

# NOTICE OF MEETING

## Finance & General Purposes Committee

7.45pm on Tuesday 25 May 2021 (Virtual meeting)

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To Councillors

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Mrs Barnard, Ms Dulieu, Finch, Mrs Gill, MacCracken and Strudley (Chair)

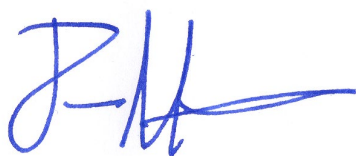
**An advisory meeting of the Finance & General Purposes Committee on Thursday 22 April 2021 at 7.45pm.** Recommendations from this meeting will be considered in accordance with the delegations approved by the Council on 5 May 2021.

**The meeting will take place on the Zoom platform. Please use the link in the e-mail or use the following details**

Meeting ID: 891 2808 3132

Passcode: 632456

Any apologies for absence should be communicated to the Clerk ahead of the meeting.



**Jason Mawer**

Clerk to the Council

### **The seven principles of public life**

Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

# AGENDA

## Meeting of the Finance & General Purposes Committee

7.45pm on Tuesday 25 May 2021 (Virtual meeting)

Sound recording, photography, filming and use of social media at meetings that are held in public are permitted. Those wishing to record proceedings are however advised to contact the Parish Clerk for further information before the start of the meeting. **This meeting will be recorded by the Clerk through the Zoom platform to assist with the production of the minutes of the meeting.**

No.	Item	Page
001.	<b>Apologies for absence</b>	
002.	<b>Declarations of interest</b> Members are asked to declare any disclosable interest or affected interest in respect of any matter to be considered at this meeting.	
003.	<b>Minutes of the previous meeting</b> To approve the minutes of the Finance & General Purposes Committee of 22 April 2021	3-4
004.	<b>Matters arising from the previous meeting</b>	
005.	<b>End of year financial report and outcome</b> To receive an update on the finances to the end of March 2021.	5-13
006.	<b>Parish Plan update</b>	14-20
007.	<b>Grant payments</b> To authorise grant payments for 2021-22	21-22
008.	<b>Responsible Financial Officers Report</b> To receive a verbal update from the Clerk	
009.	<b>Future agenda items and date of the next meeting</b> The next meeting will be on Tuesday 22 June 2021.	23
010.	<b>Closure of the meeting</b>	

*Recommendations from this meeting will be considered in accordance with the delegations approved by the Council on 5 May 2021.*

**MINUTES OF THE PREVIOUS MEETING**

held **virtually** on **Thursday 22 April 2021** at **7.45pm**

**Present:** Councillors Strudley (Chair), Ms Dulieu and Fitzwilliams and Mrs Wallen

**In attendance:** The Parish Clerk, Cllr MacCracken, Finance Officer

*Members were introduced to Scott Beard, the new Finance Officer*

**001. Apologies for absence**

Apologies were received from Cllr Mrs Barnard

**002. Declarations of interest**

No declarations of interest were received.

**003. Minutes of the previous meeting**

The minutes of the meeting of 23 March 2021 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Ms Dulieu and seconded by Cllr Mrs Wallen and the minutes were **APPROVED** by members present.

**004. Matters arising from the previous meeting**

The Clerk updated members on the processing of the write-off of bad debt.

The Clerk advised members that 527 members of the public had signed up to receive the digital Wren.

**005. Financial Report**

The draft Financial Report to the end of March 2021 was circulated to members ahead of the meeting. The Clerk would finalise figures ahead of the next meeting. An update on debt would be presented at the March meeting.

The Clerk updated members on the position of the general reserve as at 31 March and the repayment of debt. The committee asked the Clerk to bring forward further write-off proposals.

The report was noted.

**006. Standing Orders**

The draft standing orders were circulated to members ahead of the meeting.

The Clerk explained the changes which included updates for working group arrangements and a temporary standing order to allow for delegated decisions during continued virtual meetings.

The revised standing orders were noted.

