

Appendix 1 Nash Mills Crimes Dec 2020 for Jan report	2
Appendix 2 Clerk Report January 2021 v2	4
Appendix 3 BCllr Report to NMPC January 2021	5
Appendix 4 DMC attendees Jan-May 2021	7
Appendix 5a January 2021 Schedule (redacted)	8
Appendix 5b Q3 and Bank reconciliation up to 31st December 2020	9
Appendix 5c Vat return up to 31st December 2020	14
Appendix 5d Addendum to Clerk Contract Dec 2020	15
Appendix 6 V6 Final Budget and report	16
Appendix 7 Precept V6 for meeting Accessible version	21
Appendix 8 Magazine delivery trolley	22
Appendix 9 Meeting and Agenda Item Dates 2021 (proposed)	24
Appendix 10 Action List Dec 2020 (post meeting)	25

Nash Mills Crime Figures 2020

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD.
BURGLARY (DWELLING)		3	1		1				1	1			
BURGLARY (Other)													
THEFT FROM MOTOR VEHICLE	2	1	2		1	4	2		1				
THEFT OF MOTOR VEHICLE		2		1				1		1			
DAMAGE OR DESTROY <£5,000	1	3			1				1	2	2	1	
THEFT FROM SHOP							2		1	1	2		
THEFT, OTHER	1	2	1		2	1							
DRUG RELATED			1			2			2	3	1		
OTHER CRIMES		1	1	2	1	1		1					
A.S.B (Youths)													
TOTALS	4	12	6	3	6	8	4	2	6	8	5	1	

Nash Mills Crime Figures 2020

<b>DWELLING BURGLARY</b>	
<b>BURGLARY OTHER</b>	
<b>THEFT FROM MOTOR VEHICLE</b>	
<b>THEFT OF MOTOR VEHICLE</b>	
<b>DAMAGE OR DESTROY</b>	Abbots hill school – concrete posts damaged
<b>THEFT FROM SHOP</b>	
<b>THEFT OTHER</b>	
<b>DRUG RELATED</b>	
<b>OTHER CRIMES</b>	



## **Clerk Report January 2021**

(information only, if any resolutions are required, they will be noted on the agenda)

### **HCC Updates/ County Councillor**

SIDS 21/12/2020 confirmation received from HCC that order for SIDS has been placed.

Verges 17/12/2020 email sent to HCC and DBC confirming outcome of council meeting and awaiting responses.

### **Playpark Inspections**

Just awaiting third set of quotes to enable me to book in the inspections for the year. I have a new provider recommended by a neighbouring council who appear to be suitable and considerably more cost effective.

### **Website Accessibility Plan**

Ongoing. Zoom meeting held Dec 2020 with resident who uses a new software (AccessiBE) to enable assistive technology users to access content more easily. Report to council to come once pricing has been investigated.

### **Assets of Community Value**

DBC confirmed receipt and required copies of land registry documents provided by clerk.

### **Clerk/Warden Phone**

Contracted. Expired December 2020. New Sim only contract taken for 12 months saving approx. £13 per month. Decision made not to insure the phone as this was an additional £7.99 per month and currently council have funds in the business contingency earmarked reserves fund. Warden phone- unsuitable contracts available from Vodafone therefore PAYG phone to be arranged.

### **Training**

Rialtas (finance package) end of year training booked 5/3/2021

### **Correspondence Received**

Complaint received regarding bins at Gade Tower. Email forwarded to B/Cllr Maddern

### **Warden Updates**

Ongoing issues with bins at Riverside flats, as quickly as the management company arranges collection of fly-tipping they are refilled. Please note this is private land. I have spoken with the Chairman of the Management company and he is aware of his responsibilities.

### **Defibrillator Permissions**

Awaiting response from DBC

*Nikki Bugden*

*Clerk to the Council January 2020*

## **Nash Mills Parish Council – Borough Councillor Report – January 2021**

With the Christmas holiday period during the month not a great deal has happened, however there are a few things to report on.

### **Nash Mills Methodist Church Site**

As you may well have seen, the Methodist Church site's security boarding was broken and partially removed just before Christmas. I have been in communication with Mr Khan, the ex Mosque President, who very kindly arranged to have everything repaired. I understand this has now been done.

### **Nash Mills Wharf**

The JCB arrived on site this morning to start the works. I have emailed Vistry to ask for an update on progress and received this in reply: "Land and Water have been instructed to install a new orifice plate in the basin over the next couple of weeks, this work will allow the water to be let back into the basin and run through the system. There is also some further maintenance works to be undertaken whilst they are on site".

