

# TANGMERE PARISH COUNCIL



## Minutes of an extraordinary meeting of the Finance Committee held on 11 January 2022 at Tangmere Village Centre

Councillors James Stanbridge (Chairman), Andrew Irwin, Kate Beach, and Roger Birkett and Simon Oakley,

### In attendance:

Louise Steele – Clerk to the Council

No.		ACTION
192	<p><b>AGENDA ITEM 1 – APOLOGIES</b> No apologies were received all members of the Committee being present.</p>	
193	<p><b>AGENDA ITEM 2 – DECLARATIONS OF INTEREST</b> No interests were declared in items on the agenda.</p>	
194	<p><b>AGENDA ITEM 3 – PUBLIC PARTICIPATION</b> There was none.</p>	
195	<p><b>AGENDA ITEM 4 – MINUTES</b> The minutes of the meetings held on 26 October 2021 and 7 December 2021 were approved as an accurate record and signed as such by the Chairman.</p>	
196	<p><b>AGENDA ITEM 5 – FINANCE</b></p> <ul style="list-style-type: none"> <li>• Members authorised payments of £25,342.45 made between 1 October 2021 &amp; 31 December 2021 from the Parish Council bank account and £7,518.41 for the same period from the Village Centre bank account.</li> <li>• Bank reconciliations as at 31 December 2021 for all accounts were received and noted</li> <li>• Bank balances as at the 31 December 2021 were noted as follows: <ul style="list-style-type: none"> <li>Parish Council Current Account           £678.54</li> <li>Parish Council Savings Account       £72,047.34</li> <li>Village Centre Current Account       £1,914.45</li> <li>Village Centre Savings Account       £18,207.63</li> </ul> </li> <li>• Members considered an Income &amp; Expenditure report for the period 1 April to 31 December 2021 and received the Balance Sheet as at 31 December 2021. These figures informed discussion of the Budget item below</li> </ul>	
197	<p><b>AGENDA ITEM 6 – BUDGET 2022/23</b> Members considered a budget report prepared the Clerk and thanked her for it. The Committee resolved to recommend to Full Council that it sets a precept for the Financial Year 2022/23 of £93,240.</p>	

198	<b>AGENDA ITEM 7 – ACTION POINTS</b> Members considered an oral update on a range of matters.	
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**Date of next ordinary meeting:** Tuesday 8 March 2022

