



# **PUCKLECHURCH PARISH COUNCIL**

**ACCOUNTS FOR YEAR ENDING 31<sup>ST</sup> MARCH 2021**

**FOR**

**PUCKLECHURCH PARISH COUNCIL**

PUCKLECHURCH PARISH COUNCIL  
CONTENT OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2021

	Page No
Council information	3
Income and Expenditure Account	4
Bank Reconciliation	6
Reconciliation between box 7 and Box 8 in section 2	7
Explanation of variance	8
Explanation of variance reserves	10
Councillor attendance	11
Interest, tenancies, publicity, pensions and fixed assets	12
Grants	13
Copies of bank statements at year end	14
Fixed Assets	15

**PUCKLECHURCH PARISH COUNCIL**  
**INFORMATION FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2021**

**COUNCILLORS**

**Chair**

Cllr. Gail Boyle

**Vice chair**

Cllr. Lynne English

**Councillors**

Cllr. Richard Dunning

Cllr. Caroline Phillips

Cllr. Lesley Putt (resigned August 2020)

Cllr Nathan Anscombe (from September 2020)

Cllr Martin Hayman (from September 2020 – January 2021)

Cllr Andy Hemmings (from September 2020)

Cllr Lee Alford (from October 2020)

**Clerk and Responsible Financial Officer**

Daphne Dunning



Play area maintenance	2698		1020	
sundry	0		0	
Maintenance contract	16550		11752	
		62297		68539
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>		13241		6526
<b>PUCKLECHURCH PARISH COUNCIL</b>				
<b>BALANCE SHEET AS AT 31.03.21</b>				
		<b>2021</b>		<b>2020</b>
<b>CURRENT ASSETS</b>		£		£
Natwest current account		79323.96		64477.81
Natwest savings account		30144.75		30132.48
Petty cash		0.00		37.46
Debtors		2305.68		2691.48
		111774.39		97339.23
<b>CURRENT LIABILITIES (Creditors)</b>				
Amounts falling due within one year		1338		143
<b>CURRENT NET ASSETS</b>		110437		97196
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>				
<b>REPRESENTED BY</b>				
Income & Expenditure a/c Bal, B/fwd		97196		90670
Add surplus (Deficit) for 20/21		13241		6526
		110437		97196
<b>RESERVES</b>				
Earmarked reserves		71272		76872
Income and Expenditure account		39165		20324
		110437		97196
<b>These statements of accounts represent fairly the financial position of the Council as at</b>				
<b>31 March 2021 and reflects its income and expenditure for the year</b>				
<b>The accounts have been approved by the Council on 5<sup>th</sup> May 2021</b>				
<b>Cllr Gail Boyle</b>		Daphne Dunning		
<b>Chair</b>		Responsible Financial Officer		
<b>Date:5/5/21</b>		Date:5/5/21		

These notes form part of these financial statements

## PUCKLECHURCH PARISH COUNCIL BANK RECONCILIATION

*Table 2 Bank reconciliation to 31st March 2021*

Name of smaller authority: PUCKELCHURCH PARISH COUNCIL

County area (local councils and parish meetings only): AVON

**Financial year ending 31 March 2021**

Prepared by (Name and Role): Daphne Dunning Clerk and Responsible Financial Officer

Date: 21/04/2021

	£	£
<b>Balance per bank statements as at 31/3/21:</b>		
Natwest current	79,673.63	
Nawest savings	30,144.75	
		109,818.38
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/21 <b>(enter these as negative numbers)</b>		
<span style="border: 1px solid black; padding: 2px;">2976</span>	<span style="border: 1px solid black; padding: 2px;">(349.67)</span>	
		(349.67)
Add: any un-banked cash as at 31/3/21		
<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;">-</span>	
		-
<b>Net balances as at 31/3/21 (Box 8)</b>		<b>109,468.71</b>

## Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

*Table 3 reconciliation between box 7 and box 8 in section 2*

Name of smaller authority: PUCKELCHURCH PARISH COUNCIL

County area (local councils and parish meetings only): AVON

	£	£
<b>Box 7: Balances carried forward</b>		<b>110,437</b>
Deduct: Debtors (enter these as negative numbers)		
VAT	(2,305.68)	
	(2,305.68)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
none	0.00	
	-	
<b>Total deductions</b>		<b>(2,305.68)</b>
Add: Creditors (must not include community infrastructure levy (CIL) receipts)		
Ensign Print	£162.00	
G Boyle Ink	£11.04	
Pucklechurch Twinning/gardening club	£300.00	
NEST	60.13	
EDF	84.38	
C Hall	180.00	
A S Hall	420.00	
	1,217.55	
Add: Receipts in advance (must not include deferred grants/loans received)		
19/03/2021 Allotment 3 21/22 rent	20.00	
19/03/2021 Allotment 10 21/22 rent	20.00	
19/03/2021 Allotment 15 21/22 rent	20.00	
22/03/2021 Allotment 11 21/22 rent	20.00	
24/03/2021 Allotment 4 21/22 rent	20.00	
25/03/2021 Allotment 25 21/22 rent	20.00	
	120.00	
<b>Total additions</b>		<b>1,337.55</b>
<b>Box 8: Total cash and short term investments</b>		<b>109,469</b>

## EXPLANATION OF VARIANCES

Table 4 Explanation of variances

	2019/20	2020/21	Variance	Variance	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority ( <u>must include narrative and supporting figures</u> )
	£	£	£	%			
1 Balances Brought Forward	90,670	97,196				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	70,891	73,500	2,609	3.68%	NO		Increase in precept levied
3 Total Other Receipts	4,174	2,038	-2,136	51.17%	YES		No income from Recreation ground - £826, no LTC grant -£336, interest down -£48 and cemetery fess down - £700.
4 Staff Costs	17,027	17,934	907	5.33%	NO		20/21 pay rise and tax and NI increased by £893.23



5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	51,512	44,363	-7,149	13.88%	NO	Main areas with increases: consultancy £935. Telephone £61, training £350. Electricity £83 play area maintenance £1680 & maintenance contract £4798 Main areas with decreases: recruitment £145, election £175, print £268, Pucklechurch news £1375. Office £240, subscriptions £445. Bins £260, rent £260, defibrillators £207, room hire £600, planned work £2306. Donations £8316 and grass cutting £550
7 Balances Carried Forward	97,196	110,437			NO	VARIANCE EXPLANATION NOT REQUIRED
8 Total Cash and Short Term Investments	94,648	109,469				VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and Assets	96,315	96,315	0	0.00%	NO	
10 Total Borrowings	0	0	0	0.00%	NO	

## EXPLANATION FOR 'HIGH' RESERVES

Table 5 Explanation of high reserve

### 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:

	£	£	£
<b>Earmarked reserves:</b>			
Mobile SID	5000		
CIL Payments allocated Westerleigh/Castle Road	8900		
Play equipment Reserve	30000		
Neighbourhood Plan	7372		
Village hall project reserve	5000		
Woodland tree works	5000		
Rebekka's Garden	2500		
Signage for play areas	2000		
Professional and/or legal fees including St Aldams	4000		
Additional funding for Maintenance Contract	1500		
		71272	
<b>General reserve contingency in line with financial policy</b>	30000		
<b>General reserve</b>	9165		
		39165	
<b>Total reserves (must agree to Box 7)</b>			<b>110437</b>

## PUCKLECHURCH PARISH COUNCILLOR ATTENDANCE AT MEETING BETWEEN 01/04/19 – 31/03/20

Table 6 councillor attendance

		In attendance		Absent apologies accepted		Absent			
Date	Cllr G Boyle	Cllr L English	Cllr R Dunning	Cllr C Phillips	Cllr L Putt	Cllr N Anscombe	Cllr M Hayman	Cllr A Hemmings	Cllr L Alford
01/04/2020	cancelled	cancelled	cancelled	cancelled	cancelled				
15/04/2020	cancelled	cancelled	cancelled	cancelled	cancelled				
06/05/2020	cancelled	cancelled	cancelled	cancelled	cancelled				
20/05/2020	cancelled	cancelled	cancelled	cancelled	cancelled				
03/06/2020									
17/06/2020									
01/07/2020									
15/07/2020									
05/08/2020									
19/08/2020									
02/09/2020									
16/09/2020									
07/10/2020									
21/10/2020									
04/11/2020									
18/11/2020									
02/12/2020									
16/12/2020									
06/01/2021	Cancelled								
20/01/2021									
03/02/2021									
17/02/2021									
03/03/2021									
17/03/2021									

## **GENERAL INFORMATION FOR 2020-2021**

### **INTEREST AND INVESTMENT INTEREST**

	<b>2020</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Interest income – general funds	60.69	12.27

### **TENANCIES**

During the year the Council did not hold any tenancies

### **PUBLICITY**

Under section 5 of the Local Government Act 1986 the council did not incur any expenditure for publicity.

### **PENSION**

	<b>2020</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Contributions made on behalf of employees	281.21	309.27

### **FREEDOM OF INFORMATION**

The Council received and actioned one subject access request under the freedom of information for the period 01/04/20 – 31/03/21.

### **STAFFING COSTS**

The total staffing costs for the year amounted to £17934 (2020: £17,027)

## GRANTS AND DONATIONS FOR THE YEAR ENDING 31/03/21

*Table 7 Breakdown of grants and donations as at 31/03/21*

### **Grants made under LGA 1972 s137**

Pucklechurch CA Social club	Equipment	£1,200.00
Pucklechurch Twining	Redesign Millennium stone garden	£300.00
	<b>TOTAL</b>	<b>£1,500.00</b>

## Bank statements as at year end 31/03/21:

### General account

Table 8 copy of bank account

		NatWest		Current Account	
Date	Details	Withdrawn	Paid in	Balance	
22 Mar 2021	BROUGHT FORWARD			81,137.48	
24 Mar	Automated Credit				
	FP 23/03/21 2029 50000000752161912		20.00	81,157.48	
25 Mar	Online Transaction				
	VIA MOBILE - LVP		20.00	81,177.48	
26 Mar	Cheque	380.00		80,827.48	
29 Mar	Cheque	30.45		80,797.03	
31 Mar	Cheque	1,123.40		79,673.63	
1 Apr	Automated Credit				
	PUCKLECHURCH CRICKET CLUB 2021 FP 01/04/21 1746 300000006740525585		375.00	80,048.63	
	Online Transaction				
	VIA MOBILE - LVP		20.00	80,028.63	
	Direct Debit	9.00		79,997.63	
	EDF ENERGY 671063327375				
	Direct Debit	9.00		79,978.63	
	EDF ENERGY 671067502741				

## Savings account

Table 9 copy of savings account

### Account Transaction Details

PUCKLECHURCH PARISH COUNCIL

BS16 6PG

At 21 April 2021 10:15 am

Branch Sort Code: 522132

Account Number: 25234021 - Business Reserve Account



Yate  
5 North Walk  
Yate  
Bristol

BS17 4AW

Page 01 of 01

Date	Type	Description	Withdrawn	Paid In	Balance
01-Apr-2021	STATEMENT PRODUCED				
31-Mar-2021	Interest	31MAR GRS 25234021		£0.27	£30,144.75
01-Mar-2021	STATEMENT PRODUCED				
26-Feb-2021	Interest	26FEB GRS 25234021		£0.23	£30,144.48
01-Feb-2021	STATEMENT PRODUCED				
29-Jan-2021	Interest	29JAN GRS 25234021		£0.24	£30,144.25
31-Dec-2020	Interest	31DEC-GRS 25234021		£0.26	£30,144.01
31-Dec-2020	STATEMENT PRODUCED				
01-Dec-2020	STATEMENT PRODUCED				
30-Nov-2020	Interest	30NOV GRS 25234021		£0.26	£30,143.75

## Fixed Assets owned by Pucklechurch Parish Council as at 31.03.21

Table 10 list of fixed assets

Date Acquired	Description	Value at time of purchase	Value for Insurance purposes	Land
11.12.1998	St Aldam's Drive land Received from HM Prison Services	1.00		1.00
09.07.1968	Burial Ground [urchased from Vicarage	2150.00		2150.00
17.07.1958	Parkfield Rank land used for play area date and value taken from only Registration documents found on file	50.00		50.00
18.08.1936	Recreation Field	945.00		945.00
	Scout Hut (No deeds found)	1.00		
	Village Hall (no deeds found)	1.00		
07.07.1980	Land Received from Secretary of Defence Eagle Crescent	1500.00		1500.00
01.12.1895	Allotments & Woodlands (no deeds found)	1.00		1.00
	2 planters		582.80	
	Bus shelter Abson Road O/S Church		5540.55	
	Bus shelter Oaktree Avenue South Side		5540.55	
	Bus shelter Abson Road O/S Village hall		5320.48	
	Bus shelter Oaktree Avenue North Side		5320.48	
	Bus shelter Shortwood Road		2640.89	
	Bus shelter Shortwood Road		2640.89	
	Bus shelter Main Road Shortwood		2640.89	
	Bus shelter Goldfinch Way		4913.50	
	Bus shelter Kestrel Drive/Merlin		4492.16	
	Community Defibrillator & Box Village hall		2286.60	
	Community Defibrillator & Box Village Café		2286.60	
	Community Defibrillator & box Pucklechurch Social Club		2286.60	
	Community Defibrillator, stand & box Eagle Crescent		3286.60	
	Community Defibrillator & Box Shortwood Road		2286.60	
	Community Defibrillator, stand & box Parkfield Rank		3286.60	
	Telephone Box purchased for £1.00		1.00	
	Play Equipment Shortwood see below		1.00	
	Play equipment St Aldams see below		1.00	
	Play equipment Recreation field see below		1.00	
	Play equipment Becket Court see below		1.00	
	Concrete shed		3700.34	
	Memorials Millennium stone		1.00	
	Trees		1.00	
	Other ground surfaces insured for and play equipment		22495.08	
	Natural Sports Surface		2575.00	
22.01.15	Community Centre and Shortwood Noticeboards		6645.48	
05*09.18	Tree seat Recreation ground		890.00	
		4649.00	91665.69	
	Total Assets	96314.69		