



**Bitteswell
with
Bittesby**
Parish Council

Accounts and Financial Summary
to 31st March 2024

Budget & Precept 2023-2024

INCOME CATEGORIES	Sub-Total	Agreed Budget	Notes/Points to consider
Grants		£ -	
Bank Interest		£ 25	
Other Income		£ -	
LCC Urban Grass Cutting Contribution		£ 920	£920.30 contribution from LCC for 2023 grass cutting season
UCB Grass Cutting Contribution		£ 700	£700 United Charities Bitteswell contribution
Recoverable VAT		£ 2,056	
Neighbourhood Plan Grants		£ -	
TOTAL		£ 3,701	

EXPENSE CATEGORIES		Agreed Budget	Notes
Core Staff Costs		£ 8,000	National negotiations on salaries for 2022/23 has seen the majority of clerks see a 7–9% increase. Inflation is expected to fall in 2023 to 5–6%, so it seems prudent that budgetary provision of at least 5% (over 2022/23 predicted salaries) is made. Annual Leave allowance has increased for all clerks with over 5 years service.
Neighbourhood Plan Staff Costs		£ 1,000	
Clerk's Allowances		£ 708	
Travel Expenses		£ 100	
Office Expenses		£ 500	
Training		£ 300	
Subscriptions		£ 350	LRALC £230 ICO £40 CPRE £36 during current year.
Hire of Hall		£ 150	
Parish Website		£ 520	
Payroll Fees		£ 400	
Insurance		£ 1,260	On LTA, but assets are index linked, added 10% to cover this.
Election Costs		£ 300	Harborough District Council guidance figures are: Combined election costs £1,553 Not contested £210. Currently £200 held in reserves.
Audit Fees		£ 400	
Street Lighting Energy		£ 1,500	
Street Lighting Maintenance		£ 850	
Street Lighting LED Conversion Project		£ 2,172	£1,984.22 a year Additional LED conversion cost £188.15 per year Total cost £2,172.37
<i>Grass Cutting</i>	£ 6,160.30		
Village Green		£ 4,250	Due to the rising cost of fuel and service provisions, the rate for 2023 rate is increased to £250 per cut for 17 cuts
Urban (verges) Grass Cutting		£ 920	Urban grass cutting (verges) increased to £153.38 per cut x 6 = £920.30
Churchyard Extension		£ 990	£330 per cut for 3 cuts
Village Maintenance/Improvements		£ 2,000	
AED Consumables/Maintenance		£ 500	
Snow Warden Remuneration		£ -	LCC will contribute £6.89 per hour
Grants & Donations		65.00	To CAB Leicestershire
British Legion Wreath		40.00	
Parish Strip		100.00	To cover hedge cutting costs
MVAS Associated Costs		1,000.00	Structural retesting
Neighbourhood Plan Expenditure		150.00	Potential costs not covered by grant funding
Earmarked Reserves		400.00	Replacing office equipment
General Reserves		4,000.00	NALC recommend that Parish Councils keep General Reserves at a level of between 3 and 12 month's precept. This forms part of a contingency to cushion the impact of unexpected events or emergencies. The smaller the authority, the closer the figure should be to 12 months.
Total		32,925.67	
Total Expenditure - Income		29,224	Precept Requirement

Bank Reconciliation for year ending 31 March 2024

Opening Balance	1-Apr-23	£27,514.68
Receipts to	31-Mar-24	£34,441.05
Payments to	31-Mar-24	-£28,402.55
Cash in hand at	31-Mar-24	£33,553.18
<i>(as per Cash Book)</i>		

Cash in hand per Bank Statements

Current Account		£8,275.33
Business Reserve Account		£25,110.55
Pre-paid Debit Card		£167.30
Plus unrepresented receipts		£0.00
Less unrepresented payments		£0.00
Bank Reconciliation at	31-Mar-24	£33,553.18

The council holds the General Reserves (GR) and Earmarked Reserves (ER) below in the Business Reserve Account:

Description/ Year Added	2020/21	2021/22	2022/23	2023/24	Expenditure	Total
General Reserves	£2,000	£2,000	£2,000	£4,000	£0	£10,000
Office Equipment	£200	£200	£200	£400	£0	£1,000
Election Expenses	£0	£100	£100	£300	£0	£500
	£2,200	£2,300	£2,300	£4,700	£0	£11,500

