

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

Parish Council Minutes are available at

<https://hargravehuxleypc.co.uk/council-clerk/minutes/>

Explanation of variances – pro forma

Name of smaller authority: **Hargrave and Huxley Parish Council**
County area (local councils and parish meetings only):

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?	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	12,046	15,319			NO	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES
2 Precept or Rates and Levies	5,869	5,869	0	0.01%	NO	Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this
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 £2,46 in bank interest In 2021-22 we received the following additional money:- £1,38 in bank interest £220.74 VAT Rebate
4 Staff Costs	2,754	2,810	56	2.02%	NO	
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 = £1,169, 21-22 = £243 Staff Training - 20-21 = £63, 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	15,319	16,122				VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES
8 Total Cash and Short Term Investments	15,319	16,122				VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and	10,074	10,626	552	5.48%	NO	
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		held as an earmarked reserve to cover the speed limit reduction on Guy Lane
Reserve 2	500		Adhov Items \$137
Reserve 3	1000		Replace Noticeboards
Reserve 4	5000		Held incase an Election is called
Reserve 5	350		Maintenance Budget
Reserve 6	2941		Earmarked for the installation of Village Gates Project
		11449	
General reserve	4673	4673	up to one years precept to be kept in general reserve to cover unexpected expenditures
Total reserves (must agree to Box 7)		16122	