#### **007. Financial Regulations**

The draft financial regulations were circulated ahead of the meeting.

There were no changes to the financial regulations.

The financial regulations were noted.

#### **008. Financial Management Supporting Documents**

The Clerk circulated a series of financial management documents to the committee ahead of the meeting.

The Investment Strategy 2021-22 and the Reserves Policy were noted by the committee and recommended for approval by council.

The Financial Management Procedure and General Reserve Requirement 2021-22 were noted by the committee.

#### **009. Asset Register**

The Asset Register as at 31 March 2021 was circulated to the meeting ahead of the meeting.

A query on the allotment building was raised which the Clerk would check ahead of the approval by council.

The Asset Register was noted.

#### **010. Responsible Financial Officers report**

The Clerk was asked about the parish Plan and an update would be brought to a future meeting. Cllr Strudley advised that he was continuing to review the walks and asked other to assist in the route reviews.

#### **011. Future agenda items and date of the next meeting**

Items for future agenda items were circulated to members. The date of the next meeting was agreed as Tuesday 25 May 2021 at 7.45pm.

#### **012. Closure of the meeting**

The Chairman thanked Cllrs Fitzwilliams and Mrs Wallen for their contribution to the committee as they were standing down at the annual meeting.

The meeting closed at 8.39pm.

## **END OF YEAR FINANCIAL REPORT – TO 31 MARCH 2021**

### **1.0 Purpose**

1.1 This report contains the final outcome of the councils finances as t 31 March 2021.

### **2.0 Balance Sheet**

2.1 The balance sheet shows the position to 31 March 2021.

2.2 The debtor position included £4,800 invoiced on 31 March 2021 to BFC for use of the Brownlow Hall as a testing centre.

2.3 A VAT claim was made in April 2021 for the amount showing for 2020-21 and was received in April.

### **3.0 Financial Report**

3.1 This report shows the impact of COVID-19 on the councils finances in 2020-21. Income levels from halls were impacted and despite some savings on overhead, many fixed costs remained.

3.2 hall income was generated in the period from rental charges to the pre-school at Whitegrove and the COVID testing station at Brownlow Hall.

3.3 Increased costs for energy use and contract cleaning at the Brownlow Hall are covered within the hire agreement for the testing centre.

3.4 The financial report is now closed and no further adjustments are possible.

### **4.0 Annual Return**

4.1 This report contains the data that will be used to complete the Annual Governance & Accountability Return to 31 March 2021. This return will be circulated ahead of approved before the end of June 2021.

### **5.0 Questions**

5.1 The Clerk will be happy to assist members with any queries following the meeting.

## Balance Sheet as at 31 March 2021

31st March 2020

31 March 2021

31st March 2020		31 March 2021	
<b>Current Assets</b>			
12,538	Debtors	6,692	
18,183	VAT Control Account	14,244	
16,230	Prepayments	2,463	
11,419	Lloyds Current Account	28,385	
22,532	Lloyds Instant Access Deposit	80,707	
364,045	Lloyds 32 Day Deposit	403,752	
100,277	CCLA Deposit	250,502	
40,000	Lloyds Fixed Term (Transfer)	0	
50	Caretaker's Float	50	
0	Nationwide 35 Day Saver	100,067	
<b>585,274</b>			<b>886,862</b>
<b>585,274</b>	<b>Total Assets</b>		<b>886,862</b>
<b>Current Liabilities</b>			
12,790	Accruals	11,469	
<b>12,790</b>			<b>11,469</b>
<b>572,483</b>	<b>Total Assets Less Current Liabilities</b>		<b>875,393</b>
<b>Represented By</b>			
33,251	General Reserves		62,278
435,424	Reserves - CIL		759,431
2,500	Reserves - Elections		2,500
5,000	Reserves - Neighbourhood Plan		4,350
25,000	Reserves - Parish Facilities		0
3,000	Reserves - Whitegrove CC		3,000
44,475	Reserves - Brownlow Hall - lea		20,000
23,834	Reserves - Frost Folly upkeep		23,834
<b>572,483</b>			<b>875,393</b>

