

Long Melford Parish Council

Explanation of variances arising from 2021/22 Annual Return

2021/22 Annual Return: Section 2 – The Statement of Accounts

Box No		31-Mar-21	31-Mar-22	Variance	Variance %
1	Balances brought forward	263,309	325,270		
2	Annual Precept	145,000	145,000	0	0.00%
3	Total other receipts	87,660	93,257	5,597	6.38%
4	Staff costs	75,849	77,316	1,467	1.93%
5	Loan interest/Capital repayments	0	0	0	0.00%
6	Total other payments	94,850	247,948	153,098	161.41%
7	Balances carried forward	325,270	238,263		
8	Total cash and investments	325,278	238,047		
9	Total fixed assets	229,626	313,012	83,386	36.31%
10	Total borrowings	0	0	0	0.00%

Box 6: Explanation of Total Other Payment variances

Other payments	2020/21 Actual	2021/22 Actual	Annual Return variance	Annual Return % variance	Explanation at paragraph
Other employment related costs	776	935	159	20.49%	1.0
Office administration	12,546	15,930	3,384	26.97%	1.1
Burial services	9,158	4,971	-4,187	-45.72%	1.2
Street lighting	4,962	79,209	74,247	1496.31%	1.3
Country Park LNR	18,861	19,644	783	4.15%	1.4
Public toilets	9,135	12,209	3,074	33.65%	1.5
Public places	11,816	88,982	77,166	653.06%	1.6
Grants	6,486	3,330	-3,156	-48.66%	1.7
Events	11,341	17,928	6,587	58.08%	1.8
Projects	9,769	4,810	-4,959	-50.76%	1.9
<b>Total other payments</b>	<b>94,850</b>	<b>247,948</b>	<b>153,098</b>	<b>161.41%</b>	

1.0 Other employment costs		
2020/21	£776	Staff expenses - £368 Payroll administration charges - £408
2021/22	£935	Clerk locum charge - £150 Staff expenses - £377 Payroll administration charges - £408

<b>1.1 Office administration</b>		
2020/21	£12,546	£564 – electricity (office part closed due to Covid) £0 - water £2,404 – insurance £919 - postage / telephone £761 - office IT and website 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 £667 – office supplies and other office costs
2021/22	£15,930	£1,290 - electricity £361 – water (includes recharge of historic costs following office move) £4,762 – insurance (sharp increase in premiums following cemetery theft and accident claims) £954 - postage / telephone £1,740 - office IT and website costs (includes new printer, pdf software and increased website hosting costs) £910 - audit £2,261 - legal £56 - equipment and furnishings £270 - meeting costs £1,613 - subscriptions £926 - staff and councillor training costs £315 – office supplies and other office costs £472 – Council storage – new hired storage facility

<b>1.2 Burial services</b>		
2020/21	£9,158	£558 – rates £245 – electricity / water £4,628 – servicing and machinery (including equipment replacement following theft) £3,727 - operating costs (including supply and fitting of new steel door following theft)
2021/22	£4,971	£642 – rates £172 – electricity / water £1,258 – servicing and machinery £2,899 - operating costs

<b>1.3 Street lighting</b>		
2020/21	£4,962	£4,962 - 2020 street light maintenance and energy costs.
2021/22	£79,208	£5,135 - 2021 street light maintenance and energy costs. £74,073 - cost of phase 3 (final) installation of new lighting

<b>1.4 Country Park</b>		
2020/21	£18,861	£1,512 – water / electricity £5,800 – Open Spaces / Ranger service £11,549 – Operating costs
2021/22	£19,644	£1,644 – water / electricity £6,600 – Ranger service – full year of new contract £10,170 – Operating costs £1,230 – Tree surgery

<b>1.5 Public toilets</b>		
2020/21	£9,135	£1,132 - water/electricity £8,003 - other repairs and maintenance Public toilets were closed at times due to Covid
2021/22	£12,209	£1,557 - water/electricity £10,652 - other repairs and maintenance

