



# **PUCKLECHURCH PARISH COUNCIL**

## **ACCOUNTS FOR YEAR ENDING 31<sup>ST</sup> MARCH 2024**

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**PUCKLECHURCH PARISH COUNCIL INFORMATION FOR THE YEAR ENDING 31ST  
MARCH 2024**

**COUNCILLORS**

All councillors were elected in May 2023

Chair

Cllr. Gail Boyle

Vice chair

Cllr. Lynne English

Cllr. Richard Dunning

Cllr Nathan Anscombe (until April 23)

Cllr Mike Pibworth (from May 23)

Cllr Andy Hemmings

Cllr Tina Symons (from May 23)

Cllr Jon Bailey

Cllr Jayne Hawkins

Cllr Dean Freestone

Clerk and Responsible Financial Officer

Daphne Dunning

# PUCKLECHURCH PARISH COUNCIL INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2024

Table 1 Financial account for year ending 31st March 2024

	2024		2023	
<b>Income</b>	£	£	£	£
Precept	96896		87026	
Interest Received	406.87		132.61	
Grants	0		0	
Cemetery	2050		3250	
Allotments	590		560	
Rec Hire	845		845	
Hall/Scout rent	7		6	
Wayleave	92.95		92.95	
CIL	2060.76		3510.46	
S106 monies	0		60000	
Donation	0		8091	
Bank compensation	0		500	
Neighbourhood plan grant	7592		5843	
Insurance claim	310.50		0	
		110851		169857
	<b>2024</b>		<b>2023</b>	
<b>Expenditure</b>	£	£	£	£
Staff Costs	29323		24010	
home working/expenses	328		360	
Payroll Administration	148		129	
Bank fees	101		61	
Audit Fees	900		410	
Consultancy fees	12101		7122	
Election costs	3910		0	
Insurance	736		747	
Print/Stationery/post	202		216	
Broadband	264		206	
Pucklechurch News	1592		702	
office equipment & Software	933		1737	
Subscriptions	1066		954	
Telephone	134		281	
Training	204		140	
Dog bins/ waste / litter	11130		9648	
Rent Shortwood	360		360	
Defibs	1178		1464	
Room Hire	48		250	
Planned / capitol work	0		69060	
Grants	7430		6029	
Electricity defibs and lights	647		517	
Ground Maintenance	6680		5197	
Grass cutting / gardening	6285		5520	
Play area maintenance	3676		1121	

sundry	0	2878	
Maintenance contract	18500	17760	
		107876	156881
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>		2975	12976
<b>PUCKLECHURCH PARISH COUNCIL BALANCE SHEET AS AT 31.03.24</b>			
	<b>2024</b>		<b>2023</b>
<b>CURRENT ASSETS</b>	£		£
NatWest current account	62649.73		65503.25
NatWest savings account	30687.25		30280.38
Unity Bank	41468.38		39118.93
Debtors	5576.68		1710.13
	140382.04		136612.69
<b>CURRENT LIABILITIES (Creditors)</b>			
Amounts falling due within one year	2393		1598
<b>CURRENT NET ASSETS</b>	137989		135014
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
<b>REPRESENTED BY</b>			
Income & Expenditure a/c Bal, B/fwd	135014		122038
Add surplus (Deficit) for 23/24	2975		12976
	137989		135014
<b>RESERVES</b>			
Earmarked reserves	133216		123582
Income and Expenditure account	4773		11432
	137989		135014

These statements of accounts represent fairly the financial position of the Council as at 31 March 2024 and reflects its income and expenditure for the year.

The accounts have been approved by the Council on 15th May 2024



Cllr Gail Boyle  
Chair of council Date: 15/05/24



Daphne Dunning  
Responsible Financial Officer Date: 15/04/24

These notes form part of these financial statements

## PUCKLECHURCH PARISH COUNCIL BANK RECONCILIATION

Table 2 Bank reconciliation to 31st March 2024

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

Date:	15/04/2024		
		£	£
<b>Balance per bank statements as at 31/3/24</b>			
	NatWest current	62,649.73	
	NatWest reserve	30,687.25	
	Unity Trust	41,468.38	
			134,805.36
Petty cash float (if applicable)		-	-
Less: any unpresented cheques as at 31/3/24 (enter these as negative numbers)			
	0	0.00	
			-
Add: any un-banked cash as at 31/3/24			
	0	-	
			-
<b>Net balances as at 31/3/24</b>			<b>134,805.36</b>
What is the figure in Box 8 in the Accounting Statement?			134,805
Does the bank reconciliation above agree to Box 8?			Yes