**Chairman:**

**Date:**

## PC Unity Trust Accounts

## List of Payments made between 01/10/2021 and 31/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/10/2021	Came & Company	0285	4,349.64	AI and CB	LCI - duplicated/refund due
04/10/2021	Stephen Wall Ltd	0286	60.00	AI and CB	Tree maintenance
08/10/2021	Google Cloud	DD	9.20		Internet
08/10/2021	British Telecom	DD	114.12		Broadband & Phone
08/10/2021	British Telecom	DD	-114.12		Broadband & Telephone
11/10/2021	██████████	0266	127.85	AI and CB	Goodrowes
11/10/2021	██████████	0267	8.40	AI and CB	Batteries
11/10/2021	Freeborn Engineering	0268	1,879.20	AI and CB	Various jobs
11/10/2021	Lubbe Gardenworks	0269	286.00	AI and CB	Various gardenworks
11/10/2021	Lubbe Gardenworks	0270	250.00	AI and CB	Ditch Clearance
11/10/2021	Came & Company	0272	4,349.64	AI and CB	Local Council insurance
11/10/2021	Southern Electric	0273	79.65	AI and CB	Street Lighting 81802136
11/10/2021	Southern Electric	0274	63.21	AI and CB	Street lighting 881801897
11/10/2021	Keith Atherfold	0275	40.00	AI and CB	change SID batteries
11/10/2021	Beaver Tool Hire	0276	37.80	AI and CB	hire 30x road pins
11/10/2021	BHGS Ltd	0277	652.40	AI and CB	Loam & Grass seed
11/10/2021	BHGS Ltd	0277	-652.40	AI and CB	Loam & Grass seed
25/10/2021	EE Ltd	DD	30.00		Mobile Charges
25/10/2021	EE Ltd	DD	-30.00		Mobile charges
25/10/2021	EE Ltd	DD	30.00		Mobile charges
28/10/2021	JRB Enterprise Ltd	0279	133.80	AI and CB	Dog disposal bags
28/10/2021	Chichester Payroll Services	0280	15.00	AI and CB	Admin fee for October
28/10/2021	Chichester District Council	0281	1,290.40	AI and CB	Nov Community Wardens Contrib
28/10/2021	Viking Valeting	0282	125.00	AI and CB	Cleaning of bus shelters
28/10/2021	West Sussex County Council	0283	668.33	AI and CB	October Pension Contributions
28/10/2021	HMRC	0284	527.94	AI and CB	October Tax & NI Contributions
28/10/2021	██████████	SO	970.82		October 2021 salary
28/10/2021	██████████	SO	1,039.08		October 2021 salary
05/11/2021	Google Cloud	DD	9.20		Internet
16/11/2021	Lubbe Gardenworks	0287	243.50	CB and RB	General gardening
16/11/2021	██████████	0289	143.88	CB and RB	Annual Zoom subscription
16/11/2021	██████████	0290	97.20	CB and RB	Minute book
16/11/2021	Aztec Computers	0291	88.13	CB and RB	Oct online backup
16/11/2021	Aztec Computers	0292	96.90	CB and RB	Sept online backup
16/11/2021	Viking	0293	128.70	CB and RB	Stationery
16/11/2021	Keith Atherfold	0294	40.00	CB and RB	SID battery change
16/11/2021	Andy Parr	0295	22.95	CB and RB	Allotment lawnmower petrol
23/11/2021	EE Ltd	DD	30.00		Mobile charges
29/11/2021	West Sussex County Council	0296	668.33	AI and CB	Pension contributions Nov 2021
29/11/2021	HMRC	0297	528.14	AI and CB	Tax&NI contributions Nov 2021
29/11/2021	Chichester Payroll Services	0298	15.00	AI and CB	Payroll admin Nov 2021
29/11/2021	██████████	SO	1,039.08		November 2021 Salary
29/11/2021	██████████	SO	970.82		November 2021 Salary

## PC Unity Trust Accounts

## List of Payments made between 01/10/2021 and 31/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/12/2021	Google Cloud	DD	9.20		Internet
16/12/2021	Beaver Tool Hire	0299	101.87	AI and CB	Cherry Picker hire
16/12/2021	Aztec Computers	0300	42.00	AI and CB	Online backup Nov 2021
16/12/2021	██████████	0301	53.97	AI and CB	RBL - 3 x poppy wreaths
16/12/2021	Lubbe Gardenworks	0302	190.00	AI and CB	General gardening
16/12/2021	Allan Lang Timber Sales	0303	420.00	AI and CB	supply of Christmas Tree
16/12/2021	M H Kennedy & Son Ltd	0304	288.18	AI and CB	Grass Cutting
16/12/2021	Castle Water	0305	207.38	Museum & Allot water	AI and CB
16/12/2021	Keith Atherfold	0306	40.00	AI and CB	Battery SIDS
16/12/2021	Agrovista	0307	91.14	AI and CB	Tree guards for open spaces
16/12/2021	West Sussex County Council	0308	668.33	AI and CB	Pension contributions Dec 2021
16/12/2021	HMRC	0309	527.94	AI and CB	NI/Tax contributions Dec 2021
16/12/2021	Chichester Payroll Services	0310	15.00	AI and CB	Admin fee for Dec 2021
20/12/2021	Allotment Society	0311	150.00	AI and CB	Annual Membership
23/12/2021	EE Ltd	DD	30.00		Mobile
23/12/2021	EE Ltd	DD	-30.00		Mobile charges
23/12/2021	EE Ltd	DD	30.00		Mobile charges
29/12/2021	██████████	SO	1,039.08		December 2021 salary
29/12/2021	██████████	SO	970.82		December 2021 salary
31/12/2021	Unity Trust Bank	28.95	28.95		Service charge
31/12/2021	Unity Trust bank	DRCR	5.80		Manual Handling Charges
<b>Total Payments</b>			<u>25,342.45</u>		

