

# **Tunbridge Wells Commons Conservators**

## **Finance Report for the meeting on 23 June 2022**

### 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 2022, including a comparison against the income statement for the year ended 31 March 2021;
- (2) a comparison of the income statement for the year ended 31 March 2022 against the original budget for the year ended 31 March 2021;
- (3) the various Annual Governance and Accountability Return (AGAR) forms required to be approved and to be submitted to the external auditor and after being held on public record along with the Auditors' letter; and
- (4) an estimate of the financial position at 30<sup>th</sup> June 2022.

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 2022 and the Annual Governance and Accountability Return (AGAR) forms.

Annual financial statements for the year ended 31 March 2022 and with comparison to Budget

Tunbridge Wells Commons Conservators  
Income & Expenditure Statement

	Actual Year ending 31-Mar-22 £	Budget Year ending 31-Mar-22 £	Variance £
<b>Income</b>			
Tunbridge Wells Borough Council Precept	167,674	167,674	0
Other contributions - Rural Payments			
Agency	1,474	0	1,474
Interest	9	50	-41
Other	313	0	313
<b>Total income</b>	<b>169,470</b>	<b>167,724</b>	<b>1,746</b>
<b>Expenditure</b>			
<b>Salaries and expenses</b>			
Salaries, NI, pension, parking and payroll	60,102	54,916	-5,185
Uniform and storage	600	1,000	400
Insurances	2,435	2,700	265
Audit - internal and external	1,250	1,051	-199
Other	7,397	1,200	-6,197
	<b>71,783</b>	<b>60,867</b>	<b>-10,916</b>
<b>Maintenance of Commons etc.</b>			
Short grass – grass cutting contract	10,567	11,000	433
Grass and cleared areas	28,073	25,000	-3,073
Trees including annual survey	26,475	14,000	-12,475
Ditches, drainage	1,392	2,000	609
Paths, cold bath and spring	2,547	3,500	954
Litter control	25,705	38,180	12,475
Furniture	6,439	3,200	-3,239
Barriers	3,915	4,000	85
Other	63	1,500	1,438
	<b>105,175</b>	<b>102,380</b>	<b>-2,795</b>
<b>Contingency</b>		<b>4,500</b>	<b>4,500</b>
<b>Total expenditure</b>	<b>176,958</b>	<b>167,747</b>	<b>154,224</b>
<b>Net income / - expense</b>	<b>-7,488</b>	<b>-23</b>	<b>155,970</b>

### **Comparisons to Budget**

Income was up against budget by £1.7k because of income from the Rural Payments Agency and amounts totalling £0.3k received from Lloyds Bank as compensation for slow processing of new mandates.

Salaries were up against budget by £10.9k primarily because of the delayed retirement of the Warden less the Treasurer not requiring payment.

Other Expenses were over budget primarily because of the legal fees of £5k expensed/accrued for the work re Eridge Road.

The various costs of maintenance of the commons are difficult to budget for at times and although there are several overs and unders, the total costs of our main work are marginally over budget by £2.8k.

Comparison of the 2021/22 income statement with 2020/21

<b>Tunbridge Wells Commons Conservators</b>			
<b>Income &amp; Expenditure Statement</b>			
	Year ending	Year ending	
	31-Mar-22	31-Mar-21	Variance
	£	£	£
<b>Income</b>			
Tunbridge Wells Borough Council Precept	167,674	161,900	5,774
Other contributions - Rural Payments Agency	1,474	978	496
Natural England	-	2,948	-2,948
Planning agreement income	-	5,051	-5,051
Project funding from Freehold tenants	-	17,058	-17,058
Project funding from Friends	-	450	-450
Interest	9	538	-529
Other	313	-	313
<b>Total income</b>	<b>169,470</b>	<b>188,924</b>	<b>-19,454</b>
<b>Expenditure</b>			
<b>Salaries and expenses</b>			
Salaries, NI, pension, parking and payroll	60,102	59,994	107
Uniform and storage	600	705	-105
Insurances	2,435	1,260	1,174
Audit - internal and external	1,250	1,560	-310
Other	7,397	562	6,835
	<b>71,783</b>	<b>64,082</b>	<b>7,701</b>
<b>Maintenance of Commons etc.</b>			
Short grass -grasscutting contract	10,567	11,280	-713
Grass and cleared areas	28,073	23,024	5,049
Trees including annual survey	26,475	20,903	5,572
Ditches, drainage	1,392	2,120	-729
Paths, cold bath and spring	2,547	3,030	-484
Litter control	25,705	26,931	-1,226
Furniture	6,439	2,625	3,814
Barriers	3,915	2,505	1,410
Other	63	1,430	-1,368
	<b>105,175</b>	<b>93,848</b>	<b>11,327</b>
<b>Projects</b>			
Funded by planning agreements	-	1,343	-1,343
Funded by Freehold tenants	-	15,861	-15,861
Funded by Friends	-	1,200	-1,200
Other	-	450	-450
	-	<b>18,854</b>	<b>-18,854</b>
<b>Total expenditure</b>	<b>176,958</b>	<b>176,783</b>	<b>174</b>
<b>Net income / - expense</b>	<b>-7,488</b>	<b>12,140</b>	<b>-19,628</b>

