

Tavistock Town Council

Unaudited Financial Statements

For the year ended 31 March 2021

Tavistock Town Council

Table of Contents

31 March 2021

	Page
Table of Contents.....	2
Council Information.....	3
Statement of Responsibilities.....	4
Statement of Accounting Policies.....	5
Income and Expenditure Account.....	8
Statement of Movement in Reserves.....	9
Balance Sheet.....	10
Cash Flow Statement.....	11
Notes to the Accounts.....	12
1 Other Costs Analysis.....	12
2 Interest Payable and Similar Charges.....	12
3 Interest and Investment Income.....	13
4 Agency Work.....	13
5 Related Party Transactions.....	13
5 Related Party Transactions (cont'd).....	14
6 Audit Fees.....	14
7 Members' Allowances.....	14
8 Employees.....	14
9 Pension Costs.....	15
10 Tangible Fixed Assets.....	15
11 Financing of Capital Expenditure.....	16
12 Information on Assets Held.....	16
12 Information on Assets Held (cont'd).....	17
13 Investments.....	17
14 Stocks.....	18
15 Debtors.....	18
16 Creditors and Accrued Expenses.....	18
17 Financial Commitments under Operating Leases.....	18
18 Long Term Liabilities.....	19
19 Deferred Grants.....	19
20 Revaluation Reserve.....	20
21 Capital Financing Account.....	20
22 Earmarked Reserves.....	20
23 Capital Commitments.....	21
24 Contingent Liabilities.....	21
25 Reconciliation of Revenue Cash Flow.....	21
26 Movement in Cash.....	21
27 Reconciliation of Net Funds/Debt.....	22
28 Post Balance Sheet Events.....	22
Appendices.....	23

Tavistock Town Council

Council Information

31 March 2021

(Information current at 1st June 2021)

Town Mayor

Cllr A. Hutton

Councillors

Cllr Mrs U. Mann (Deputy Town Mayor)

Cllr J. Boyd-Moody

Cllr Ms L. Crawford

Cllr J. Ellis

Cllr Mrs M. V. L. Ewings

Cllr T. Fey

Cllr Mrs A. Johnson

Cllr A. Lewis

Cllr G. Parker

Cllr Mrs G. Parker

Cllr B. Smith

Cllr H. Smith

Cllr P. Squire

Cllr A. Venning

Cllr P. Ward

Cllr P. Williamson

Town Clerk

Mr C. P. Hearn FCIS CiLCA

Auditors

PKF Littlejohn LLP

SBA Team

1 Westferry Circus

Canary Wharf

London

E14 4HD

Internal Auditors

Internal Audit & Consultancy Ltd

70 Boundary Walk

Trowbridge

Wiltshire

BA14 0LZ

Tavistock Town Council
Statement of Responsibilities
31 March 2021

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Town Clerk, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2021 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Tavistock Town Council at 31 March 2021, and its income and expenditure for the year ended 31 March 2021.

Signed:

Mr C. P. Hearn FCIS CiLCA- Town Clerk

Date:

Tavistock Town Council
Statement of Accounting Policies
31 March 2021

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

land and buildings are included in the balance sheet at Depreciated Replacement Cost (DRC). The DRC basis of valuation requires an estimate of the value of the land in its existing use, together with the current replacement cost of the building and its external works, from which appropriate deductions have been made to reflect the age, condition, economic, functional and environmental obsolescence and other locational factors which might result in the existing building being worth less than a new replacement building,

non-operational (i.e. investment) properties are included at market value,

all other assets are included in the balance sheet at the lower of cost (estimated where not known) less depreciation, or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Tavistock Town Council
Statement of Accounting Policies
31 March 2021

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 5 to 10 years on a straight line basis.

New play equipment is depreciated over 10 years at 10% per annum straight line.

Infrastructure assets are depreciated over 5 years at 20% per annum straight line.

Meadows Footbridge is depreciated over 20 years at 5% per annum straight line.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Investments

Investments are included in the balance sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised. Details are given at note 13.