The above statement represents fairly the financial position of the authority as at 31 March 2021 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial \_\_\_\_\_ Date : \_\_\_\_\_

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Council Administration</u></b>						
<b><u>100 Parish Council Income</u></b>						
1076 Precept	212,670	212,670	0			100.0%
1090 Interest received	736	3,000	2,264			24.5%
Parish Council Income :- Income	<u>213,406</u>	<u>215,670</u>	<u>2,264</u>			<u>99.0%</u>
Net Income	<u>213,406</u>	<u>215,670</u>	<u>2,264</u>			
<b><u>110 Office costs</u></b>						
4000 Rent	23,500	23,500	0		0	100.0%
4010 Energy costs	883	1,000	117		117	88.3%
4025 Telephone & broadband	750	722	(28)		(28)	103.8%
4030 Postage	4	163	159		159	2.3%
4035 Stationery	924	875	(49)		(49)	105.6%
4036 Office printing	518	650	132		132	79.7%
4040 Contract cleaning	660	641	(19)		(19)	103.0%
4042 Window cleaning	80	240	160		160	33.3%
4045 Cleaning materials	99	100	1		1	99.0%
4050 Waste collection	176	180	4		4	97.8%
4060 Insurance	2,497	1,850	(647)		(647)	135.0%
4135 Data Protection	111	225	114		114	49.4%
4250 Responsive maintenance	533	500	(33)		(33)	106.7%
4254 Inspections	94	250	156		156	37.6%
4900 Other costs	436	500	64		64	87.2%
4999 COVID-19 cost	694	0	(694)		(694)	0.0%
Office costs :- Indirect Expenditure	<u>31,959</u>	<u>31,396</u>	<u>(563)</u>	<u>0</u>	<u>(563)</u>	<u>101.8%</u>
Net Expenditure	<u>(31,959)</u>	<u>(31,396)</u>	<u>563</u>			
<b><u>120 Administration</u></b>						
4080 Audit fees	2,240	2,000	(240)		(240)	112.0%
4085 Legal fees	0	2,000	2,000		2,000	0.0%
4090 Memberships	389	2,000	1,611		1,611	19.4%
4105 Website	360	500	140		140	72.0%
4110 IT hardware	3,284	3,400	116		116	96.6%
4115 IT software	399	525	126		126	75.9%
4120 Training	1,091	1,400	309		309	77.9%
4125 IT licences	1,979	1,745	(234)		(234)	113.4%
4130 RBS licences	1,831	1,309	(522)		(522)	139.9%
Administration :- Indirect Expenditure	<u>11,573</u>	<u>14,879</u>	<u>3,306</u>	<u>0</u>	<u>3,306</u>	<u>77.8%</u>
Net Expenditure	<u>(11,573)</u>	<u>(14,879)</u>	<u>(3,306)</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>130 Democratic Services</u>						
4380 Chairman's allowance	29	300	271		271	9.7%
4900 Other costs	223	225	2		2	99.0%
Democratic Services :- Indirect Expenditure	<u>252</u>	<u>525</u>	<u>273</u>	<u>0</u>	<u>273</u>	<u>48.0%</u>
Net Expenditure	<u>(252)</u>	<u>(525)</u>	<u>(273)</u>			
<u>140 Wages &amp; Salaries</u>						
4350 Salaries	61,579	71,196	9,617		9,617	86.5%
4355 Pension contributions	8,965	9,031	66		66	99.3%
4360 National Insurance cont.	4,676	4,982	306		306	93.9%
4365 Expenses	0	250	250		250	0.0%
4370 Payroll operating cost	135	150	15		15	90.0%
Wages & Salaries :- Indirect Expenditure	<u>75,355</u>	<u>85,609</u>	<u>10,254</u>	<u>0</u>	<u>10,254</u>	<u>88.0%</u>
Net Expenditure	<u>(75,355)</u>	<u>(85,609)</u>	<u>(10,254)</u>			
Council Administration :- Income	213,406	215,670	2,264			99.0%
Expenditure	119,139	132,409	13,270	0	13,270	90.0%
Movement to/(from) Gen Reserve	<u>94,267</u>					
<u>Regular commitments</u>						
<u>150 Parish Commitments</u>						
4200 Jealotts Hill Comm Lshare	8,600	8,600	0		0	100.0%
4201 JHCL restructure costs	0	5,000	5,000		5,000	0.0%
4210 BFC Loan repayment	8,191	8,191	(0)		(0)	100.0%
4225 Youth provision	180	2,570	2,390		2,390	7.0%
4300 Neighbourhood plan costs	1,650	1,000	(650)		(650)	165.0%
Parish Commitments :- Indirect Expenditure	<u>18,621</u>	<u>25,361</u>	<u>6,740</u>	<u>0</u>	<u>6,740</u>	<u>73.4%</u>
Net Expenditure	<u>(18,621)</u>	<u>(25,361)</u>	<u>(6,740)</u>			
6000 plus Transfer from EMR	650					
Movement to/(from) Gen Reserve	<u>(17,971)</u>					
<u>160 BFC Partnership Expenditure</u>						
4320 RoW management contribution	2,234	2,244	10		10	99.6%
4325 Lily Hill Park contribution	5,440	5,440	0		0	100.0%
BFC Partnership Expenditure :- Indirect Expenditure	<u>7,674</u>	<u>7,684</u>	<u>10</u>	<u>0</u>	<u>10</u>	<u>99.9%</u>
Net Expenditure	<u>(7,674)</u>	<u>(7,684)</u>	<u>(10)</u>			