Receipts and Payments Summary

At: **31/03/2024**

INCOME CATEGORIES 2023 to 2024				
		Actual Receipts	Budget-Actual	Agreed Budget
Pre Paid Debit Card		£ 500.00		£ -
Precept		£ 29,224.00		£ 29,224.00
Grants		£ 500.00		£ -
Bank Interest		£ 332.10		£ 25.00
Misc		£ 3.49		£ -
LCC Urban Grass Cutting Contribution		£ 920.30		£ 920.30
UCB Grass Cutting Contribution		£ -		£ 700.00
VAT Refund		£ 2,961.16		£ 2,056.00
Neighbourhood Plan Grants		£ -		£ -
Total Receipts		£ 34,441.05		£ 32,925.30

EXPENDITURE CATEGORIES 2023 to 2024				
	Sub Total	Actual Expenditure	Budget-Actual	Agreed Budget
Staff Costs	£ 8,866.44	£ 7,988.04	£ 11.96	£ 8,000.00
Neighbourhood Plan Staff Costs		£ 158.40	£ 841.60	£ 1,000.00
Clerk's Allowances		£ 720.00	-£ 12.00	£ 708.00
Travel Expenses		£ 6.21	£ 93.79	£ 100.00
Pre Paid Debit Card Top Up		£ 500.00	-£ 500.00	£ -
Office Expenses		£ 327.21	£ 172.79	£ 500.00
Training		£ 75.00	£ 225.00	£ 300.00
Subscriptions & Memberships		£ 534.95	-£ 184.95	£ 350.00
Hall Hire		£ 48.00	£ 102.00	£ 150.00
Website & Email Account		£ 460.00	£ 60.00	£ 520.00
Payroll Fees		£ 390.00	£ 10.00	£ 400.00
Insurance		£ 1,297.41	-£ 37.41	£ 1,260.00
Election Costs		£ 210.00	£ 90.00	£ 300.00
Audit Fees		£ 295.00	£ 105.00	£ 400.00
Street Lighting Energy		£ 1,889.87	-£ 389.87	£ 1,500.00
Street Lighting Maintenance		£ 586.38	£ 263.62	£ 850.00
Street Lighting LED Conversion Project		£ 2,172.37	£ -	£ 2,172.37
Grass Cutting & Maintenance	£ 6,160.28			
Grass Cutting Village Green		£ 4,250.00	£ -	£ 4,250.00
Grass Cutting Churchyard Extension		£ 990.00	£ -	£ 990.00
Grass Cutting Urban (Verges)		£ 920.28	£ 0.02	£ 920.30
Village Maintenance/Improvements		£ 1,518.10	£ 481.90	£ 2,000.00
AED Consumables/Maintenance		£ 331.45	£ 168.55	£ 500.00
Snow Warden Remuneration		£ -	£ -	£ -
MVAS Associated Costs		£ -	£ 1,000.00	£ 1,000.00
Grants & Donations		£ 780.80	-£ 715.80	£ 65.00
British Legion Wreath		£ 40.00	£ -	£ 40.00
Parish Strip		£ -	£ 100.00	£ 100.00
Neighbourhood Plan Expenditure		£ 67.50	£ 82.50	£ 150.00
VAT Paid		£ 1,572.58	-£ 1,572.58	£ -
Miscellaneous		£ 273.00	£ -	£ -
Earmarked Reserves (office equipment)		£ -	£ 400.00	£ 400.00
General Reserves		£ -	£ 4,000.00	£ 4,000.00
Total payments		£ 28,402.55	£ 4,796.12	£ 32,925.67

Precept Requirement = Total Spend - VAT Return & Urban Grass Cutting Contribution from LCC

