

Kersey Parish Council Reserves Policy

Auditors recommend that general reserve levels should be for reasonable working capital. Kersey Parish Council policy is to aim for general unmarked reserves to lie between a range of 3-12 months gross expenditure. There should be reserves to meet objectives and commitments, also unforeseen additional costs i.e. maintenance of fixed assets, legal fees etc. Kersey Parish Council will hold earmarked reserves for a number of items, including those listed below. This will ensure funds are available for projects and irregular payments and they will not make the budget/precept fluctuate unnecessarily.

Footpath Working Group and KCPC (Playground) Working Group

Funds held for the above groups are held as allocated reserves.

Audit

Under the audit regulations the Parish Council may be exempt from external audit. This cannot be confirmed until after the end of the financial year. The reserve will cover audit fees should they be incurred.

gov.uk website and mailboxes

The gov.uk website domain and email mailbox charges are most economic if paid on a biannual contract. A reserve will be held to even out budgeting over the two-year period.

Training reserve

New Councillors are all expected to attend initial training. Councillors and the Clerk will attend relevant training as needed. A reserve will be built up to cover necessary training, particularly following Council elections. Any unspent training budget will be added to the training reserve at the end of the financial year.

Defibrillator

Funds for this project are held in an allocated reserve. Any defibrillator or VETS budget left at the end of a financial year will be added to the defibrillator reserve for use in future years.

An allowance will be allocated in the budget each year for the below items to build up an appropriate reserve:

Election Provision (routine elections every four years)

(Estimated costs as at Nov 2022) If an election was a stand-alone contested election the cost would be approx. £1,080. The cost of a contested election held alongside another election would be approx. £920, if it was uncontested and held alongside another election then the costs would be reduced to approx. £125.

Church Walk Future Maintenance

Following the major surfacing works in September 2005 for Church Walk (the vehicular access road from Mill Lane, past the school to the Church lychgate) the Parish Council agreed to start a fund which could be used as a contribution to any future maintenance of Church Walk. See minute ref 130/06.

Footpath Map

SCC and Kersey PC have jointly produced a footpath map splitting the cost 50:50. The cost to the Parish Council to print the maps is part of the Council's commitment to promoting tourism and Kersey, also educating people about the footpaths which the Parish Council helps to maintain. Approx 1000 maps/year.

Fixed Asset Reserve to fund future replacement or repairs to assets

In addition to the budgeted allocation, to enable the Council to build the fixed asset reserve without increasing the precept further, the Parish Council has agreed that at the end of the financial year, if there is an underspend on the total precept budget, any underspend on budget items from the precept which do not have their own earmarked reserves should be put into the fixed asset reserve.