### **Nash House**

I have been contacted by several residents regarding the latest application for Nash House. I had a look at the plans over the holiday period and spoke to the planning officer yesterday. I pointed out that the scale on the plans is listed incorrectly and the planning officer has contacted the agent to request a corrected drawing. Also, I raised some questions about the parking spaces and pointed out – once again -that the drawings do not tally with what has been built. I visited the site and took more photographs yesterday in order to give further evidence to the planning officer that the windows are not positioned where they are shown on the elevation drawings. I will update the parish council on Monday while we deliberate the application.

### **Georgewood Road Steps**

I continued to chase this issue and was furious to discover that, having been told via email from HCC that the steps didn't need any work, they are in fact owned by Dacorum! I have no idea why HCC didn't know or tell me that. However, this is good news and I am in discussion with Dacorum about them being repaired. They are in the process of ascertaining which department of DBC is responsible for them, but we think it is Housing. They seemed to be missed off a list many, many years ago when all the DBC open spaces were allocated to departments for maintenance. However, the grass on both sides is the responsibility of Housing so we are confident they will be the ones who resolve this. Steve also sent me some excellent photos that I forwarded to Housing yesterday. I am hoping to be able to give a further verbal update at the meeting on Monday.

### **Gade Tower Bins**

I am currently looking into the issue with the bins for Gade Tower. These are often left outside the bin store, overflowing and even upside down. I have sent an email to DBC to ask someone to explain what they are going to do to resolve this as it needs to be sorted.

### **Grit Bin – Bunkers Lane**

Before Christmas I made contact with Longdean Park RA regarding the siting of a grit bin outside number 23 Bunkers Lane, on the verge belonging to Longdean Park. I'm waiting for a reply which I hope to receive in time for Monday's meeting. The gentleman I spoke to suggested a 'camouflaged' bin may be preferable should the RA agree, so I would suggest a green one. It would also only need to be small. We will discuss further on Monday.

### **Dacorum Local Plan**

The consultation is open and in the public realm. Please can I ask that everyone pushes it out and encourages people to respond, in addition to the parish response. This is our residents' opportunity to have their say. Of course, this was discussed at the December meeting but I really want to encourage as many people as possible to respond. All the information can be found here:

<https://www.dacorum.gov.uk/home/planning-development/planning-strategic-planning/new-single-local-plan>

Jan Maddern

Dacorum Borough Councillor, Nash Mills

5.1.2021

**Development Management Committee Nominated Attendees Jan-May 2021**

<b>Development Management Meetings</b>	<b>Attendees</b>
7 Jan 2021 7.00 pm	Nicola/Michele
28 Jan 2021 7.00 pm	Alan/Lisa
18 Feb 2021 7.00 pm	Alan/
11 Mar 2021 7.00 pm	Alan/
1 Apr 2021 7.00 pm	Alan/
22 Apr 2021 7.00 pm	Alan/
20 May 2021 7.00 pm	Alan/

**Nash Mills Parish Council**

**FINANCIAL SCHEDULE**

**Jan-21**

<b>Payee</b>	<b>Method</b>	<b>Description</b>	<b>Amount</b>	<b>Vat</b>	<b>Amount</b>	<b>Minutes ref</b>	<b>Inv No</b>
NET STAFF SALARIES/HMRC	SO	Jan Net Salaries and HMRC	£ 1,884.25	£ -	£ 1,884.25		
LGPA	online	pension	£ 360.60		£ 360.60		
Vodafone	DD	Clerk's Mobile Dec	£ 7.92	£ 2.13	£ 10.05		b2-414920036
NMVHA	SO	Hall Hire Jan		0	0		
DBC	DD	Garage Rental	£ 52.60	£ 10.52	£ 63.12		
Paybureau	SO	Monthly wages Fee	£ 18.00	£ 3.60	£ 21.60		nm0121
clerk expenses	Online	Zoom January	£ 11.99	£ -	£ 11.99		inv59879209
MC	Online	Magazine delivery	£ 100.00		£ 100.00		2
Total			<b>£ 2,435.36</b>	<b>£ 16.25</b>	<b>£ 2,451.61</b>		

**NIKKI NOTES**

PAY HMRC

PAY PENSION



### **RFO Quarter 3 Budget Report for Councillors (up to 30<sup>th</sup> Dec 2020)**

#### **Introduction**

*Financial Regulations 4.8 "The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances"*

#### **Recommendation from Clerk/RFO**

Budget report accurately illustrates the detailed position reported to council and expenditure decisions determined by council. This detailed report does include items that were not budgeted for at initial budget setting. No items for concern in standard budget lines and all extraordinary expenditure has been reported.

#### **Overall Position.**

- Budgets overall are in line with some excesses cause by unbudgeted repairs and Covid-19 expenditure as detailed below.

