

From: [Stradbroke Parish Council](#)

Sent: Friday, May 8, 2020 10:11 AM

To: Pam Cane, Maureen John, Chris Edwards, Velda Lummis, Kamal Ivory, Toni Wisbey, James Hargrave, Jeremy Fox, Dennis Merritt, Gillian Rennie-Dunkerley, Peter Smith, Stuart Gemmill, Don Darling

Subject: Revised budget

Dear All

I amended the revised budget to show the £3k increase to the Health Centre cost centre for possible works required for the drainage in the car park.

I have reworked the lines within the cost centre to properly reflect whether the work that will take place is repairs, maintenance or upgrade - this will help when completing the CIL return for this year at the year end.

I have uploaded the version attached to the website and this is the version I will report against through the year.

Regards

Odile Wladon

Clerk

Stradbroke Parish Council

Mobile: 07555 066147

website: <https://www.stradbrokepc.org/>

Re: Revised budget

Pam Cane

Tue 12/05/2020 13:35

To: Stradbroke Parish Council; Maureen John; Chris Edwards; Velda Lummis; Kamal Ivory; Toni Wisbey; James Hargrave; Jeremy Fox, Dennis Merritt; Gillian Rennie-Dunkerley; Peter Smith; Stuart Gemmill; Don Darling

Dear Odile

Many thanks for the revised budget. I have just a couple of queries.

I note that under Income the CIL amount is £18,636, but under the Reserves column the CIL total is £18,536. Should these totals be the same or has £100 been included elsewhere?

I note you have revised the budget for the Health Centre by increasing the amount by £3,000 as agreed at the April PC meeting. But looking back at the Budget figures presented at the April meeting, the total under Health Centre section is £23,900. In the Revised Budget to be uploaded to the website, under the Expenditure column the total under Health Centre is £31,900. This is an £8,000 increase - I realise £8,000 was allocated from the Nursery Feasibility study at some point, so was the £3,000 part of this £8,000? I'm a bit confused about these figures and wonder if you could just clarify for me please.

Many thanks Pam

From: [Stradbroke Parish Council](#)

Sent: Tuesday, May 12, 2020 2:06 PM

To: Pam Cane, Maureen John, Chris Edwards, Velda Lummis, Kamal Ivory, Toni Wisbey, James Hargrave, Jeremy Fox, Dennis Merritt, Gillian Rennie-Dunkerley, Peter Smith, Stuart Gemmill, Don Darling

Subject: Re: Revised budget

Thank you Pam for your email.

Answers below.

Deleted item to do with a staff matter.

Regards

Odile Wladon

Clerk

Stradbroke Parish Council

Mobile: 07555 066147

website: <https://www.stradbrokepc.org/>

I note that under Income the CIL amount is £18,636, but under the Reserves column the CIL total is £18,536. Should these totals be the same or has £100 been included elsewhere?

Thank you for pointing this out. The actual figure is £18,636 - the figure in the CIL reserves box is incorrect - it was correct in the approved budget but I mistyped it when it was revised. Apologies. I will amend and upload a revised copy to the website when I am next updating it.

I note you have revised the budget for the Health Centre by increasing the amount by £3,000 as agreed at the April PC meeting. But looking back at the Budget figures presented at the April meeting, the total under Health Centre section is £23,900. In the Revised Budget to be uploaded to the website, under the Expenditure column the total under Health Centre is £31,900. This is an £8,000 increase - I realise £8,000 was allocated from the Nursery Feasibility study at some point, so was the £3,000 part of this £8,000? I'm a bit confused about these figures and wonder if you could just clarify for me please.

I don't recognise the figures you mention. The budget presented to the full Council in April had a health centre figure of £28,900. I have included an additional £3,000 as agreed by Councillors and the revised total is therefore £31,900.

Re: Revised budget

Pam Cane

Wed 13/05/2020 11:22

To: Stradbroke Parish Council ; Maureen John, Chris Edwards, Velda Lummis, Kamal Ivory, Toni Wisbey, James Hargrave, Jeremy Fox, Dennis Merritt, Gillian Rennie-Dunkerley, Peter Smith, Stuart Gemmill, Don Darling

Dear Odile

Thank you for clarifying my first point ref CIL total.