Stocks and Work in Progress

Stocks held for resale, where significant (generally in excess of £1,000), are valued at the lower of cost or net realisable value. Consumable stocks have been treated as an expense when purchased because their value was not material.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Tavistock Town Council
Statement of Accounting Policies
31 March 2021

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 18.

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 17.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 21 to 22.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Revaluation Reserves – hold balances representing unrealised gains on the appropriate asset since 1st April 2007.

Capital Financing Account – represent the council's investment of resources in such assets already made.

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

Tavistock Town Council
Income and Expenditure Account
31 March 2021

	Notes	2021 £	2020 £
Income			
Precept on Borough Council		728,255	629,910
Grants Receivable		215,303	199,276
Rents Receivable, Interest & Investment Income		392,222	405,359
Charges made for Services		209,326	677,366
Other Income		4,143	16,584
Total Income		1,549,249	1,928,495
Expenditure			
Direct Service Costs:			
Salaries & Wages		(395,839)	(525,883)
Grant-aid Expenditure		(11,951)	(32,067)
Other Costs	1	(622,165)	(811,783)
Democratic, Management & Civic Costs:			
Salaries & Wages		(202,124)	(220,565)
Other Costs	1	(160,014)	(207,490)
Total Expenditure		(1,392,093)	(1,797,788)
Excess of Income over Expenditure for the year.		157,156	130,707
Exceptional Items			
Profit/(Loss) on the disposal of fixed assets		24,903	-
Net Operating Surplus for Year		182,059	130,707
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(36,208)	(31,853)
Capital Expenditure charged to revenue	11	(20,368)	(377,436)
Reverse profit on asset disposals		(24,903)	-
Transfer from Earmarked Reserves	22	20,802	403,758
Surplus for the Year to General Fund		121,382	125,176
Net Surplus for the Year		100,580	(278,582)
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer from Earmarked Reserves	22	(20,802)	(403,758)
Surplus for the Year to General Fund		121,382	125,176
		100,580	(278,582)

The council had no other recognisable gains and/or losses during the year.

The notes on pages 12 to 22 form part of these unaudited statements.

Tavistock Town Council
Statement of Movement in Reserves
31 March 2021

Reserve	Purpose of Reserve	Notes	2021 £	Net Movement in Year £	2020 £
Asset Revaluation Reserve	Store of gains on revaluation of fixed assets	20	1,191,451	-	1,191,451
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	21	7,956,067	5,584	7,950,483
Usable Capital Receipts	Proceeds of fixed assets sales available to meet future capital investment		24,903	24,903	-
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	22	696,293	(20,802)	717,095
General Fund	Resources available to meet future running costs		694,551	121,382	573,169
Total			10,563,265	131,067	10,432,198

The notes on pages 12 to 22 form part of these unaudited statements.

Tavistock Town Council

Balance Sheet

31 March 2021

	Notes	2021 £	2021 £	2020 £
Fixed Assets				
Tangible Fixed Assets	10		10,733,697	10,082,174
Long Term Assets				
Investments Other Than Loans	13		240	240
Current Assets				
Stock	14	3,895		5,598
Debtors and prepayments	15	328,403		490,185
Cash at bank and in hand		<u>1,367,108</u>		<u>1,068,943</u>
		1,699,406		1,564,726
Current Liabilities				
Current Portion of Long Term Borrowings		(42,266)		(30,284)
Creditors and income in advance	16	<u>(215,478)</u>		<u>(274,702)</u>
Net Current Assets			1,441,662	1,259,740
Total Assets Less Current Liabilities			12,175,599	11,342,154
Long Term Liabilities				
Long-term borrowing	18		(807,866)	(456,056)
Deferred Grants	19		(804,468)	(453,900)
Total Assets Less Liabilities			<u>10,563,265</u>	<u>10,432,198</u>
Capital and Reserves				
Revaluation Reserve	20		1,191,451	1,191,451
Capital Financing Reserve	21		7,956,067	7,950,483
Usable Capital Receipts Reserve			24,903	-
Earmarked Reserves	22		696,293	717,095
General Reserve			<u>694,551</u>	<u>573,169</u>
			10,563,265	10,432,198

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2021, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 1st June 2021 .

