

BTM Community Council – End of year report

Report to Finance, Employment & Policies committee 14.04.2021

INCOME

Overall there is a was less income in 2020-2021 than expected when the budget was agreed for the year. Budget was £157, 042. Actual was £155,941

- Office rental – overall this was 5% less due to the rent holiday agreed for March 2021 to Salon Le Tissier due to not be able to operate under COVID restrictions
- CIL – A payment of £50K was estimated. An additional £782 was received.
- Panto Income – these events did not take place due to Covid. Whilst income was lost, expenses in respect of these events were not incurred.
- Room rental – none received due to no training/events/meetings being held at the BTM office due to Covid restrictions.
- Interest – Whilst there has been a drop in interest rates, an higher amount of bank interest was received due to higher balances being held than in previous years.
- VAT – approximately £1300 less income received. This was a delay in second claim for year. Usually undertaken during last quarter but was postponed to the end of march to allow for easier transition to Scribe software. Figure to be confirmed but claim due of approx. £3K
- Other Income - this totalled 1920.61, and includes:

1	19/07/2020	Invoice 20/002 Van CC reimburse SLCC fee	84.84
2	11/09/2020	Cash Donation - Macmillan Coffee morning	10.00
3	08/09/2020	Cash Donation -Spar Memorial Bench	1,055.00
4	22/09/2020	refund July Payroll overpayment	198.38
5	01/10/2020	Invoice 20/008 - reimburse Contents Ins - BWH	451.03
6	06/10/2020	http://www.childrenshopefoundation.org.uk - SNAX BOX	18.00
7	05/11/2020	J Walsh - repay pro rata Cllr allowance	75.00

Items 2, 3, 5 & 6 resulted in payments being made under expenditure as a result.

EXPENDITURE

Staff Costs

- The higher costs for salaries is as expected in line with decision made to increase the hours of the Clerk with effect from 01.10.2021.

General Administration

- Some Councillors choose to opt out or did not qualify for the Cllr allowance, so this resulted in an underspend of £450
- The audit fees were marginally less than anticipated – 3%

- Professional fees were slightly higher due to new methods of technology being put in place. E.g. Zoom
- SLCC membership was slightly higher than anticipated
- Consumables – this expenditure was far higher than anticipated. It included items such as a web cam, Member ID cards, maps, additional paper and postage costs due to issue of meeting papers at the outset of the year due to covid
- Again, this had effect on photocopying costs which increased due to the large amount of papers distributed in hard copy during the first half of the year
- The additional insurance costs were offset by the receipt of funds from BWH MC in relation to the element of contents held.
- Only one Councillor booked 2 places on OIVW training courses, which were free due to a bursary.

Grant & Projects etc

- As a result of Covid, planned projects and events were unable to proceed and many organisations did not seek grants to support their work as they could not meet in 2020. Therefore, expenditure under this allocation was substantially reduced. The planned costs reduced by 30%. This had been anticipated very soon during 2020 and had allowed council to make the decision to increase staff hours. Therefore, the increase in staffing cost of £8262 is covered by the underspend of £8949 in this area.

Council Office Costs

- Cleaning cost – Cleaning was suspended during the initial Covid lockdown and no charge made. One invoice is still outstanding for 2021 for approx. £300
- Water rates were reduced by DWR in this year. No explanation can be provided for the reduction in water usage and therefore the cost saving of 65%
- New contracts were negotiated for gas and electricity leading to savings
- Office alarms – this figure was based on historic figures. However, I note that the fees that must have been included previously under this heading have been allocated elsewhere, leading to an underspend.
- There is an underspend of £3k on Council offices repair/refurb etc. This is due to works agreed not yet being undertaken. e.g. Fire Door, new window

Bedwas Workman's Hall

- Salary costs for caretaker were higher due to additional pension contributions as advised to Council earlier in 2020
- Underspend in security- these costs have been included under general maintenance & servicing
- Refurb & maintenance cost are overspent, but this has been noted and offset by an underspend on legal/professional fees . Overall and underspend of £344 .

CIL

- Expenditure paid to date is only £300. However. Works and projects for just under £30K have been agreed and in progress. Invoices will be received in due course.

SUMMARY

Initially, a deficit budget was expected for 2020-21, with an overspend of £25.5K and a net surplus for 2020-2021 of £8K.

Overall, whilst income was slightly lower than expected by £1K, less than 1%, the expenditure as decreased by £38K. The result is a surplus of £12.5K, and an unrestricted surplus to carry forward to 2021-2022 of £46.7K, which is higher than the figure of £34K predicted when the budget for 2021-2022 was agreed in January 2021. Combined with the current restricted surplus for CIL, this total £161K.

Please note that these are provisional figures. Confirmed figures will be provided with the Annual accounts & report in due course.

RECOMMENDATIONS

- Council revisits the budget for 2021-2022 and adjust as required
- Council considers its reserves policy to include arrangements to hold 'Earmarked' reserves to permit monies being carried forward to future years to support future expenditure on specific projects or as funds built up towards significant future revenue expenditure or to meet any unexpected or anticipated liabilities.

M Jones

Clerk/RFO

07.04.2021

