

FELMERSHAM & RADWELL PARISH COUNCIL

ANNUAL FINANCIAL STATEMENT 2021/2022

EXPLANATION OF VARIANCES FROM 2020/2021 VALUES

BOX 3 - INCREASE IN OTHER RECEIPTS FROM £4,222 TO £5,256 (+£1,034)

The year-on-year variation is identified in the analysis below:

Description of Income	2020/2021 £	2021/2022 £	Variance £
Grants Received	£6,805.00	£4,631.00	-£2,174.00
Investment Income	£3.41	£0.83	-£2.58
Burial Income	£318.00	-	-£318.00
Grasscutting Contribution	£624.15	£624.15	0
VAT Adjustment	(£3,529.35)	-	+£3,529.35
TOTAL	£4,221.21	£5,255.98	+£1,034.77

The year-on-year increase of **£1,034.77** in "Other Receipts" is attributable to:

- (a) Grants received in 2020/2021 in the sum of £6,805.00 compared to the sum of £4,631.00 in 2021/2022 – a decrease of **£2,174.00**. The grants received in 2020/2021 were (i) £2,000 from the Bedford Borough Council Ward Fund as a contribution to the cost of a further new Morelock Radar Speed Sign and (ii) £4,805.00 from Groundwork UK towards the costs incurred in developing a Neighbourhood Development Plan for the Parish area. The grant of £4,631.00 received in 2021/2022 was from the Bedford Borough Council Rural Affairs Committee as a contribution to the cost of a replacement Bus Shelter in Felmersham.
- (b) The receipt of **£318.00** in 2020/2021 for a burial fee (a very occasional source of income) was not repeated in 2021/2022.
- (c) A decrease in interest receipts of **£2.58** in 2021/2022 compared to 2020/2021, and
- (d) An adjustment was made to the "total other receipts" entry (Box 3) following the External Audit process in respect of the 2020/2021 financial statements for the VAT debtor of **£3,529.35**. The amount had been claimed from HM Revenues & Customs but did not clear the bank account until 13 April 2021.

BOX 4 - INCREASE IN STAFF COSTS FROM £5,900 TO £5,981 (+£81)

The increase in actual "Staff Costs" from £5,899.53 to £5,980.95 derives from:

- (a) The impact of the nationally negotiated pay award from 1 April 2021 – at an estimated cost (based upon the 312 hours per annum contract of employment, or 6 hours per week) of **£100.32** in 2021/2022. The hourly rate appertaining to the post increased from £18.5785 to £18.90 as a consequence of this pay award.
- (b) A decrease in mileage costs claimed in 2021/2022 compared to claims submitted in 2020/2021 of **£18.90**. The actual value of mileage claimed in 2021/2022 totalled £84.15 compared to claims totalling £103.05 in 2020/2021.

BOX 6 - INCREASE IN ALL OTHER PAYMENTS FROM £17,265 TO £16,838 (-£427)

The year-on-year variation is identified in the analysis below:

Description of Expenditure	2020/2021 £	2021/2022 £	Variance £
Grasscutting Costs	£3,371.04	£3,090.12	-£280.92
Streetlighting Costs	£567.69	£400.00	-£167.69
Play Area	£107.00	£107.00	0
Neighbourhood Planning Costs	£5,043.40	£1,650.00	-£3,393.40
Professional Fees	£328.00	£500.00	+£172.00
Office Expenses	£486.18	£453.09	-£33.09
Insurance	£1,440.69	£1,604.77	+£164.08
Village Hall Hire	0	£30.00	+£30.00
Subscriptions (BATPC, SLCC, Data Protection)	£316.00	£317.00	+£1.00
Parish Assets: New Radar Speed Signs	£2,929.00	0	-£2,929.00
Parish Assets: Replacement Bus Shelter	0	£7,718.00	+£7,718.00
Parish Assets: Replacement Litter/Dog Bins	0	£676.89	+£676.89
Other Costs	£2,676.19	£291.26	-£2,384.93
TOTAL	£17,265.19	£16,838.13	-£427.06

The key year-on-year variances were as follows:

- (a) A decrease in grasscutting costs of **£280.92** in 2021/2022 compared to 2020/2021 due to the reduced need for the grasscutting service during the year from 12 cuts in 2020/2021 to 11 cuts in 2021/2022 at £280.92 per cut.
- (b) A decrease in streetlighting costs due to the need to commission the electrical and structural testing of streetlights in 2020/2021 (to specified professional and British standards) at a cost of **£205.00**. Bedford Borough Council reported that this was a duty of care requirement of the Parish Council to ensure the safe operation of streetlights next to passing highway users, and confirmed further that these tests need to be completed at least every six years. There were also increases in (i) electricity supply costs of **£21.98** in 2021/2022 compared to 2020/2021, and in (ii) streetlighting maintenance costs of **£15.33** in 2021/2022 compared to 2020/2021. The overall net impact is a resulting decrease in costs in 2021/2022 of **£167.69**.
- (c) The neighbourhood planning process reached its final stages during 2021/2022 and, as such, there was a reduction in the cost of consultancy resource and costs associated with the development of a Neighbourhood Plan for the Parish from **£5043.40** in 2020/2021 compared to the reduced sum of **£1,650.00** in 2021/2022.
- (d) A net increase in consultancy fees due to the requirement to submit the 2020/2021 financial statements to Mazars LLP (Smaller Authorities External Audit Team) for external audit at a cost of **£200.00** in 2021/2022. This resulted from the unprecedented level of grants awarded to the Parish Council in 2020/2021 (grants awarded total £6,805 in 2020/2021, compared to £1,500 in 2019/2020) and, as such, the level of Parish Council income exceeded the £25,000 threshold that allows exemption from the external audit process. The increase cost is offset by the appointment of a new payroll service provider from 2021/2022 at an annual cost of £120.00, compared to the charge of £153.00 made by the previous provider in 2020/2021 – a saving of **£33.00**. The difference is accounted for by the increase in the cost of the internal auditor from £175.00 in 2020/2021 to £180.00 in 2021/2022 – an increase of **£5.00**.