## RECONCILIATION BETWEEN BOX 7 AND BOX 8 IN SECTION 2

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

		2023	2023	2024	2024
		£	£	£	£
<b>Box 7: Balances carried forward</b>			<b>135,014</b>		<b>137,989</b>
Deduct:	Debtors (enter these as negative numbers)				
	VAT	(1,710.13)		(5,576.68)	
		(1,710.13)		(5,576.68)	
Deduct:	Payments made in advance				
	(prepayments) (enter these as negative numbers)				
	None	0.00		0.00	
		-		-	
<b>Total deductions</b>			<b>(1,710.13)</b>		<b>(5,576.68)</b>
Add:	Creditors (must not include community infrastructure levy (CIL) receipts)				
	C Hall	180.00		180.00	
	A S Hall	468.00		504.00	
	NEST	106.19		138.64	
	HMRC	522.20		727.71	
	EDF	1.96			
	Pucklechurch News			415.00	
	ALCA			32.00	
	BT			35.94	
		1,278.35		2,033.29	
Add:	Receipts in advance (must not include deferred grants/loans received)				
	Plot 18a	20.00		20.00	
	Plot 3	20.00		20.00	
	Plot 19a	20.00		20.00	
	Plot 13	20.00			

	Plot 15	20.00		20.00	
	Plot 4	20.00		20.00	
	Plot 20	20.00		20.00	
	Plot 9a	20.00		20.00	
	Plot 18b	20.00			
	Plot 25	20.00			
	Plot 10	20.00		20.00	
	Plot 19b	20.00		20.00	
	Plot 21b	20.00		20.00	
	Plot 23	20.00			
	Plot11	20.00		20.00	
	Plot 9b	20.00		20.00	
	Plot 5a			20.00	
	plot 7			20.00	
	plot 6b			20.00	
	plot 17			20.00	
	plot 12			20.00	
	plot 21c			20.00	
		320.00		360.00	
<b>Total additions</b>			1,598.35		2,393.29
<b>Box 8: Total cash and short-term investments</b>			<b>134,902.56</b>		<b>134,805.36</b>



## EXPLANATION OF VARIANCES

Table 4 Explanation of variances

	Year ending				Notes and guidance	Explanation required
	31-Mar-23	31-Mar-24	Variance £	Variance %	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	122,038.00	135,014.00			Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year	
2. (+) Precept or Rates and Levies	87,026.00	96,896.00	9870	11%	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	No explanation required
3. (+) Total other receipts	82,831.00	13,955.00	-68876	-83%	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	Please explain within the relevant tab
4. (-) Staff costs	24,010.00	29,323.00	5313	22%	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	Please explain within the relevant tab
5. (-) Loan interest/capital repayments	-	-	0	0%	Total expenditure of payments of capital and interest made during the year on the authority's borrowings (if any).	No explanation required
6. (-) All other payments	132,871.00	78,553.00	-54318	-41%	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	Please explain within the relevant tab
7. (=) Balances carried forward	135,014.00	137,989.00			Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	Please explain in the Reserves tab
	Bal c/f checker	Bal c/f checker				

8. Total value of cash and short-term investments	134,903.00	134,805.00			The sum of all current and deposit bank accounts, cash holdings and short-term investments held as at 31 March - <b>to agree with bank reconciliation.</b>	
9. Total fixed assets plus long-term investments and assets	160,627.00	160,627.00	0	0%	The value of all the property the authority owns - it is made up of all its fixed assets and long-term investments as at 31 March.	No explanation required
10. Total borrowings	-	-	0	0%	The outstanding capital balances as at 31 March of all loans from third parties (including PWLB).	No explanation required

## Other receipts

Table 5 Box 3 Other receipts

2022/23	82831	2023/24	13955.08
		Difference	-68875.92
		% Change	<b>-83%</b>

2022/23£	2023/24£	Difference	Explanation (Ensure each explanation is quantified)
<b>132.61</b>	<b>406.87</b>	<b>274.26</b>	<b>increase in bank interest</b>
3250	2050	<b>-1200</b>	fewer burials
845	845	<b>0</b>	pitch hire
60000	0	<b>-60000</b>	s106 funding only received in 2022/23
3510	2060.76	<b>-1449.24</b>	Reduced CIL monies in current year
8091	0	<b>-8091</b>	Donation only received in 2022/23
5843	7592	<b>1749</b>	increase in Locality grant
500	0	<b>-500</b>	bank compensation only received in 2022/23
560	590	<b>30</b>	Increase in number of allotments and therefore increase in rental
92.95	92.95	<b>0</b>	Wayleave
6	7	<b>1</b>	nominal rents
	310.5	<b>310.5</b>	insurance claim for vandalised zip wire
<b>82830.56</b>	<b>13955.08</b>	<b>68875.48</b>	

## Staff costs

Table 6 Box 4 staff costs

2022/23	24010	2023/24	29322.59	
		Difference	5312.59	
		% Change	<b>22%</b>	Yes explain

