

**The Parish Council of Leckhampton with Warden Hill**

# **Annual Financial Report**

for the year ending 31 March 2015

## **The Parish Council at 31 March 2015:**

Chairman of the Council  
**Councillor Dr Adrian Mears CBE**  
Vice-Chairman of the Council  
Councillor Mrs Y.M.Jowett

Members:

Councillor Mrs A.Regan  
Councillor A.Knight  
Councillor J.Davies  
Councillor P.Lynch  
Councillor Mrs V.Matthews  
Councillor A.Chard  
Councillor Mrs P.Henty  
Councillor Mrs A.Swales  
Councillor C.Nelson  
Councillor I.Bickerton

Clerk to the Council: Mrs A.J.Winstone

## The Parish Council Of Leckhampton with Warden Hill

Summary Receipts and Payments Accounts for the year ending 31 March 2015

| <u>Year 2013-14</u> | <u>Receipts</u>   | <u>Year 2014-15</u> |
|---------------------|---|---------------------|
| £                   |   | £                   |
| 31500.00            | Precept   | 31500.00            |
| -                   | HM Customs & Excise (VAT return)  | 290.63              |
| 300.00              | Martin Slowe (for maintenance adjacent to 65 Salisbury Avenue)                                | 300.00              |
| 479.41              | Reimbursement from CBC for utility bills  | -                   |
| 58.19               | Unused Balance of Events Account  | -                   |
| 90.00               | Donation towards printing costs   | -                   |
| -                   | Active Together Grant   | 10000.00            |
| -                   | Transfer from BYPC Hall A/C   | 2200.00             |
| -                   | Unpresented cheque  | 75.00               |
| 5501.55             | Contingency for BYPC  | -                   |
| <b>37929.15</b>     | <b>Total receipts</b>   | <b>44365.63</b>     |
|                     | <u>Payments</u>   |                     |
| 11297.66            | Clerk, gross salary and N.I   | 12429.49            |
| 2148.00             | Environmental improvements  | 1113.69             |
| 622.04              | Insurance   | 346.84              |
| 998.09              | GAPTC fee   | 1109.11             |
| 1405.74             | Administration (inc broadband & Chair's & past Chair's expenses)                              | 1405.55             |
| 240.00              | Audit fee   | 240.00              |
| 86.36               | Travel expenses   | 71.78               |
| 5200.00             | s.137: donations  | 4250.00             |
| 129.50              | Hall Hire   | 75.00               |
| 50.00               | Charitable donation (Poppy Appeal)  | 76.48               |
| 479.41              | Reimbursement to Brizen MC following reimbursement from CBC                                   | -                   |
| 855.00              | Planning Publicity and Advice inc flyers  | 1627.00             |
| 25.00               | Other Expenses  | -                   |
| 1221.15             | Event   | -                   |
| 2450.00             | Community Bus trial   | -                   |
| 672.00              | Website   | 958.76              |
| 620.00              | Newsletters/Flyers  | -                   |
| -                   | Capital Expenditure   | 864.52              |
| -                   | Grant for Connecting Warden Hill (CBC)  | 800.96              |
| -                   | Neighbourhood Planning  | 400.00              |
| -                   | BYPC Trustees   | 2200.00             |
| <b>28499.95</b>     | <b>Total payments</b>   | <b>27969.18</b>     |
|                     | <u>Set aside provisions contained in budget</u>   |                     |
|                     | <b>Total provisions held in current account (see details below)</b>                           | <b>(48000.00)</b>   |
|                     | <b>Surplus for the year 2014-15</b>   | <b>16396.45</b>     |
|                     | <b>(includes grant of £10000 from GCC for current improvement works not yet invoiced for)</b> |                     |
|                     | Balance brought forward   | <b>£52988.18</b>    |
|                     | <b>Total Balance carried forward</b>  | <b>£69384.63</b>    |
|                     | <b>(£69326.44 + £58.19 Events Account)</b>  |                     |
|                     | <b>Current account balance</b>  | <b>£69326.44</b>    |

## BRIZEN YOUNG PEOPLE'S CENTRE

|  |                  |
|--|------------------|
| Contingency held for Brizen maintenance under the lease      | £ 6504.19        |
| Account held for the running of Brizen Young People's Centre | £ 2662.98        |
| <b>TOTAL</b>   | <b>£ 9167.17</b> |

Note 1. The precept for 2015-16 is £31500

Note 2 The provisions made for election expenses will be carried forward during the financial year 2015/16

### General Notes on the Accounts

#### (i) Salaries, Pensions and Gratuities

The present Clerk joined the Local Government Pension Scheme in January 2015, and accordingly the Council has made payments totalling £842.91 during the year.

#### (ii) 'Section 137' Expenditure (expenditure including donations)

In the year 2014-15 the Electoral Roll of the parish numbered approximately 3747, which means that expenditure allowed under this heading (as governed by s.137 of the local Government Act 1972) was a maximum of £26978.40 (£7.20 per elector). The actual expenditure made during the year under this heading was £4250, covering donations which were as follows: Brizen Management Committee (for Brizen Young People's Centre) £3500, Friends of Leckhampton Hill and Charlton Kings Common £250, In Bloom for Warden Hill £300 and St Christopher's Gardening £200.

