

RE: Parish & Town Council Precept Requirements letter and form for 2023/24

Amarjeet Dhanjal <Amarjeet_Dhanjal@BATHNES.GOV.UK>

Fri 20/01/2023 11:26

To: Corston Parish Council <corstonparishclerk@outlook.com>

Hi Alan,

Many thanks for your completed precept form, I have logged the amount for our records.

Kind Regards

Amarjeet Dhanjal

Group Accountant – Corporate Finance & Projects

Bath & North East Somerset Council

Telephone: 01225 394354

Email: Amarjeet_Dhanjal@bathnes.gov.uk

www.bathnes.gov.uk

www.twitter.com/bathnes

From: Alan Jenner <corstonparishclerk@outlook.com>

Sent: 20 January 2023 10:53

To: Amarjeet Dhanjal <Amarjeet_Dhanjal@BATHNES.GOV.UK>

Subject: RE: Parish & Town Council Precept Requirements letter and form for 2023/24

Dear Amarjeet,

I hope that you are well.

I attach the Corston Parish Council precept request for 2023/2024 in the sum of £11,623, (Eleven Thousand six hundred and twenty three pounds).

Kind regards

Alan

Alan Jenner

Parish Clerk

07485 003489

Sent from [Mail](#) for Windows

From: [Amarjeet Dhanjal](#)

Sent: 29 November 2022 14:54

To: [Corston Parish Council](#)

Subject: Parish & Town Council Precept Requirements letter and form for 2023/24

Importance: High

Good Afternoon,

Please find attached 'Parish & Town Council Precept Requirements' letter and form for the 2023/24 budget setting. The form this year is in Microsoft Word format to allow you to directly type into (Please just retype your name in the signature field), save and email back from your designated Parish or Town Council Chair/Clerk email address. Please could you complete and email me your precept requirements form by **Wednesday 8th February 2023**. If you have any questions regarding the attached letter or form, please do not hesitate to contact me.

Many Thanks

Amarjeet Dhanjal
Group Accountant – Corporate Finance & Projects
Bath & North East Somerset Council
Telephone: 01225 394354
Email: Amarjeet_Dhanjal@bathnes.gov.uk
www.bathnes.gov.uk
www.twitter.com/bathnes

The contents of this email message, and any attachments, are confidential and intended solely for the use of the individual or entity to whom they are addressed. The message does not necessarily express the views of Bath & North East Somerset Council and should be considered personal unless there is a specific statement to the contrary.

If you have received this email in error you may not take any action based on it, nor should you copy or show this to anyone; please reply to it and highlight the error to the sender, then delete the message from your system.

The provision of links to Web sites which are not part of the Bath & North East Somerset Council domain are provided for convenient information sharing purposes. The Council is not responsible for the reliability of these links, or the information provided, and it is not intended to imply endorsement of the site.

Making Bath & North East Somerset – the place to live, work and visit.

Parish Precept Requirements for 2023/2024

This is to confirm that the

CORSTON

Parish / Town

Council, at its meeting on the

11th

of

January 2023

has now

agreed to set the following precept for the 2023/2024 financial year:

PRECEPT:	Amount In Words:
£ 11,623	Eleven thousand, six hundred and twenty three pounds

Signed by direction of the above meeting:

Alan Jenner

Print Name:

ALAN JENNER

(Chair/Clerk)

The precept will be paid by BACS in two instalments (unless below £1,000.00) on or near 3rd April 2023 and 2nd October 2023.

IMPORTANT: If the bank account details have changed since the 2022/23 payments, please advise when you return this form, providing details of the new account number and name, along with the bank's address and sort code.

Upon completion, please email completed version of this form to:

Amarjeet_Dhanjal@bathnes.gov.uk

Or post to:

Amarjeet Dhanjal
Corporate Finance
Bath & North East Somerset Council
Lewis House, Manvers Street, Bath,
BA1 1JG

Please ensure that this form is returned by the 8th February 2023

Income and Expenditure report by Clerk for 13.07.2022.

1. All Expenditure since the last meeting is posted in the Cashbook to 11.07.2022 attached. The amount in the bank as at 11.07.2022 is £10,754.07 with all expenditure put through. All expenditure has been approved by John Bravin, Richard Blows and John Twist through inspection of electronic copies of invoices or are standing order payments previously approved by council and are ongoing. The Clerk has also approved all these payments. Council is asked to resolve to approve the decision of the three Councillors to approve these payments as recorded in the Cashbook..
2. The income received is the first half of the precept received for the year 2022/23.
3. There is an additional income to show in the bank on clearance of a cheque for £350 from Corston Country Fair which will be a donation by it to the affairs of the Parish Council.
4. There will be additional income received between this Council meeting and September of the VAT reclaim for last year and up to the end of the first quarter for this year.
5. Please note there is a £20 discrepancy as at 30.06.2022 of the amount in the Bank compared with the Cashbook of £20 more than I would expect us to have. I will look at the entries again to find the discrepancy which I expect to be a transposition error somewhere. I will correct this by the next meeting.