## **Year on Year Comparisons**

Income was down £19.4k reflecting that:

- the Freehold Tenant and Friends projects were paid directly by them;
- There was no planning income;
- There was no income from Natural England.

The precept increased in line with inflation.

As above Other Expenses were over budget primarily because of the legal fees of £5k expensed/accrued for the work re Eridge Road.

The costs of the maintenance of the Commons in 2021/22 was like that in 2020/21, except for storm damage and Ash Die Back, meaning that we spent £19.2k more.

## **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 2022.

## Estimate of the Financial activity in the three months to 30 June 2022

<b>Tunbridge Wells Commons Conservators</b>			
<b>Income &amp; Expenditure Statement</b>			
	<b>Actual</b>	<b>Budget</b>	
	<b>Period ending</b>	<b>Period ending</b>	
	<b>30-Jun-22</b>	<b>30-Jun-22</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income</b>			
Tunbridge Wells Borough Council Precept	87,945.00	87,945.00	0.00
Other contributions - Rural Payments Agency	-	-	0.00
Natural England	-	-	0.00
Planning agreement income	-	-	0.00
Interest	4.13	2.00	2.13
Other	-	-	0.00
	<b>87,949.13</b>	<b>87,947.00</b>	<b>2.13</b>
<b>Total income</b>	<b>87,949.13</b>	<b>87,947.00</b>	<b>2.13</b>
<b>Expenditure</b>			
<b>Salaries and expenses</b>			
Salaries, NI, pension, parking and payroll	18,480.30	18,526.00	45.70
Uniform and storage	600.00	1,250.00	650.00
Insurances	540.00	750.00	210.00
Audit - internal and external	-	-	0.00
Other	1,001.35	300.00	-701.35
	<b>20,621.65</b>	<b>20,826.00</b>	<b>204.35</b>
<b>Maintenance of Commons etc.</b>			
Short grass -grasscutting contract	4,074.60	5,500.00	1,425.40
Grass and cleared areas	5,366.00	10,000.00	4,634.00
Trees including annual survey	4,580.00	5,000.00	420.00
Ditches, drainage	-	500.00	500.00
Paths & tracks	875.00	875.00	0.00
Litter control	7,556.62	8,750.00	1,193.38
Furniture	750.00	1,250.00	500.00
Barriers	1,105.00	1,250.00	145.00
Other	1,856.25	500.00	-1,356.25
	<b>26,163.47</b>	<b>33,625.00</b>	<b>7,461.53</b>
<b>Contingency</b>		<b>4,500.00</b>	<b>4,500.00</b>
<b>Total expenditure</b>	<b>46,785.12</b>	<b>58,951.00</b>	<b>12,165.88</b>
<b>Net income/expense</b>	<b>41,164.01</b>	<b>28,996.00</b>	<b>12,168.01</b>

Financial activity in the three months to 30 June 2022 has been relatively quiet up to 14 June when this estimate was prepared. The precept for the 6 months to 31 October 2022 of £87,945 has been

received and payments have been largely on accruals for work/salaries costs arising in respect of the period up to 31 March 2022 together with the monthly litter contract payments.

There has been some expenditure in this quarter, and will be more, that at the time of preparing the budget were not fully known to me:

- The need to vacate the Town Hall office, which so far has cost £480 and is included in these estimated accounts;
- The purchase of IT equipment and possibly a phone for the new Ranger, current estimates are between £1,500 and £2,000, by the time of the meeting we will have a clearer idea of the cost, but these figures are not included in the estimated accounts.

On the revenue side the money agreed to be received from the planning in Eridge Road of £50k has not been included in these estimated accounts, nor has s106 income of £9k that is still being held by TWBC since December 2021.

On 14 June 2022, the Conservators had some £118,500 in cash at bank and on deposit which is £15,500 less than this time last year.

The Conservators are asked to note this financial activity report.

Alan Leale-Green

14<sup>th</sup> June 2022