

The Parish Council of Leckhampton with Warden Hill

Annual Financial Report

For the year ending 31 March 2019

The Parish Council at 31 March 2019

Chairman of the Council

Councillor Dr Adrian Mears CBE

Vice-Chairman of the Council

Councillor Mrs P. Henty

Councillor Mrs Anne Regan

Councillor Mrs Elizabeth Barker

Councillor Mrs Rosemary Baillie

Councillor Ian Bickerton

Councillor Stephen Cooke

Councillor Iain Dobie

Councillor Peter Frings

Councillor Martin Horwood

Councillor Mrs Vivienne Matthews

Councillor Chris Nelson

Councillor Mrs Emma Nelson

Councillor Tony Oliver

Councillor James Parker

Councillor Ian White

Councillor Mrs Margaret White

Clerk to the Council: Ms A. Deane

The Parish Council of Leckhampton with Warden Hill

Summary Receipts and Payments Accounts for the year ending 31 March 2019

Year 2017 -18		Year 2018 -19
£	Receipts	£
35900.00	Precept	63,745.00
2422.35	HM Customs & Excise (VAT return)	0
300.00	Martin Slowe (for maintenance adjacent to 65 Salisbury Avenue)	300.00
3,724.91	Cheltenham BC (Cllr Bickerton's members allowance)	0
268.54	HSBC Transfer from Brizen Hall income account	0
0	Transfer from closed event account <i>(this can be removed for the next report)</i>	0
0	Insurance claim	0
0	Transfer from Brizen contingency account <i>(this account is being closed)</i>	5,497.90
5,000.00	GCC CAF Grant	0
6,985.00	Groundworks grant	0
54,600.80	Total receipts	69,543.00
	Payments	
	<u>Staff costs</u>	
11,126.05	Clerks gross salary and NI	*14,680.33
	<u>Administration</u>	
788.8	Insurance	823.00
810.00	Audit fee	480.00
205.50	Hall hire	330.00
642.00	Website	829.18
918.38	Memberships	2331.00
0	Cllr Travel expenses	0
0	Training	300.00
801.17	Administration	457.72
57.57	Transfer VAT BYPC	0
	<u>Improvements</u>	
17,306.82	Environmental improvements	**71,237.55
	<u>Grants</u>	
5310	S137 donations	1,942.30
0	BYCP Youth work	4,000.00
48,327.56	Total payments	97,656.08
6,273.24	Surplus / (Deficit) for the year	-28,113.08

Balance brought forward from 1 April 2018	£81,518.71
less surplus for year	£28,113.08
Total balance carried forward 31st March 2019 (as at 23rd March 2019)	£53,405.53

Bank statement, Invoices and accounts have all been reconciled by Cllrs Emma Nelson and James Parker.

Notes

* The total salary costs for 2018/19 also include the Qtr 4 17/18 NI payment of £1,120.17. Therefore the total Clerks salary and NI is £13,560.16

** The Salisbury Ave play area, final refurbishment of £63,599.99 is included under the Environmental Improvements payment above. Please note the Parish Council is awaiting receipt of £15,000 matched Funding, from County Councillor Iain Dobie's CAF fund (GCC) and also a vat recovery of £10,599.99. This brings the actual outlay by the Parish Council to £38,000

ASSETS & LIABILITIES	
Bank balance (per bank statement)	53,502.33
Less unpaid cheques	96.80
Net cash assets in bank account	53,405.53
VAT recovery due (will be credited in 19/20 FY)	14,066.80
Other adjustment & A/C transfers	0.00
Total net cash assets	67,472.33

Contingency held for Brizen maintenance under the lease	£
Balance brought forward from 1st April 2018	8,517.49
Interest received	10.70
Total	
<i>Transfer below agreed by the finance committee on 23rd October</i>	
Transfer to Main account	5,497.90
Transfer to Brizen below	3,028.00
Total balance carried forward 31st March 2019	2.29
<i>This account is in the process of the process of being closed by HSBC</i>	
<i>Contingency for Brizen is now held as a reserve in the main account</i>	

Account held for the running of Brizen Young People's Centre		
Year 2017-18		Year 2018-19
£		£
	Receipts	
4,397.73	Transfer from BYPC a/c	1,983.09
	Transfer from Brizen contingency account	3,028.00
4,397.73	Total receipts	5,011.09
	Payments from *	
733.37	Brizen Pavilion Licence	866.68
165	Rates Brizen Pavilion	246.81
421.2	Trade Refuge	429.00
1,106.70	Electricity	0*
411.81	Water	0*
0	Electrical services	0
61.98	Fire safety equipment maintenance	244.83
68.54	Insurance transfer to LWWHPC a/c	0
1372.2	Maintenance including alarm	679.48
0	S137 donation to BYPC charity	0
0	Transfer to contingency a/c	0
138	Drainage	
200	Funds transfer to LWWHPC a/c	0
4,678.80	Total payments	2,466.80

* On investigation the electricity and water paid in 2017/18 was for 2016/17 and CBC have not invoiced for 2017/18 nor for 2018/19. This has been communicated several times to CBC. Invoices awaited.