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/10/2021	British Telecom	DD	114.12		Broadband & Phone
11/10/2021	A B Domestic Plumbing	0113	120.00	AI and CB	Replace 2 x fill valves on wc
11/10/2021	Lubbe Gardenwoks	0114	76.00	AI and CB	General Gardenworks
11/10/2021	██████████	0115	139.10	AI and CB	Booker-Cleaning products
11/10/2021	Acacia Groundcare	0116	301.20	AI and CB	Aerator hire
11/10/2021	Came & Company	0272	4,349.64	AI and CB	Local Council Insurance
11/10/2021	Came & Company	0272	-4,349.64	AI and CB	Local council insurance
11/10/2021	BHGS Ltd	0117	652.40	AI and CB	Loam & Grass seed
15/10/2021	Chichester District Council	DD	235.00		Business Rates
15/10/2021	Business Stream	DD	28.00		Waste Water
20/10/2021	Contract Natural Gas Ltd	DD	92.03		Gas Supply
25/10/2021	British Gas	DD	79.01		Electricity Supply
27/10/2021	Wizard Windows	0118	90.00	AI and CB	Supply & Fit window Main Hall
27/10/2021	Motion Picture Licensing	0119	214.85	AI and CB	Umbrella Licence
27/10/2021	Hart Windows	0120	25.00	AI and CB	VC Window Cleaning
27/10/2021	Hortisurve Ltd	0121	274.10	AI and CB	Service of Roller
27/10/2021	The Spruce Girls	0122	928.00	AI and CB	VC Cleaning 19/9/21-20/10/21
27/10/2021	██████████	0123	133.13	AI and CB	Expenses for Cricket Square
28/10/2021	Chichester District Council	DD	58.40		Bin Emptying
08/11/2021	British Telecom	DD	114.12		Broadband & Phone
15/11/2021	Chichester District Council	DD	235.00		Business Rates
15/11/2021	Business Stream	DD	28.00		Waste water
16/11/2021	Lubbe Gardenworks	0124	56.00	CB and RB	General gardening VC
16/11/2021	██████████	0125	30.00	CB and RB	PP0008 Deposit return
16/11/2021	BlockBusters	0126	94.80	CB and RB	BlockBusters
16/11/2021	██████████	0127	26.97	CB and RB	2 x doorbells - amazon
16/11/2021	Keith Atherfold	0128	70.00	CB and RB	Various Maintenance jobs
16/11/2021	A D Broughton Ltd	0129	106.61	CB and RB	service 2 x boilers
16/11/2021	Andrew Baleni	0130	100.00	CB and RB	PP0010 Deposit return
22/11/2021	Contract Natural Gas Ltd	DD	144.83		Gas supply
23/11/2021	British Gas	DD	86.13		Electricity supply
25/11/2021	Chichester District Council	DD	58.40		Bin Emptying
29/11/2021	██████████	0131	10.50	AI and CB	Wilko - Coat hooks
29/11/2021	The Spruce Girls	0132	926.00	AI and CB	Cleaning 20.10.21-19.11.2021
08/12/2021	British Telecom	DD	114.12		Broadband & Phone
09/12/2021	Parish Council Account	TNSFR	300.00		Wrong Acc - Tang News Reciept
15/12/2021	Chichester District Council	DD	235.00		Business Rates Dec 2021
15/12/2021	Business Stream	DD	28.00		Waste water
16/12/2021	W Hart	0133	25.00	AI and CB	VC Window cleaning
16/12/2021	██████████	0134	44.94	AI and CB	Booker Cleaning products
16/12/2021	Keith Atherfold	0135	70.00	AI and CB	General DIY
16/12/2021	PPL PRS Ltd	0136	158.94	AI and CB	2 x Invoices Music Licence
21/12/2021	Pozitive Energy	DD	723.00		Gas Supply