- (e) An increase in the cost of insurance, at renewal, of **£164.08** in 2021/2022 compared to the premiums that applied in 2020/2021.
- (f) Hall hire costs of **£30.00** were incurred in 2021/2022 following the reinstatement of public meetings. Meetings had been held remotely during 2020/2021 due to COVID-19.
- (g) The investment in parish assets increased in 2021/2022, compared to 2020/2021, by **£5,465.89**. The investment in 2020/2021 totalled **£2,929.00** for an additional Morelock radar speed sign. The investment in 2021/2022 totalled **£8,394.89** for (i) a replacement wooden bus shelter in The High Road, Felmersham at a cost of £7,718.00, (ii) two replacement litter/dog bins due to damage at a cost of £676.89.
- (h) The decrease in "Other Costs" in the table above, in the sum of **£2,384.93**, is largely attributable to the year-on-year reduction in expenditure incurred on (i) groundworks for a tree planting area in the Parish undertaken by E. Pell & Son in the sum of £1,100.00, (ii) contracted services for hedge/tree maintenance and stone wall repairs (£1,062.27), (iii) Christmas tree lighting (£140.00) and (iv) the cost of preparing a joint planning response with other Parish Councils in North Bedfordshire (£38.46).

BOX 9 - INCREASE IN VALUE OF FIXED ASSETS (+£7,714.89)

The increase in the value of fixed assets in 2021/2022 compared to 2020/2021 reflects the investment in 2021/2022 of (i) a replacement wooden bus shelter in The High Road, Felmersham at a cost of £7,718.00, (ii) two replacement litter/dog bins due to damage at a cost of £676.89. These values were offset by the disposal of obsolete street furniture with an estimated original value of £680.00. These assets are identified in the attached Asset Register.

FELMERSHAM & RADWELL PARISH COUNCIL

ASSET REGISTER 2022

Asset Register 2021 - as at 31 March 2021 the following assets were held:

Item	Date Acquired	Location Held	Approximate Value £
Standard Lamp Post x8	Pre 1 April 2014	Village	]
Decorative Street Light Post x2	Pre 1 April 2014	Village	]
Notice Boards x2	Pre 1 April 2014	Village	]
Seats x 4	Pre 1 April 2014	Village	]
Brick Bus Shelter	Pre 1 April 2014	Village	]
Bus Shelters x3	Pre 1 April 2014	Village	]
Benches x2	Pre 1 April 2014	Village	53,880]
Phoenix Seats x4	Pre 1 April 2014	Village	]
Flagpole	Pre 1 April 2014	Village	]
Litter and Dog Bins x8	Pre 1 April 2014	Village	]
Village Entrance Gates	Pre 1 April 2014	Village	]
Parish Burial Ground	Pre 1 April 2014	Village	]
Play Area	Pre 1 April 2014	Village	]
War Memorial	Pre 1 April 2014	Village	]
Provision of Tree Pit	October 2015	Village	700.00
100m low voltage: white lights	November 2015	Village	459.00
100m low voltage: coloured lights	November 2015	Village	305.00
Defibrillator AED Unit/Cabinet	July 2017	Village	0
Information Sign	February 2018	Village	70.08
Streetlighting Units - LED Upgrade	March 2019	Village	2,720.00
Union Flag	October 2019	Village	87.50
Radar Speed Sign (Felmersham)	October 2019	Village	2929.00
Huawei 7" Media Tablet	December 2019	Chair's Address	59.99
Radar Speed Sign (Radwell)	March 2021	Village	2929.00
TOTAL VALUE AT 31 MARCH 2021			64,139.57

Amendments made during 2021/2022:

Acquisitions	Location	Make/Serial Number	Purchase Cost £
Replacement Litter/Dog Bin	Radwell Green: Installed June 2021	Glasdon	550.00
Replacement Bus Shelter (with Wooden Shelter)	The High Road, Felmersham: Installed September 2021	Littlethorpe	7,718.00

Replacement Dog Bin	Radwell Road, Felmersham: Installed November 2021	Glasdon	126.89
---------------------	--	---------	--------

TOTAL VALUE		8,394.89
--------------------	--	-----------------

Disposals (at original cost value)	Date of Sale/Scrap	Sales Value £
Sales	-	-
None		
Other Disposals (e.g. Scrapped)		-
Damaged Litter/Dog Bin: Radwell Green	June 2021	50.00
Obsolete Bus Shelter: High Road, Felmersham	September 2021	580.00
Damaged Litter/Dog Bin: Radwell Road	November 2021	50.00
TOTAL VALUE		680.00
TOTAL VALUE AS AT 31 MARCH 2022		71,854.46

The basis of valuation of assets is original cost.