With regard to my second query, the figure of £23,900 for the total under Health Centre expenditure came from the draft budget reviewed by the FC on 6th April 2020 - document sent with your email

1st April. In the report on the FC meeting, presented to full council on 20th April, significant variations itemised for the Health Centre total £1,700 and I believe an extra £3,000 for drainage was approved at the full council meeting. I was under the impression that the draft budget approved at the FC meeting was the one to be presented to the full council, and I'm not aware of an updated revised Budget being sent out before the full council meeting. So I'm still confused where the figure of £28,900 came from and I assume that the final draft Budget figure of £31,900 = the £28,900 + £3,000. I would be most grateful for further clarification please.

Deleted section to do with a staff matter

Kind regards Pam

Revised budget

Stradbroke Parish Council <StradbrokePC@outlook.com>

Thu 14/05/2020 13:31

To: Pam Cane, Maureen John, Chris Edwards, Velda Lummis, Kamal Ivory, Toni Wisbey, James Hargrave, Jeremy Fox, Dennis Merritt, Gillian Rennie-Dunkerley, Peter Smith, Stuart Gemmill, Don Darling

1 attachments (23 KB)

Timeline for revised budget 2020-21.docx; **see document below**

Dear all

Further to Pam's two emails regarding the revised budget.

Please find attached a detailed breakdown of how the revised budget was prepared and approved.

Regards
Odile Wladon
Clerk
Stradbroke Parish Council
Mobile: 07555 066147
website: <https://www.stradbrokepc.org/>

TIMELINE FOR REVISED BUDGET 2020/21 - HEALTH CENTRE COSTS

Agenda paper questions submitted by Councillors and published in the Q&A for the 20th April 2020 full Parish Council meeting show that the published proposed revised budget included a figure of **£25,000** for the Facilities Upgrade Project.

In response to emails sent by Pam Cane on 12th & 13th May 2020, the timeline below shows the complete process undertaken in the preparation of the revised budget.

Date	Action	Amount	Approved by
09/12/19 Parish Council	Budget 2020/21 approved – Health Centre element	£10,678	All Parish Councillors
01/04/20	A revised budget is prepared by the Clerk to reflect the current financial situation of the Council, including the work still outstanding on the health centre at the year-end, this is circulated to Finance Committee: <ol style="list-style-type: none"> 1. Assessments 2. Maintenance 3. Repairs & Renewals 4. Facilities upgrade project Total proposed revised budget	 £1,300 £1,750 £850 £20,000 £23,900	
06/04/20 Finance Committee	Finance Committee review and amend the revised budget prepared by the Clerk, adding items missing from the estimates received for Health Centre upgrade works: <ol style="list-style-type: none"> 1. Assessments 2. Maintenance 3. Repairs & Renewals 4. Facilities upgrade project Total revised budget proposed to full Council	 £1,300 £1,750 £850 £25,000 £28,900	J. Fox P. Cane J. Hargrave M. John T. Wisbey
20/04/20 Parish Council	Parish Council reviews the revised budget proposed by Finance Committee. Health Centre costs are reviewed with reference to points 3 (a) and (c) of the Finance Committee report <i>Note: Pam's 2nd email only refers to figures in point 3(a), copy of report attached for reference.</i> At the meeting, £3,000 is included for car park drainage work. Amended revised budget is approved: <ol style="list-style-type: none"> 1. Assessments 2. Maintenance 3. Repairs & Renewals 4. Facilities upgrade project Total revised budget approved by full Council	 £1,300 £1,750 £850 £28,000 £31,900	All Parish Councillors present at meeting
08/05/20	Clerk issues approved revised budget with cost centres amended to accurately reflect the split between assessments, repairs, maintenance and capital items to assist with CIL reporting at the year-end: <ol style="list-style-type: none"> 1. Assessments 2. Maintenance 3. Repairs & Renewals 4. Facilities upgrade project Total as per revised budget approved by full Council	 £1,550 £6,750 £5,050 £18,550 £31,900	

Note: As stated in the budget narrative a figure of £3,500 for Health Centre administration is included in the full budget within the Administration and General Expenses cost centres.