Bank Balance brought forward from 1 st April 2018	£4,145.49
Plus receipts for the year	£5,011.09
Less payments for the year	£2,466.80
Total bank balance carried forward 31st March 2019	£6,689.78

Note 1. The precept for 2019-20 is £ 64,260

As the LTC grant has now been fully lost for 19/20 onwards, the Parish Council asked for an increase of 2% to take into account the loss, which is approx £1,500 in real terms. For the last four years there has been a 0% increase.

General Notes on the Accounts

(i) 'Section 137' Expenditure (expenditure including donations)

In the year 2018 -19 the Electoral Roll of the parish numbered approximately 6,902, which means that expenditure allowed under this heading (as governed by s.137 of the Local Government Act 1972) was a maximum of £51,212.84 (£7.42 per elector). The actual expenditure made during the year under this heading from precept income was £5,942.00, covering donations which were as follows:

- BYCP £4,000 (this covers 2017/8 and 2018/9)
- Sue Ryder £1,000
- In Bloom Warden Hill £300
- Friends of Leckhampton Hill (FOLK) £100
- Warden Hill scouts £250
- Warden Hill Table Tennis lessons £242
- St Christopher's Church £50

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).

(ii) Loans

The Council has not taken out any loans.

(iii) Leases, Agency Activities, and Tenancy Agreements

The Council is party to a 78 year lease in respect of the Brizen Young People's Centre with discussion in course to enter into a new agreement to manage with the Trustees of the Brizen Young People's Centre Charity. The Council is also party to a Licence to Occupy the Brizen Pavilion. It is not a party to any other leases or tenancy agreements.

(iv) Banking arrangements

The Council bank is HSBC in Cheltenham.

(v) Changes in Assets

During 2018-19 there was significant changes to the Council's Register of Assets (see (viii) below). The Parish Council undertook a major project to continue the upgrade of the Salisbury Avenue Play Area. Phase one being completed in February 2018 and phase two started in January 2019. The project has been successfully completed

(vi) 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 £245 for printing and distributing leaflets to inform

residents of Gloucester County Council's proposal to build a senior school in Leckhampton and also the proposal to expand the Leckhampton Primary School.

(vii) Training

During this year the expenditure on training was £300. This consisted of two separate training courses held by the GAPTC. They were related to Neighbourhood Planning and the new rules being introduced by the NPPF and a local planning course which also looked at Neighbourhood planning implications.

(viii) Fixed Assets

Some of the Council's assets may be either unsaleable, gifted or cannot be sold for legal reasons (open spaces and the Salisbury Avenue playground). These items have a nominal value of £1.

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

	£
MUGA equipment at Salisbury Avenue	47,743.00
Fixed Play equipment at Salisbury Avenue Toddlers play area	63,000.00
Public Benches and seats: Jubilee (2), Winchester Way, Kidnappers Lane	2,873.00
Notice Boards (6),	7,051.00
Bus shelter, Salisbury Avenue	1,000.00
Laminator	10.00
Flower/Shrub planters in Warden Hill (16)	2,000.00
Items with a nominal value	
Amenity land at Salisbury Avenue play area and MUGA	1.00
Amenity land at Undercliff Avenue	1.00
Amenity land at junction of Gwernant Road and Alma Road	1.00
Litter bins (3), Salisbury Avenue and Undercliff Avenue	3.00
Public seats: Church Road, Undercliff and Brizen Field, @£1.00 each	3.00

Please note that the old printer has been disposed of via IT Schools Africa charity in Leckhampton. This was agreed at the May 1st 2018 Finance Committee meeting.

(ix) Investments and Capital Projects

The Council holds no investments

(x) Contingent Liabilities

There are no contingent liabilities.

(xi) Provisions

The following list identifies possible future expenditure set within budget provisions. Provisions for the following year 2019 – 2020 have been set as below:

PROVISIONS & RESERVES	
BYPC Contingency Reserve and Repair Fund	16,000.00
Environment Improvement (WH)	3,286.35
Environment (Leckhampton Old Parish / LGS)	32,352.25
Reserve for elections/referenda/legal costs	10,000.00
Clerk's pension fund	3,390.04
Total reserves	65,028.64
Balance net of reserves	2,443.69
Total net cash assets	67,472.33

(xii) Insurances

The Council holds insurances as recommended by District Audit, including Fidelity Guarantee cover of £250,000, Public Liability cover of £12,000,000 and Employer's Liability of £10,000,000. The amounts below are increased each year in line with inflation, and otherwise reviewed as necessary.

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

(xiii) Debtors

The Council has no debtors.