#### **Detail of excesses to annual budget at month 9**

See below

#### **Likely Overspends at year end**

- 4005 Pension as IHLI (ill health liability insurance) is new expenditure
- 4120 ICT due to new accounting software (Rialtas) and first year installation costs which were not budgeted for.
- 4160 Miscellaneous Expenditure/park – repairs and tree report
- 4170 Tools and Replacement Equip category unbudgeted Covid expenditure
- 4305 Repairs/Signs – Christmas lights posted under this heading, unbudgeted expenditure
- 4065 parish magazine – larger editions

Please note that the two items listed below are inflating our expenditure figures and are showing as overspends, these were debited directly from Earmarked reserves.

- 4135 grants made (£17978 to NMVHA)
- 4090 election costs (£2500 relating to 2019 costs)

#### **Summary.**

Whilst we have had a degree of unexpected expenditure there will also be some budget areas that are showing an underspend at year end. We received Cil (community infrastructure levy) income and other unbudgeted income, details of which were not available at budget setting. At the moment we are showing a surplus figure. At year end once all adjustments have been made any surplus/deficit will be transferred out of general reserves.

***Nikki Bugden 5/1/2020***

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>RECEIPTS</b>						
100 <b>Income</b>						
1076 Precept	28,584	28,584	0			100.0%
1090 Bank Interest	68	0	(68)			0.0%
1100 Grants Received	11,614	0	(11,614)			0.0%
1110 CIL	18,731	0	(18,731)			0.0%
<b>Subtotal</b>	<b>58,997</b>	<b>28,584</b>	<b>(30,413)</b>	<b>0</b>	<b>0</b>	<b>206.4%</b>
999 <b>VAT Data</b>						
115 VAT on Receipts	695	0	(695)			0.0%
<b>Subtotal</b>	<b>695</b>	<b>0</b>	<b>(695)</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL RECEIPTS</b>	<b>59,692</b>	<b>28,584</b>	<b>(31,108)</b>	<b>0</b>	<b>0</b>	<b>208.8%</b>

**PAYMENTS****200 Administration**

4000 Staff Costs (Inc HMRC)	12,844	17,393	4,549		4,549	73.8%
4005 Pension	3,442	4,000	558		558	86.1%
4010 Warden Salary	4,132	8,400	4,268		4,268	49.2%
4015 OT/Backpay	0	436	436		436	0.0%
4050 Payroll Charges	162	227	65		65	71.4%
4055 P.O.Box	294	300	6		6	97.9%
4060 Communications/Mobile	225	360	135		135	62.5%
4075 Office Supplies	200	250	50		50	79.9%
4080 Subscriptions	1,101	1,100	(1)		(1)	100.1%
4085 Insurance	716	854	138		138	83.9%
4090 Election Costs	2,500	500	(2,000)		(2,000)	500.0%
4100 Press Advertising	0	45	45		45	0.0%
4105 Audit Fees	560	618	58		58	90.6%
4110 Website Maintenance	77	100	24		24	76.5%
4115 Domain Hosting	0	80	80		80	0.0%
4120 ICT/Licenses/IT Support	843	800	(43)		(43)	105.3%
4125 Bank Charges	0	46	46		46	0.0%
4135 Grants Made	17,978	0	(17,978)		(17,978)	0.0%
4140 Conferences/Training Courses	549	1,325	776		776	41.4%
4145 Dog Bags	148	400	252		252	37.1%
4150 Competition Prizes	0	30	30		30	0.0%
4155 Section 137	30	0	(30)		(30)	0.0%
4160 Misc (park and misc)	2,183	562	(1,621)		(1,621)	388.4%
4165 Hire Costs (Hall or Zoom)	89	404	315		315	22.0%
4170 Tools/Covid Exp	169	0	(169)		(169)	0.0%
4175 Garage Rent	473	663	190		190	71.4%
<b>Subtotal</b>	<b>48,716</b>	<b>38,893</b>	<b>(9,823)</b>	<b>0</b>	<b>(9,823)</b>	<b>125.3%</b>

**250 Parish Magazine**

4065 Parish Magazine	1,744	1,545	(199)		(199)	112.9%
4070 Delivery of Magazine	120	360	240		240	33.3%
<b>Subtotal</b>	<b>1,864</b>	<b>1,905</b>	<b>41</b>	<b>0</b>	<b>41</b>	<b>97.8%</b>