Bank Reconciliation Statement as at 02/03/2022  
for Cashbook 4 - VC Unity Trust Accounts

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust 20422367 Current	28/02/2022	31	1,300.14
Unity Trust 20422383 Savings	28/02/2022	24	15,207.63
			16,507.77
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
24/02/2022 0151 Axis		180.00	
24/02/2022 0152 A D Broughton Ltd		69.00	
24/02/2022 0153 A D Broughton Ltd		147.96	
24/02/2022 0154 Hart Windows		25.00	
			421.96
			16,085.81
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			16,085.81
		Balance per Cash Book is :-	16,085.81
		Difference is :-	0.00



	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>101 Administration</b>							
1013 Film Club Subs	0	215	0	(215)			0.0%
1030 Advertising Income	1,290	1,855	1,500	(355)			123.7%
1090 Misc Income	1,120	(185)	1,000	1,185			(18.5%)
1176 Precept	79,293	86,130	86,130	0			100.0%
1196 Interest Received	90	6	0	(6)			0.0%
Administration :- Income	<u>81,793</u>	<u>88,021</u>	<u>88,630</u>	<u>609</u>			<u>99.3%</u>
4001 Salaries	30,420	27,885	30,420	2,535	2,535		91.7%
4002 Employers NIC	1,774	1,611	1,780	169	169		90.5%
4004 Employer's Pension Cost	6,297	5,772	6,300	528	528		91.6%
4008 Courses/Conferences/Training	0	392	500	108	108		78.4%
4013 Rent Payable	0	100	0	(100)	(100)		0.0%
4016 Cleaning Material	223	0	0	0	0		0.0%
4020 Miscellaneous Expenses	0	54	0	(54)	(54)		0.0%
4021 Telephone & Internet	581	463	500	37	37		92.6%
4022 Postage	24	20	100	80	80		20.4%
4023 Printing & Stationery	516	213	700	487	487		30.4%
4024 Subscriptions & Licences	1,625	1,622	1,600	(22)	(22)		101.4%
4025 Insurance	3,419	4,350	3,500	(850)	(850)		124.3%
4026 Publications	240	0	0	0	0		0.0%
4031 Covid-19	1,547	7	100	93	93		7.3%
4033 Newsletter	3,306	2,890	3,900	1,010	1,010		74.1%
4034 Website	729	360	400	40	40		90.0%
4040 Dog Bin Emptying	0	0	1,750	1,750	1,750		0.0%
4042 Small Tools/Equipment	382	8	1,000	992	992		0.8%
4051 Bank Charges	190	155	200	45	45		77.5%
4053 Loan Interest	3,211	1,605	3,200	1,595	1,595		50.2%
4054 Loan Capital Repaid	6,465	3,233	6,550	3,317	3,317		49.4%
4055 Professional Fees - Planning	2,250	1,500	0	(1,500)	(1,500)		0.0%
4056 Professional Fees - Legal	321	0	7,000	7,000	7,000		0.0%
4057 Professional Fees - Audit	750	724	900	176	176		80.4%
4058 Other Professional Fees	1,672	1,533	1,200	(333)	(333)		127.8%
Administration :- Indirect Expenditure	<u>65,941</u>	<u>54,497</u>	<u>71,600</u>	<u>17,103</u>	<u>0</u>	<u>17,103</u>	<u>76.1%</u>
5020 Tfr to Youth services EMR	0	0	2,000	2,000	2,000		0.0%
5023 Tfr to Election EMR	850	0	850	850	850		0.0%
Administration :- Other Costs	<u>850</u>	<u>0</u>	<u>2,850</u>	<u>2,850</u>	<u>0</u>	<u>2,850</u>	<u>0.0%</u>
Net Income over Expenditure	<u>15,002</u>	<u>33,523</u>	<u>14,180</u>	<u>(19,343)</u>			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>107 Grants</u>							
4701 Grants	0	500	1,050	550		550	47.6%
4703 Grants - PAP Initiatives	0	0	1,000	1,000		1,000	0.0%
4704 Grant - Churchyard	0	0	250	250		250	0.0%
4705 Grant - Youth Work	4,000	0	0	0		0	0.0%
4711 Comm Wardens Cont	12,651	12,904	13,000	96		96	99.3%