Signed:

Cllr A. Hutton
Town Mayor

.....

Mr C. P. Hearn FCIS CiLCA
Responsible Financial Officer

Date:

.....

The notes on pages 12 to 22 form part of these unaudited statements.

Tavistock Town Council

Cash Flow Statement

31 March 2021

	Notes	2021 £	2021 £	2020 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(602,445)		(745,897)
Other operating payments		(769,848)		(1,133,066)
			(1,372,293)	(1,878,963)
<i>0</i>				
Precept on Borough Council		728,255		629,910
Cash received for services		619,772		1,102,902
Revenue grants received		157,992		203,272
Agency receipts		-		10,500
			1,506,019	1,946,584
Net cash inflow from Revenue Activities	25		133,726	67,621
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(19,503)		(15,890)
<i>Cash inflows</i>				
Interest received		1,858		7,782
Net cash (outflow) from Servicing of Finance			(17,645)	(8,108)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(688,902)		(813,187)
<i>Cash inflows</i>				
Sale of fixed assets		24,903		-
Capital grant received		482,291		243,608
Net cash (outflow) from Capital Activities			(181,708)	(569,579)
Net cash (outflow) before Financing			(65,627)	(510,066)
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(36,208)	(31,853)
<i>Cash inflows</i>				
New loans raised			400,000	-
Net cash inflow/(outflow) from financing and liquid resources			363,792	(31,853)
Increase/(Decrease) in cash	26		298,165	(541,919)

The notes on pages 12 to 22 form part of these unaudited statements.

Tavistock Town Council

Notes to the Accounts

31 March 2021

1 Other Costs Analysis

Other Costs reported in the council's Income and Expenditure Account comprise the following:

Direct Service Costs

	2021	2020
	£	£
Heritage	6,936	8,443
Museums & Galleries	50	47
Theatres & Public Entertainment	-	34,346
Community Centres	67,673	75,816
Outdoor Sports & Recreation Facilities	82,369	145,995
Community Parks & Open Spaces	4,263	5,956
Allotments	200	112
Cemeteries	14,377	17,024
Public Conveniences	2,097	12,107
Market Undertakings	100,343	246,332
Community Development	8,977	32,875
Street Lighting	7,106	8,742
Off-street Parking	11,964	7,988
Townscape Heritage Initiative Projects	308,465	229,162
Investment Properties	19,296	18,905
Less: Grant-aid Expenditure	(11,951)	(32,067)
Total	622,165	811,783

Democratic, Management & Civic Costs

	2021	2020
	£	£
Corporate Management	128,728	160,771
Democratic Representation & Management	1,628	9,623
Civic Expenses	623	7,669
Mayors Allowance	-	2,000
Members' Allowances	7,922	11,747
Interest Payable	21,113	15,680
Total	160,014	207,490

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

2 Interest Payable and Similar Charges

	2021	2020
	£	£
External Interest Charges - Loans	21,113	15,680
	21,113	15,680

Tavistock Town Council

Notes to the Accounts

31 March 2021

3 Interest and Investment Income

	2021	2020
	£	£
Interest Income - General Funds	1,880	7,782
	<u>1,880</u>	<u>7,782</u>

4 Agency Work

Commissioning Authority and Nature of Work

	2021	2020
	£	£
West Devon Bourough Council - Bench Maintenance	-	1,000
West Devon Bourough Council - Grounds Maintenance	-	9,000
Buckland Monachorum P C - Play Park Inspections	-	500
	<u>-</u>	<u>10,500</u>

During the year the Council commissioned no agency work to be performed by other authorities.