Continued over page

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>300 Projects</b>						
4305 Repairs/signs/Park	1,895	600	(1,295)		(1,295)	315.8%
<b>Subtotal</b>	<b>1,895</b>	<b>600</b>	<b>(1,295)</b>	<b>0</b>	<b>(1,295)</b>	<b>315.8%</b>
<b>999 VAT Data</b>						
515 VAT on Payments	1,308	0	(1,308)		(1,308)	0.0%
<b>Subtotal</b>	<b>1,308</b>	<b>0</b>	<b>(1,308)</b>	<b>0</b>	<b>(1,308)</b>	<b>0.0%</b>
<b>TOTAL PAYMENTS</b>	<b>53,783</b>	<b>41,398</b>	<b>(12,385)</b>	<b>0</b>	<b>(12,385)</b>	<b>129.9%</b>
<b>Total Receipts</b>	59,692	28,584	(31,108)			208.8%
<b>Total Payments</b>	53,783	41,398	(12,385)	0	(12,385)	129.9%
<b>Net Receipts over Payments</b>	<b>5,909</b>	<b>(12,814)</b>	<b>(18,723)</b>			
plus Transfer from EMR	20,478					
<b>Movement to/(from) Gen Reserve</b>	<b>26,388</b>	<b>(12,814)</b>	<b>(39,202)</b>			

---

## Nash Mills Parish Council

### Bank - Cash and Investment Reconciliation as at 31 December 2020

---

<b><u>Confirmed Bank &amp; Investment Balances</u></b>			
<b><u>Bank Statement Balances</u></b>			
30/12/2020	Lloyds Current A/C	17,116.49	
30/10/2020	Natwest BR	80,838.19	
07/10/2020	NatWest Current A/C	1,305.00	
31/12/2020	Lloyds 32 Day	42,240.51	
			<b>141,500.19</b>
<b><u>Other Cash &amp; Bank Balances</u></b>			
			<b>0.00</b>
			<b>141,500.19</b>
<b><u>Receipts not on Bank Statement</u></b>			
			<b>0.00</b>
<b><u>Closing Balance</u></b>			
			<b>141,500.19</b>
<b><u>All Cash &amp; Bank Accounts</u></b>			
1	Lloyds Current A/C	17,116.49	
2	NatWest BR	80,838.19	
3	NatWest Current A/C	1,305.00	
4	Lloyds 32 Day	42,240.51	
	Other Cash & Bank Balances	0.00	
	<b>Total Cash &amp; Bank Balances</b>		<b>141,500.19</b>

Date: 05/01/2021

Nash Mills Parish Council

Page 1

Time: 14:46

VAT Return for 01/10/2020 to 31/12/2020

User: NIKKI

Source	Cashbook	Ref No	Date	Code	Gross	Net	VAT	
Cashbook	2		28/08/2020		0.62	0.62	0.00	
Cashbook	2		30/09/2020		0.73	0.73	0.00	
Cashbook	3		07/10/2020		341.43	341.43	0.00	
Cashbook	1		16/10/2020		12,721.26	12,721.26	0.00	
Cashbook	1		30/10/2020		600.00	600.00	0.00	
Cashbook	2		30/10/2020		0.66	0.66	0.00	
Cashbook	4		30/10/2020		4.20	4.20	0.00	
Cashbook	1		30/11/2020		1.58	1.58	0.00	
Cashbook	2		30/11/2020		0.69	0.69	0.00	
Cashbook	4		30/11/2020		3.49	3.49	0.00	
Cashbook	4		31/12/2020		1.82	1.82	0.00	
OUTPUT			Total Rate:	Z	13,676.48	13,676.48	0.00	
Cashbook	1		09/10/2020		72.08	60.07	12.01	
Cashbook	1		10/10/2020		63.12	52.60	10.52	
Cashbook	1		16/10/2020		2,139.22	1,782.68	356.54	
Cashbook	1		18/10/2020		20.60	17.16	3.44	
Cashbook	1		16/11/2020		242.49	202.08	40.41	
Cashbook	1		18/11/2020		20.60	17.16	3.44	
Cashbook	1		16/12/2020		2,648.05	2,206.71	441.34	
Cashbook	1		18/12/2020		20.60	17.16	3.44	
INPUT			Total Rate:	S	5,226.76	4,355.62	871.14	
Cashbook	1		16/10/2020		2,649.76	2,649.76	0.00	
Cashbook	1		16/11/2020		2,244.85	2,244.85	0.00	
Cashbook	1		16/12/2020		21,052.24	21,052.24	0.00	
INPUT			Total Rate:	Z	25,946.85	25,946.85	0.00	
VAT Return Summary:					Total Outputs	13,676.48	13,676.48	0.00
					Total Inputs	31,173.61	30,302.47	871.14
VAT due on Sales			Box 1	0.00				
VAT due on ACQUISITIONS from EC Members			2	0.00				
Total VAT due			3	0.00				
VAT reclaimed on ALL INPUTS			4	871.14				
Net VAT to be RECLAIMED			5	871.14				
Total sales incl EC Members (Excl VAT)			6	13,676.00				
Total purchases incl EC Members(Excl VAT)			7	30,302.00				
Total sales to EC Members(Excl VAT)			8	0.00				
Total purchases from EC Members(Excl VAT)			9	0.00	VAT on acquisitions from other EC States	0.00		