Grants :- Indirect Expenditure	16,651	13,404	15,300	1,896	0	1,896	87.6%
Net Expenditure	(16,651)	(13,404)	(15,300)	(1,896)			
<u>109 Capital &amp; Projects</u>							
1049 S106 Income	5,191	0	0	0			0.0%
Capital & Projects :- Income	5,191	0	0	0			
4910 CP NHB 2019	29,420	0	0	0		0	0.0%
4911 CP Recreation Field Bund	23,235	1,326	0	(1,326)		(1,326)	0.0%
4912 CP NHB 2020	0	25,778	0	(25,778)		(25,778)	0.0%
4913 CP NHB 2021	0	400	0	(400)		(400)	0.0%
Capital & Projects :- Indirect Expenditure	52,655	27,504	0	(27,504)	0	(27,504)	
5128 Tfr from New Homes Bonus EMR	(24,246)	0	0	0		0	0.0%
Capital & Projects :- Other Costs	(24,246)	0	0	0	0	0	
Net Income over Expenditure	(23,218)	(27,504)	0	27,504			
5130 plus Tfr from CIL EMR	22,396	1,326					
Movement to/(from) Gen Reserve	(822)	(26,178)					
<u>201 Rec Field &amp; Meadow Way</u>							
1011 Fete Income	0	432	0	(432)			0.0%
Rec Field & Meadow Way :- Income	0	432	0	(432)			
4020 Miscellaneous Expenses	70	0	0	0		0	0.0%
4031 Covid-19	126	0	0	0		0	0.0%
4036 Property Maintenance	295	60	600	540		540	10.0%
4039 ROSPA Fees	246	190	220	31		31	86.1%
4041 Equipment Hire	8	0	0	0		0	0.0%
4042 Small Tools/Equipment	71	344	100	(244)		(244)	343.8%
4045 Other Grounds Maintenance	245	310	0	(310)		(310)	0.0%
4046 Grass Cutting	2,505	3,361	3,000	(361)		(361)	112.0%
4047 Tree/Hedge Maintenance	0	1,140	500	(640)		(640)	228.0%
4721 Fete Expenses	0	32	0	(32)		(32)	0.0%
Rec Field & Meadow Way :- Indirect Expenditure	3,566	5,436	4,420	(1,016)	0	(1,016)	123.0%
Net Income over Expenditure	(3,566)	(5,004)	(4,420)	584			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>202 Street Furniture</u>							
4017 Cleaning Contract	54	125	0	(125)		(125)	0.0%
4036 Property Maintenance	60	0	0	0		0	0.0%
4038 Equipment Maintenance	0	240	0	(240)		(240)	0.0%
Street Furniture :- Indirect Expenditure	114	365	0	(365)	0	(365)	
Net Expenditure	(114)	(365)	0	365			
<u>203 Street Lighting</u>							
4014 Electricity	283	490	400	(90)		(90)	122.5%
4020 Miscellaneous Expenses	0	82	0	(82)		(82)	0.0%
4036 Property Maintenance	0	0	100	100		100	0.0%
4038 Equipment Maintenance	80	0	0	0		0	0.0%
Street Lighting :- Indirect Expenditure	363	572	500	(72)	0	(72)	114.5%
Net Expenditure	(363)	(572)	(500)	72			
<u>204 Open Spaces</u>							
1020 Rent Received	590	490	0	(490)			0.0%
Open Spaces :- Income	590	490	0	(490)			
4016 Cleaning Material	334	691	0	(691)		(691)	0.0%
4018 Refuse disposal/Bin Emptying	297	0	0	0		0	0.0%
4020 Miscellaneous Expenses	450	0	0	0		0	0.0%
4035 Speed Indicator Devices	670	480	520	40		40	92.3%
4040 Dog Bin Emptying	1,437	0	0	0		0	0.0%
4042 Small Tools/Equipment	0	287	0	(287)		(287)	0.0%
4045 Other Grounds Maintenance	210	0	0	0		0	0.0%
4047 Tree/Hedge Maintenance	795	906	600	(306)		(306)	151.0%
4048 General Garden Maintenance	2,962	2,348	3,200	853		853	73.4%
4058 Other Professional Fees	0	0	500	500		500	0.0%
4723 Christmas Expenses	357	435	0	(435)		(435)	0.0%
Open Spaces :- Indirect Expenditure	7,512	5,147	4,820	(327)	0	(327)	106.8%
Net Income over Expenditure	(6,922)	(4,657)	(4,820)	(163)			
<u>205 Allotments</u>							
