**Tunbridge Wells Commons Conservators**

Finance Report for the meeting on 24 June 2021

Summary

In this report and associated documents, I have presented:

1. the annual financial statements of the Tunbridge Wells Commons Conservators for the year ended 31 March 2021, including a comparison against the income statement for the year ended 31 March 2020;
2. a comparison of the income statement for the year ended 31 March 2021 against the original budget for the year ended 31 March 2020; and
3. the various Annual Governance and Accountability Return (AGAR) forms required to be approved and to be submitted to the external auditor and after be held on public record along with the Auditors’ letter.

I am requesting that the Conservators formally adopt and approve the annual financial statements of the Tunbridge Wells Commons Conservators for the year ended 31 March 2021 and the Annual Governance and Accountability Return (AGAR) forms.

**Annual financial statements for the year ended 31 March 2021 and with comparison to Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **Income statement** | Actual | Budget |  |
|  | Year ending | Year ending |  |
|  | 31-Mar-21 | 31-Mar-21 | Variance |
|  | £ | £ | £ |
| ***Income*** |  |  |  |
| Tunbridge Wells Borough Council Precept | 165,850.00 | 165,850.00 | 0.00 |
| Natural England | 1,208.84 | 1,475.00 | -266.16 |
| Project funding from Friends | 4,349.99 | 0.00 | 4,349.99 |
| Interest | 139.40 | 350.00 | -210.60 |
| Other | 50.00 | 0.00 | 50.00 |
| **Total income** | 171,598.23 | 167,675.00 | 3,923.23 |
|  |  |  |  |
| ***Expenditure*** |  |  |  |
| **Salaries and expenses** |  |  |  |
| Salaries, NI, pension, parking and payroll | 66,509.01 | 60,477.84 | -6,031.17 |
| Uniform and storage | 600.00 | 1,110.78 | 510.78 |
| Insurances  | 1,890.99 | 2,650.00 | 759.01 |
| Audit - internal and external | 1,030.00 | 1,030.00 | 0.00 |
| Other | 5,900.42 | 1,208.00 | -4,692.42 |
|  | 75,930.42 | 66,476.62 | -9,453.80 |
| **Maintenance of Commons etc.** |  |  |  |
| Short grass - grass cutting contract | 11,280.00 | 11,735.23 | 455.23 |
| Grass and cleared areas | 15,183.93 | 26,010.00 | 10,826.07 |
| Trees including annual survey | 25,095.00 | 13,546.00 | -11,549.00 |
| Ditches, drainage | 1,525.00 | 2,040.00 | 515.00 |
| Paths, cold bath and spring | 1,875.00 | 3,723.00 | 1,848.00 |
| Litter control | 28,999.33 | 29,224.68 | 225.35 |
| Furniture | 2,774.80 | 3,570.00 | 795.20 |
| Barriers | 2,303.06 | 5,100.00 | 2,796.94 |
| Other | 3,115.00 | 1,749.47 | -1,365.53 |
|  | 92,151.12 | 96,698.38 | 4,547.26 |
|  |  |  |  |
| Contingency |  | 4,500.00 | 4,500.00 |
|  |  |  |  |
| **Total expenditure** | 168,081.54 | 167,675.00 | -406.54 |
|  |  |  |  |
| **Net income/expense** | 3,516.69 | 0.00 | 3,516.69 |
|  |  |  |  |
| Analysed by: |  |  |  |
|  |  |  |  |
| Planning agreement net income/(expense) | 0.00 | 0.00 | 0.00 |
| Freehold tenants, Friends and others funded projects | 4,349.99 | 0.00 | 4,349.99 |
| Maintenance net income/(expense) | -833.30 | 0.00 | -833.30 |
|  |  |  |  |
|  | 3,516.69 | 0.00 | 3,516.69 |