\*\*\*\*Addendum to Clerk Contract Dec 2020\*\*\*\*

Please note that the clerk wage is usually paid monthly on the 16th of each month. This payment covers the whole of the month in which it is paid. Salaries will ordinarily be paid by credit transfer to a bank or building society of your choice.

Signed Chairman Personnel .....

Noted by Council January 2020



### **Clerk Report- Budget Version V6 January 2021**

#### **Recommendation from Clerk**

That NMPC adopt budget version 6 as suitable to facilitate no change in the NMPC precept demand (band d equivalent) for 2021/22 as requested by council.

#### **Background**

NMPC wish to retain the precept per band d property at the existing levels (£22.99) therefore will be relying on cost cutting and the use of reserves to cover any shortfall. The attached notes explain this in further detail.

Last years overall precept was £28584, to retain the equivalent band d in 21/22 it would need to be £28428

#### **Notes**

- Budget V6 was created following full council feedback on cost cutting measures and receipt of grant figures from Dacorum Borough Council.
- Council tax support grant income from DBC was reduced by 50% (£ 634.47 - £635 shortfall to be made up from reserves)
- Concurrent services grant remains unchanged (£1468.39)
- Warden grant remains unchanged (£8276.69)
- Tax base 1236.70 (down from 1243.20 in 2020/21)<sup>i ii</sup>
- Anticipated use of reserves £2696 (excluding additional in-year projects)
- CIL income not considered, this is unknown and usually transferred straight to earmarked reserves as it is a conditional spend.
- Magazine income not considered as NMPC currently subsidising it. Reserves will be used if necessary.

It should be noted that the figures from DBC will not go before full borough council until February 2021 therefore should Dacorum Borough Council make further amendments to grants payable there may be an impact on the subsequent figures received when the precept is paid.

#### **Budget Detail**

Please note that the accounting package does not factor in the use of reserves on the income side. The breakdown is listed below.

**Total budgeted expenditure**

£41604

**Total budgeted income**

£38907

**Income**

£ 100 bank interest

£634.47 Council tax support grant

£1468.39 Concurrent services grant

£8276.69 Warden Grant

**Use of reserves**

**£2696**

£635 reserves top up to cover grant shortfall

£111 reserves to cover exp to keep band d unchanged

£1950 use of reserves to cover allocated expenditure)

**Precept Demand**

£28428.45

*Nikki Bugden (RFO & Clerk) January 2020*

---

<sup>i</sup> Tax base - This is the number of Band D equivalent dwellings in a local authority area. To calculate the tax base for an area, the number of dwellings in each council tax band is adjusted to take account of any discounts, premiums and exemptions. The resulting figure for each band is then multiplied by its proportion relative to Band D (from 6/9 for Band A to 18/9 for Band H) and the total across all eight bands is calculated. An authority's tax base is taken into account when it calculates its council tax.

<sup>ii</sup> As the tax base has changed the overall precept figure may change but it will remain at the same level per band d property.

