda Items														
	The registered declarations were applied, no additional declarations were received														
F3/20	Public Participation - To receive questions from the members of the public														
	No public had dialled in or emailed comments.														
F4/20	To approve and sign as a true record the minutes of the meeting held on 12th March 2020														
	An amend was agreed to the Minutes held on 12 th March to ensure the road numbers for the cycle project were recorded as B3335 and B3354. With the amend made the minutes were approved, proposed by Cllr Bronk and seconded by Cllr Forder-Stent.														
F5/20	Update on matters arising from the minutes of the meeting held on 12th March 2020														
	None														
F6/20	Review and Sign off Q4 financials														
	It was requested that the finances could include an additional line, to separate out the costs to maintain the cricket square to the rest of Hunter Park grounds maintenance. The committee reviewed the financials and raised no other queries or concerns. The Q4 financials were signed off by the committee. See Appendix 1.														
F7/20	Review and approve Q4 VAT return														
	<p>The VAT return was reviewed and approved by the committee.</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">Start Date</td><td>01/01/20</td></tr> <tr> <td style="text-align: right;">End Date</td><td>31/03/20</td></tr> <tr> <td colspan="2"> </td></tr> <tr> <td style="text-align: right;">VAT due in this period on sales</td><td>£36.00 Box 1</td></tr> <tr> <td style="text-align: right;">VAT due in this period on EC acquisitions</td><td>£0.00 Box 2</td></tr> <tr> <td style="text-align: right;">Total VAT due in this period (box 1 + box 2)</td><td>£36.00 Box 3</td></tr> <tr> <td style="text-align: right;">VAT reclaimed in this period on purchases</td><td>£1,815.80 Box 4</td></tr> </table>	Start Date	01/01/20	End Date	31/03/20			VAT due in this period on sales	£36.00 Box 1	VAT due in this period on EC acquisitions	£0.00 Box 2	Total VAT due in this period (box 1 + box 2)	£36.00 Box 3	VAT reclaimed in this period on purchases	£1,815.80 Box 4
Start Date	01/01/20														
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Total VAT due in this period (box 1 + box 2)	£36.00 Box 3														
VAT reclaimed in this period on purchases	£1,815.80 Box 4														

	<p>Net VAT to be reclaimed from Customs £1,779.80 Box 5</p> <p>Total sales, ex. VAT (includes box 8) £33,892.60 Box 6</p> <p>Total purchases, ex. VAT (includes box 9) £12,918.39 Box 7</p> <p>Total EC sales, ex. VAT £0.00 Box 8</p> <p>Total EC purchases, ex. VAT £0.00 Box 9</p>
F8/20	Review and sign off year end financials for 2019 / 2020, including analysis of variance
RFO	<p>The year end financials were reviewed. A query was made regarding the sand for Hunter Park, which received a grant for £120 from WCC. The sand was used to provide sand bags at the Gilbert Room to respond to a threat of flooding. The Parish Council will purchase more sand and get it delivered to the sandpit as soon as possible.</p> <p>Action: RFO to check if the accounts will need to be prepared on Income / Expenditure basis for 2020/ 2021 due to budgeted income levels.</p> <p>The year end financials were approved by the committee ready to go to FPC on 30.04.20, proposed by Cllr Lawton and seconded by Cllr Forder-Stent.</p>
F9/20	Draft the AGAR and reconciliation forms for year end 2019 / 2020, and review process for completing documentation for external audit.
	<p>The finance committee ran through all statements in Section 1 of the AGAR, and reviewed the financials for Section 2. There is an outstanding query regarding the Asset Register (item F12/20 below). With the absence of the Asset Register figure, the committee approved the forms, ready to be presented to the FPC for a resolution on 30.04.20. Proposed by Cllr Lawton and seconded by Cllr Forder Stent.</p>

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustees we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	104 019	130 662	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	90 509	98 250	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	67 426	67 856	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	15 217	17 898	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	5 261	5 144	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	110 813	130 999	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	130 663	142 727	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	130 662	142 727	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	543 981		The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	17 933	13 399	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

F10/20 **Review 2019 / 2020 year end submission for HMRC and pensions**

RFO

The RFO had not had the opportunity to complete this in preparation for this meeting. To be carried over.

Action: RFO to add P60's and year end pension submission to the next meeting

F11/20

Consider all points for consideration for internal audit, including Governance documentation, Website and Minutes.