	2022/23£	2023/24£	Difference	Explanation (Ensure each explanation is quantified)
	17692.14	20586.6	2894.46	2023/24 full year working 30hr/week = 1560hrs compared to 2022/23 when clerk worked 25hrs/week April - October 2022 and 30hrs/week November 2022 - March 2023 = 1408hrs. Increase of 152hrs@£16.67/hr gross. Annual pay rise to £16.67/hr from 22/23 £15.67.
	5233.63	7329.46	2095.83	Increase in NI and tax due to increased hours and salary
	1084.23	1406.94	322.71	increase in pension due to increased hours and salary
<b>Total</b>	<b>24010</b>	<b>29323</b>	<b>5313</b>	

## All other payments

Table 7 Box 6 All other payments

2022/23	132871	2023/24	78553		
		Difference	-54318		
		% Change	-41%	Yes explain	
	<b>2022/23£</b>	<b>2023/24£</b>	<b>Difference</b>	<b>Explanation (Ensure each explanation is quantified)</b>	<b>Is this purchase an asset and reflected in Box 9</b>
	410	900	490	22/23 balance of internal audit (£110) and external audit (£300). 23/24 costs full internal audit (£480) and external audit (£420)	
	7122	7078	-44	consultancy fees	
	1464	1177.95	-286.05	new defibrillator cabinet 23/24	
	69060	0	-69060	new play equipment	
	2878.16	5022.92	2144.76	Refund unspent Locality grant	
	1121	3676	2555	increase in playground maintenance	
	5197	6679.87	1482.87	increase in grounds maintenance	
	6029	7429.95	1400.95	increase in grants	
	61	101	40	bank charges	
	0	3910	3910	May 2023 election costs	
	9648	11130	1482	Additional dog bin purchased (£618.50) and increased localism charges for emptying dog bins and increased charges for waste disposal.	
	5520	6285	765	Cost of grass cutting increased	
	702	1592	890	23/24 5 editions of Pucklechurch News compared to 3 in 22/23	
	23659	23570	-89	All other spending reduces	
<b>Total</b>	<b>132871.16</b>	<b>78552.69</b>	<b>54318.47</b>		

## Reserves

Table 7 Reserves

<u>Reserves</u>			
<b>Box 7</b>	137989	Precept	96896

			£	£	£
<b>Earmarked reserves:</b>					
	CIL		5832		
	Play equipment Reserve		50000		
	Neighbourhood Plan		2724		
	Village hall project reserve		5000		
	Woodland/ tree/ash die back		7500		
	Professional /legal fees		5000		
	Financial contingency		50000		
	Parkfield turning circle		12500	126056	
<b>General reserve</b>			11933		
				11933	
<b>Total reserves (must agree to Box 7)</b>					<b>137989</b>

# **PUCKLECHURCH PARISH COUNCILLOR ATTENDANCE AT MEETING BETWEEN 01/04/23 – 31/03/24**

*Table 10: councillor attendance*

<b>Date</b>	<b>Cllr G Boyle</b>	<b>Cllr L English</b>	<b>Cllr M Pibworth</b>	<b>Cllr R Dunning</b>	<b>Cllr N Anscombe</b>	<b>Cllr A Hemmings</b>	<b>Cllr T Symons</b>	<b>Cllr J Bailey</b>	<b>Cllr D Freestone</b>	<b>Cllr J Hawkins</b>
19/04/23	<i>In attendance</i>	<i>In attendance</i>	Not a councillor	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	Not a councillor	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>
17/05/23	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	Not elected	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>
21/06/23	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	Not a councillor	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	Apologies
19/07/23	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	Apologies	Not a councillor	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>
August	cancelled	cancelled	cancelled	cancelled	cancelled	cancelled	cancelled	cancelled	cancelled	cancelled
20/09/23	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	Not a councillor	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>
18/10/23	<i>In attendance</i>	Apologies	<i>In attendance</i>	<i>In attendance</i>	Not a councillor	<i>In attendance</i>	Apologies	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>
15/11/23	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	Not a councillor	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	Apologies
13/12/23	<i>In attendance</i>	Apologies	<i>In attendance</i>	<i>In attendance</i>	Not a councillor	<i>In attendance</i>	<i>In attendance</i>	Apologies	Apologies	Apologies
17/01/24	Apologies	<i>In attendance</i>	Apologies	<i>In attendance</i>	Not a councillor	<i>In attendance</i>	Apologies	Apologies	<i>In attendance</i>	<i>In attendance</i>
7/02/24	<i>In attendance</i>	Apologies	Apologies	<i>In attendance</i>	Not a councillor	Apologies	Apologies	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>
21/02/24	<i>In attendance</i>	Apologies	<i>In attendance</i>	<i>In attendance</i>	Not a councillor	<i>In attendance</i>	Apologies	Apologies	<i>In attendance</i>	<i>In attendance</i>
20/03/24	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	<i>In attendance</i>	Not a councillor	<i>In attendance</i>	Apologies	<i>In attendance</i>	<i>In attendance</i>	Apologies

## **GENERAL INFORMATION FOR 2023-2024**

### **Interest and investment interest**

	2023 £	2024 £
Interest income – general funds	132.61	406.87

### **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**

	2023 £	2024 £
Contributions made on behalf of employees	464.68	602.98

### **Freedom of information**

The Council received no requests under the freedom of information for the period 01/04/23 – 31/03/24.

### **Staffing Costs**

The total staffing costs for the year amounted to £29323 (2023: £24,010)



## GRANTS AND DONATIONS FOR THE YEAR ENDING 31/03/24

*Table 8 Breakdown of grants and donations as at 31/03/24*

Revel	Solar Christmas lights	£599.99
Pucklechurch playgroup grant	Multicultural/environments resource	£400.00
Revel grant	Donation to costs	£1,000.00
Rainbow grant	Craft materials	£260.00
Tower playgroup grant	Pre-school insurance	£500.00
Allotment Association grant	Secure area of composting toilet	£600.00
Pucklechurch cricket club grant	Training nets	£900.00
Green Community travel grant	Improved lighting in yard	£169.96
Great Western Air Ambulance grant	Donation	£2,000.00
Citizens advice	Donation	£1,000.00
Total		£7429.95

## BANK STATEMENTS AS AT YEAR END 31/03/24:

### NatWest general account

Table 9 NatWest current account as at 31/03/24

## Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at [www.natwest.com](http://www.natwest.com)  
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
06 MAR 2024	BROUGHT FORWARD			62,870.98
	Direct Debit O2 05412111/001		13.20	62,857.78
14 MAR	Direct Debit 707 LIMITED C-PUC001		57.76	62,800.02
15 MAR	Direct Debit ICO ZA105729		35.00	62,765.02
21 MAR	Direct Debit NEST IT000000793489		115.29	62,649.73
02 APR	Direct Debit EDF ENERGY 671063327375		18.00	62,631.73

### NatWest Savings account

Table 10 Business reserve account as at 31/03/24

## Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at [www.natwest.com](http://www.natwest.com)  
If you have changed your address or telephone number please let us know.  
Interest paid for this account during TAX year 2022/23 was Gross interest £132.61  
Interest rate: 1.45% Gross / 1.46% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
01 APR 2023	BROUGHT FORWARD			30,280.38
28 APR	Interest 28APR GRS 25234021	23.64		30,304.02
31 MAY	Interest 31MAY GRS 25234021	29.43		30,333.45
30 JUN	Interest 30JUN GRS 25234021	28.67		30,362.12
31 JUL	Interest 31JUL GRS 25234021	34.15		30,396.27
31 AUG	Interest 31AUG GRS 25234021	36.18		30,432.45
29 SEP	Interest 29SEP GRS 25234021	35.06		30,467.51
31 OCT	Interest 31OCT GRS 25234021	38.73		30,506.24
30 NOV	Interest 30NOV GRS 25234021	36.36		30,542.60
29 DEC	Interest 29DEC GRS 25234021	35.19		30,577.79
31 JAN 2024	Interest 31JAN GRS 25234021	40.09		30,617.88
29 FEB	Interest 29FEB GRS 25234021	35.27		30,653.15
28 MAR	Interest 28MAR GRS 25234021	34.10		30,687.25

## Unity Bank account

Table 11 Unity balance as at 31/03/24

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
26/03/2024	Credit	██████████	£0.00	£20.00	£41,491.63
28/03/2024	Fee	Manual Credit Handling Charge	£0.30	£0.00	£41,491.33
31/03/2024	Fee	Service Charge	£22.95	£0.00	£41,468.38

## FIXED ASSETS OWNED BY PUCKLECHURCH PARISH COUNCIL AS AT 31.03.24

Table 12 list of fixed assets

Date Acquired	Description	Value at time of purchase	Value for Insurance purposes	Land	Allocated for agreed reserve
11.12.1998	St Aldam's Drive land Received from HM Prison Services	1.00		1.00	
09.07.1968	Burial Ground Purchased 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			Valued By leaseholder
	Village Hall (no deeds found)	1.00			Valued By leaseholder
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		
01/10/2022	Community Defibrillator broken and removed from service		-974.95		

	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 was 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		
27/08/2021	Playground signage		927.75		
20/09/2022	Eagle Crescent play equipment		62525.00		
19/10/2022	Replacement defibrillator Eagle Crescent		974.95		
19/12/2022	Signage Parkfield turning circle		240.00		
27/03/2023	HP laptop FQ4006NA and printer 7220 bundle		620.00		
09/05/2023	Dog bin Partridge Road		618.50		
		4649.00	156596.94		
	Total Assets	161245.94			