HARGRAVE & HUXLEY PARISH COUNCIL FINANCIAL TRANSACTIONS 2021-22

Statement Date	Description	R	P	MP	People & Expenses	Professional Services	General Services	Admin	Projects	Projects from reserves	VAT	Receipts	Totals	Bank Reconciliation	Comments	No
BUDGET																
08/04/2021	CWac	11		51												
09/04/2021	Interest	11		51								5,869.00	5,869.00	21,187.51	Precept	1
23/04/2021	T Ryall-Harvey	12	1	51	-234.17							0.10	0.10	21,187.61		
30/04/2021	HMRC VTR	11		51								220.74	-234.17	20,953.44	Tax Month 1	2
07/05/2021	T Ryall-Harvey	12	1	51									220.74	21,174.18	VAT Rebate	3
07/05/2021	Old Chads Orchard I	12	1	51										21,096.57	Clerk's Expenses	4
07/05/2021	CHALC	12	4	51										21,048.57	Internal Audit	5
10/05/2021	Bank Interest	25		56								0.12	-144.36	20,904.21	CHALC membership for 2021-22	6
25/05/2021	T Ryall-Harvey	12	1	51	-234.17								0.12	20,904.33		
09/06/2021	Interest	25		56								0.13	-234.17	20,670.16	Tax Month 2	7
25/06/2021	T Ryall-Harvey	25	1	56	-234.17								0.13	20,670.29	Bank Interest	
07/07/2021	Autela Payroll Servi	25	1	56		-42.00					-8.40		-234.17	20,436.12	Tax month 3	8
07/07/2021	CHALC Training	25	8	56									-50.40	20,385.72	Payroll Services Q1	9
07/07/2021	Hargrave PCC	25	7	56					-25.00				-25.00	20,360.72	Training for R Bird	10
09/07/2021	Interest	25		56						-500.00		0.13	-500.00	19,860.72	Grant to Hargrave Church	11
15/07/2021	ICO Data Protection	25	4	56					-35.00				0.13	19,860.85	Bank Interest	
25/07/2021	T Ryall-Harvey	25	1	56	-234.17								-35.00	19,825.85	Data Protection Annual Subscrip	12
09/08/2021	Interest	25		56									-234.17	19,591.68	Tax month 4	13
25/08/2021	T Ryall-Harvey	25	1	56	-234.17							0.13	0.13	19,591.81	Bank Interest	
07/09/2021	Autela Payroll Servi	25	1	56		-44.63					-8.93		-234.17	19,357.64	Tax Month 5	14
07/09/2021	T Ryall-Harvey	25	1	56					-85.61		-8.25		-53.56	19,304.08	Q2	15
09/09/2021	Interest	29		61								0.13	-93.86	19,210.22	Clerk's Expenses	16
25/09/2021	T Ryall-Harvey	25	1	56	-234.17								0.13	19,210.35	Bank Interest	
11/10/2021	Beeston & Tarporle	29	7	61						-500.00			-234.17	18,976.18	Tax Month 6	17
11/10/2021	Interest	29		61								0.13	-500.00	18,476.18	Grant to Beeston & Tarporley St	18
25/10/2021	T Ryall-Harvey	29	1	61	-234.17								0.13	18,476.31	Bank Interest	
08/11/2021	Mr M P Roscoe	29	7	61							-8.19		-234.17	18,242.14	Tax Month 7	19
08/11/2021	T Ryall-Harvey	29	1	61					-90.60	-40.95			-49.14	18,193.00	Defibrillator Pad's for Hargrave	20
09/11/2021	Interest	35		64								0.12	-90.60	18,102.40	Clerk's Expenses	21
25/11/2021	T Ryall-Harvey	29	1	61	-234.17								0.12	18,102.52	Bank Interest	23
09/12/2021	Interest	35		64								0.13	-234.17	17,868.35	Tax Month 8	22
09/12/2021	Autela Payroll Servi	35	1	64		-42.00					-8.40		0.13	17,868.48	Bank Interest	23
25/12/2021	T Ryall-Harvey	35	1	64	-234.17								-50.40	17,818.08	Payroll Services Q2	24
10/01/2022	Interest	35		64								0.13	-234.17	17,583.91	Tax Month 9	25
25/01/2022	T Ryall-Harvey	35	1	64	-234.17								0.13	17,584.04	Bank Interest	23
09/02/2022	Interest	47		69									-109.57	17,474.47	Clerk's Expenses	26
25/02/2022	T Ryall-Harvey	47	1	69	-234.17							0.13	-234.17	17,240.30	Tax Month 10	27
07/02/2022	Ashton Hayes PC	47	4	69			-17.49						0.13	17,240.43	Bank Interest	
07/02/2022	Hargrave PCC	47	3	69									-234.17	17,006.26	Tax Month 11	28
07/02/2022	Huxley Village Hall	47	3	69			-30.00						-17.49	16,988.77	Bit Defender Subscription	29
07/03/2022	T Ryall-Harvey	47	1	69			-40.00						-30.00	16,958.77	Hall Hire	30
07/03/2022	Visual Sales & Servi	47	5	69				-33.66					-40.00	16,918.77	Hall Hire	31
09/02/2022	Interest	47		69				-47.88					-35.79	16,882.98	Clerk's Expenses	32
09/03/2021	Gallagher	47	2	69								0.12	-57.46	16,825.52	Cloud Hosting Plan 22-23	33
25/03/2022	T Ryall-Harvey	47	1	69	-234.17								0.12	16,825.64	Bank Interest	
28/03/2022	Autela Payroll Services	47											-402.24	16,423.40	PC Insurance Renewal 22-23	35
	Leave Blank												-234.17	16,189.23	Tax Month 12	34
YTD SPEND					-2,810.04	-626.87	-135.37	-578.24	-1,055.95	0.00	-81.25	6,091.24	803.52			