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>180 Grants</u>						
4400 Section 137 grants awarded	12,120	12,350	230		230	98.1%
4405 Warfield Memorial Ground	9,000	9,000	0		0	100.0%
4415 Keep Mobile Comm. Transport	1,485	1,485	0		0	100.0%
4420 South Hill Park	1,250	1,250	0		0	100.0%
Grants :- Indirect Expenditure	<u>23,855</u>	<u>24,085</u>	<u>230</u>	<u>0</u>	<u>230</u>	<u>99.0%</u>
Net Expenditure	<u>(23,855)</u>	<u>(24,085)</u>	<u>(230)</u>			
Regular commitments :- Income	0	0	0			0.0%
Expenditure	50,150	57,130	6,980	0	6,980	87.8%
Net Income over Expenditure	<u>(50,150)</u>	<u>(57,130)</u>	<u>(6,980)</u>			
plus Transfer from EMR	650					
Movement to/(from) Gen Reserve	<u>(49,500)</u>					

Planned expenditure

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>170 Planned Expenditure</u>						
1120 Sales	0	500	500			0.0%
Planned Expenditure :- Income	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>
4095 The Wren - publication	18	1,450	1,432		1,432	1.2%
4096 The Wren - delivery	(0)	2,450	2,450		2,450	0.0%
4100 Other communications	171	1,000	829		829	17.1%
4215 Planning assistance costs	89	200	111		111	44.5%
4216 Speed awareness	0	200	200		200	0.0%
4220 Climate change provision	0	1,000	1,000		1,000	0.0%
4230 Green waste sack purchases	175	500	325		325	35.0%
4395 Parish Plan delivery costs	0	3,000	3,000		3,000	0.0%
Planned Expenditure :- Indirect Expenditure	<u>452</u>	<u>9,800</u>	<u>9,348</u>	<u>0</u>	<u>9,348</u>	<u>4.6%</u>
Net Income over Expenditure	<u>(452)</u>	<u>(9,300)</u>	<u>(8,848)</u>			
Planned expenditure :- Income	0	500	500			0.0%
Expenditure	452	9,800	9,348	0	9,348	4.6%
Movement to/(from) Gen Reserve	<u>(452)</u>					

