

**Explanation of variances – pro forma**

Name of smaller authority: **Stevning Town Council**  
 County area: (local councils and parish meetings only):

**Insert figures from Section 2 of the AGAR in all Blue highlighted boxes**

**Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:**

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	753,579	794,116				Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES
2 Precept or Rates and Levies	291,414	272,854	-18,520	6.36%	NO	Explanation of % variance from PY opening balance not required - Balance brought forward agrees
3 Total Other Receipts	22,344	14,107	-8,237	36.86%	YES	See Box 3-Receipt Tab
4 Staff Costs	99,272	106,212	6,940	6.99%	NO	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	172,849	264,931	90,582	52.07%	YES	See Box 6- Payments Tab
7 Balances Carried Forward	794,116	710,374				VARIANCE EXPLANATION NOT REQUIRED
8 Total Cash and Short Term Investments	794,116	742,229			YES	EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES
9 Total Fixed Assets plus Other Long Term Investments and Assets	197,486	251,041	59,545	31.09%	YES	VARIANCE EXPLANATION NOT REQUIRED
10 Total Borrowings	0	0	0	0.00%	7	See Box 9 interest

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Box 3 - Receipts

Receipts	20/21	Variance	21/22	
	£3,615.00	£3,038.00	£6,653.00	Due to COVID and lockdowns in 20/21 Council resolved to charge half rents to allotment holders.
	£624.00	-£624.00	£0.00	Resolved Full rent for allotments charged in 21/22
	£48.00	-£48.00	£0.00	All bonds refunded
	£0.00	£1,518.00	£1,518.00	Due to COVID and lockdowns in 20/21 Council resolved not to hold the Food Festival in 21/22
	£0.00	£5,516.00	£5,516.00	Due to COVID and lockdowns in 20/21 Council resolved not to hold a Civic Dinner in 20/21
	£7,593.00	-£7,593.00	£0.00	Fund raising group closed and donated moneys to the Town Council to purchase Christmas Lights for the town
	£10,000.00	-£10,000.00	£0.00	No rates were charged in 21/22
	£76.00	-£57.00	£19.00	No small business grant in 21/22 received
	£388.00	£13.00	£401.00	Reduction in income for photocopying as residents are using email
<b>Totals</b>	<b>£22,344.00</b>	<b>-£8,237.00</b>	<b>£14,107.00</b>	Increase in interest due to investment in Public Sector Deposit Fund

Box 6 - payments

Payments	20/21	Variance	21/22	
	0.00	£754.00	£754.00	Working from home allowance for staff removed from staff costs on AGAR
	£1,200.00	£0.00	£1,200.00	Macebearer Honorarium
	£833.00	£285.00	£1,118.00	Increased Officer Training for Acting Clerk, Administrative Officer and Finance Officer due to long term illness of Clerk
	£293.00	£64.00	£357.00	Increased Councilor Training - new councillors
	£90.00	-£35.00	£55.00	Decreased travel costs as officers undertaking training by Zoom
	£568.00	-£568.00	£0.00	One- off cost for setting up Hanseatic League in 20/21
	£14,080.00	-£80.00	£14,000.00	Office Rent - the insurance billed separately 21/22 so included in insurance code
	£160.00	£440.00	£600.00	Room hire - Increased due to face to face meetings recommencing for Full Council meetings at East Riding College
	£2,560.00	£3,440.00	£6,000.00	Rates refunded and vired for Covid related donations to community groups
	£1,669.00	£19,359.00	£21,028.00	Utilities - 17 years unbilled energy bill received £17200.46, additional costs for repair of boiler, fire safety inspection and set up of account for energy account and increase energy costs now officers working between home and officer
	£3,904.00	£16.00	£3,920.00	Insurance agreement til 2024 - new assets added and insurance of office added to this line
	£237.00	-£60.00	£177.00	The CCTV recorder was replaced in 2020/21
	£5,098.00	£189.00	£5,287.00	Storage Rent - renew lease with rental increase 1/2/22
	£3,360.00	-£2,321.00	£1,039.00	External contractors - Handyman left and maintenance contractors employed with their own equipment for town maintenance work
	£2,400.00	-£1,200.00	£1,200.00	Landlord of Queensgate Allotments Rental invoice not received for 19/20. Paid 19/20 and 20/21 invoices in 20/21
	£188.00	£0.00	£188.00	Landlord- Rent Keldgate/Lairgate
	£115.00	-£115.00	£0.00	Did not need to vire allotment bonds in 21/22
	£152.00	-£152.00	£0.00	Emergency work on allotment taps in 20/21 - no tap work required in 21/22
	£2,678.00	-£2,517.00	£161.00	Skatepark upgrade required and Council resolved to allocate £70927 from earmarked reserves to the project. The £161 is the annual rent and the inspection fee.
	£487.00	-£487.00	£0.00	New Planters - Plant barrier/brick container purchased 20/21. Now purchased under flora/watering line
	£0.00	£50.00	£50.00	Town Entry Signs new project 21/22
	£0.00	£1,674.00	£1,674.00	Grit Bin maintenance and refills 21/22. Grit bins did not require maintenance or refill in 20/21
	£197.00	-£197.00	£0.00	No skip required in 21/22 as external contractors removing waste as part of their role due to having appropriate licences