1020 Rent Received	1,231	1,274	1,200	(74)			106.1%
1090 Misc Income	260	0	800	800			0.0%
Allotments :- Income	1,491	1,274	2,000	726			63.7%
4012 Water	326	41	1,000	959		959	4.1%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4020 Miscellaneous Expenses	70	172	0	(172)		(172)	0.0%
4022 Postage	0	32	0	(32)		(32)	0.0%
4024 Subscriptions & Licences	150	150	150	0		0	100.0%
4042 Small Tools/Equipment	0	296	0	(296)		(296)	0.0%
Allotments :- Indirect Expenditure	<u>545</u>	<u>691</u>	<u>1,150</u>	<u>459</u>	<u>0</u>	<u>459</u>	<u>60.1%</u>
Net Income over Expenditure	<u>946</u>	<u>582</u>	<u>850</u>	<u>268</u>			
<u>301 Tangmere Village Centre</u>							
1000 Pitch Hire - Football	200	175	300	125			58.3%
1001 Pitch Hire - Cricket	1,211	1,838	1,500	(338)			122.5%
1002 Pitch Hire - Tennis	0	0	100	100			0.0%
1003 Letting Income - Non-Profit	78	3,173	4,500	1,327			70.5%
1004 DO NOT USE	30	0	0	0			0.0%
1005 Letting Income - Private/Resid	0	360	0	(360)			0.0%
1010 Letting Income - Commercial	14,504	11,587	17,500	5,913			66.2%
1020 Rent Received	200	0	0	0			0.0%
1040 Solar Panel Income	1,040	768	800	32			96.0%
1061 Grants Received	10,000	0	0	0			0.0%
1090 Misc Income	212	0	0	0			0.0%
Tangmere Village Centre :- Income	<u>27,475</u>	<u>17,901</u>	<u>24,700</u>	<u>6,799</u>			<u>72.5%</u>
4011 Rates	0	1,839	7,500	5,661		5,661	24.5%
4012 Water	369	347	660	313		313	52.5%
4014 Electricity	918	795	1,000	205		205	79.5%
4015 Gas	2,133	2,814	2,000	(814)		(814)	140.7%
4016 Cleaning Material	111	325	500	175		175	64.9%
4017 Cleaning Contract	4,930	7,338	5,000	(2,338)		(2,338)	146.8%
4018 Refuse disposal/Bin Emptying	193	631	300	(331)		(331)	210.4%
4020 Miscellaneous Expenses	(155)	50	200	150		150	25.0%
4021 Telephone & Internet	1,098	1,022	1,100	78		78	92.9%
4024 Subscriptions & Licences	(469)	371	1,500	1,129		1,129	24.8%
4025 Insurance	174	0	180	180		180	0.0%
4031 Covid-19	966	0	0	0		0	0.0%
4036 Property Maintenance	1,886	1,678	3,000	1,322		1,322	55.9%
4037 Cricket Square Maintenance	840	1,170	1,000	(170)		(170)	117.0%
4038 Equipment Maintenance	365	315	500	185		185	63.0%
4042 Small Tools/Equipment	2,530	257	1,000	743		743	25.7%
4047 Tree/Hedge Maintenance	0	295	0	(295)		(295)	0.0%
4048 General Garden Maintenance	588	496	800	304		304	62.0%
4049 Occas'l Users Deposit Return	130	0	0	0		0	0.0%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4051 Bank Charges	28	26	0	(26)		(26)	0.0%
Tangmere Village Centre :- Indirect Expenditure	16,636	19,768	26,240	6,472	0	6,472	75.3%
5111 Tfr from VC Fund	0	0	(7,050)	(7,050)		(7,050)	0.0%
Tangmere Village Centre :- Other Costs	0	0	(7,050)	(7,050)	0	(7,050)	0.0%
Net Income over Expenditure	10,839	(1,867)	5,510	7,377			
<u>999 VAT</u>							
115 VAT Refunds	5,776	0	0	0			0.0%
VAT :- Income	5,776	0	0	0			
Net Income	5,776	0	0	0			
Grand Totals:- Income	122,316	108,117	115,330	7,213			93.7%
Expenditure	140,587	127,385	119,830	(7,555)	0	(7,555)	106.3%
Net Income over Expenditure	(18,271)	(19,267)	(4,500)	14,767			
plus Tfr from CIL EMR	22,396	1,326					
Movement to/(from) Gen Reserve	4,125	(17,941)					