**Comparison of the 2020/21 income statement with 2019/20**

|  |  |  |  |
| --- | --- | --- | --- |
| **Income statement** | **Actual** | **Actual** |  |
|  | **Year ending** | **Year ending** |  |
|  | **31-Mar-21** | **31-Mar-20** | **Variance** |
|  | ***£*** | ***£*** | ***£*** |
| **Income** |  |  |  |
| Tunbridge Wells Borough Council Precept | 165,850.00 | 161,900.00 | 3,950.00 |
| Other contributions - general | 0.00 | 978.00 | -978.00 |
| Natural England | 1,208.84 | 2,948.40 | -1,739.56 |
| Planning agreement income | 0.00 | 5,051.41 | -5,051.41 |
| Project funding from Freehold tenants | 0.00 | 17,058.00 | -17,058.00 |
| Project funding from Friends | 4,349.99 | 450.00 | 3,899.99 |
| Interest | 139.40 | 537.70 | -398.30 |
| Other | 50.00 | 0.00 | 50.00 |
| **Total income** | **171,598.23** | **188,923.51** | **-17,325.28** |
|  |  |  |  |
| **Expenditure** |  |  |  |
| **Salaries and expenses** |  |  |  |
| Salaries, NI, pension, parking and payroll | 66,509.01 | 59,994.00 | -6,515.01 |
| Uniform and storage | 600.00 | 704.99 | 104.99 |
| Insurances  | 1,890.99 | 1,260.33 | -630.66 |
| Audit - internal and external | 1,030.00 | 1,560.00 | 530.00 |
| Other | 5,900.42 | 562.30 | -5,338.12 |
|  | **75,930.42** | **64,081.62** | **-11,848.80** |
| **Maintenance of Commons etc.** |  |  |  |
| Short grass - grass cutting contract | 11,280.00 | 11,280.00 | 0.00 |
| Grass and cleared areas | 15,183.93 | 23,024.00 | 7,840.07 |
| Trees including annual survey | 25,095.00 | 20,903.00 | -4,192.00 |
| Ditches, drainage | 1,525.00 | 2,120.00 | 595.00 |
| Paths, cold bath and spring | 1,875.00 | 3,030.00 | 1,155.00 |
| Litter control | 28,999.33 | 26,931.00 | -2,068.33 |
| Furniture | 2,774.80 | 2,625.00 | -149.80 |
| Barriers | 2,303.06 | 2,505.00 | 201.94 |
| Other | 3,115.00 | 1,430.22 | -1,684.78 |
|  | **92,151.12** | **93,848.22** | **1,697.10** |
| **Projects** |  |  |  |
| Funded by planning agreements | 0.00 | 1,342.62 | 1,342.62 |
| Funded by Freehold tenants | 0.00 | 15,861.00 | 15,861.00 |
| Funded by Friends | 0.00 | 1,200.00 | 1,200.00 |
| Other | 0.00 | 450.00 | 450.00 |
|  | **0.00** | **18,853.62** | **18,853.62** |
|  |  |  |  |
| **Total expenditure** | **168,081.54** | **176,783.46** | **8,701.92** |
|  |  |  |  |
| **Net income/expense** | **3,516.69** | **12,140.05** | **-8,623.36** |
|  |  |  |  |
| **Analysed by:** |  |  |  |
| Planning agreement net income/(expense) | 0.00 | 3,708.79 | -3,708.79 |
| Freehold tenants, Friends and others funded projects | 4,399.99 | -3.00 | 4,402.99 |
| Maintenance net income/(expense) | -883.30 | 8,434.26 | -9,317.56 |
|  | **3,516.69** | **12,140.05** | **-8,623.36** |

**Year on Year Comparisons**

Income was down £17.3k reflecting that the Freehold Tenant projects were paid directly by them. The precept increased in line with inflation.

Salaries and expenses were up £6.5K principally consequently amounts paid in relation to the previous Clerk leaving his position. Other expenses were higher by £5.9k for web design and email upgrade, which were mainly funded by the Friends.

The costs of the maintenance of the Commons in 2020/21 was broadly like that in 2019/20. There was a conscious effort to reduce costs to reduce a potential budget deficit which in the end did not transpire.

The surplus for the year can be analysed of £3.5k arising from the Freehold Tenants and Friends projects.

**Comparisons to Budget**

Income was up against budget by £4.0k because of project funding of £4.3k

Salaries and expenses were up against budget by £9.4k because of the settlement with the previous Clerk and the web and email upgrades, which were funded by the Friends.

The costs of maintenance of the commons were under budget by £4.5k.

**Action Required**

Annual Governance and Accountability Return (AGAR) forms are set out in separate documents as the Auditor’s part cannot be altered by us.

The Conservators are hereby requested to approve the annual financial statements and associated AGAR returns for the year ended 31 March 2021.

**Financial activity in the two months to 31 May 2021**

Financial activity in the two months to 31 May 2021 has been relatively quiet. The precept for the 6 months to 31 October 2020 of £83,837 has been received and payments have been largely on accruals for work/salaries costs arising in respect of the period up to 31 March 2021 together with the monthly litter contract payments.

On 31 May 2021, the Conservators had some £134,000 in cash at bank and on deposit which is normal for this time of year.

The Conservators are asked to note this financial activity report.

Alan Leale-Green

June 2021