

Hargrave & Huxley Parish Council

Clerk & RFO - Trudy Ryall-Harvey from 1st April 2021 - 31st March 2022
Email: clerk.huxleyhargravepc@gmail.com
Mobile: 07784 486 767

Information included:

Bank Reconciliation (below)

Significant variances explanation

Year End Accounts

Asset Register

Risk Assessment

Chairman for Year 2020-21

Jane Windsor
Email: jywindsor@hotmail.com

CASH BOOK

Balance brought forward	£15,319
PLUS: Receipts	£6,091
LESS: Payments	-£5,288
	<hr/> £16,122

BANK

Barclays Current Account	£802
Barclays Deposit Account	£15,320
LESS: unpaid cheques	£0
	<hr/> £16,122

S137 Limit for 2021-22	3481.74
Total Spend for year	1049.14

Explanation of variances – pro forma

Name of small authority:

County area (local councils and parish meetings only):

Haggrave and Huxley Parish Council

Insert figures from Section 2 of the AGAR in all **blue** highlighted boxes
Next, please provide full explanations, including numerical values, for the following that will be flagged in the

	2020-21 £	2021-22 £	Variance £	Variance %	Explanation Required? Input DO NOT OVERRWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	12,046	15,319			Explanation of % variance from PV opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	5,869	5,869	0	0.01%	NO	
3 Total Other Receipts	2,002	222	-1,780	89%	YES	In 2020-21 we received the following additional money:- £1,000 from Cwac Members Budget £1,000 from Police and Crime Commissioner Grant £246 in bank interest
4 Staff Costs	2,754	2,810	56	2.02%	NO	In 2021-22 we received the following additional money:- £1.38 in bank interest £220.74 VAT Rebate
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	1,845	2,478	632	34.26%	YES	The Parish Council paid out on the following items:- Staff Expenses - 20-21 = £169, 21-22 = £243 Staff Training - 20-21 = £53, 21-22 = £106 Parish Council Insurance - 20-21 = £338, 21-22 = £402 Internal Audit - 20-21 = £48, 21-22 = £48 Payroll Services - 20-21 = £216, 21-22 = £232 Website etc - 20-21 = £291, 21-22 = £75 Room Hire - 20-21 = £20, 21-22 = £70 CHALC Membership - 20-21 = £144, 21-22 = £144 SLCC Membership - 20-21 = £37, 21-22 = £47 Data Protection Fees - 20-21 = £35, 21-22 = £35 British Legion - 20-21 = £22, 21-22 = £22 Defibrillator - 20-21 = £437, 21-22 = £49 Other Grants - 20-21 = £0, 21-22 = £1,015
7 Balances Carried Forward	15,110	16,122				
8 Total Cash and Short Term Investments	15,319	16,722			VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
9 Total Fixed Assets plus Other Long Term Investments and	10,074	10,626	552	5.48%	NO	VARIANCE EXPLANATION NOT REQUIRED
10 Total Borrowings	0	0	0	0.00%	NO	
Rounding errors of up to £2 are tolerable						
Variances of £200 or less are tolerable						

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£
Earmarked reserves:		

Reserve 1	1658
Reserve 2	500
Reserve 3	1000
Reserve 4	5000
Reserve 5	350
Reserve 6	2941
	<hr/>
	11449

held as an earmarked reserve to cover the speed limit reduction on Guy Lane
Adhov Items S137
Replace Noticeboards
Held incase an Election is called
Maintenance Budget
Earmarked for the installation of Village Gates Project

General reserve

4673

up to one years precept to be kept in general reserve to cover unexpected expenditures

Total reserves (must agree to Box 7)

4673

16122

HARGRAVE & HUXLEY PARISH COUNCIL FINANCIAL TRANSACTIONS 2021-222

RECONCILIATION

Current Account:	£802.02
Other account	£15,320.01
TOTAL	£16,122.03
Less Uncleared Cheques	£0.00
	£16,122.03

S137 Limit for 2021

£3,481.74

Statutory Powers

- 1 Local Government Act 1972, s112 - Power to employ & remunerate
- 2 Local Government Act 1972, s140 - Insurance
- 3 Local Government Act 1972, s142 - Room Hire
- 4 Local Government Act 1972, s143 - Power to pay subscriptions
- 5 Local Government Act 1972, s142 - Power for councils to have their own website
- 6 Localism Act 2011 - Power to act as lead body for a neighbourhood development order
- 7 Local Government Act 1972, s137 - Free Resource
- 8 Local Government Act 1972, s175 - Training

HARGRAVE & HUXLEY PARISH COUNCIL

Parish Assets as at 10-01-2022

In Huxley area:-

Item	Acquired	Location	Cost/Value	Insured Value	Date of disposal	Reason for disposal	Supplier	Insured under
Wooden Seat	Dec-04	outside Huxley School	£344.00	£354.32 n/a	10/01/2021	n/a	Presented by the Historical Society	Street Furniture
Embroidered Parish Map	Oct-00	In Huxley Village Hall	£499.00	£499.00 n/a	n/a	n/a	Presented by Huxley & Hargrave W.I.	Street Furniture
Huxley Village Sign	1970	Opposite Methodist Chapel	£400.00	£400.00 n/a	n/a	n/a	Presented by Huxley & Hargrave W.I.	Street Furniture
Millennium waymarker	Nov-02	In the Methodist chapel ground	£750.00	£1,500.00 n/a	n/a	n/a	Commissioner by Huxley Millennium Committee	Street Furniture
BT Telephone Kiosk	Apr-10	Currently in The Inn at Huxley Grounds	£1,200.00	£1,000.00	Oct-19	In the Methodist chapel Churchyard	Adopted by Huxley Parish Council	Defib Equipment
Wooden Carving			£436.00	£436.00			Purchased by Hargrave & Huxley Parish Council	Defib Equipment
Defibrillator								
Defibrillator Case	Jun-20	Outside The Inn at Huxley						