## Forward Budget Detail - By Combined Account Code

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
<b><u>Budget Expenditure</u></b>							
4000	Staff Costs (Inc HMRC)	17,393	29,900	30,498	31,108	31,730	32,365
4005	Pension	4,000	0	0	0	0	0
4010	Warden Salary	8,400	0	0	0	0	0
4015	OT/Backpay	436	0	0	0	0	0
4050	Payroll Charges	227	228	233	238	243	248
4055	P.O.Box	300	300	306	312	318	324
4060	Communications/Mobile	360	360	367	374	381	389
4065	Parish Magazine	1,545	1,950	1,989	2,029	2,070	2,111
4070	Delivery of Magazine	360	360	367	374	381	389
4075	Office Supplies	250	300	306	312	318	324
4080	Subscriptions	1,100	1,100	1,122	1,144	1,167	1,190
4085	Insurance	854	854	871	888	906	924
4090	Election Costs	500	0	0	0	0	0
4100	Press Advertising	45	0	0	0	0	0
4105	Audit Fees	618	650	630	643	656	669
4110	Website Maintenance	100	150	153	156	159	162
4115	Domain Hosting	80	80	82	84	86	88
4120	ICT/Licenses/IT Support	800	595	607	619	631	644
4125	Bank Charges	46	0	0	0	0	0
4130	Residents' Assoc Initiative	0	1,000	0	0	0	0
4140	Conferences/Training	1,325	975	995	1,015	1,035	1,056
4145	Dog Bags	400	0	0	0	0	0
4150	Competition Prizes	30	0	0	0	0	0
4160	Misc (park and misc)	562	900	816	832	849	866
4165	Hire Costs (Hall or Zoom)	404	404	412	420	428	437
4170	Tools/Covid Exp	0	200	204	208	212	216
4175	Garage Rent	663	663	676	690	704	718
4305	Repairs/signs/Park	600	635	510	520	530	541
	Total Overhead Expenditure	<b>41,398</b>	<b>41,604</b>	<b>41,144</b>	<b>41,966</b>	<b>42,804</b>	<b>43,661</b>
<b><u>Budget Income</u></b>							
1076	Precept	28,584	28,428	29,156	29,739	30,334	30,941
1090	Bank Interest	0	100	102	104	106	108
1100	Grants Received	0	10,379	0	0	0	0
	Total Income	<b>28,584</b>	<b>38,907</b>	<b>29,258</b>	<b>29,843</b>	<b>30,440</b>	<b>31,049</b>
	<b>Total Budget Expenditure :</b>	<b>41,398</b>	<b>41,604</b>	<b>41,144</b>	<b>41,966</b>	<b>42,804</b>	<b>43,661</b>
	<b>Income :</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Net Expenditure</b>	<b>41,398</b>	<b>41,604</b>	<b>41,144</b>	<b>41,966</b>	<b>42,804</b>	<b>43,661</b>

## Notes Reference 5 Year Forward Budget

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>1076</b>	Precept	<b>100</b>	Income	KEEP BAND D THE SAME 22.99 TAX BASE CHANGED but only amend by £111 to keep precept unchanged
<b>1090</b>	Bank Interest	<b>100</b>	Income	Bank Int - poss £100 pa
<b>1100</b>	Grants Received	<b>100</b>	Income	Council Tax Grant was £11014 last year and 10379 this year use gen res to cover £635
<b>1110</b>	CIL	<b>100</b>	Income	Cil-last year was £6009
<b>4000</b>	Staff Costs (Inc HMRC)	<b>200</b>	Administration	Salaries/HMRC - Increase by 3% plus 1 salary point include all salaries hmrc and pension, OT,IHLI
<b>4005</b>	Pension	<b>200</b>	Administration	Included IHLI £247.50 add to 4000
<b>4010</b>	Warden Salary	<b>200</b>	Administration	added to 4000
<b>4015</b>	OT/Backpay	<b>200</b>	Administration	OT- leave as is 5 hrs pm divided by 50% (added to figures above one salry heading)
<b>4050</b>	Payroll Charges	<b>200</b>	Administration	Payroll -leave
<b>4055</b>	P.O.Box	<b>200</b>	Administration	PO BOX-leave
<b>4060</b>	Communications/Mobile	<b>200</b>	Administration	Mobile -Leave as is
<b>4075</b>	Office Supplies	<b>200</b>	Administration	Office Supplies-Increase
<b>4080</b>	Subscriptions	<b>200</b>	Administration	Subscriptions -leave as is
<b>4085</b>	Insurance	<b>200</b>	Administration	Insurance- reduced this year leave as is
<b>4090</b>	Election Costs	<b>200</b>	Administration	Election costs remove as in reserves until 2030(3x£3000)
<b>4095</b>	Equipment Replacement	<b>200</b>	Administration	Equip Replacement check
<b>4100</b>	Press Advertising	<b>200</b>	Administration	remove
<b>4105</b>	Audit Fees	<b>200</b>	Administration	AUDIT FEES AMEND £450 PLUS £200
<b>4110</b>	Website Maintenance	<b>200</b>	Administration	Website Maintenance-increase
<b>4115</b>	Domain Hosting	<b>200</b>	Administration	Domain Hosting- leave
<b>4120</b>	ICT/Licenses/IT Support	<b>200</b>	Administration	ICt/Licenses support includes new accounting
<b>4125</b>	Bank Charges	<b>200</b>	Administration	Bank Charges -remove
<b>4130</b>	Residents' Assoc Initiative	<b>200</b>	Administration	use reserves rai £1000
<b>4135</b>	Grants Made	<b>200</b>	Administration	Grants Made- check
<b>4140</b>	Conferences/Training Courses	<b>200</b>	Administration	Training Courses/Conferences reduce by CiLCA -£350= £975 part use reserves (£550)
<b>4145</b>	Dog Bags	<b>200</b>	Administration	Dog bags remove to keep precept the same
<b>4150</b>	Competition Prizes	<b>200</b>	Administration	Competition Prizes-remove
<b>4155</b>	Section 137	<b>200</b>	Administration	Not required as we have GPC