£6,789.00	£1,648.00	£8,437.00	External Contractors - increased for allotment upkeep, filling dispensers for dogs, skatepark checks, grass cutting and other work required
£86.00	£3,394.00	£3,480.00	New project 20/21 Dog Waste Dispensers Scheme and purchase of supplies to refill them
£1,614.00	£336.00	£1,278.00	Van Costs - Handyman left and maintenance contractors employed with their own transport
£0.00	£56.00	£56.00	New Tree Project - St John 21/22
£173.00	£586.00	£759.00	Stationery increase due to return to office of officers, heaters, mobile telephone accessories, hand sanitiser products and high quality card for Certificates and frames
£3,247.00	£200.00	£3,047.00	Photocopier usage decrease - as using email more
£1,204.00	£390.00	£814.00	Telephone - decrease as email being used more and one member of staff absent
£486.00	£157.00	£643.00	Internet Access - increase as discount ended in March 2021
£216.00	£62.00	£278.00	Staff Mobiles - 3 additional mobiles and sim cards purchased for 3 officers
£391.00	£486.00	£877.00	Postage - increase due to additional letters as could not internet bank and allotment holders invoices, agreements and other correspondence
£2,904.00	£28.00	£2,876.00	Subscriptions decreased due to online access of local paper
£3,704.00	£300.00	£4,004.00	IT costs - Increase costs as officers return to office - IT support, 365 Licences and remote back up of council server
£2,095.00	£475.00	£1,620.00	Website - decrease in cost as new website is now up and running
£1,500.00	£0.00	£1,500.00	Mayoral Allowance
£0.00	£122.00	£122.00	Mayoral Ticket Events - events being attended in person post Covid
£1,750.00	£250.00	£1,500.00	Members Allowances - not all members claimed in 21/22
£355.00	£355.00	£0.00	Councillors Travel - none undertaken as training by Zoom and not in person
£0.00	£25.00	£25.00	Robes Maintenance cleaned in readiness for 2021/22 in person events
£1,678.00	£1,154.00	£2,832.00	Civic Budget - increased as held awards evening to celebrate work done in community in Covid and attendance at other civic events in person
£400.00	£400.00	£0.00	VE day deposit returned due to event cancellation due to covid
£8,961.00	£14,604.00	£23,565.00	Election Provision - three by-elections were held and all invoices for 19/20 and 20/21 elections were received
£5,322.00	£1,890.00	£3,432.00	Legal Expenses for various matters
£9,585.00	£7,734.00	£1,851.00	Audit Fees - additional one-off audit undertaken by Audit Yorkshire in 2020/21 (£6732) and awaiting invoices from external auditor for the challenges made to them by a member of electorate in 19/20 and 20/21
£109.00	£71.00	£38.00	Bank Charges/annual credit card - free banking ended
£665.00	£245.00	£420.00	Payroll Processing Fees reduced as Council resolved not to transfer payment of staff salaries to payroll provider due to security risk and costs involved
£1,735.00	£1,735.00	£0.00	20/21 Food Festivals refunds as festival not held during COVID
£159.00	£159.00	£0.00	20/21 Christmas Festival of Food & Drink refunds as festival not held during COVID

£13,338.00	£12,944.00	£26,282.00	New Christmas Lights purchases resolved by Council with funds from fund raising group which has closed
£12,784.00	£10,810.00	£23,594.00	Additional Floral Displays around the town as resolved by Council to enhance the town in Covid
£16,364.00	£1,141.00	£15,223.00	Streetlighting SLA reduced due to low voltage bulbs being used
£9,820.00	£24,182.00	£34,002.00	New CCTV purchases and 23 hours a day monitoring, maintenance costs, purchase of large screen
£838.00	£838.00	£0.00	Toilet Campaign project 20/21 to join the Toilet Association and for them to assess the toilet facilities in Beverley.
£0.00	£595.00	£595.00	Council resolved to allocate £10000 in earmarked reserves
£820.00	£18,198.00	£19,018.00	Bench Repair
£1,050.00	£1,050.00	£0.00	Platinum Jubilee 2022 event booking fees and costs of hand waving flags
£22,752.00	£803.00	£23,555.00	20/21 purchased additional flags and flag poles to support Pride
£5,374.00	£5,374.00	£0.00	Partnership Grants commenced in 21/22
			No Section 137
<b>£173,949.00</b>	<b>£90,582.00</b>	<b>£264,531.00</b>	<b>Totals</b>

### Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

### Box 7 - Reserves

£

£

EMR - Building Jan 2021	CCLA	£350,000.00	Future purchase of offices due to current venue rented
EMR - Transport Jan 22		£2,500.00	Potential future purchase of new van
EMR - Election Costs Jan 22		£12,000.00	Local elections in 2023 due to previous allocated amount being spent on unexpected by-elections
EMR - Town Event Jan 22		£38,681.00	Platinum Jubilee Event
EMR - Food Festival Jan 22		£10,000.00	Food Festival event organiser (contracted)
EMR - Staff Jan 22		£7,500.00	Potential additional costs relating to the post of Town Clerk
EMR - New Tele system Jan 22		£2,000.00	New internal telephone system
EMR - Cllr Training Jan 22		£1,600.00	Future councillor training and conference attendance
EMR - Skatepark Jan 22		£70,927.00	Refurbishment of skate park (tenders to potential businesses currently out)
EMR - Flag Poles Oct 2021		£1,500.00	Purchase and installation of two free standing flagpoles
EMR - Floral Displays Jan 22		£4,800.00	Additional floral displays not in areas not currently otherwise covered
EMR - Dog Waste Bags Jan 22		£7,000.00	Ongoing purchase of bags for dog waste bag dispensers
EMR - Bev Beck cont Oct 2021		£1,500.00	Contribution to future project along Beverley Beck (i.e. a form of nature trail with related sculpture and interpretation boards)
EMR - Grants Jan 22		£29,120.00	Future costs of three-year Strategic Partnership Grants
EMR - CCTV maint Jan 22		£500.00	Future CCTV maintenance
EMR - Streetlighting Imp Jan 22		£4,000.00	Future additional street lighting improvements
EMR - Street Furniture Jan 22		£7,435.00	Future potential street furniture additions
EMR - Cycle Racks Jan 22		£1,000.00	A cycle rack with artistic/cultural aspects
EMR - Town Entry Signs Jan 22		£15,000.00	New town entry signs
EMR - Toilets Jan 22		£10,000.00	Potential project to provide new public toilet facilities
EMR - Legal Fees Jan 22		£6,540.00	To cover future anticipated legal fees
EMR - Matched Funding Jan 22		£7,750.00	To support any external applications for funding to afford future projects that may arise over the year
EMR - St John of Bev Jan 22		£554.00	Tree planting project to mark the life of St John of Beverley
EMR - Pride Event		£2,000.00	Potential Pride Event in 2023
EMR - Infrastructure Christmas		£6,000.00	Additional works to the electrical and technical infrastructure of Christmas Lights
EMR - New Christmas Lights		£10,000.00	Additional lighting displays for Christmas
EMR - Street Lighting		£2,750.00	Additional street lighting requirements (e.g. a currently evolving project to preserve historic lamp posts owned by the Town Council which require work above that of a general lighting SLA)
EMR - Cllrs Travel		£400.00	Future travel for councillors outside of parish boundary (e.g. to conferences now the pandemic rules regarding large gatherings have been relaxed).
EMR - Members Allowances		£2,000.00	Optional councillor allowances
EMR - Officer Travel		£400.00	Officer Travel
EMR - Officer Training		£1,750.00	Additional and enhanced officer training
EMR - Stationery		£500.00	Additional stationery
EMR - Photocopier		£2,000.00	Additional photocopying, especially to promote events, etc. following pandemic.
EMR - Telephone		£500.00	Phone line charges
EMR - Pancake Race		£500.00	Community Event in 2023
EMR - Staff Mobiles		£150.00	Additional cost of staff mobiles
EMR - Postage		£300.00	Additional postage
EMR - Publicity		£1,000.00	Additional promotion not of specific events, but to market Beverley itself re tourism
EMR - Ext Audit 19 20		£800.00	Cover potential additional external audit costs following investigations that are still ongoing
EMR - Room Hire		£1,300.00	Additional room hire due to council meeting room still being too small to safely meet re Covid.
EMR - Utilities		£1,500.00	Additional utility costs not previously anticipated
EMR - Alarm		£300.00	Costs to alarm system
EMR - Youth		£1,000.00	Support potential youth project with external agency
EMR - Maintenance Contractors		£7,000.00	Additional work required to be carried out by maintenance contractor
EMR - CCTV new purchases		£3,150.00	Additional future CCTV purchase
General reserve		£537,207.00	
		£73,167.00	
Total reserves (must agree to Box 7)		£710,374.00	

Box 9 - Assets

Assets Purchased	
Dog Waste Bag Dispensers	£2,223.00
Grit Bin	£500.00
8 three tier planters	£2,136.00
68 hanging baskets	£2,108.00
74 barrier planters	£800.00
51 holster planters	£2,000.00
28 barrels planters	£1,050.00
200 Flag Poles	£6,300.00
200 Queens Platinum Jubilee Flags	£750.00
CCTV mobile cameras x 4	£10,248.00
CCTV monitoring screen	£1,800.00
1 Christmas Lighting Display	£387.00
21 Christmas Lighting Spheres for business	£2,772.00
Memorial Hall Christmas Lights	£450.00
Station Square Christmas Lights	£1,400.00
Cherry Tree Centre Christmas Lights	£1,900.00
3 lamp column Christmas Lights displas	£675.00
1 3D Parcel/Christmas Tree	£12,550.00
1 3D Christmas Tree Lamp Column	£250.00
Laptops and computer equipment	£2,826.00
20000 Hand waving flags for Jubilee	£6,420.00
	£59,545.00