Report on Finance Committee meeting 6th April 2020

1. 2019/20 Year End Accounts

The following documents were reviewed and agreed for submission to the full Council for sign-off:

- a. Year-end Accounts
- b. Explanation of Variances
- c. Final Reserved Fund Balances
- d. CIL report
- e. Asset Register 2019/20

2. **Financial regulations** – proposed temporary amendments to the regulations were discussed and a revision made to the wording of the proposal for submission to the full Council for approval.

3. Budget 2020/21

A revised budget was thoroughly reviewed and agreed for submission to the full Council for approval. The significant variations to the original agreed budget were noted as:

- a. The following assessments/maintenance/repairs & renewals at the Health Centre are required and are recommended to the Council for approval:
 - i. Air Conditioning servicing – Adcock circa £200
 - ii. Hardwiring Assessment – Styne circa £900
 - iii. Tree works – circa £450 (contractor to be agreed)
 - iv. Fire Assessment – K Lummis circa £350
 - v. Desilting ditch – M Hammond circa £250
 - b. Tree works:
 - i. Tennis Courts – circa £1400 (contractor to be agreed). Agreement needed on level to reduce trees to.
 - ii. Churchyard – circa £1000 (contractor to be agreed)
 - iii. If the price does not change the work will be split between the two companies that submitted quotes.
 - c. **Health Centre:**

Works to complete the first phase of the schedule of works for the health centre have been estimated at £25,000 and included in the draft budget. Estimates will be reviewed at a later committee meeting once both companies are operational and clarification is received on a few questions raised so far.

Total expenditure on Health Centre is budgeted at circa £32,400 (including administration budgeted in admin and general expenses) to be financed from:
- i. Unused rent 2019/20 - £4,500
 - ii. Unused CIL 2019/20 - £8,190
 - iii. Rent due 2020/21 - £14,360
 - iv. Nursery feasibility study allocated CIL - £5,395 (to be repaid if needed from next round of CIL or rent from 2021/22)
- d. Councillors agreed to include the cost of a PC Credit Card in the revised budget – for review by the full Council.

From: [Jeremy Fox](#)

Sent: Friday, May 15, 2020 1:12 PM

To: [Stradbroke Parish Council](#)

Cc: Maureen John, Chris Edwards, Velda Lummis, Kamal Ivory, Toni Wisbey, James Hargrave, Jeremy Fox, Dennis Merritt, Gillian Rennie-Dunkerley, Peter Smith, Stuart Gemmill, Don Darling

Subject: Re: Revised budget

Dear Odile,

Thank you for the thorough and concise Timeline for the Revised Budget 2020/21- Health Centre Costs. It clearly documents the complete process and is an accurate record, as I recall, of how the Health Centre Budget Costs were discussed and determined.

I hope that this now resolves all of Pam's questions so that a line can be drawn under this matter enabling you to concentrate on other Parish Council business.

Thank you again

Jeremy

Jeremy Fox
Chairman, Stradbroke PC Finance Committee

Re: Revised budget

Pam Cane

Sat 16/05/2020 13:43

To: [Stradbroke Parish Council](#)

Cc: Maureen John, Chris Edwards, Velda Lummis, Kamal Ivory, Toni Wisbey, James Hargrave, Jeremy Fox, Dennis Merritt, Gillian Rennie-Dunkerley, Peter Smith, Stuart Gemmill, Don Darling

Dear Odile

Many thanks for clarification on the revised budget.

Just to explain, I wasn't aware that an updated revised budget had been provided to the PC meeting of 20.04.2020 and was therefore still working from the figures provided to the FC meeting 06.04.2020. You're normally very efficient at sending out documents relevant to PC meetings, and as I wasn't aware of receiving an updated revised budget, I assumed we were still working from the FC meeting figures. I apologise for that.

Kind regards Pam