Continued on Page 2

## Notes Reference 5 Year Forward Budget

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>4160</b>	Misc (park and misc)	<b>200</b>	Administration	inspections 4x £150 plus small repairs plus £400 EMR gen res if needed
<b>4165</b>	Hire Costs (Hall or Zoom)	<b>200</b>	Administration	Hire Village Hall leave as Zoom this year has been cheaper
<b>4170</b>	Tools/Covid Exp	<b>200</b>	Administration	Tools/Equip Warden -unbudgetted exp-ppe etc for Covid.
<b>4175</b>	Garage Rent	<b>200</b>	Administration	Garage Rent -leave
<b>1150</b>	Advertising (Income)	<b>250</b>	Parish Magazine	Advertising Income -reduce to 0 use reserves to continue helping businesses
<b>4065</b>	Parish Magazine	<b>250</b>	Parish Magazine	3X £650 (40 PAGES)
<b>4070</b>	Delivery of Magazine	<b>250</b>	Parish Magazine	Mag Delivery - £240 this yr-next yr £360 3 editions
<b>4300</b>	Street Furniture Maint.	<b>300</b>	Projects	0
<b>4305</b>	Repairs/signs/Park	<b>300</b>	Projects	repairs/signs/fencing -change to christmas lights £250 plus £385
<b>115</b>	VAT on Receipts	<b>999</b>	VAT Data	VAT on receipts

	A	B
1	<b>Precept Demand 2021/22</b>	
2	Item 1:	41604.00
3	<b>Total Ongoing Expenditure</b>	41604.00
4		
5		
6	<b>Income</b>	
7		
8	General Income	-100.00
9	Use of Reserves	-2696.00
10	Wardens Grant	-8276.69
11	Concurrent Services Grant	-634.47
12	Council Tax Support Grant	-1468.39
13		
14	Total Income	-13175.55
15		
16	Net Expenditure to be met from Precept	28428.45
17		
18		
19	<b>Key Information for 2021/22</b>	
20	<b>2021/22 Tax Base Calculation</b>	
21		
22	November Tax Base	1330.70
23	Manual Adjustments	0.00
24	Starting Tax Base	1330.70
25		
26	Council Tax Support Adjustment	-86.55
27	Non Collection Allowance	-7.46
28	Tax Base for 2021/22	1236.70
29		
30		
31	<b>Parish Precept Calculation and Information</b>	
32		
33	Precept Demand	28428.45
34	Tax Base	1236.70
35	2021/22 Band D Tax	22.99
36	2020/21 Band D Tax	22.99
37	Band D Tax Increase / (Decrease)	0.00
38	Band D Tax Change (%)	0.00



**AGENDA REQUEST FORM**  
**(FOR ITEMS OUTSIDE OF WORKING GROUP MATTERS)**

**PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED IN ADVANCE OF THE MEETING IN LINE WITH THE TIMESCALES SCHEDULE THAT HAS BEEN CIRCULATED**

**Please note** the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

<b>NAME:</b>	<b>Nicola Cobb</b>	<b>DATE:</b>	<b>5 January 2021</b>
--------------	--------------------	--------------	-----------------------

**AGENDA ITEMS** - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE. PLEASE ALSO NOTE IF YOU ARE LOOKING FOR A SPECIFIC RESOLUTION.

"To consider..." "To note..." "To review..." "To agree...."

1. To consider the purchase of a trolley for the delivery of parish magazines
2. To agree whether the clerk can order a trolley, up to the value of £85

**BACKGROUND INFORMATION** - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.



During the delivery of the last magazine it was mentioned that, with the increase in number of pages, the magazine is now considerably heavier than it has been in the past. This means that fewer magazines can be carried at one time and journeys to and from a car are required to restock.

It was suggested that we could consider purchasing a trolley to assist with magazine delivery which could be used by any future delivery team.

This link gives an example of a trolley that may be appropriate:

[https://www.aosonline.co.uk/folding-mail-trolley-383472?language=en&currency=GBP&dfw\\_tracker=19727-46302\\_gb&gclid=EAlaIqObChMI68PJmfuE7gIVSeDtCh2UigI3EAQYAIABEgKicPD\\_BwE](https://www.aosonline.co.uk/folding-mail-trolley-383472?language=en&currency=GBP&dfw_tracker=19727-46302_gb&gclid=EAlaIqObChMI68PJmfuE7gIVSeDtCh2UigI3EAQYAIABEgKicPD_BwE)

**BACKGROUND DOCUMENTS** LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED. ALL DOCUMENTS MUST BE SUBMITTED WITH THE REQUEST.

n/a

**COSTS** - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN).

The cost on the above website is £80.45 including VAT and this appears to be an average cost for similar items. Delivery on this particular site is free. Viking direct have the same trolley for £107. Ebay have a similar one for around £55 but with £20 delivery.