Budget information: the only budgetary report is that the expense not within budget of the Green Goblin invoice from the Platinum Jubilee of £414 can be seen as reduced by an income from donation by the organisers of that event of £350 and thereby the over budget spend is under £100 and not a circumstance causing any fiscal concern of Council.

11.07.2022

AJ

CPC budget report

corstonparishclerk@outlook.com <corstonparishclerk@outlook.com>

Mon 12/09/2022 22:08

To: John Bravin <john.bravin@gmail.com>; Richard Blows <richard.blows100@gmail.com>; John Twist <john.twist205@gmail.com>; Gary Breckon <garyjohnbreckon@gmail.com>; Susan Charles <susancharles1995@gmail.com>; Katharine Evans <katharineevans500@gmail.com>; Georgina Wynne <georgina.wynne@hotmail.co.uk>

 3 attachments (342 KB)

Cashbook 2022-23 .xlsx; 2021_September_Statement.pdf; CPC budget 2022-2023 end of September report.xlsx;

Dear All,

Budget report as at 10.09.2022 and will be updated for 30.09.2022 for 12th October meeting. There is a slight overspend against Budget caused by the new laptop and a more expensive oak bench. The Greenways invoices are coming in about double budget though but I think some of the expenditure is from missed invoices the previous year which is distorting the figures. I will check this and build in comment in my budget written report.

Also cash register to 10.02.2022 again will be amended to six month half-year figures and provided prior to 12th October meeting. Ignore the bank reconciliation figures in it as I have found a £10 discrepancy in the bank statement close and opening position for end July and 1st August. Need to check with Bank why £10 discrepancy to our detriment.

The expenditure entries and amount paid out are accurate.

Kind regards

Alan
Alan Jenner
Parish Clerk
07489 003489

Sent from Mail for Windows

Budget report

corstonparishclerk@outlook.com <corstonparishclerk@outlook.com>

Sun 02/10/2022 07:01

To: John Bravin <john.bravin@gmail.com>; Richard Blows <richard.blows100@gmail.com>; John Twist <john.twist205@gmail.com>; Gary Breckon <garyjohnbreckon@gmail.com>; Susan Charles <susancharles1995@gmail.com>; Katharine Evans <katharineevans500@gmail.com>; Georgina Wynne <georgina.wynne@hotmail.co.uk>

Dear All,

I provided a draft budget report on 12th September for end September. I have not seen the September statement yet but do not anticipate it will trigger any adjustments.

I have an invoice in from Colin Hale for maintenance work predominantly at the Valley Fields over the picnic tables. This will be £550 of the £1,000 maintenance item but I do not see any need to adjust it as it is not a variance on the overall budget figure.

I have received notification that the second half of the precept will be paid of £5343 and that will be in the bank account by end of this week.

No other adjustments unless you want to add £20 to Royal British Legion if you authorise purchase of two boxes of poppies.

Apart from the above I am content that the draft report can stand now as my budget report for 12th October and you can discuss it then.

This report can be a springboard, if you wish, to turn your mind to next year and what budget you want then.

The budget will be on the November Agenda so I can then produce a draft for you all by 1st December. You approve it and the precept in the January meeting.

Given the economic climate I think it would be prudent for you to consider an increase of 10% on each item for inflation and cost of living pressures. That would mean either you curtail even further Parish Council activities for next year or ask for an increased precept. BANES will be strapped for cash as will many parishioners next year so if you decide for an even more scaled down output then it will be important for you to get credit for that in the mind of parishioners so we circulate an email about it in January so they know what has been decided.

An area of overheads that you might consider is Clerk salary and you choose to scale back on the clerk function say to make it one only of emails, admin and accounts and not to be involved in anything more active in the village. That might reduce the hours down to say an average of five a week. You could well find someone in the village who is happy to fill that kind of role as it is something that could be fitted in as and when in someone's week. If someone is fully retired they may well be happy to do that. This could cut the admin on clerk salary by 50% and if you are "ticking over" as a Council due to financial restrictions, the admin function would tailor to that.