At 01st April 2023 the following assets were held

Asset	Acquisition Date	Purchase Cost	Sums Insured	Location
Fixed Assets				
Bitteswell War Memorial	Circa 1920	Unknown	£30,000.00	St Mary's Churchyard, The Nook
			£30,000.00	
Office Contents				
HP 24-f0054na Full-HD All-in-One PC	July 2020	£ 582.50	£ 582.50	Clerk's Office, Lutterworth
Epson Ecotank ET-3750 Colour Inkjet Printer	Nov 2019	£ 247.00	£ 247.00	Clerk's Office, Lutterworth
		Sub Total	£ 829.50	
Street Furniture (e.g. public seating, litter bins, cycle stands, bollards, bus shelters, telephone kiosk, signage, street lighting)				
Telephone Kiosk	Nov 2014	£ 1.00	£ 2,000.00	Manor Road, Bitteswell
Notice Board	Oct 2004	£ 502.50	£ 502.50	Outside Village Hall, Manor Road
Bench	Unknown	Unknown	£ 219.00	The Pinfold, Valley Lane
WW1 Centenary Bench	Jan 2019	£ 354.16	£ 354.16	The Pinfold, Valley Lane
Bench	Unknown	£ 293.00	£ 293.00	Near Tilt House, Bitteswell
Bench	Unknown	£ 293.00	£ 293.00	The Knoll, Bitteswell
Bench	Apr 2016	£ 501.24	£ 501.24	The Village Green, Bitteswell
Bus Shelter	Oct 2021	£ 8,295.00	£ 8,295.00	Ashby Lane, Bitteswell
Litter Bin	Unknown	£73	£ 200.00	AED Kiosk, Manor Road
Litter Bin	Unknown	£73	£ 200.00	The Pinfold, Valley Lane
Litter Bin	Unknown	£73	£ 200.00	Near The Knoll, Village Green
Copperfield Victoriana Litter Bin	Aug 2016	£ 206.35	£ 206.35	Ashby Lane, by Bus Shelter, Bitteswell
Handrails for cobbled path	Apr 2014	£ 449.66	£ 1,000.00	West End Farm, The Green
Salt grit bin	Mar 2019	£ 136.00	£ 136.00	Ware House, The Green
Street Lighting x33	Various dates	Unknown	£ 66,000.00	Around Parish
		Sub Total	£ 80,400.25	
Outside Equipment				
Mobile Vehicle Activated Sign	Nov 2017	£ 2,572.55	£ 3,000.00	Ware House, Bitteswell
Community defibrillator and cabinet	Jan 2015	£ 1,750.00	£ 1,750.00	Manor Road, Bitteswell
			£ 4,750.00	
		Total	£115,979.75	

Bitteswell with Bittesby Parish Council

Notes to the Accounts for Year Ended 31st March 2024

Receipts & Payments

Total receipts during the year was **£34,441.05**

Total payments during the year was **£28,402.55**

Precept & Budget Requirement

The Precept requirement and Budget allocation was agreed at **£29,224.00** for 2023-2024.

The Tax Base Figure based on the number of Band D equivalent properties is **£238.60**.

The Parish Precept is **£122.48** per Band D property. This is a 15.5% or **£16.42** increase in Council Tax.

For the year 2024-2025 the Parish Council's Precept requirement is **£30,943.00**. This is a 8.1% or **£9.92** increase in Council Tax per Band D property. This small increase allows us to try and keep up with the cost of living crisis and inflationary pressure that we are all feeling and operate efficiently and prudently. We will use this to continue to improve the facilities for Bitteswell and Bittesby.

Grants

Grants Received

The Parish Council received grant funding of **£500.00** from Harborough District Council for the coronation of King Charles III celebrations. This went towards the cost of a Ceilidh band for the village Barn Dance.

Leicestershire County Council contributed **£920.30** towards the cost of urban grass cutting.

Grants Paid

A grant of **£500.00** was paid towards the cost of a Ceilidh band for the village Barn Dance to commemorate the coronation of King Charles III.

Section 137 Payments

The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2023-24 was **£9.93** per elector. Section 137 enables the first tier of local government to spend a limited amount of money for purposes for which they have no other specific statutory power.

No payments were made in the reporting period.

Recoverable VAT

A total of **£1,572.58** in VAT was paid during the year. This amount is still to be recovered from HMRC.

The Council received a VAT refund of **£2,961.16** for year ending 31st March 2023.

Balances held

The balance carried forward also includes **£33,553.18** in General and Earmarked Reserves.

NALC (the National Association of Local Councils) recommend that Parish Councils keep general reserves at a level of between three and twelve 12 months precept. This includes part of a contingency to cushion the impact of unexpected events or emergencies.

Signed (Chair):

Print Name:

Signed (RFO):

Print Name:

Date: