



Yarnfield and Cold Meece Parish Council
Parish Council Report Book

January 2025
Finance Reports

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1 Quarter 3 Budget Review

YCM-PC Budget 2024/5 Quarter 3 Review								Outstanding commitment	Projected end of year spend	Projected end of Year balance
Line No.		Budget 2024 - 2025	Q1 Spend	Q2 Spend	Q3 Spend	Q4 Spend	Total Spend			
General Administration										
1	Clerk salary	8,239.00	1,943.45	1,943.37	2,188.67		6,075.49	2,025.00	8,100.49	138.51
2	PAYE	2,060.00	485.80	485.80	547.20		1,518.80	504.00	2,022.80	37.20
3	Membership fees	400.00	397.00	150.20			547.20	-	547.20	147.20
4	Training	500.00	60.00				60.00	-	60.00	440.00
5	Office expenses	1,908.00	120.69	257.22	306.79		684.70	150.00	834.70	1,073.30
6	Room Hire	700.00	420.00	252.00	186.00		858.00	146.00	1,004.00	304.00
7	Newsletter	1,060.00	358.00		469.00		827.00	350.00	1,177.00	117.00
8	Workplace software licence	-	-	-	-		-	42.00	42.00	42.00
8a	Website - SCC charge	139.00					-	587.00	587.00	448.00
		15,006.00	3,784.94	3,088.59	3,697.66		10,571.19	3,804.00	14,375.19	630.81
Statutory Requirements										
9	Insurance	695.00	-	-	-		-	695.00	695.00	-
10	Audit service	500.00	126.00	-	-		126.00	252.00	378.00	122.00
11	Annual inspection of play equipment	114.00	-	-	-		-	122.40	122.40	8.40
		1,309.00	126.00	-	-		126.00	1,069.40	1,195.40	113.60
Repairs and Maintenance										
12	Grounds Maintenance Contract	8,097.00	915.60	3,542.40	2,742.60		7,200.60	-	7,200.60	896.40
13	Play Equipment	1,113.00	-	-	-		-	709.20	709.20	403.80
		9,210.00	915.60	3,542.40	2,742.60		7,200.60	709.20	7,909.80	1,300.20
Miscellaneous										
14	SBC - civic amenity sites	-	-	-	-		-	-	-	-
15	SBC - election recharge	-	-	-	-		-	-	-	-
		-	-	-	-		-	-	-	-
Grants										
16	Community Projects (Grants)	500.00	-	-	229.00		229.00	-	229.00	271.00
Reserve Account										
17	Deposit Account			-	-		-	-	-	-
		26,025.00	4,826.54	6,630.99	6,669.26	-	18,126.79	5,582.60	23,709.39	2,315.61

2 Special Project SP1 – SP9 Budget Review

Line No.		Budget 2024 - 2025	Q1 Spend	Q2 Spend	Q3 Spend	Q4 Spend	Total Spend			
Special Projects										
SP1	Road projects - contribution to Staffordshire County Council				-		-	-	-	-
SP2	Neighbourhood Plan	50.00	3,150.00	-	-		3,150.00	-	3,150.00	-
SP3	Footpath and pavement improvements	-	-	-	-		-	-	-	-
SP4	Community Action Group - projects	1,200.00	151.99		195.35		347.34	-	347.34	852.66
SP5	Cold Meece road safety scheme	1,000.00	-	-	-		-	-	-	1,000.00
SP6	Events Group	800.00	250.00	1,438.66	103.89		1,792.55	140.00	1,932.55	- 992.55
SP7	CSW project - Yarnfield Park	1,000.00			264.76		264.76		264.76	735.24
SP8	Wednesday Lunch Club	900.00	290.09	119.91	260.20		670.20	180.00	850.20	49.80
SP9	Bus shelter	-		5,994.00	253.36		6,247.36		6,247.36	- 6,247.36

The reported overspend on SP6 by the Events Working Group and the bus shelter are offset by income raised by the group

The reported overspend on SP9 the bus shelter are offset by income from the insurance claim.