5 Related Party Transactions

The council is required to disclose material transactions with related parties – bodies that have the potential to control or influence the council or to be controlled or influenced by the council. Disclosure of these transactions allows readers to assess the extent to which the council might have been constrained in its ability to operate independently or might have secured the ability to limit another party's freedom to bargain with the council at arms length.

Related parties include:

Central Government

The council's operations are controlled by statutes passed by Central Government. All transactions with Central Government arise as a result of some of those statutes but do not, in the opinion of the council, require to be disclosed here.

Principal Authorities

The Principal Authority collects this council's Precept and remits the same to the council under statutory provisions. The Precept is disclosed separately elsewhere in these accounts.

The County Council administers the Pension Fund of which certain of the council's staff are members. Details of amounts payable to the fund are disclosed at note 9.

Agency arrangements with other authorities are disclosed at note 4.

The council has the following funding arrangements in place with other authorities to secure the continued operation of certain services:

Organisation	Service Provider	2020	2019
		£	£
Tavistock Museum	Rent Support Grant	11,300	11,300

Tavistock Town Council

Notes to the Accounts

31 March 2021

5 Related Party Transactions (cont'd)

Members of the council

Members have direct control over the council's financial and operating policies. During the year no members have undertaken any declarable, material transactions with the council, nor the council with any member. Details of such transactions (if any) are recorded in the Register of Members' Interests, open to public inspection at the council's offices.

Members represent the council on various organisations. Appointments are reviewed annually, unless a specific termination date applies to the term of office. None of these appointments places a Member in a position to exert undue influence or control.

Officers of the Council

Other than their contracts of employment, no material transactions have been made during the year between the council and any officer.

Other Organisations

The council awards grants to support a number of voluntary or charitable bodies. It does not attempt to exert control or influence as a result of such grants.

6 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2021	2020
	£	£
Fees for statutory audit services	2,400	2,400
Total fees	<u>2,400</u>	<u>2,400</u>

7 Members' Allowances

	2021	2020
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	-	2,000
Members Allowances	7,922	11,747
	<u>7,922</u>	<u>13,747</u>

8 Employees

The average weekly number of employees during the year was as follows:

	2021	2020
	Number	Number
Full-time	15	18
Part-time	6	5
Temporary	15	15
	<u>36</u>	<u>38</u>

All staff are paid in accordance with nationally agreed pay scales.

Tavistock Town Council

Notes to the Accounts

31 March 2021

9 Pension Costs

The council participates in the Devon County Council L G P S. The Devon County Council L G P S is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2021 was £96,218 (31 March 2020 - £116,001).

The most recent actuarial valuation was carried out as at 31st March 2019, and the council's contribution rate is confirmed as being 21.10% of employees' pensionable pay with effect from 1st April 2021 (year ended 31 March 2021 – 21.10%).

Financial Reporting Standard 17 (FRS17): "Retirement Benefits" sets out accounting requirements for pension costs. For schemes such as Devon County Council L G P S, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

10 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£	£	£
At 31 March 2020	2,624,292	6,688,637	892,784	254,324	233,021	818,786	11,511,844
Additions	-	-	-	-	-	706,415	706,415
At 31 March 2021	2,624,292	6,688,637	892,784	254,324	233,021	1,525,201	12,218,259
Depreciation							
At 31 March 2020	(474,496)	-	(779,428)	(175,746)	-	-	(1,429,670)
Charged for the year	(28,288)	-	(12,310)	(14,294)	-	-	(54,892)
At 31 March 2021	(502,784)	-	(791,738)	(190,040)	-	-	(1,484,562)
Net Book Value							
At 31 March 2021	2,121,508	6,688,637	101,046	64,284	233,021	1,525,201	10,733,697
At 31 March 2020	2,149,796	6,688,637	113,356	78,578	233,021	818,786	10,082,174

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2009 by external independent valuers, Messrs Drew Pearce. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

Assets Held under Finance Agreements

The council holds no such assets

Tavistock Town Council

Notes to the Accounts

31 March 2021

11 Financing of Capital Expenditure

	2021	2020
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	706,415	818,786
	<u>706,415</u>	<u>818,786</u>
was financed by:		
Capital Grants	354,468	441,350
Loan Proceeds	331,579	-
Revenue:		
Capital Projects Reserve	-	357,195
Precept and Revenue Income	20,368	20,241
	<u>706,415</u>	<u>818,786</u>

12 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

- Council Offices
- Town Hall
- Guildhall
- Pannier Market
- Works Depot (the former Molly Owen Centre)
- Pavilion at Plymouth Road recreation ground
- Public Toilets
- Cemetery, Chapel, lodge and store
- Court Gate
- Land at Pixon Lane

Vehicles and Equipment

- Light Vans – 1
- Trucks (2) and Tractor (1)
- Mini-Excavator
- Play Equipment at 7 sites
- Sundry grounds maintenance equipment
- Sundry office equipment

Tavistock Town Council

Notes to the Accounts

31 March 2021

12 Information on Assets Held (cont'd)

Infrastructure Assets

Street lights (66)
Market Road Lighting Scheme
Bus shelters (6)
The Meadows Bridge
Cemetery Soakaway
Other street furniture

Community Assets

Abbey Chapel
Betsy Grimbal's Tower
Whitchurch Down – Common Land
Allotments
Recreation grounds and playing field
Children's play areas (4)
Council Artefacts & Regalia

Investment Properties

Duke Street & Pannier Market Shops
Market Road Properties
West Street Properties
Corn & Cattle Markets

13 Investments

	Investments Other Than Loans
Cost	£
At 01 April 2020	240
At 31 March 2021	240
Amounts Written Off	
At 31 March 2021	-
Net Book Value	
At 31 March 2021	240
	240
At 01 April 2020	240
	240

Tavistock Town Council

Notes to the Accounts

31 March 2021

14 Stocks

	2021	2020
	£	£
Town Hall Bar	3,895	5,598
	<u>3,895</u>	<u>5,598</u>

15 Debtors

	2021	2020
	£	£
Trade Debtors	4,459	21,703
Rent Debtors	160,256	161,433
Bookings Debtors	773	2,550
Provision for Doubtful Debts	(1,066)	(1,066)
Doubtful Debt Prov' Rental	(19,109)	(19,109)
Trade Debtors	<u>145,313</u>	<u>165,511</u>
VAT Recoverable	15,425	86,227
Revenue Grant Debtors	95,692	38,381
Prepayments	2,032	2,324
Accrued Interest Income	22	-
Capital Grant Debtors	<u>69,919</u>	<u>197,742</u>
	<u>328,403</u>	<u>490,185</u>

16 Creditors and Accrued Expenses

	2021	2020
	£	£
Trade Creditors	17,558	70,209
Other Creditors	3,656	3,186
Superannuation Payable	9,654	12,144
Payroll Taxes and Social Security	8,829	10,819
Accruals	16,982	34,431
Accrued Interest Payable	3,450	1,840
Income in Advance	116,179	120,416
Capital Creditors	<u>39,170</u>	<u>21,657</u>
	<u>215,478</u>	<u>274,702</u>

17 Financial Commitments under Operating Leases

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	2021	2020
	£	£
Obligations expiring within one year	6,380	664
Obligations expiring between two and five years	767	6,483
Obligations expiring after five years	-	-
	<u>7,147</u>	<u>7,147</u>

Tavistock Town Council

Notes to the Accounts

31 March 2021

18 Long Term Liabilities

	2021	2020
	£	£
Public Works Loan Board	850,132	486,340
	<u>850,132</u>	<u>486,340</u>

	2021	2020
	£	£
The above loans are repayable as follows:		
Within one year	42,266	30,284
From one to two years	42,564	30,207
From two to five years	129,437	90,627
From five to ten years	196,043	135,222
Over ten years	439,822	200,000
	<u>850,132</u>	<u>486,340</u>
Total Loan Commitment	850,132	486,340
Less: Repayable within one year	(42,266)	(30,284)
	<u>807,866</u>	<u>456,056</u>

