

Long Melford Parish Council

Explanation of variances arising from 2020/21 Annual Return

Box No		31-Mar-20	31-Mar-21	Variance	Variance %	Explanation
1	Balances brought forward	253,161	263,309			
2	Annual Precept	138,132	145,000	6,868	4.97%	No
3	Total other receipts	153,859	87,660	-66,199	-43.03%	Yes
4	Staff costs	69,349*	75,849	6,500	9.37%	No
5	Loan interest/Capital repayments	0	0	0		No
6	Total other payments	212,494*	94,850	-117,644	-55.36%	Yes
7	Balances carried forward	263,309	325,270	61,961	23.53%	Yes
8	Total cash and investments	263,643	325,278	61,635		
9	Total fixed assets	208,494	229,626	21,132	10.14%	No
10	Total borrowings	0	0	0		No

* The Council has restated the 2019/20 figures for staff costs (Box 4) and All other Payments (Box 6) following guidance that staff expenses for both 2019/20 and 2020/21 should be included in Box 6.

Box 3: Explanation of Total Other Receipt variances

	2019/20 Actual	2020/21 Actual	Annual Return variance	Annual Return % variance	Explanation provided at paragraph
Other receipts					
Locality Grants	1,500	14,000	12,500	833.33%	1.1
Interest received	401	506	105	26.18%	
Burial Ground Revenue	25,490	29,140	3,650	14.32%	
Recycling income	558	833	275	49.28%	1.2
Recovered office costs	20	612	592	2960.00%	1.3
Donations	9,102	10,582	1,480	16.26%	1.4
Advertising Income	165	0	-165	-100.00%	
NHP grant money	1,463	0	-1,463	-100.00%	1.5
S106 Receipts	19,665	0	-19,665	-100.00%	1.6
CIL Receipts	64,337	23,125	-41,212	-64.06%	1.7
Reg 123 CIL Receipts	27,315	0	-27,315	-100.00%	1.8
Insurance claim	0	4,781	4,781		1.9
Babergh Cleansing grant	3,842	4,081	239	6.22%	
Total other receipts	153,858*	87,660	-66,198*	-43.03%	

* £1 rounding

1.1 – Locality Grants		
2019/20	£1,500	£500 for mapping literature £1,000 towards Melford in Bloom costs
2020/21	£14,000	£10,000 - Small business grant £2,200 - Melford in Bloom grants £1,000 - Upper Green grant £800 – Covid-19 grant

1.2 – Recycling income		
2019/20	£558	Recycling credits received following residents' recycling
2020/21	£833	

1.3 – Recovered costs		
2019/20	£20	Refund of gas payment
2020/21	£612	£600 – recovery of Country Park café costs from Oct 2020 £12 – refund of refuse overpayment

1.4 Donations		
2019/20	£9,102	£8,952 community donations for defibrillator installations £100 received for Xmas lights £50 received for Melford in Bloom
2020/21	£10,582	£7,564 – Defibrillator donations £1,100 – Donation from cricket club £1,400 – Melford in Bloom donations £478 – Country Park parking donations £40 – donation from Funfair for water supply

1.5 Neighbourhood Plan Grant		
2019/20	£1,463	In 2019/20, a grant of £3,500 was received but only £1,463 used in year. Unspent funds were returned.
2020/21	£0	No grant received

1.6 Section 106 payments		
2019/20	£19,665	In 2019/20 a single payment was received from Babergh District Council as a contribution to the purchase of dog/litter bins, vehicle activated signage and for costs associated with Long Melford Country Park
2020/21	£0	No Section 106 payments received

1.7 Community Infrastructure Levy (CIL) receipts		
2019/20	£64,337	15% of total CIL payments made by housing developers to Babergh District Council are passed on to the Parish Council Amount received annually varies from year-to-year
2020/21	£23,125	

1.8 Regulation 123 receipts		
2019/20	£27,315	Babergh District Council provided two grants in 2019/20 for: Resurfacing of village hall car park – £21,537 Reroofing village hall - £5,778
2020/21	£0	No Regulation 123 receipts received

1.9 Insurance claim		
2019/20	£0	No insurance claim made
2020/21	£4,781	Insurance recovery following theft of cemetery equipment

Box 6: Explanation of Total Other Payment variances

Other payments	2019/20 Actual	2020/21 Actual	Annual Return variance	Annual Return % variance	Explanation at paragraph
Other employment related costs	8,880*	776	-8,104	-91.26%	2.1
Office administration	17,438	12,546	-4,892	-28.05%	2.2
Burial services	4,417	9,158	4,741	107.34%	2.3
Street lighting	82,791	4,962	-77,829	-94.01%	2.4
Country Park LNR	12,605	18,861	6,256	49.63%	2.5
Public toilets	33,574	9,135	-24,439	-72.79%	2.6
Public places	34,006	11,816	-22,190	-65.25%	2.7
Grants	2,581	6,486	3,905	151.30%	2.8
Events	12,148	11,341	-807	-6.64%	
Projects	4,053	9,769	5,716	141.03%	2.9
Total other payments	212,493**	94,850	-117,643	-55.36%	