	The Clerk has been conducting internal checks to ensure the paperwork is in place for the internal audit. All appear to be in order. The Cllrs confirmed to share the project plans, of how funds held in reserve were planned to be spent (as per February Finance Committee F68/20), but also to confirm that these plans will be reviewed in July 2020 considering the financial impact of Coronavirus.
F12/20	Review Asset Register, Financial Risk Assessment, Financial Regulations and Standing Orders for 2020 / 2021.
RFO	<p><u>Asset Register:</u> It was queried whether the cost of resurfacing the tennis courts should be included in the Asset Register. The cost of the goal posts needed to be added to the register. It was also queried whether the Parish Council owned 2 or 3 of the containers at Hunter Park.</p> <p>Action: RFO to check the above 3 points and update the asset register, to be signed off at FPC 30.04.20</p>
RFO	<p><u>Financial risk assessment:</u> The risk assessment was approved to include an increase to risk with an additional member of staff appointed as Assistant Clerk. The Cllrs also wished to emphasise that now would be a good time to ensure that payments could continue to be made through the bank, should the Clerk become indisposed.</p> <p>Action: RFO to test the HSBC bank signatories for contingency planning.</p>
RFO	<p><u>Standing Orders:</u> no amends to be made</p> <p><u>Financial Regulations:</u> no amends to be made</p> <p>Action: Documents to go to FPC for approval on 30.04.20</p>
F13/20	Review and adopt Finance committee Terms of Reference
	The terms of reference were adopted with no amends.
F14/20	Review list of monthly payments
	To be carried over to the FPC 30.04.20 as the Clerk had not had the opportunity to complete these in time for this meeting.
F15/20	Review Clerk, Assistant Clerk and pavilion cleaner pay and pension for 2020 / 2021.
	It was agreed that 2.75% increase would be applied to all salaries in accordance with NJC recommendation. In addition, the Clerk would go up one point on scale in accordance with contract. The Assistant Clerk would go up to point 5, from point 1, to reflect her good work and to bring her up to the recommended minimum working wage. The amounts will go to the FPC for approval on 30.04.20. The Committee thanked the Clerk, Assistant Clerk and Cleaner for their good work.
F16/20	Approve 2020 / 2021 budget for publication
	It was agreed to add a line into the previously approved budget, to separate out the cricket square maintenance costs. Following that amend, it was agreed to publish the approved budget on the website, including notional project allocations. See Appendix 2.
F17/20	Review project progress and budgets, and update on CIL application progress.

	<p>The Clerk has requested update reports from project owners for the FPC to review on 30.04.20. A few updates are outstanding.</p> <p>The Clerk was able to update on Two Parks Strategy, and query whether there was support to progress with the project. Tim Griffin landscape architect was appointed to conduct the work following FPC approval in February 2020.</p> <p>It was agreed to purchase the ordnance survey maps of Hunter Park as soon as possible, which will also help define the boundary of the park. The purchase of the maps was proposed by Cllr Lawton and seconded by Cllr Pullen.</p> <p>Cllr Corcoran provided an update on the CIL application to WCC. The application was submitted by 31.03.20, requesting £65,000 towards a total project spend of £130,000. The application requests WCC provide half of the project costs, and SDNP provide the other half of the costs. The CIL application to SDNP was originally made for a £300,000 project, the application has now been amended to bring in line with the WCC CIL application, to request the other £65,000. The lower project spend is based on new survey results by Mayer Brown.</p>
F18/20	Review progress on moving to digital accounting system with Edge IT.
	Agenda item in error.
F19/20	Review list of bank signatories
RFO	<p>It was agreed that the following should have access to the HSBC bank account: Chairman, Treasurer, RFO / Clerk, Assistant Clerk</p> <p>Action: RFO to implement change to bank authorisation list where required.</p>
F20/20	To raise any items for the next agenda and agree the date of the next meeting currently scheduled for 9th July 2020
	Cllr Bronk requested that if any issues arise from the audit, that the finance committee should meet earlier than July.

Jo Nicholson - Clerk to the Parish Council – 4th May 2020
Contact: clerk@twyfordhants.org.