Amenities & Environment

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>600</u> <u>Brownlow Hall</u>						
1400 Hire - Regular	6,750	22,500	15,750			30.0%
1410 Hire - Casual	(462)	9,000	9,462			(5.1%)
1430 The Cottage rent	8,555	10,800	2,245			79.2%
1440 Sub Station rent	500	500	0			100.0%
Brownlow Hall :- Income	<u>15,342</u>	<u>42,800</u>	<u>27,458</u>			<u>35.8%</u>
4000 Rent	11,625	16,500	4,875		4,875	70.5%
4010 Energy costs	6,219	7,000	781		781	88.8%
4015 Water & sewerage	1,317	1,000	(317)		(317)	131.7%
4025 Telephone & broadband	400	379	(21)		(21)	105.5%
4040 Contract cleaning	5,730	4,080	(1,650)		(1,650)	140.4%
4042 Window cleaning	240	720	480		480	33.3%
4045 Cleaning materials	262	460	198		198	57.0%
4050 Waste collection	949	1,100	151		151	86.3%
4060 Insurance	1,049	1,005	(44)		(44)	104.4%
4250 Responsive maintenance	2,521	3,500	979		979	72.0%
4252 Planned maintenance	1,147	1,360	213		213	84.4%
4254 Inspections	761	850	89		89	89.5%
4260 Equipment purchase	211	500	289		289	42.3%
4620 Music licences	0	1,202	1,202		1,202	0.0%
4650 Tree & hedge maintenance	0	1,100	1,100		1,100	0.0%
4655 Hanging baskets	330	320	(10)		(10)	103.1%
4670 Caretaker payroll	5,661	5,692	31		31	99.5%
4685 Cottage maintenance	140	140	0		0	100.0%
4999 COVID-19 cost	1,423	0	(1,423)		(1,423)	0.0%
Brownlow Hall :- Indirect Expenditure	<u>39,987</u>	<u>46,908</u>	<u>6,921</u>	<u>0</u>	<u>6,921</u>	<u>85.2%</u>
Net Income over Expenditure	<u>(24,644)</u>	<u>(4,108)</u>	<u>20,536</u>			
<u>610</u> <u>Whitegrove Community Centre</u>						
1400 Hire - Regular	5,359	23,000	17,641			23.3%
1410 Hire - Casual	0	1,000	1,000			0.0%
Whitegrove Community Centre :- Income	<u>5,359</u>	<u>24,000</u>	<u>18,641</u>			<u>22.3%</u>
4000 Rent	200	200	0		0	100.0%
4010 Energy costs	79	3,000	2,921		2,921	2.6%
4015 Water & sewerage	(124)	0	124		124	0.0%
4025 Telephone & broadband	552	489	(63)		(63)	112.9%
4040 Contract cleaning	4,985	4,280	(705)		(705)	116.5%
4042 Window cleaning	240	720	480		480	33.3%
4045 Cleaning materials	290	460	170		170	63.1%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4050 Waste collection	1,142	1,100	(42)		(42)	103.8%
4060 Insurance	630	1,200	570		570	52.5%
4250 Responsive maintenance	2,041	1,800	(241)		(241)	113.4%
4252 Planned maintenance	367	700	333		333	52.4%
4254 Inspections	784	750	(34)		(34)	104.5%
4260 Equipment purchase	194	500	306		306	38.7%
4600 Building improvements	130	14,000	13,870	13,500	370	97.4%
4620 Music licences	405	428	23		23	94.7%
4650 Tree & hedge maintenance	0	300	300		300	0.0%
4670 Caretaker payroll	5,661	5,692	31		31	99.5%
4999 COVID-19 cost	1,175	0	(1,175)		(1,175)	0.0%
Whitegrove Community Centre :- Indirect Expenditure	<u>18,752</u>	<u>35,619</u>	<u>16,867</u>	<u>13,500</u>	<u>3,367</u>	<u>90.5%</u>