19 Deferred Grants

	2021	2020
	£	£
Capital Grants Unapplied		
At 01 April	-	-
Grants received in the year	354,468	441,350
Applied to finance capital investment	(354,468)	(441,350)
At 31 March	<u>-</u>	<u>-</u>
Capital Grants Applied		
At 01 April	453,900	18,485
Grants Applied in the year	354,468	441,350
Released to offset depreciation	(3,900)	(5,935)
At 31 March	<u>804,468</u>	<u>453,900</u>
Total Deferred Grants		
At 31 March	804,468	453,900
At 01 April	<u>453,900</u>	<u>18,485</u>

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

Tavistock Town Council

Notes to the Accounts

31 March 2021

20 Revaluation Reserve

	2021	2020
	£	£
Balance at 01 April	1,191,451	1,191,451
Balance at 31 March	1,191,451	1,191,451

The revised system of accounting for local councils requires the establishment of a Revaluation Reserve. The balance on this account represents revaluation of fixed assets since 1st April 2007, less subsequent depreciation charged to revenue on such revaluation elements. This account will increase or reduce as and when assets are revalued or disposed of.

21 Capital Financing Account

	2021	2020
	£	£
Balance at 01 April	7,950,483	7,631,854
Financing capital expenditure in the year		
Additions - using revenue balances	20,368	377,436
Loan repayments	36,208	31,854
Reversal of depreciation	(54,892)	(96,596)
Deferred grants released	3,900	5,935
Balance at 31 March	7,956,067	7,950,483

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

22 Earmarked Reserves

	Balance at 01/04/2020	Contribution to reserve	Contribution from reserve	Balance at 31/03/2021
	£	£	£	£
Capital Projects Reserves	495,193	100,250	(158,217)	437,226
Asset Renewal Reserves	76,950	4,147	-	81,097
Other Earmarked Reserves	144,952	70,625	(37,607)	177,970
Total Earmarked Reserves	717,095	175,022	(195,824)	696,293

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2021 are set out in detail at Appendix A.

Tavistock Town Council

Notes to the Accounts

31 March 2021

23 Capital Commitments

The council had no other capital commitments at 31 March 2021 not otherwise provided for in these accounts.

24 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

25 Reconciliation of Revenue Cash Flow

	2021	2020
	£	£
Net Operating Surplus for the year	157,156	130,707
Add/(Deduct)		
Interest Payable	21,113	15,680
Interest and Investment Income	(1,858)	(7,782)
Decrease/(Increase) in stock held	1,703	(288)
Decrease/(Increase) in debtors	33,959	(65,010)
(Decrease) in creditors	(78,347)	(5,686)
Revenue activities net cash inflow	<u>133,726</u>	<u>67,621</u>

26 Movement in Cash

	2021	2020
	£	£
Balances at 01 April		
Cash with accounting officers	1,350	1,350
Cash at bank	<u>1,067,593</u>	<u>1,609,512</u>
	1,068,943	1,610,862
Balances at 31 March		
Cash with accounting officers	1,350	1,350
Cash at bank	<u>1,365,758</u>	<u>1,067,593</u>
	1,367,108	1,068,943
Net cash inflow/(outflow)	<u>298,165</u>	<u>(541,919)</u>

Tavistock Town Council

Notes to the Accounts

31 March 2021

27 Reconciliation of Net Funds/Debt

	2021	2020
	£	£
Increase/(Decrease) in cash in the year	298,165	(541,919)
Cash inflow from new borrowings	(400,000)	-
Cash outflow from repayment of debt	36,208	31,853
Net cash flow arising from changes in debt	(363,792)	31,853
Movement in net debt in the year	(65,627)	(510,066)
Cash at bank and in hand	1,068,943	1,610,862
Total borrowings	(486,340)	(518,193)
Net funds at 01 April	582,603	1,092,669
Cash at bank and in hand	1,367,108	1,068,943
Total borrowings	(850,132)	(486,340)
Net funds at 31 March	516,976	582,603

28 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 1st June 2021), which would have a material impact on the amounts and results reported herein.