Appendix 1 – Q4 financials

Financial Budget Comparison			Q4 financial report and year end						
Comparison between 01/04/19 and 31/03/20 inclusive.									
Excludes transactions with an invoice date prior to 01/04/18									
			Budget 2019/2020	Qtr 1 Net	Qtr 2 Net	Qtr 3 Net	Qtr 4 Net	Total Net Q1 to Q4	yr end balance
INCOME									
Finance									
	100	Precept	£99,559.90	£49,125.00	£49,125.00	£0.00	£0.00	£98,250.00	-£1,309.90
	105	VAT Refund	£0.00	£0.00	£4,141.00	£3,069.00	£9,457.00	£16,667.00	£16,667.00
	110	Bank Interest (current)	£0.00	£0.00	£0.18	£0.00	£0.00	£0.18	£0.18
	115	Bank Interest (savings)	£70.00	£80.64	£75.42	£86.92	£57.19	£300.17	£230.17
	120	CIL	£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£2,000.00
Total Finance			£101,629.90	£49,205.64	£53,341.60	£3,155.92	£9,514.19	£115,217.35	£13,587.45
Parish Farm									
	400	Grants & Donations	£37,064.45	£200.00	£9,860.39	£2,187.61	£33,620.41	£45,868.41	£8,803.96
Total Parish Farm			£37,064.45	£200.00	£9,860.39	£2,187.61	£33,620.41	£45,868.41	£8,803.96
Neighbourhood Plan									
	300	NP Production	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	305	NP Project 1 - Flooding	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Neighbourhood Plan			£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Open Spaces									
	200	Pavilion Hire	£240.00	£174.00	£75.00	£50.00	£35.00	£334.00	£94.00
	205	Pitch Hire	£2,200.00	£454.00	£1,840.00	£875.00	£180.00	£3,349.00	£1,149.00
	210	Allotments	£675.00	£582.74	£67.69	£0.00	£0.00	£650.43	-£24.57
	215	Deposits	£100.00	£150.00	£200.00	£0.00	£0.00	£350.00	£250.00
	220	Grants & Donations	£0.00	£0.00	£0.00	£120.00	£0.00	£120.00	£120.00
Total Recreation & Open Spaces			£3,215.00	£1,360.74	£2,182.69	£1,045.00	£215.00	£4,803.43	£1,588.43
Total Income			£141,909.35	£50,766.38	£65,384.68	£6,388.53	£43,349.60	£165,889.19	£23,979.84
VAT on Sales			£6.00	£6.00	£0.00	£175.00	£36.00	£217.00	
Total Cash received including VAT			£141,915.35	£50,772.38	£65,384.68	£6,563.53	£43,385.60	£166,106.19	

			2019/2020	Qtr 1 Net	Qtr 2 Net	Qtr 3 Net	Qtr 4 Net	Total Net Q1 to Q4	yr end balance
EXPENDITURE									
Finance									
	1000	Employment Costs	£15,235.54	£4,244.42	£3,955.43	£4,413.53	£4,206.24	£16,819.62	-£1,584.08
	1010	Expenses	£540.00	£450.69	£58.30	£194.50	£120.45	£823.94	-£283.94
	1020	Administration	£3,474.00	£1,542.18	£725.13	£396.12	£925.51	£3,588.94	-£114.94
	1030	External Advice	£500.00	£80.00	£0.00	£0.00	£0.00	£80.00	£420.00
	1040	Training	£500.00	£0.00	£0.00	£0.00	£215.00	£215.00	£285.00
	1050	Insurance	£2,372.00	£0.00	£0.00	£2,102.97	£0.00	£2,102.97	£269.03
	1060	Grants and Donations	£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,000.00
	1070	Section 137	£4,000.00	£340.00	£0.00	£1,080.00	£347.30	£1,767.30	£2,232.70
	1080	Room Hire	£1,000.00	£0.00	£425.00	£265.00	£0.00	£690.00	£310.00
	1090	Legal Fees	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00
	1100	Audit Fees	£925.00	£475.00	£0.00	£400.00	£0.00	£875.00	£50.00
	1110	Subscriptions	£500.00	£464.00	£0.00	£0.00	£0.00	£464.00	£36.00
	1120	Street Lighting	£3,000.00	£1,383.52	£0.00	£1,286.49	£0.00	£2,670.01	£329.99
	1130	SLR	£3,300.00	£19.54	£3,150.00	£231.82	£407.00	£3,808.36	-£508.36
	1140	PWLB interest - Gilbert Room	£1,688.25	£252.00	£0.00	£0.00	£0.00	£252.00	£1,436.25
	1141	PWLB capital - Gilbert Room	£0.00	£600.00	£0.00	£836.25	£0.00	£1,436.25	-£1,436.25
	1142	PWLB - interest Berry Meadow	£3,455.59	£67.92	£0.00	£0.00	£0.00	£67.92	£3,387.67
	1143	PWLB - capital Berry Meadow	£0.00	£1,666.67	£0.00	£0.00	£0.00	£1,666.67	-£1,666.67
	1150	VAT on payments	£0.00	£1,385.43	£0.00	£0.00	£0.00	£1,385.43	-£1,385.43
	1160	Street Furniture	£0.00	£0.00	£56.70	£53.40	£57.18	£167.28	-£167.28
Total Finance			£42,990.38	£12,971.37	£8,370.56	£11,260.08	£6,278.68	£38,880.69	£4,109.69
Parish Farm									
	4000	PWLB - Water Meadow	£0.00	£0.00	£0.00	£1,721.00	£0.00	£1,721.00	-£1,721.00
	4010	Water Meadow Maintenance	£3,783.00	£1,137.00	£301.80	£0.00	£1,236.27	£2,675.07	£1,107.93
	4020	Water Meadow Project	£38,164.45	£0.00	£998.82	£36,430.96	£200.00	£37,629.78	£534.67
Total Parish Farm			£41,947.45	£1,137.00	£1,300.62	£38,151.96	£1,436.27	£42,025.85	-£78.40
Neighbourhood Plan									
	3000	NP Production	£13,250.00	£1,549.50	£675.00	£1,402.50	£2,307.71	£5,934.71	£7,315.29
	3010	NP Projects	£16,000.00	£10,407.78	£0.00	£0.00	£0.00	£10,407.78	£5,592.22
Total Neighbourhood Plan			£29,250.00	£11,957.28	£675.00	£1,402.50	£2,307.71	£16,342.49	£12,907.51
Recreation & Open Spaces									
	2000	Employment Costs	£960.00	£240.00	£308.34	£270.01	£260.01	£1,078.36	-£118.36
	2020	Hunter Park Grounds	£25,211.50	£5,516.56	£7,521.99	£6,457.46	£4,525.51	£24,021.52	£1,189.98
	2030	Hunter Park Pavilion	£6,160.00	£1,031.06	£492.46	£656.46	£2,290.31	£4,470.29	£1,689.71
	2040	Northfields	£3,035.00	£422.17	£633.34	£844.68	£633.51	£2,533.70	£501.30
	2050	New Assets	£24,750.00	£10.89	£2,510.80	£1,500.00	£0.00	£4,021.69	£20,728.31
	2060	Other Open Space	£9,464.00	£73.00	£325.00	£358.00	£325.00	£1,081.00	£8,383.00
	2070	Allotments	£200.00	£407.79	£179.43	£0.00	£84.76	£671.98	-£471.98
	2080	Deposits returned	£100.00	£150.00	£50.00	£50.00	£0.00	£250.00	-£150.00
Total Recreation & Open Spaces			£69,880.50	£7,851.47	£12,021.36	£10,136.61	£8,119.10	£38,128.54	£31,751.96