Net Income over Expenditure	<u>(13,393)</u>	<u>(11,619)</u>	<u>1,774</u>			
<u>700 Memorial Ground Play Area</u>						
4000 Rent	1	1	0		0	100.0%
4250 Responsive maintenance	127	2,000	1,873		1,873	6.4%
4254 Inspections	1,069	1,202	133		133	89.0%
Memorial Ground Play Area :- Indirect Expenditure	<u>1,198</u>	<u>3,203</u>	<u>2,005</u>	<u>0</u>	<u>2,005</u>	<u>37.4%</u>
Net Expenditure	<u>(1,198)</u>	<u>(3,203)</u>	<u>(2,005)</u>			
<u>710 Brownlow Hall Play Area</u>						
4254 Inspections	130	206	77		77	62.9%
Brownlow Hall Play Area :- Indirect Expenditure	<u>130</u>	<u>206</u>	<u>77</u>	<u>0</u>	<u>77</u>	<u>62.9%</u>
Net Expenditure	<u>(130)</u>	<u>(206)</u>	<u>(77)</u>			
<u>720 Quelm Allotments</u>						
1420 Allotment rent	1,020	1,169	149			87.3%
Quelm Allotments :- Income	<u>1,020</u>	<u>1,169</u>	<u>149</u>			<u>87.3%</u>
4015 Water & sewerage	0	466	466		466	0.0%
4050 Waste collection	424	290	(134)		(134)	146.2%
4060 Insurance	629	610	(19)		(19)	103.2%
4250 Responsive maintenance	262	210	(52)		(52)	124.8%
4805 Allotment - delivery costs	20,090	15,000	(5,090)		(5,090)	133.9%
Quelm Allotments :- Indirect Expenditure	<u>21,405</u>	<u>16,576</u>	<u>(4,829)</u>	<u>0</u>	<u>(4,829)</u>	<u>129.1%</u>
Net Income over Expenditure	<u>(20,385)</u>	<u>(15,407)</u>	<u>4,978</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>730 Frost Folly</u>						
4250 Responsive maintenance	20	0	(20)		(20)	0.0%
4252 Planned maintenance	2,927	4,548	1,621		1,621	64.4%
4650 Tree & hedge maintenance	250	300	50		50	83.3%
4999 COVID-19 cost	18	0	(18)		(18)	0.0%
Frost Folly :- Indirect Expenditure	<u>3,215</u>	<u>4,848</u>	<u>1,633</u>	<u>0</u>	<u>1,633</u>	<u>66.3%</u>
Net Expenditure	<u>(3,215)</u>	<u>(4,848)</u>	<u>(1,633)</u>			
<u>790 Events</u>						
4560 Family Cycle Ride	0	250	250		250	0.0%
4565 Vegetable Take & Grow	0	200	200		200	0.0%
4570 Arts Week	0	3,250	3,250		3,250	0.0%
4580 Summer of Fun event	0	4,000	4,000		4,000	0.0%
4585 Christmas tree	1,048	1,100	52		52	95.2%
4590 Warfield 125 activity	750	1,500	750		750	50.0%
Events :- Indirect Expenditure	<u>1,798</u>	<u>10,300</u>	<u>8,502</u>	<u>0</u>	<u>8,502</u>	<u>17.5%</u>
Net Expenditure	<u>(1,798)</u>	<u>(10,300)</u>	<u>(8,502)</u>			
Amenities & Environment :- Income	21,722	67,969	46,247			32.0%
Expenditure	86,484	117,660	31,176	13,500	17,676	85.0%
Movement to/(from) Gen Reserve	<u>(64,762)</u>					
Grand Totals:- Income	235,127	284,139	49,012			82.8%
Expenditure	256,225	316,999	60,774	13,500	47,274	85.1%
Net Income over Expenditure	<u>(21,098)</u>	<u>(32,860)</u>	<u>(11,762)</u>			
plus Transfer from EMR	650					
Movement to/(from) Gen Reserve	<u>(20,448)</u>					

## ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2021

Warfield Parish Council

### SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	309,545	572,483	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	195,000	212,670	Total amount of Precept income received in the year
3	Total other receipts	338,163	346,465	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	83,344	86,543	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	8,191	8,191	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	178,690	161,491	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	572,483	875,393	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	538,322	863,463	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	904,423	927,862	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	40,293	32,335	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March

**PARISH PLAN UPDATE**

**1.0 Purpose**

- 1.1 This report contains an update on the Parish Plan.

## Parish Plan Update (May 2021)

### Development

	Specific goal	Timescale	Progress	Notes	Likely completion
1	Ensure residents are informed of and involved in BFC Planning consultations and developer contributions	Ongoing		Add in develop consultations	ongoing
2	Deliver the Warfield Neighbourhood Plan	Oct 2020		Examiner requested an HRA accompany the plan. This was completed and submitted to the examiner in Feb 2021. The examination process is outside the control of the council.	July 2021

The parish council made submissions to the draft Bracknell Forest Plan. An updated plan is expected in 2021 followed by further consultation.

The parish council continues to be vigilant over delivery of the Warfield SPD as evidenced by recent planning responses.

The parish council continues to oppose inappropriate speculative development as in the case of land to the east of Warfield Hall and land at Home Farm.

## Environment

	Specific goal	Timescale	Progress	Notes	Likely completion
1	Create an Environment Working Group to update the Warfield Environmental and Climate Change Action Plan	March 2020		Working Group met and concluded a new plan was required. Plan expected to be ready by September 2021. Budget provision made for 2021-22 to allow work to be undertaken.	Sep 2021
2	Reduce litter by (a) taking part in the Great British Spring Clean each March 2022, WPC should encourage couples/families/ to do litter pick in Mar 21 (b) engage with local school through anti-litter events and activities	March 2020 Ongoing		Litter picking opportunities promoting in latest communications and will be extended to community notice boards.	Ongoing

The parish council has approved an Environmental Policy to ensure it acts in an appropriate manner in the activities it undertakes.

Recycling at the Parish Office is currently suspended due to the office closure. Future recycling is being reviewed due to the quantities required. Looking at partnership options for the future with Binfield Parish Council & Winkfield Parish Council, maybe Bracknell Town Council.

Where a planning application is for the removal of a tree, the parish council now has a default response that a native species should be planted to replace it. Trees or hedges damaged or removed are queried with the appropriate planning authority.

The parish council continues to report incidence of fly-tipping and has encouraged self-reporting via the BFC website.



## Parish Amenities

	Specific goal	Timescale		Notes	Likely completion
1	Building work started on the new Community Hub at Priory Field	April 2023		Borough officers are investigating potential issues affecting the transfer of the site that need to be resolved ahead of further work. This has been delayed as staff are redeployed to COVID-19 activity.	New date TBA
2	Connect water, build community facilities, plant hedges and establish a management association at Quelm Allotments	September 2020		Community building to be constructed by Feb 2021. Final section of hedging to be planted winter 21-22 Amenities Committee to review management structure which may include a management committee	March 2021
3	Jealotts Hill Community Landshare (a) To make significant progress towards establishing a new managing structure (b) Is financially stable	December 2019  March 2021		Silva Homes have now taken the lead on the project and the long term management of the project. The council continue a working partnership with Silva Homes to get long term management plan in place	TBA

Other intentions remain active but are affected by COVID-19.

## Community, Wellbeing and Safety

	Specific goal	Timescale	Progress	Notes	Likely completion
1	Update and reissue local walking and cycle routes and guides	April 2020		This is now an appraisal objective with timescale set to have majority of walks produced. Work continuing on production and proof-reading Two formats being prepared, for printing from website and in paper form from office. Possible use of All Trails/GPS for mobile phones Possible all routes in a booklet – costs required Office paper copy needs to be more robust Cycle maps are produced by the borough and not available online yet. Would be a duplication for the parish to produce its own. Councillors to review and produce own maps if required.	June 2021
2	Produce a local guide to welcome new residents to the parish	May 2020		Rollout will be ready March with draft by mid-Feb for initial review. Plans being updated to take account of COVID.	Mar 2021
3	Finance outdoor gym equipment to Westmorland Park	<del>March 2023</del> Mar 2022	n/a	No budget allocated at this stage or discussions with BFC about installing equipment on their land. Alternative sites suggested for top of Cabbage Hill. Consultation on equipment required and budget established.	<del>March 2023</del> Mar 2022

Events in 2020 have been cancelled by COVID-19, all events to be rescheduled to 2021.