Tavistock Town Council

Appendices

31 March 2021

Appendix A

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2020</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2021</u> £
<u>Capital Project Reserves</u>				
Rolling Capital Fund	144,074	60,000	-9,797	213,871
Land Acquisition	50,000		50,000	0
THI Common Fund	142,619		118,014	24,605
THI Properties Sinking Fund	107,500	27,500		135,000
THI Guildhall Sinking Fund	51,000	12,750		63,750
	<u>495,193</u>	<u>100,250</u>	<u>158,217</u>	<u>437,226</u>
<u>Vehicle Replacement Reserves</u>				
Equipment Replacement	<u>76,950</u>	<u>4,147</u>		<u>81,097</u>
<u>Other Earmarked Reserves</u>				
Elections	20,598			20,598
Irrecoverable VAT	20,000			20,000
Charter Trees	457			457
Economic Support	50,000			50,000
Extraordinary Maintenance	53,897	70,625	37,607	86,915
	<u>144,952</u>	<u>70,625</u>	<u>37,607</u>	<u>177,970</u>
Total Earmarked Reserves	<u>717,095</u>	<u>175,022</u>	<u>195,824</u>	<u>696,293</u>

Tavistock Town Council

31 March 2021

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Cultural & Heritage	26,269	(13,442)
Recreation & Sport	545,197	401,856
Open Spaces	6,739	3,650
Cemetery, Cremation & Mortuary	(9,393)	(14,816)
Environmental Health	42,004	2,097
Planning & Development Services (including Markets)	(146,870)	15,037
Street Lighting	9,772	4,419
Parking Services	(19,380)	4,997
Townscape Heritage Initiative Projects	-	182,232
Investment Properties	(404,595)	(371,046)
Net Direct Services Costs	49,743	214,984
Corporate Management	339,943	285,627
Democratic & Civic	98,204	51,255
Net Democratic, Management and Civic Costs	438,147	336,882
Interest & Investment Income	(3,000)	(1,880)
Loan Charges	67,343	57,321
Capital Expenditure	-	20,368
Proceeds of Disposal of Capital Assets	-	(24,903)
Transfers to/(from) other reserves	176,022	4,101
(Deficit from)/Surplus to General Reserve	-	121,382
Precept on Borough Council	728,255	728,255

Tavistock Town Council

31 March 2021

Annual Report Tables

Table. 2 – Service Income & Expenditure

	Notes	2021 £	2021 £	2021 £	2020 £
		Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES					
Cultural & Heritage}		9,302	(22,744)	(13,442)	(13,659)
Recreation & Sport		442,761	(40,905)	401,856	505,975
Open Spaces		4,463	(813)	3,650	1,121
ENVIRONMENTAL SERVICES					
Cemetery, Cremation & Mortuary		21,438	(36,254)	(14,816)	(6,379)
Environmental Health		2,097	-	2,097	12,107
PLANNING & DEVELOPMENT SERVICES					
Economic Development (including markets)		193,774	(182,710)	11,064	(88,507)
Community Development		9,289	(5,316)	3,973	32,875
HIGHWAYS, ROADS & TRANSPORT SERVICES					
Street Lighting		7,106	(2,687)	4,419	8,742
Parking Services		11,964	(6,967)	4,997	(18,589)
OTHER SERVICES					
Townscape Heritage Initiative Projects		308,465	(126,233)	182,232	67,170
Investment Properties		19,296	(390,342)	(371,046)	(378,672)
CENTRAL SERVICES					
Corporate Management		294,026	(8,399)	285,627	301,318
Democratic & Civic		38,454	-	38,454	52,847
Civic Expenses		8,545	4,256	12,801	14,956
Net Cost of Services		1,370,980	(819,114)	551,866	491,305