	Excludes transactions with an invoice date prior to 01/04/18							
		2019/2020	Qtr 1 Net	Qtr 2 Net	Qtr 3 Net	Qtr 4 Net	Total Net Q1 to Q4	yr end balance
	Total Expenditure	£184,068.33	£33,917.12	£22,367.54	£60,951.15	£18,141.76	£135,377.57	£48,690.76
	VAT paid on purchases		£4,146.75	£3,068.88	£9,632.49	£1,815.80	£18,663.92	
	Total cash expenditure including VAT		£38,063.87	£25,436.42	£70,583.64	£19,957.56	£154,041.49	
Total Income		£141,909.35	£50,766.38	£65,384.68	£6,388.53	£43,349.60	£165,889.19	£23,979.84
Total Expenditure		£184,068.33	£33,917.12	£22,367.54	£60,951.15	£18,141.76	£135,377.57	£48,690.76
Total Net Balance		-£42,158.98	£16,849.26	£43,017.14	-£54,562.62	£25,207.84	£30,511.62	£72,670.60
Total income including VAT			£50,772.38	£65,384.68	£6,563.53	£43,385.60	£166,106.19	
Total expenditure including VAT			£38,063.87	£25,436.42	£70,583.64	£19,957.56	£154,041.49	
Total Net Balance			£12,708.51	£39,948.26	-£64,020.11	£23,428.04	£12,064.70	
Cash in c/a at beginning of quarter			£3,556.88	£1,184.75	£16,057.59	£11,950.56	£35,321.41	
Cash in savings at beginning of quarter			£127,104.99	£142,185.63	£167,261.05	£107,347.97	£107,405.16	
Total cash at beginning of quarter			£130,661.87	£143,370.38	£183,318.64	£119,298.53	£142,726.57	
Cash in c/a at end of quarter			£1,184.75	£16,057.59	£11,950.56	£35,321.41		
Cash in savings at end of quarter			£142,185.63	£167,261.05	£107,347.97	£107,405.16		
Total cash at end of quarter			£143,370.38	£183,318.64	£119,298.53	£142,726.57		
check total balance			£143,370.38	£183,318.64	£119,298.53	£142,726.57		
<div> <p>Large items comparing yr end forecast vs full year budget:</p> <p>£5k credit not assumed from HCC grant</p> <p>£17k VAT credit not assumed</p> <p>£20k basketball refurb not spent</p> <p>£7k footpath 12 not spent</p> </div>								
	Cash Balance 31.03.2020	£142,726.57						
	<u>Reserves to be held 2020 / 2021</u>							
	playground equipment savings	£ 30,150.00						
	<u>S137</u>							
	S137 Appeal for a Peal	£ 1,000.00						
	S137 approved 2019 / 2020 not	£ 2,507.00						
	<u>Unspent budget on approved work</u>							
	Water Meadow fencing	£ 3,200.00						
	Water Meadow signage from H	£ 2,000.00						
	Mayer Brown Survey 192.1/20	£ 2,400.00						
	Pavilion Refurb	£ 1,700.00						
	Funds held on behalf of TIW	£ 1,901.00						
	Election costs	£ 1,600.00						
	TPC preferred contingency cash	£ 20,000.00						
	Total to be held in reserves	£ 66,458.00						
	Cash available to be spent	£76,268.57						

Appendix 2

2020 2021 Budget for publication on www.twyfordhants.org.uk

TWYFORD PARISH COUNCIL					14.11.2019				
SUMMARY RECEIPTS & PAYMENTS ACCOUNT					DRAFT 3				
TWYFORD PARISH COUNCIL working budget 2020 / 2021									
budget 2019 / 2020					budget 2020 / 2021 107.5%	budget 2020 / 2021			
					107.5%				
£	RECEIPTS				Total	Business as usual	CIL grant / projects	Approved projects	Aspirational projects
	Finance				£				
98,250.00	Precept				105,619				
70.00	Bank Interest				70.00				
-	CTS				-				
-	Grants & Donations (CIL)						132,700.00		
99,629.90					238,388.75	105,689	132,700.00	-	-
	Recreation								
2,200.00	Hunter Park Pitches				2,500.00				
100.00	deposits to be paid back in time				100.00				
240.00	Hunter Park Pavilion				300.00				
675.00	Allotments				675.00				
3,215.00					3,575.00	3,575.00			
	Other								
-	Neighbourhood Plan				-				
7,300.00	Water Meadows grants rural payments agency (for farming)				5,000.00				
-	misc transfers				-				
-	Open Space Funding				-				
2,000.00	Other CIL				-				
9,300.00					5,000.00	5,000.00			
112,144.90	TOTAL RECEIPTS EXCLUSIVE OF VAT				246,963.75	114,263.75	132,700.00	-	-
					budget 2020 / 2021 107.5%	budget 2020 / 2021 107.5%	2020 / 2021	2020 / 2021	2020 / 2021
					Total	Business as usual	CIL grant / projects	Approved projects	Aspirational projects
	PAYMENTS								
	Finance								
14,404.51	Clerk's employment costs inc. allowances				18,391.78				
831.03	Assistant clerk				9,291.20				
540.00	Expenses				1,804.40				
3,474.00	Administration				3,528.00				
500.00	External Advice				500.00				
500.00	Training				500.00				
2,372.00	Insurance Premium				2,372.00				
2,000.00	Grants & Donations: See also Misc				1,000.00				
4,000.00	Section 137				4,000.00				
1,000.00	Hall Hire				1,000.00				
500.00	Legal Fees				500.00				
925.00	Audit Fees				975.00				
500.00	Subscriptions & Publications				500.00				
3,000.00	Street Lighting				3,150.00				
3,300.00	SLR				610.00				
1,688.25	PWLB (Gilbert Room)				1,625.25				
39,534.79					49,747.64	49,747.64	-	-	-
	Recreation								
	Cricket Square Maintenance				8,807.00				
16,887.00	Hunter park and northfields groundsman				16,637.00				
10,859.00	Hunter Park Grounds Other				2,264.00				
2,230.00	Hunter Park Pavilion				2,270.00				
100.00	deposits returned				100.00				
4,890.00	Repairs & Maintenance				1,910.00				
24,750.00	New assets				-				
9,964.00	Other Open Spaces				3,300.00				
200.00	Allotments				280.00				
69,880.00					35,568.00	35,568.00	-	-	-
	Other								
	water meadows loan				3,401.00				
3,455.59	water meadows maintenance				6,583.00				
3,783.00	water meadows project				-				
8,400.00	Miscellaneous (Note 1)				-				
-					9,984.00	9,984.00	-	-	-
15,638.59									
125,053.38	total outgoing				95,299.64	95,299.64	-	-	-
	VAT on payments								
-	12,908.48			Surplus / - Deficit exc VAT	151,664.11	18,964.11	132,700.00	-	-