Grant payments continue and awards for 2020 made.

Speedwatch activity has been suspended during lockdown including training and recruitment.

## Accountability & Accessibility

	Specific goal	Timescale	Progress	Notes	Likely completion
1	Improve communications with residents about the parish council	April 2020		<p>CWG established a digital first approach. Digital Wren launched in May 2021.</p> <p>Annual parish meeting held virtually in April. CWG continues to progress other projects.</p>	August 2021
2	Raise the profile and accessibility of the parish council and councillors.	August 2020		<p>Rebranded equipment purchase put on hold as not required during lockdown will be ordered</p> <p>Councillor surgeries on hold due to social distancing, opportunity for outdoor streetwalking once social distancing measures relaxed.</p> <p>Budget in place and secure for purchase of equipment and will be carried forward to 21-22</p> <p>Branding of play area at Memorial Ground recommended.</p>	June 2021
3	Provide meaningful opportunities for public participation at parish council and committee meetings	August 2020		<p>Public participation is a standard agenda item for Council, Planning and Amenities committees.</p> <p>Public participation would be difficult to introduce at F&amp;GP committee due to the wide remit and would be more effectively directed at full council.</p>	<b>Completed</b>
4	Establish a team of volunteers to support local events	July 2020		<p>Work ongoing to scope how this will work and likely recruitment routes. Opportunities to develop this with other bodies a possibility resulting from lessons of COVID-19 activity</p> <p>We may need to look at some form remuneration</p> <p>Need to check if any PPE may be required.</p> <p>The Clerk will be attending a volunteer</p>	July 2021

				recruitment training session in September 2021	
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**GRANT PAYMENTS****1.0 Purpose**

1.1 This report contains the grant awards for 2021. The awards were approved at Council in January 2021 and are now ready for payment.

**2.0 Payments**

2.1 Members are asked to authorise the following payments:

<b>Organisation Name</b>	<b>Total grant £</b>
Warfield Parochial CC	1000.00
St Pauls Child Contact Centre	150.00
Wokingham & Bracknell Cancer Support Network	100.00
Bracknell Shopmobility	350.00
KIDS	500.00
Bracknell CAB	1000.00
Whitegrove Primary School	800.00
Youthline Ltd	1700.00
Keep Mobile Community Transport	1449.00
Pilgrims Hearts Trust	1000.00
The Ark Trust CIO	350.00
Home Start Bracknell	750.00
Berkshire Vision	350.00
Warfield Park Community Association	1500.00
Bracknell North Guides	840.00
Warfield Environment Group	178.00
Warfield Grow and Share	200.00
Bracknell & District Parkinson's Branch	350.00
Age Concern Bracknell	400.00
Cruse Bereavement Care	300.00
Relate	350.00
South Hill Park Art Centre	500.00
1st Warfield Scout Group	1000.00
Warfield Memorial Ground	8000.00

Berkshire Multiple Sclerosis Therapy Centre	375.00
Assisting Berkshire Children to Read	1000.00
<b>Total</b>	<b>£24,492</b>

### 3.0 Recommendation

Members recommend payment of the grant awards for 2021 in accordance with standing order 21.

**FUTURE AGENDA ITEMS AND DATE OF THE NEXT MEETING**

**1.0 Future agenda items**

In addition to the standard agenda items the following items will be on the coming meeting agendas

Annual Governance & Accountability Return

Office accommodation

Co-option process

**2.0 Next meeting**

The date of the next meeting will be on Tuesday 21 June 2021 at 7.45pm.