* 2019/20 employment costs restated to include staff expense payments. ** £1 rounding

2.1 Other employment costs		
2019/20	£8,880	Clerk locum charges - £7,806 Staff expenses - £722 Payroll administration charges - £352
2020/21	£776	Staff expenses - £368 Payroll administration charges - £408

2.2 Office administration		
2019/20	£17,438	£1,747 - rent and rates £837 - gas / electricity / water £1,865 - insurance £1,434 - postage / telephone / website £467 - office IT costs £900 - audit £2,460 - legal £1,422 - equipment and furnishings £434 - meeting costs £1,176 - subscriptions £951 - staff and councillor training costs £2,713 - elections £806 - office supplies £226 - other office costs
2020/21	£12,546	£0 - rent and rates (moved to new office) £564 - gas / electricity / water (no gas supply in new office) £2,404 - insurance £1,021 - postage / telephone / website

		£660 - office IT costs £900 - audit £3,278 - legal £54 - equipment and furnishings £122 - meeting costs (mostly virtual meetings) £1,492 - subscriptions £1,384 - staff and councillor training costs £0 - elections £122 - office supplies £545 - other office costs
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2.3 Burial services

2019/20	£4,417	£478 - rates £274 - electricity / water £1,536 - servicing and machinery £1,350 - Glebe land preparation £779 - operating costs
2020/21	£9,158	£558 - rates £245 - electricity / water £4,628 - servicing and machinery (including replacements following theft) £0 - Glebe land preparation £3,727 - operating costs (including supply and fitting of new steel door following theft)

2.4 Street lighting

2019/20	£82,791	£70,635 - cost of phase 2 installation of new lighting columns. £7,557 - 2018 street light maintenance and energy costs. £4,599 - 2019 street light maintenance and energy costs. Costs reduced because of installation of new columns and more energy efficient bulbs.
2020/21	£4,962	£4,962 - 2020 street light maintenance and energy costs.

2.5 Country Park

2019/20	£12,605	£1,687 - water / electricity £5,000 - Open Spaces / Ranger service £3,200 - Tree surgery £2,718 - Operating costs
2020/21	£18,861	£1,512 - water / electricity £5,800 - Open Spaces / Ranger service £0 - Tree surgery £11,549 - Operating costs - scale of increase results from a wholesale replacement of country park equipment

2.6 Public toilets

2019/20	£33,574	£849 - water/electricity £9,623 - other repairs and maintenance £23,102 - conversion of Cordell Road toilet block
2020/21	£9,135	£1,132 - water/electricity £8,003 - other repairs and maintenance

2.7 Public Places		
2019/20	£34,006	£127 - notice board maintenance £1,221 - repairs and maintenance £1 - bus shelter rental £1,206 - 2018 dog and litter bin emptying £1,011 - 2019 dog and litter bin emptying £23,850 - village hall car park £6,590 - village hall roof
2020/21	£11,816	£50 – notice board maintenance £836 – repairs and maintenance £1 – bus shelter rental £2,985 – new dog / litter bins and installation £1,602 - dog and litter bin emptying (incl cemetery and old school) – increase due to greater number of bins £133 – community volunteers (new initiative) £3,437 – Old School car park maintenance – surface repairs £1,107 – New Melford walk signage £1,665 – promotion of local walking routes (new initiative)

2.8 Grants		
2019/20	£2,581	£1,535 – Neighbourhood Plan expenditure £1,046 – various community grants
2020/21	£6,486	£1,558 – Neighbourhood Plan expenditure £4,928 – various community grants

2.9 Projects		
2019/20	£4,053	£595 – new vehicle activated signage £3,458 – purchase and fitting of new community defibrillators
2020/21	£9,769	£9,769 - purchase and fitting of new community defibrillators

Box 7: Explanation of Reserves

The Council's General Reserves stand at 97.5% of the 2020/21 Annual Precept. The Council has not increased the precept in 2021/22.

The Parish Council is actively engaged in a wide variety of community infrastructure projects (see below) for which it has earmarked reserves. The phase 3 street lighting and Old School car park projects will be completed by September 2021 at which point the Council's earmarked funds will fall from £188,845 to £70,845.

Earmarked reserves:

Phase 3 street light fund	90,000.00
2020/21 Community Infrastructure Levy Fund	6,081.94
Section 106 monies	8,427.20
Church Drive Fund	1,000.00
2023 Election Fund	1,000.00
War Memorial Repair Fund	11,000.00
Defibrillator Fund	3,288.80
Old School car park	28,000.00
Upper Green Improvement Fund	11,000.00
Cemetery Expansion Fund	5,000.00
Village Seating Fund	5,000.00
Highway Improvement Fund	7,500.00
Council IT Fund	2,500.00
Covid-19 Fund	800.00
Melford in Bloom Fund	3,246.92
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	183,844.86
General reserve	141,425.08
Total reserves (must agree to Box 7)	325,269.94