The Council's policy is to restrict donations to those organisations which benefit residents of the Parish, or include the Parish within their slightly wider areas of operation (usually meaning Cheltenham).

#### (iii) Loans

The Council has not taken out any loans which are still current.

#### (iv) Leases, Agency Activities, and Tenancy Agreements

The Council is party to a 79 year lease in respect of the Brizen Young People's Centre, but will be entering into a licence with the Brizen Management Committee. It is not a party to any other leases or tenancy agreements.

#### (v) Banking arrangements

The Council bank is the HSBC in Cheltenham.

(vi) Changes in Assets

During 2014-15 there was no significant change to the Council's Register of Assets (see (ix) below) other than a new computer and printer for use by the Clerk.

(vii) Publicity

The Council is required under section 5 of the Local Government Act 1986 to disclose payments made for the purposes of publicity. This year the Council spent £0.

(viii) Training

During this year the expenditure on training was £0.

(ix) Community Assets

Most of the Council's assets are either unsaleable (such as public seats) or cannot be sold for legal reasons (open spaces and the Salisbury Avenue playground). The Register of Assets thus gives almost every item a nominal value of £1. Advice was sought from CBC concerning the possible revision of these asset values, but this information has not been forthcoming to allow alteration in this financial statement.

Assets currently held by the Council are as follows, with nominal values as shown:

|   |   |      |
|---|---|------|
| Amenity land at Salisbury Avenue: play area and fixed equipment     | £ | 1.00 |
| Amenity land at Undercliff Avenue                                   | £ | 1.00 |
| Amenity land at junction of Gwernant Road and Alma Road             | £ | 1.00 |
| Bus shelter, Salisbury Avenue                                       | £ | 1.00 |
| Litter bins (3), Salisbury Avenue @ £1.00 each                      | £ | 3.00 |
| Play equipment at The Spindles play area                            | £ | 1.00 |
| Public seats, Church Road, Undercliff and Brizen Field, @£1.00 each | £ | 3.00 |
| Public Seat, Winchester Way   | £ | 1.00 |
| Notice Boards (6), @ £1.00 each                                     | £ | 6.00 |
| Jubilee Benches (3) @ £1.00 each                                    | £ | 3.00 |

These figures are different from those used for insurance purposes. Some small items (such as simpler design of public seat) are not insured at all, while those items covered in the Council's policy are insured at a figure reflecting the replacement cost as shown in section xiii below.

(x) Investments and Capital Projects

The Council holds no investments, and has no capital projects in hand or in the planning stage.

(xi) Contingent Liabilities

There are no contingent liabilities.

(xii) Provisions

The following list identifies possible future expenditure.

|  |         |
|--|---------|
| Election provision                                   | £11,000 |
| Brizen Young People's Centre                         | £10,000 |
| Neighbourhood Plan                                   | £ 9,000 |
| Allowance for recent cuts, inc bus and grass cutting | £ 8,000 |
| Environmental Improvements/Amenities                 | £10,000 |

(xiii) Insurances

The Council holds insurances as recommended by District Audit, including Fidelity Guarantee cover of £250,000, Public Liability cover of £10,000,000 and Employer's Liability of £10,000,000. The amounts below are increased each year in line with inflation, and otherwise reviewed as necessary. The Council's fixed assets are insured for a total of £11,039.56 as follows:

|                               |            |
|-------------------------------|------------|
| Bus shelter, Salisbury Avenue | £ 1018.00  |
| Seat, Winchester Way          | £ 648.00   |
| Seat, Kidnappers Lane         | £ 648.00   |
| Notice boards, 6              | £ 6,985.00 |
| 3 benches for Jubilee         | £ 2,060.00 |

On the 1 April 2003, the War Memorial came within the boundary of the Parish. This is already insured by the Borough Council.

(xiv) Debtors

The Council has no debtors.

## **BRIZEN HALL INCOME ACCOUNT**

|   |                 |
|---|-----------------|
| Income transferred from trustees                | £6638.16        |
| <b>TOTAL INCOME</b>                             | <b>£6638.16</b> |
| LESS  |                 |
| Trade refuse costs                              | £ 206.77        |
| Electricity                                     | £ 112.77        |
| Water   | £ 116.96        |
| Alarm   | £ 75.00         |
| Electrical services                             | £ 143.50        |
| Fire Alarm                                      | £ 120.31        |
| Transfer to trustees                            | £ 2200.00       |
| Transfer to Contingency Account (see below)     | £ 1000.00       |
| <b>TOTAL EXPENDITURE</b>                        | <b>£3975.18</b> |
| <b>BALANCE AS AT 31<sup>ST</sup> MARCH 2015</b> | <b>£2662.98</b> |

## **BRIZEN CONTINGENCY ACCOUNT**

|   |                 |
|---|-----------------|
| Opening Balance as at 31 <sup>st</sup> March 2014 | £5501.29        |
| Transfer  | £1000.00        |
| Interest  | £ 3.16          |
| <b>BALANACE AS AT 31<sup>ST</sup> MARCH 2015</b>  | <b>£6504.19</b> |