Kind regards

Alan
Alan Jenner
Parish Clerk
07485 003489

Sent from Mail for Windows

CPC budget report

Alan Jenner <corstonparishclerk@outlook.com>

Mon 12/09/2022 22:08

To: John Bravin <john.bravin@gmail.com>; Richard Blows <richard.blows100@gmail.com>; John Twist <john.twist205@gmail.com>; Gary Breckon <garyjohnbreckon@gmail.com>; Susan Charles <susancharles1995@gmail.com>; Katharine Evans <katharineevans500@gmail.com>; Georgina Wynne <georgina.wynne@hotmail.co.uk>

 3 attachments (342 KB)

Cashbook 2022-23 .xlsx; 2021_September_Statement.pdf; CPC budget 2022-2023 end of September report.xlsx;

Dear All,

Budget report as at 10.09.2022 and will be updated for 30.09.2022 for 12th October meeting. There is a slight overspend against Budget caused by the new laptop and a more expensive oak bench. The Greenways invoices are coming in about double budget though but I think some of the expenditure is from missed invoices the previous year which is distorting the figures. I will check this and build in comment in my budget written report.

Also cash register to 10.02.2022 again will be amended to six month half-year figures and provided prior to 12th October meeting. Ignore the bank reconciliation figures in it as I have found a £10 discrepancy in the bank statement close and opening position for end July and 1st August. Need to check with Bank why £10 discrepancy to our detriment.

The expenditure entries and amount paid out are accurate.

Kind regards

Alan
Alan Jenner
Parish Clerk
07489 003489

Sent from Mail for Windows

Clerk Report for CPC 12th October 2022



1. Matters arising from last meeting

7.1 Oak Bench purchased and delivered at cost of £457.50 with VAT which is being reclaimed of £94.50

7.2 PROW contacted twice and have totally ignored me. Will chase again

7.3 Bank account application finalised and to be submitted. JB and RB to be authorised signatories. Clerk will have access to the account to view bank statements and financial information but no right to make payments or withdraw funds.

7.4 New laptop functioning very well indeed following problems with old one. Old laptop was probably suffering due to lack of RAM and this effected both software use for Inland Revenue, VAT and Website as it could not process with the memory needed. Tasks which were taking 30 to 40 minutes take now 2-3 minutes and the backlog of tasks is nearly worked through. Only the software for Inland Revenue statements on Clerk salary needs to be populated following loss of historic information with the old motherboard.

7.5 Smartmeter will be installed 28.10.2022 clerk to attend with engineer.

7.6 draft wording for planning condition discussed with JB who has sent me by email a helpful draft wording which I consider is apt. I would emphasise an approach based upon the importance that a condition imposed as a requirement to allow a permission of the development in the first place requires evidence that the original decision has been frustrated or rendered partly no longer appropriate by evidence from the applicant to demonstrate the changed circumstances that justify removal of the condition. This would require evidence beyond "times have changed/ there is no harm in this condition being removed". Further an analysis of the officer report through the planning portal that went to the imposition of the condition in the first place would be helpful as it might yield a still valid argument as to why a condition was imposed and can be cited as evidence to support a communicated view by the parish council that it should not be removed now. I don't see though removal of a condition

elevating a separate application that would otherwise require planning permission ever being redefined as permitted development and thereby sidestep consideration. The impact of a conservation area is as important as greenbelt on this issue in my view.

7.7 defib sign request now for Colin Hale to fit. Lucked out in finding another contractor to do so. Thanks to JT helping on this.

7.8 website consideration JB/AJ in progress and possible switch to new site likely. Hosts expensive and not helpful. But new computer is functioning strongly now on loading up material in a way not found historically. It is worthwhile looking at the site we have now to see if we can adapt the front end to more user friendly presentation and the choice would be then more on economic price for the host to give us the necessary memory to permit our documents to be loaded and also remain accessible for members of the public in the future.

7.9

7.10 Review of CPC action list- all actions completed

7.11 website see 7.8

7.12 leaves cleared in Corston Lane- request into BANES highways to do this.

2. Income and Expenditure Report

Cashbook and Updated Asset Register

Both attached. Clerk will speak to both at the meeting but information is straightforward. Second precept amount now in the account. VAT reclaim amount attached too and that will add to money in the bank. Position is stable with no financial health warnings to provide.

Income and Expenditure Report

Income received and expenditure shown on the cashbook sheet. Further expenditure not shown is an invoice for Colin Hale and Greenways both attached and approved.

There is Clerk claim for expenses not yet approved attached.

Review of Internal Auditor Choice

Triggered by our own auditor bringing to our attention his new obligation to mention that we can have a change if we want. Clerk very satisfied with the auditor and recommend Council to resolve he is appointed again for next financial year.

Review of half-year budget report. Report circulated early September attached to an email with comments. No comments received from any Councillors. Council can discuss it at the meeting and clerk invites resolution to note the amendment figures to the budget approved in January. There are some adjustments but no financial concerns.

3. Governance documents

Clerk has circulated electronically the governance documents for consideration and approval to stand as this year versions to go on the website. Clerk has added a new code of conduct of the LGA model. Clerk will speak to the documents at the meeting and will invite resolution for adoption by Council.

AJ

09.10.2022