

Stoke St Michael Parish Council
Report to PKF Littlejohn in reference to account 2020/2021

Section 1 – Annual Governance Statement 2020/2021

Item 4 – The Notice of Public Rights and Publication of unaudited annual governance and accountability return for 2019/2020 had a date of announcement of 27th July 2020, a commencement date of 27th July and ending on 7th September. The notice was placed on the notice board on the 27th July and removed about the middle of September, the notice was placed on the website on the 27th July and has not been removed.

Section 2 – Accounting Statements 2020/2021

Section 9 – Total Fixed assets. The figure for 31st March 2020 has been restated as £5159 this year's figure is £5831. The original figure of £12650 had been copied from the previous year which was completed by a different clerk and information of where the figure was obtained cannot be found, but the new figures match the asset list. This year's figure is higher due to two dog bins that had not been included on the Asset List.

Figures for 2020/2021

Please refer to the table of figures also attached.

Receipts

R3 – Bank Interest - The precept now goes into a separate account and it now attracts bank interest of around 25p a month.

R5 – VAT Reclaim – A VAT reclaim had never been submitted before so the Parish Council were able to go back five years at the end of 2019/2020 and the money was received in June 2020. The last meeting of the financial year was at the end of February so this allowed the VAT reclaim to be put in relatively early for 2020/2021, this was received in the bank on 2nd March 2021

R4 - Wayleave Payment – The annual wayleave payment has increased plus an additional pole was included

R6 - Other Receipts – A grant was received from Somerset County Council for £750 for use within the community, this was new to the Parish Council and had not been claimed before.

Payments

P.1 Clerks Salary – At the beginning of 2019/2020 a difference Clerk was employed at a higher hourly rate, also due to the timings of meetings the salary payments for February and March 2021 will not be paid until April 2021.

P1.5 - HMRC Payments –The Locum Clerk was employed at the beginning of 2019/2020 had NI and tax deductions, there were no deductions for 2020/2021 as the salary costs were below the limit.

P2 - Insurance – The annual payment was reduced by about £300 so making a difference of £303.07 less to pay.

P4.1 and P4.2 – Internal and External Audit – The amount for the External Audit is rather large because the Council had late payments to pay to yourselves for non-submission of accounts during 2019/2020 and these were not incurred for the period 2020/2021.

P5.1 and P5.2 – Hire of Hall PC Meetings and Virtual Meetings – This has been put together as due to COVID, no physical meetings were held, they all took place virtually over Zoom but the costs have been kept separate.

P6.3 and P.6.4 – Website Hosting and Website Maintenance – These have been clubbed together as the website hosting and maintenance used to be outsourced and a monthly invoice was received, it is now done in-house by the Clerk and the only costs is the website hosting fee.

P6.5 – Elections Costs – A local election was held in May 2019 and these were the Councils costs towards the event. An election is hopefully only held every four years.

P6.8 – Clerks expenses – The Clerks expenses were reduced in 2020/2021 due to no travelling and the costs were covered under other codes.

P6.9 – Parish Clerk Recruitment – Costs incurred in advertising for a replacement Parish Clerk in 2019/2020

P 7.1, P7.2, P7.3, P7.4 - Various Grants – These have been put together as due to COVID some community organisation asked for in the way of grants and some haven't claimed at all.

P8.3 – Village Maintenance – Two projects were carried out during 2019/2020, the repair of a Notice Board for £424 and Finger Posts around the parish were repaired and painted for a cost of £1583.00.

P8.4 – Millennium Wood Maintenance – More costs were incurred in 2019/2020 due to removing of tree due to Ash Dieback and making the wood safe for the public to enjoy.

P8.5 – Burial Ground Maintenance – An area of brambles was impeding on the graves so they were removed at a cost of £110.00

P8.8 – Misc Maintenance –In 2019/2020 there was only one cost and that was to repair a small Foot Bridge that is on Parish Land.

P9 – Parish Project – In order to help fight a building development within the Parish a Traffic Report was produced from a traffic consultancy group in Bristol at a cost of £2394.00

Unpresented Cheques – Included within the paperwork for 2018/2109 was a Bank Reconciliation and there were several cheques that were unpresented totalling as amount of £512.52, these were not included in the bank figures. These cheques have never been cancelled or reissued so upon speaking to the Internal Auditor on how to deal with this for this year, he suggested deducting them from the total payment figure so cancelling them out otherwise every year they would have to be recorded as unpresented cheques. These were included in the figures for 2019/2020