2022/23

NOTES TO THE ACCOUNTS

BROADCLYST PARISH COUNCIL

1. Basis of Accounting

In accordance with Section 6 of the Local Audit and Accountability Act 2014, an authority is a 'smaller authority' if the higher of the authority's gross income for the year and its gross expenditure for the year does not exceed £6.5 million. For the purposes of the Accounts and Audit Regulations 2015, a smaller authority may also be referred to as a 'Category 2 authority'. With a turnover of over £200,000, the Council reports on an Income and Expenditure basis in line with Proper Practices set out in the Governance and Accountability for Smaller Authorities in England.

2. Income (Box 2 and 3 AGAR)

Overall income has decreased from the 21/22 figure by £1,791.
Box 2 AGAR: Precept: The precept reduced by £26,700. This was achieved by restructuring Council's contingencies and reducing the level of general reserves in line with Councils' reserves policy.

In addition, significant changes to income in 2022/23 are:

a) CIL of £143,274.96 received in 22/23
b) Reduction in COVID grant funding and private food bank donations (£4,762)

3. Staffing (Box 4 AGAR)

As at 31 March 2023, the Council employed 6 staff (3.4 FTE) with one vacancy.

Broadclyst Parish Council is a member of the Local Government Pension Scheme (LGPS) and in 2022/23 has paid contributions for its members of staff unless they have chosen to opt-out. The Council has completed its re-declaration of compliance with The Pensions Regulator under the Pensions Act 2008.

The Council is proud to remain a member of the Living Wage Foundation.

Staff costs increased from 21/22 by £22,461. This was largely due to the redundancy of the Neighbourhood Plan Officer post and pension strain costs.

Reporting: Section 2.16 of the 2020 Practitioners Guide noted a change in reporting for staff costs / expenses. All expenses are therefore reported in Box 6 (other expenditure) not in Box 4 (Staff costs).

In addition, the toilets caretaker (contractor) is recorded in box 6.

5. Expenditure (Box 6 on AGAR)

Other Expenditure for 22/23 records a spend of £213,079; an increase from 21/22 of £45,043. This is partly due to the return to normal post-Covid pandemic, but also due to: a 10 year service on the play area; purchasing the parish truck; provision of 2 bus shelters at Tithebarn; vandalism to the public toilets.

6. Investments

Currently the Council owns £105.26 of 3.5% War Stock.
In April 2021, the Council invested an additional £25,000 in the CCLA Local Authorities Property Fund. This, along with the first £25,000 investment in December 2018, is recorded in the Council's Asset Register at its purchase price.
Proper Practices set out in JPAG's Practitioners Guide (Governance and Accountability for Smaller Authorities in England) (5.151) advises that the notional market value of each investment as at 31 March be recorded in the Asset Register. On 31 March 2023 the mid market value (net asset value) of one unit in the Fund was 288.27 pence and the bid market value of one unit was 283.80 pence, giving the investment at that date a mid-market value of £ 44,996.06 and bid market value of £ 44,298.34.
It is further noted that any real gain or loss compared to purchase cost will only ever be accounted for at the time of disposal when the total proceeds from the investment will be included in Line 3 of the AGAR.

7. Borrowings

The Council had no loans or credit cards outstanding during the financial year 2022/23

8. Leases

At 31 March 2023 the following leases were in operation

Lessor	Purpose	Annual Rent	Year of Expiry
National Trust	Playing Fields	1/- if demanded	2048
National Trust	Allotment Fields	£600	29.09.2020*
Stratton Creber	Office premises	£6,900	30.04.2023**

* Lease renewal is still delayed due to Covid-19 and associated furlough of National Trust staff.
** Office lease has been renewed from 01.05.2023 to 30.04.2028 at an initial rate of £7,500 per annum.

9. Tenancies

The Council holds no tenancies apart from lettings to sports clubs at the playing fields and Sports Pavilion.

10. General Power of Competence

General Power of Competence (GPC)
The Council meets the criteria to use the GPC (employs qualified clerk; at least two thirds of

Councillors elected at last election). All payments in 2022/23 were made using GPC.

11. P3 Footpaths

During the year, the Council continued to work with Devon County Council and various frontagers to maintain public footpaths. A grant is received annually from Devon County Council towards the costs incurred by the Parish Council.

12. Grants to the Council

During the year the following grants have been received by the Council:

Devon County Council P3	£2,500.00
Devon County Council (visibility splay grass cutting)	£1,544.00
Covid / food bank grants	£2,500.00
Food bank donations	£2,150.00

13. Grants by the Council

During the year the Council supported the community by awarding the following grants:

Date	Applicant	Grant
Mar-23	Clyst Caring Friends	£2,000.00
Nov-22	Broadclyst Football Club	£2,000.00
May-22	QEII Jubilee celebrations total awarded	£1,758.82
Nov-22	Broadclyst VIPs	£500.00
Jul-22	Broadclyst Theatre Group	£1,383.22
Oct-22	Broadclyst Theatre Group	£340.22
	Total	**£7,982.16**

14. VAT

The Council is not VAT registered as it falls below the threshold; it has reclaimed VAT as appropriate in line with the refund scheme for local authorities[1] up to and including 31.03.2023

15. Reserves

In accordance with financial regulations for local councils, any surplus occurring at the year-end has been moved into designated earmarked reserves or into general reserves.

A full account of the Council's current reserves position is given in Section 3.

[1] https://www.gov.uk/guidance/claim-a-vat-refund-as-an-organisation-not-registered-for-vat

16. Accommodation

The Council took a 5-year lease on its current office on 1st May 2018. The lease expires on 30th April 2023. The Office lease has been renewed from 01.05.2023 to 30.04.2028
The Clerk's home continues to be used as the central address for the Council, as the post at Phillip House is delivered into an unsecured shared area.

17. Petty Cash

The Council has not operated a petty cash facility during the 2022/23 year. Purchases are either made on account, by invoice (including pro forma invoicing), by Trade card, or by the Council's debit card (held by the Clerk).

18. Banking

In 2022/23 Council holds accounts with Lloyds Bank.

19. Re-statement of 21/22 Annual Return

Annual Return report – Internal auditor made changes to box 9 of the 21/22 Annual Return figure for the fixed asset register from 530,680 to 509,429. This is due to assets that had been scrapped during 21/22 but whose value was not removed from column H in the asset register.

Therefore, Box 9 for 21/22 will need to be restated to £509,429 to rectify this error for the previous year.

This concludes the notes to the accounts.

Angie Hurren

Broadclyst Parish Clerk & Responsible Finance Officer

1st April 2023