<b>1.6 Public Places</b>		
2020/21	£11,816	£50 – notice board maintenance £836 – repairs and maintenance £1 – bus shelter rental £4,587 - dog and litter bin emptying (incl new bin purchases) £133 – community volunteers £3,437 – Old School car park maintenance £1,107 – Melford walk – new signage £1,665 – promotion of local walking routes
2021/22	£88,982	£0 – notice board maintenance £779 – repairs and maintenance £1 – bus shelter rental £1,822 - dog and litter bin emptying (incl new bin purchases) £201 – community volunteers £59,612 – Old School car park maintenance – complete upgrade of community car park £2,483 – Melford walk – signage, path/ditch maintenance £656 – promotion of local walking routes £17,053 – Maintenance work to Upper Green – new initiative £4,103 – new community seating £2,272 – new Community Warden contract

<b>1.7 Grants</b>		
2020/21	£6,486	£1,558 – Neighbourhood Plan expenditure £4,928 – various community grants
2021/22	£3,330	£3,300 – Neighbourhood Plan expenditure £30 – community grant – greater support given to community events, see below

<b>1.8 Events</b>		
2020/21	£11,341	£2,407 – Community Christmas tree and street lighting £71 – Remembrance Sunday – smaller event due to Covid £8,863 – Melford in Bloom initiative £0 – Community events
2021/22	£17,928	£2,681 – Community Christmas tree and street lighting £434 – Remembrance Sunday £12,908 – Melford in Bloom initiative- includes new barrel planters (£3,478) £1,905 – Community events supported by the Council

<b>1.9 Projects</b>		
2020/21	£9,769	£9,769 - purchase and fitting of new community defibrillators
2021/22	£4,810	£1,590 - purchase and fitting of new community defibrillators £3,220 – purchase of new vehicle activated signage

**Box 9: Explanation of total fixed assets and other long-term investments and assets**

<b>Total fixed assets and other long-term investments and assets</b>		
2020/21	£229,626	
2021/22	£313,012	£92,683 – cost of 2021/22 additions £9,297 – cost of assets removed from register in 2021/22
	<b>2021/22 assets added £92,683</b>	<p>£1,350 – 2 x defibrillators                      £74,073 – phase 3 street lighting columns and lights                      £488 – office printer                      £3,478 – barrel planters for Melford in Bloom                      £1,298 – 2 x water pumps for Country Park toilets                      £1,488 – 2 x community seats for high street                      £356 – Blower and battery for cemetery                      £389 – bench for Cordell Road play area                      £2,333 – Sickle bar mower for Country Park                      £1,314 – Christmas lights                      £2,033 – 2 x community seats for Upper Green area                      £325 – tripod ladder for cemetery maintenance                      £240 – 4 x owl boxes                      £398 – 2 x waste bins                      £3,120 – vehicle activated signage and batteries</p>
	<b>2021/22 assets removed £9,297</b>	<p>The following assets were removed by resolution of the Council on 13 January 2022 under minute 22/01-4(g) following an eyes-on review of all the Council’s assets and its decision to remove those assets, stored after the office relocation, that were either broken or redundant</p> <p>£40 – laminator (broken – for disposal)                      £60 – voice recorder (presumed broken and disposed of)                      £50 – 2 x chairs (redundant – for community disposal)                      £60 – old HP printer (broken – for disposal)                      £196 – old printer scanner (broken – for disposal)                      £500 – old printer copier (broken – for disposal)                      £400 – old computer tower (obsolete – for secure disposal)                      £35 – paper shredder (broken – for disposal)                      £175 – small safe (unreliable access – for disposal)                      £150 – parking cones (dispersed and lost over time)                      £675 – mulch mower (stolen from cemetery building)                      £1,130 – 2 x grass trimmers (stolen from cemetery building)                      £524 – tree surgery equipment released to prior contractor as part of new Ranger contract settlement                      £50 – 3 x old plastic petrol cans (unusable – for disposal)                      £252 – old Christmas lights (not found presumed disposed of when replaced)</p> <p>The following assets at the Cordell Place play area were removed by resolution of the Council on 3 March 2022 under minute 22/03-4(c). The equipment has been transferred to Babergh District Council as they are now responsibility for the play area in its entirety</p> <p>£500 – goal posts at Cordell Road                      £4,500 – youth pod shelter and basketball post</p>