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<b><u>Current Assets</u></b>			
100	Bookings Debtors	310	
105	VAT Control	7,238	
202	PC Unity Trust Accounts	26,829	
220	VC Unity Trust Accounts	16,086	
	Total Current Assets		50,464
<b><u>Current Liabilities</u></b>			
516	PAYE/NIC Due	(0)	
523	Fob Deposits	90	
524	Single User Deposits	380	
	Total Current Liabilities		470
	Net Current Assets		49,994
Total Assets less Current Liabilities			<u>49,994</u>
<b><u>Represented by :-</u></b>			
301	Current Year Fund	(19,267)	
310	General Reserve	26,267	
311	General Reserve - V Centre	14,157	
320	EMR Youth Services	6,000	
322	EMR Bus Shelters	4,305	
323	EMR Elections	1,113	
324	EMR Allotments	1,158	
326	EMR TAG	746	
327	EMR Operation Watershed Grants	3,990	
328	EMR New Homes Bonus	3,487	
330	EMR Community Infrastructure L	6,598	
340	ARR Village Centre Car Park	1,441	
	Total Equity		<u>49,994</u>

# National Joint Council for local government services

**Employers' Secretary**  
Naomi Cooke

**Trade Union Secretaries**  
Rehana Azam, GMB

Mike Short, UNISON

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**To: Chief Executives in England, Wales and N Ireland  
(copies for HR and Finance Directors)  
Members of the National Joint Council**

28 February 2022

Dear Chief Executive,

## **LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2021-22**

### **Pay**

Agreement has been reached on rates of pay applicable from **1 April 2021**.

Employers are encouraged to implement this pay award as swiftly as possible.

The new pay rates are attached at **Annex 1**. The new rates for allowances, uprated by 1.75 per cent, are set out at **Annex 2**.