RECONCILIATION

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

£16,122.03

£137 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

Prepared by Clerk: *J. Sygall-Kawuy*

31/03/2022

HARGRAVE & HUXLEY PARISH COUNCIL

Parish Assets as at 10-01-2022

In Huxley area:-

Item	Acquired	Location	Cost/Value	Insured Value	Date of disposa	Reason for disposal	Supplier	Insured under
Wooden Seat	Dec-04	outside Huxley School	£344.00	£354.32	n/a	n/a	Presented by the Historical Society	Insured under Street Furniture
Noticeboard	Jan-03	in Methodist chapel churchyard					Presented by Huxley Parish Council	Street Furniture
Embroidered Parish Map	Oct-00	In Huxley Village Hall	None	None	10/01/2021	destroyed in high winds	Presented by Huxley & Hargrave W.I.	
Huxley Village Sign	1970	Opposite Methodist Chapel	£400.00	£400.00	n/a	n/a	Presented by Huxley & Hargrave W.I.	
Millennium waymaker	Nov-02	In the Methodist chapel ground	None	None	n/a	n/a	Commissioner by Huxley Millennium Committee	
BT Telephone Kiosk	Apr-10	Currently in The Inn at Huxley Grounds	£750.00	£1,500.00	n/a	n/a	Adopted by Huxley Parish Council	Street Furniture
Wooden Carving		In the Methodist chapel Churchyard						
Defibrillator	Oct-19	In Telephone Box outside 'The Inn @ Huxley	£1,200.00	£1,000.00			Purchased by Hargrave & Huxley Parish Council	Defib Equipment
Defibrillator Case	Jun-20	Outside The Inn at Huxley	£436.00	£436.00			Purchased by Hargrave & Huxley Parish Council	Defib Equipment

In Hargrave area:-

Item	Acquired	Location	Cost/Value	Insured Value	Date of disposa	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	Not Known	Insured under Street Furniture
Noticeboard	Not Known	Bus shelter by church hall, Hargrave	£477.00	£569.15	n/a	n/a	Not Known	Street Furniture
War Memorial	Not Known	Entrace to new cemetery	£2,282.75	£2,657.31	n/a	n/a	Not Known	
Phone Box	Not Known	Chapel Lane, Hargrave	£1,000.00	£1,000.00	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.	
Wooden Carving		Hargrave						
Defibrillator & Case	Not Known	Outside Hargrave Village Hall	£1,200.00				Donated by PCC to the village	Defib Equipment

In Greenloom area:-

Item	Acquired	Location	Cost/Value	Insured Value	Date of disposa	Reason for disposal	Supplier	Insured under
Noticeboard	Not Known							

General:-

Item	Acquired	Location	Cost/Value	Insured Value	Date of disposa	Reason for disposal	Supplier	Insured under
Lenovo Laptop	Feb-19	Clerks Possession	350	350	n/a	n/a	E Buyer	Insured under Office Equipment
			£9,165.47	£10,626.64				

HARGRAVE & HUXLEY PARISH COUNCIL

Administration	Risk Identified	Level	Management of risk	Action
Topic				
Legal Powers	Ensure Council is acting legally including payments.	M	Councillors to be aware of Council's legal powers. Powers to be listed on accounts.	
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.	Annual review –January
	Fraud by Staff	L	Fidelity guarantee value set at appropriate level	Annual review–March/April (for Audit)
Loss of Property	Due to critical damage or third party performance	L	Review adequacy of Insurance Cover Annual	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 Review – Feb
Risk Assessment	Risk Assessment adequate, amended to take in account changes in circumstance	L	Annual review by council & internal auditor.	April as part of the internal audit and reviewed by Council at May Meeting
FINANCIAL				
Precept yearly review of budget to actual	Legal Process Not submitted Not paid by LA Adequacy of Funding	L 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
	Wrong deductions –NI & Income Tax	L	Check to PAYE Calculations.	Internal Audit annually –April/May
Direct Costs & Overhead expenses	Goods not supplied to Council	M	Follow up on all orders by RFO	
	Invoice incorrectly calculated or recorded& correct Payments made.	L	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.	Councillors to check payments against statements& printed confirmations at each meeting.
			Where no invoice exists (donations/grants) recipient to sign receipt of payment slip.	Internal Audit annually – April/May
Election	Costs Inadequate resources to pay for election.	L	Quarterly review of budget	Annual –April, July, Oct, Jan –RFO Chairman & Vice Chairman
VAT	VAT analysis	L	Vat receipts to be request and filed. Vat to be listed on accounts.	Vat claimed annually by RFO Internal Audit annually –March/April
	Claimed within time limits	L		
Reserves – General & Earmarked	Adequacy	L	Consider at Budget setting and as part of half yearly review of budget.	Annual –September Annual January.

Adopted 12th May 2019

Chairperson Cllr O De Braekeleer

Reviewed and agreed - March 2020

Reviewed and agreed – March 2021

Reviewed and agreed – March 2022

To be next reviewed March 2023