3 Reserve Account Balances

Reserve Accounts					
		Income		Payments & special project	Balance
General Reserves		42,396.64		8,750.00	33,646.64
Special Project				6,774.00	26,872.64
Community Action Group		4,915.88		1,605.66	3,310.22
Event Working Group		1,654.40		328.96	1,325.44
Available Balance					31,508.30

4 Schedule of Payments

4.1 The cancellation of the meeting in December means there will be two schedules of payment to approve at the meeting.

Yarnfield and Cold Meece Parish Council							
Schedule of Payments - 18 December, 2024							
Date	Ref/Chq	Payee	Description	NET	VAT	RECEIPTS	Payment
10/12/2024	DD	Talk Mobile	Mobile phone charge	5.00			5.00
18/12/2024	BACS	AEDdonate	Pads	59.95	11.99		71.94
18/12/2024	BACS	AEDdonate	Defibrillator	1,258.32	251.66		1,509.98
18/12/2024	BACS	Creative Bee	Newsletter printing	469.00			469.00
18/12/2024	BACS	Clerk	Salary	674.69			674.69
18/12/2024	BACS	HMRC	PAYE payment	168.60			168.60
18/12/2024	BACS	Clerk	Office expenses	15.41	3.08		18.49
18/12/2024	BACS	Village Hall Committee	Parish council hire	138.00			138.00
18/12/2024	BACS	Clr Parkin	Lunch club Expenses	74.98			74.98
18/12/2024	BACS	Clr Parkin	Childrens party expenses	103.89			103.89
				2,967.84	266.73		3,234.57
Account Transfers - 18 December, 2023							
		From	To				
18-Dec-24	Transfer	Communy Account	Transfer from CAG reserve account				1,318.27
							1,318.27
Chairperson:							
Date:		13-Jan-25					

Yarnfield and Cold Meece Parish Council							
Schedule of Payments - 13 Janaury, 2025							
Date	Ref/Chq	Payee	Description	NET	VAT	RECEIPT	Paymen
20/12/2024	171	BBC Children in Need	Pudsey walk donation CANCELLED				-
09/01/2025	DD	Talk Mobile	Mobile phone charge	4.17	0.83		5.00
13/01/2025	BACS	Creative Bee	Defibrillator plaque	30.00	6.00		36.00
13/01/2025	BACS	Forvis Mazar	External Audit	210.00	42.00		252.00
13/01/2025	BACS	The Play Inspection Company	Playground annual inspection	102.00	20.40		122.40
13/01/2025	BACS	Staffordshire County Council	Website service charge	125.00			125.00
13/01/2025	Bacs	Clerk	Salary	674.69			674.69
13/01/2025	BACS	HMRC	PAYE payment	168.60			168.60
13/01/2025	BACS	Village Hall Committee	Parish Council hire	24.00			24.00
13/01/2025	BACS	Clerk	Office expenses	175.06	5.41		180.47
13/01/2025	BACS	BBC Children in Need	Pudsy walk donation	60.00			60.00
				1,573.52	74.64		1,648.16
Account Transfers - 13 Janaury, 2025							
		From	To				
13-Jan-25	Transfer	General account	Community Action Group				1,000.00
13-Jan-25	Transfer	Community Action Group	General account				30.00
							1,030.00
Chairperson:							
Date:		13-Jan-25					

5 Yarnfield and Cold Meece Parish Council Budget Review and Precept

5.1 The process to prepare the 2025 budget and precept require the council to:

- Agree the appropriate uplift in the cost of core services (Budget lines 1 – 16)
- Approve any special projects that the council want to complete during the next financial year. These will include:
 - Completing the neighbourhood plan. A grant application is being prepared to support this work.
 - Environmental projects – the lease of the village green from Stafford Borough Council will come with costs associated with the lease. The parish council will also receive section 106 funding from the borough council. There may be opportunities to apply for grants to support the work.
 - The Community Action Group has a strong reserve budget, which is in addition to the money it has been gifted or has raised through its own work to pay for a new defibrillator in Yarnfield. The proposal from the Community Action Group will be to use some of the money held in reserves to pay for a defibrillator for Ford Drive. Opportunities to apply for a grant to support the work will also be made.
 - Cold Meece Road Safety Scheme – the proposal is to install a new Speed Indicator Device in Cold Meece. The location of the device has still to be agreed. Opportunities to apply for a grant to support the work will also be made.
 - The Events Working Group has a strong reserve budget. It also raises money during the year from the various events that it holds.
 - CSW project – Yarnfield Park. The proposal is to either paint speed roundals on the road or place 20mph repeater signs on Yarnfield Parkway and Brookvale Drive.
 - Wednesday Lunch Club – the lunch club raises income from those attending and the role of the parish council budget is to underwrite the costs of the club. A grant application to Stafford Borough Council has been approved which will be used to reduce the value of the parish council contribution to the scheme.
 - Bus shelter – the bus shelter in Cold Meece has receive no maintenance since at least 2019. A programme of improvements and repair is proposed.

