

Reserves Policy

Glynde & Beddingham Parish Council

Introduction

Glynde & Beddingham Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Background

Types of Reserves

Reserves can be categorised as general or earmarked.

Earmarked Reserves

Earmarked reserves can be held for several reasons:

- Renewals – to enable services to plan and finance an effective programme of vehicle, equipment and infrastructure replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Carry forward of underspend - some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
- Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.
- Developers Contributions – proceeds from developers which can only be used for specified purposes – CIL Money would fall in to this category
- Other earmarked reserves may be set up from time to time to meet known or predicted liabilities. Earmarked reserves will be established on a “needs” basis, in line with anticipated requirements.

All Earmarked Reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various Earmarked Reserves and the purpose for which they are held.

General Reserves

- General Reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.
 - The level of General Reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.
 - Setting the level of General Reserves is one of several related decisions in the formulation of the medium term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.
- Any decision to set up a reserve must be made by the Council.
 - Expenditure from reserves can only be authorised by the Council.
 - Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

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- Reviewing the Council's Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.
- If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.
- Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay one month's salaries to staff in General Reserves at all times.
 - *JPAG (March 2020 edition) advises: "The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE)." 3 "The smaller the authority, the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice, any authority with an NRE in excess of £200,000 should plan on 3 months equivalent."*

Current level of financial reserves

The level of financial reserves held by the council will be agreed by the Parish Council during the discussions held regarding the setting of the budget for the next financial year.

General Reserves

The current level of general reserves to be held by the Council is targeted at six/ twelfths of the annual precepted figure, i.e. to fully cover six months' expenditure. For the financial year 2024-2025 the General Reserve will be set at 6/12ths of the precept. This General Reserve for 2024-2025 is £8,956.90 for a total precept of £17,913.81. The Actual Reserves Values are to be presented by the RFO as part of financial reporting at year end.

This document (adopted by the Parish Council at the meeting on the 15th November 2023) has been updated to reflect this and will be reviewed again at year end and when setting the budget for the financial year 2025/26.

Ear Marked Reserves

The Clerk/RFO will maintain a register of "earmarked reserves", their value and annual contribution. This will be updated/reviewed every November and March and signed off at a full Council Meeting.

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Reserves Policy - Change Log

Paragraph	Change	Meeting Adopted / Amended	Minute Reference
All	Creation and Adoption of document	15/11/2023	GB22-23-187 8.2
General Reserve	Updated for 2024-2025	To be presented 15/05/2024	