### **MEETING DATES FOR 2021**

<b>Date of Meeting</b>	<b>Agenda items by 9am</b>
Monday 11 <sup>th</sup> January 2021	Thursday 31 <sup>st</sup> Dec 2020
Monday 8 <sup>th</sup> February 2021	Thursday 28 <sup>th</sup> Jan
Monday 8 <sup>th</sup> March 2021	Thursday 27 <sup>th</sup> Feb
Monday 12 <sup>th</sup> April 2021	Thursday 1 <sup>st</sup> April
Monday 10 <sup>th</sup> May 2021	Thursday 29 <sup>th</sup> April
Monday 14 <sup>th</sup> June 2021	Thursday 3 <sup>rd</sup> June
Monday 12 <sup>th</sup> July 2021	Thursday 1 <sup>st</sup> July
Monday 9 <sup>th</sup> August 2021	Thursday 29 <sup>th</sup> July
Monday 13 <sup>th</sup> Sept 2021	Thursday 2 <sup>nd</sup> Sept
Monday 11 <sup>th</sup> October 2021	Thursday 30 <sup>th</sup> Sept
Monday 15 <sup>th</sup> November 2021	Thursday 4 <sup>th</sup> October
Monday 13 <sup>th</sup> December 2021	Thursday 2 <sup>nd</sup> December

# Full Council Action List

Dec 2020 (post Meeting)

<b>Actions from Most Recent Meeting (To Be Discussed)</b>		<b>Comment</b>
Working Group to formulate local plan responses for January agenda.		
<b>Awaiting Further Updates (ONGOING to Be Discussed)</b>		
Photo Authorisation form required (to accompany RA)		LB
<b>Borough Councillor Actions</b>		
CCTV Upgrade costings @ The Denes		JM (Borough) ongoing with DBC
The Denes Signage (CCTV /Fly Tipping etc)		JM (Borough) ongoing
JM to contact Steve Barnes re: ticket meter. (ongoing)		JM (Borough) ongoing
Gulleys @ The Denes		JM (Borough) ongoing
Steps (Georgewood)		JM (Borough) ongoing (agenda item January)
Litter Bunkers Lane		JM to report to clean safe and green
<b>County Councillor Actions</b>		
<b>Clerk Actions (Most Recent Meeting Information Only)</b>		<b>In addition to standard duties</b>
Minutes to website for Nov		
Liaise with HCC/DBC re verges works (check precise locations)		
Liaise with HCC re SID and clarity re Bunkers Lane		
Contact DBC/HCC for Defib permissions		
Draft Dec Minutes		
Update Fin Regs with adoption date/upload to website		
Update master policy sheet on file and on website.		
Update Working Group list		
Draft and submit planning comments for Dec x3		
Update action list		
Vire monies		
Earmark funds for SIDS		
Note ongoing budget indications for SIDS		
Arrange for monthly payments to be made		
Key pension return		
Arrange for Cllr Berkeley and Cllr Bayley/Cllr Maddern to sign fin docs		
Arrange for Cllr Bayley to sign off all remote documents		
Investigate PAYE query		
Investigate Investment options		Clerk to open account once online banking resolved.
Investigate warden phone		
Check clerk phone contract		

Query-Rob Cassidy Re playpark history	Referred to another officer
Check papers in garage for archives	
LB contacted Luke Johnson, re: tree survey in Highbarns.	Clerk taking over, chaser email sent Aug 2020
Gate (Bunkers Park) arrange sign re closing gate	
Add addendum to clerk contract with payroll dates	
<b>Clerk ongoing actions (longer term)</b>	
NatWest online banking	In progress
Investigate Accessibility report/EU reference	Ongoing working through plan
Investigate audit comments and historic comments too	Ongoing
Update RA to consider latest Coronavirus recommendations	Clerk to create separate Covid-19 RA and to update existing RA
<b>Long Term Actions No Immediate Resolution (Reminders)</b>	
Costed plan from Sunnyside to be obtained once permissions re land recd.	SR, on hold
All councillors to continue to report unauthorised banners within NM to JM.	ALL
Willow Trees	JM in progress but leave on until planted
Garage Clear out/archiving	Clerk
Projector screen	JM
War Memorial (status review before handover)	