5.2 The draft budget for 2025 – 26 is set out in Table 1

5.3 Having agreed the draft budget the impact this will have on the precept to be raised can be calculated - Table 2.

Table 1 -Proposed Budget 2025 - 26

YCM-PC Budget 2024/5 Quarter 3 Review			
Line No.		Budget 2024- 2025	Budget 2025- 2026
General Administration			
1	Clerk salary	8,239.00	8,650.95
2	PAYE	2,060.00	2,163.00
3	Membership fees	400.00	420.00
4	Training	500.00	525.00
5	Office expenses	1,908.00	2,003.40
6	Room Hire	700.00	735.00
7	Newsletter	1,060.00	1,113.00
8	Workplace software licence	-	50.00
8a	Website - SCC charge	139.00	450.00
		15,006.00	16,110.35
Statutory Requirements			
9	Insurance	695.00	695.00
10	Audit service	500.00	525.00
11	Annual inspection of play equipment	114.00	119.70
		1,309.00	1,339.70
Repairs and Maintenance			
12	Grounds Maintenance Contract	8,097.00	8,501.85
13	Play Equipment	1,113.00	1,168.65
		9,210.00	9,670.50
Miscellaneous			
14	SBC - civic amenity sites	-	-
15	SBC - election recharge	-	-
		-	-
Grants			
16	Community Projects (Grants)	500.00	525.00
Reserve Account			
17	Deposit Account		-
		26,025.00	27,645.55
Special Projects			
SP1	Road projects - contribution to SCC	4,000.00	-
SP2	Neighbourhood Plan	50.00	170.00
SP3	Environmental project (village green)	-	3,800.00
SP4	Community Action Group - projects	1,200.00	400.00
SP5	Cold Meece road safety scheme	1,000.00	2,000.00
SP6	Events Group	800.00	100.00
SP7	CSW project - Yarnfield Park	1,000.00	1,000.00
SP8	Wednesday Lunch Club	900.00	800.00
SP9	Bus shelter (Cold Meece)	-	400.00
	Budget codes SP1 - SP8	8,950.00	8,670.00
Total budget		34,975.00	36,315.55

Table 2 - precept assessment

Yarnfield and Cold Meece Parish Council - Precept Proposals for 2025-26								
					Effect of different budget of the precept levied on a Band D property			
	2024-25 Precept	Standstill Position using 2025-26 precept	Proposed Precept		3% uplift in budget	4% uplift in budget	5% uplift in budget	6% uplift in budget
	£	£	£		£	£	£	£
Precept - amount to be paid to Parish	28,332	28,332	29,694		29,394.00	29,694.00	30,093.00	30,443.00
Less Government Grant	- 806	- 822	- 822		(821.58)	(821.58)	(821.58)	(821.58)
Amount to be charged to taxpayers	27,526	27,510	28,872		28,572.42	28,872.42	29,271.42	29,621.42
Divided by the Tax Base	822.68	814.38	814.38		814.38	814.38	814.38	814.38
Amount per Band D Property	33.46	33.78	35.45		35.08	35.45	35.94	36.37
Percentage change to last year								
Increase / (Decrease)		1.0%	5.9%		4.8%	5.9%	7.4%	8.7%

		% increase in the precept	Precept	Difference (£)
Note 1	A budget uplift of 3% will lead to a £299 shortfall	3%	£29,394	- £299
Note 2	A budget uplift of 4% will lead to a balanced budget.	4%	£29,694	£0
Note 3	A budget uplift of 5% - 6% will lead to a £400 - £750 increase in income.	5%	£30,094	£400
		6%	£30,444	£750
Note 4	The percentage increase in the precept paid by every household is not the same as the percentage uplift in the budget.			

Example: a 4% increase in the budget will result in a 5.9% increase in payments by Band D Properties.

5.4 Recommendation: It is recommended that:

- The draft budget set out in Table 1 is approved.
- That the precept for 2025 – 26 is set at £29,694.00