The NJC has agreed to recommence the review of Term-Time Only working arrangements, which was paused at the outbreak of the pandemic.

The NJC has also agreed to enter into discussions on homeworking policies, mental health support and maternity etc leave.

### **Backpay for employees who have left employment since 1 April 2021**

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2021 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in [section 15 of the HR guide](#) which is available on the [employer resources section](#) of [www.lgpsregs.org](http://www.lgpsregs.org)

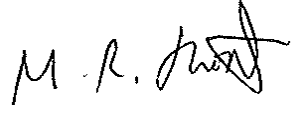
Yours sincerely,

*Naomi  
Cooke*

**Naomi Cooke**



**Rehana Azam**



**Mike Short**



SCP	01-Apr-20		01-Apr-21	
	per annum	per hour	per annum	per hour
1	£17,842	£9.25	£18,333	£9.50
2	£18,198	£9.43	£18,516	£9.60
3	£18,562	£9.62	£18,887	£9.79
4	£18,933	£9.81	£19,264	£9.99
5	£19,312	£10.01	£19,650	£10.19
6	£19,698	£10.21	£20,043	£10.39
7	£20,092	£10.41	£20,444	£10.60
8	£20,493	£10.62	£20,852	£10.81
9	£20,903	£10.83	£21,269	£11.02
10	£21,322	£11.05	£21,695	£11.25
11	£21,748	£11.27	£22,129	£11.47
12	£22,183	£11.50	£22,571	£11.70
13	£22,627	£11.73	£23,023	£11.93
14	£23,080	£11.96	£23,484	£12.17
15	£23,541	£12.20	£23,953	£12.42
16	£24,012	£12.45	£24,432	£12.66
17	£24,491	£12.69	£24,920	£12.92
18	£24,982	£12.95	£25,419	£13.18
19	£25,481	£13.21	£25,927	£13.44
20	£25,991	£13.47	£26,446	£13.71
21	£26,511	£13.74	£26,975	£13.98
22	£27,041	£14.02	£27,514	£14.26
23	£27,741	£14.38	£28,226	£14.63
24	£28,672	£14.86	£29,174	£15.12
25	£29,577	£15.33	£30,095	£15.60
26	£30,451	£15.78	£30,984	£16.06
27	£31,346	£16.25	£31,895	£16.53
28	£32,234	£16.71	£32,798	£17.00
29	£32,910	£17.06	£33,486	£17.36
30	£33,782	£17.51	£34,373	£17.82
31	£34,728	£18.00	£35,336	£18.32
32	£35,745	£18.53	£36,371	£18.85
33	£36,922	£19.14	£37,568	£19.47
34	£37,890	£19.64	£38,553	£19.98
35	£38,890	£20.16	£39,571	£20.51
36	£39,880	£20.67	£40,578	£21.03
37	£40,876	£21.19	£41,591	£21.56
38	£41,881	£21.71	£42,614	£22.09
39	£42,821	£22.20	£43,570	£22.58
40	£43,857	£22.73	£44,624	£23.13
41	£44,863	£23.25	£45,648	£23.66
42	£45,859	£23.77	£46,662	£24.19
43	£46,845	£24.28	£47,665	£24.71

NB: hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

**1 April 2021**  
£37.72

**RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2021  
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

**Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance**

**1 April 2021**  
£1,347

**Paragraph 28(14) Laboratory / Workshop Technicians**

City and Guilds Science Laboratory Technician's Certificate Allowance:

**1 April 2021**  
£219

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

**1 April 2021**  
£159

**Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum**

Inner Fringe Area:

**1 April 2021**  
£914

Outer Fringe Area:

**1 April 2021**  
£637

**Paragraph 35 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session**

**1 April 2021**  
£30.35

**FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)**

**Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum**

Inner Fringe Area:

**1 April 2021**

£914

Outer Fringe Area:

**1 April 2021**

£637