In Hargrave area:-

Item	Acquired	Location	Cost/Value	Insured Value	Date of disposal	Reason for disposal	Supplier	Insured under
Wooden bus shelter	Not Known	Entrance to church car park, Hargrave	£1,925.72	£2,359.86 n/a	n/a	n/a	Not Known	Street Furniture
Noticeboard	Not Known	Bus shelter by church hall, Hargrave	£477.00	£569.15 n/a	n/a	n/a	Not Known	Street Furniture
War Memorial	Not Known	Entrance to new cemetery	£2,282.75	£2,657.31 n/a	n/a	n/a	Not Known	Street Furniture
Phone Box	Not Known	Chapel Lane, Hargrave	£1,000.00	£1,000.00 n/a	n/a	n/a	Adopted by Foulk Stapleford Parish Council	Street Furniture
Embroidered parish map	Oct-00	In Hargrave Village Hall	None	None	n/a	n/a	Presented by Huxley & Hargrave W.I.	Street Furniture
Wooden Carving								
Defibrillator & Case	Not Known	Hargrave Village Hall	£1,200.00	£1,200.00			Donated by PCC to the village	Defib Equipment

In Greenloom area:-

Item	Acquired	Location	Cost/Value	Insured Value	Date of disposal	Reason for disposal	Supplier	Insured under
Noticeboard	Not Known		350	350 n/a	n/a	n/a	E Buyer	Office Equipment
General:-								
Item	Acquired	Location	Cost/Value	Insured Value	Date of disposal	Reason for disposal	Supplier	Insured under
Lenovo Laptop	Feb-19	Clerks Possession	£9,165.47	£10,626.64				

HARGRAVE & HUXLEY PARISH COUNCIL

Administration Topic	Risk Identified	Level	Management of risk	Action
Legal Powers	Ensure Council is acting legally including payments.	M	Councillors to be aware of Council's legal powers.	
Minutes	Accurate & Legal Loss	L	Approved at following meeting Copy of minutes to be retained & on website Completed minutes books to be archived	Minutes to be backed up onto website
Financial Records	Adequate	L	Accounts approved by council regularly & minuted.	Subject to internal audit Internal Audit annually –March/April Budget Review 6 monthly
Members Interests	Conflict of Interests	L	All councillors to receive code of conduct training. All councillors to complete register of interests and to keep up to date. Interests to be declared and minuted.	
Staff	Loss key personnel	L	Hours, health/long term illness, training, resignation. Monitor and manage as appropriate. Fidelity guarantee value set at appropriate level	Annual review –January
Fraud by Staff		L	Review adequacy of Insurance Cover Annual	Annual review –March/April (for Audit)
Loss of Property	Due to critical damage or third party performance	L		Review – February
Assets & Maintenance	Assets valued correctly Damage to third party L M	L M	Annual inspection Review adequacy of Insurance Cover Adequate public liability insurance	Annual review –Feb
Risk Assessment	Risk Assessment adequate, amended to take in account changes in circumstance	L	Annual review by council & internal auditor.	Review – Feb
FINANCIAL				April as part of the internal audit and reviewed by Council at May Meeting
Precept yearly review of budget to actual	Legal Process Not submitted Not paid by LA Adequacy of Funding	L L M	Resolution to be minuted. RFO to submit and obtain proof of receipt Confirmation of payment to be obtained Half yearly review budget to actual	Annual –January Annual –April Annual September
Other income	Cash handling & banking	L	No cash handling	
Grants	Making applications on behalf of the Parish Council	L	RFO to monitor	As required

Grants & Donations (making payments)	No power to pay.	L	Payments to be agreed by resolution of council.	As required
Salaries	Wrong salary / hours / rate paid	L	Salary rate agreed, hours to be approved by council	Review & agree at May Mtg
Direct Costs & Overhead expenses	Goods not supplied to Council	M L	Follow up on all orders by RFO All payments/invoices to be confirmed/checked by minimum two councillors by email or signed invoice & checked against statements by RFO. Cheque payments – 2 signatures & stub to signed.	Internal Audit annually –April/May Councillors to check payments against statements & printed confirmations at each meeting.
Election	Costs Inadequate resources to pay for election.	L	Where no invoice exists (donations/grants) recipient to sign receipt of payment slip.	Internal Audit annually – April/May
VAT	VAT analysis	L	Quarterly review of budget Vat receipts to be request and filed. Vat to be listed on accounts.	Annual –April, July, Oct, Jan –RFO Chairman & Vice Chairman
Reserves – General & Earmarked	Claimed within time limits Adequacy	L	Consider at Budget setting and as part of half yearly review of budget.	Vat claimed annually by RFO Internal Audit annually –March/April Annual –September Annual January.

Adopted 12th May 2019
Chairperson Cllr O De Braekeler
Reviewed and agreed - March 2020
Reviewed and agreed – March 2021
Reviewed and agreed – March 2022
To be next reviewed March 2023