

PUCKLECHURCH PARISH COUNCIL

ACCOUNTS FOR YEAR ENDING 31ST MARCH 2025

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PUCKLECHURCH PARISH COUNCIL INFORMATION FOR THE YEAR ENDING 31ST MARCH 2025

COUNCILLORS

Chair

Cllr. Gail Boyle

Vice chair

Cllr. Lynne English (resigned 11th April 2024)

Cllr. Richard Dunning (elected 15th May 24)

Cllr Mike Pibworth

Cllr Andy Hemmings

Cllr Tina Symons

Cllr Jon Bailey (resigned 14th January 2025)

Cllr Jayne Hawkins

Cllr Dean Freestone

Cllr Helen Parker (co-opted 21st August 2024)

Cllr Su Reid (co-opted 19th February 2025)

Clerk and Responsible Financial Officer

Daphne Dunning

PUCKLECHURCH PARISH COUNCIL INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2025

Table 1 Financial account for year ending 31st March 2025

Table 1 Financial account for year ending .	2025		2024	
Income	£	£	£	£
Precept	121896	~	96896	_
Interest Received	352.47		406.87	
Grants	0		0	
	2150		2050	
Cemetery Allotments	600		590	
Rec Hire	1095		845	
Hall/Scout rent	5		7	
Wayleave	92.95		92.95	
CIL	1337.65		2060.76	
S106 monies	104528.1		0	
	7		0	
Donation	0		0	
Compensation	500		0	
Neighbourhood plan grant	7566		7592	
Insurance claim	0		310.50	
		240123		110851
	2025		2024	
Expenditure	£	£	£	£
Staff Costs	33663		29323	
home working/expenses	402		328	
Payroll Administration	196		148	
Bank fees	110		101	
Audit Fees	920		900	
Consultancy fees	8555		12101	
Election costs	0		3910	
Insurance	785		736	
Print/Stationery/post	403		202	
Broadband	397		264	
Pucklechurch News	1509		1592	
office equipment & Software	984		933	
	1381		1066	
Subscriptions	143		134	
Telephone	290		204	
Training	10078		11130	
Dog bins/ waste / litter				
Rent Shortwood	360		360	
Defibs	157		1178	
Room Hire	70		48	
Planned / capitol work	0		0	
Donations	8727		7430	
Electricity defibs and lights	420		647	
Ground Maintenance	6954		6680	
Grass cutting / gardening	7469		6285	
Play area maintenance	7367		3676	
Legal	2000		0	
Logai	_000		· ·	

Maintenance contract Noticeboards S106 Play equipment s106	18513 5213 17472		18500 0	
		134537	-	107876
SURPLUS (DEFICIT) FOR THE YEAR		105587		2975
PUCKLECHURCH PARISH COUNCIL BALANCE SHEET AS AT 31.03.25				
		2025		2024
CURRENT ASSETS		£		£
NatWest current account		0		62649.73
NatWest savings account		0		30687.25
Unity Bank Debtors		244038.85 1558.16		41468.38 5576.68
Deplors		245597.01	-	140382.0
		243397.01		4
CURRENT LIABILITIES (Creditors) Amounts falling due within one year		2022		2393
CURRENT NET ASSETS		243575		137989
TOTAL ASSETS LESS CURRENT LIABILITIES				
REPRESENTED BY				
Income & Expenditure a/c Bal, B/fwd		137989		135014
Add surplus (Deficit) for 24/25		105587	_	2975
		243575	-	137989
RESERVES				
Earmarked reserves		240458		133216
Income and Expenditure account		3117	_	4773
		243575	-	137989

These statements of accounts represent fairly the financial position of the Council as at 31 March 2025 and reflects its income and expenditure for the year

The accounts have been approved by the Council on 21st May 2025

Cllr Gail Boyle

purpagle

Chair Responsible Financial Officer

Date: 21/05/25 Date: 21/05/25

Daphne Dunning

PUCKLECHURCH PARISH COUNCIL BANK RECONCILIATION

Table 2 Bank reconciliation to 31st March 2025

Name of smaller authority:	PUCKLECHURCH PARISH COUNCIL					
authority.	PUCKLLCHUKCHP	AKISH COUNCIL				
County area (local councils a meetings only):	and parish	AVON				
Financial year ending 31 March 2025						
Prepared by (Name and Role):	Daphne Dunning C	lerk and Responsible Fi	inancial Officer			
Date:	17/04/2025					
Balance per bank statemen	nts as at	£	£			
31/3/25	Unity Trust	244,038.85	244,038.85			
Petty cash float (if applicable)			-			
Less: any unpresented chequinegative numbers)	ues as at 31/3/25 (enter these as				
	. 24 (2 (25	0.00	- -			
Add: any un-banked cash as	at 31/3/25		<u> </u>			
Net balances as at 31/3/25			244,038.85			
What is the figure in Box 8 i Statement?	n the Accounting		244,039			
Does the bank reconciliation 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

		20	24	20	25
		£	£	£	£
Box 7:	Balances carried forward		137,989		243,575
Deduct:	Debtors (enter these as negative numbers)				
	VAT	(5,576.68)		(1,558.16)	
		(5,576.68)		(1,558.16)	
Deduct:	Payments made in advance				
	(prepayments) (enter these as negative numbers)				
		0.00		0.00	
Total de	ductions	_	(5,576.68)	-	(1,558.16)
Add:					
	C Hall	180.00		180.00	
	A S Hall & Son	504.00		612.00	
	NEST	138.64		134.42	
	HMRC	727.71		676.14	
	Pucklechurch News	415.00			
	ALCA	32.00			
	ВТ	35.94		39.73	
	Dodington Parish council			20.00	
		2,033.29		1,662.29	
Add:					
	Plot 18a	20.00			
	Plot 3	20.00		20.00	
	Plot 19a	20.00			
	Plot 15	20.00		20.00	

Box 8: Total cash and short term investments		134,805	_	244,039
		_,,		
Total additions		2,393.29		2,022.29
	360.00		360.00	
Plot 18b			20.00	
Plot 23			20.00	
Plot 13			20.00	
SW Springer Spaniel event			100.00	
Plot 1 SW Springer Spaniel			20.00	
Plot 6a			20.00	
Plot 18a			20.00	
Plot 21c	20.00		20.00	
Plot 12	20.00			
Plot 17	20.00			
Plot 6b	20.00			
Plot 7	20.00			
Plot 5a	20.00		20.00	
Plot 9b	20.00		20.00	
Plot 11	20.00			
Plot 21b	20.00			
Plot 19b	20.00			
Plot 10	20.00		20.00	
Plot 9a	20.00			
Plot 20	20.00		20.00	
Plot 4	20.00			

EXPLANATION OF VARIANCES

Table 4 Explanation of variances

					Notes and guidance	Explanation
	Year e	ending				required
	31-Mar-24	31-Mar-25	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	135,014.00	137,989.00			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	96,896.00	121,896.00	25000	26%	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	Please explain within the relevant tab
3. (+) Total other receipts	13,955.00	118,227.00	104272	747%	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	29,323.00	33,663.00	4340	15%	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.	No explanation required
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	78,553.00	100,874.00	22321	28%	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	137,989.00	243,575.00			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	134,805.00	244,039.00			The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.	

term investments						
9. Total fixed assets plus long term investments and assets	161,246.00	171,457.00	10211	6%	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

Precept

Table 5 Box 2 Precept

Precept or rates and levies

2023/24	96896	2024/25	121896	
		Difference	25000	
		% Change	26%	Yes explain

Use the table below to breakdown your explanation

2023/24	2024/25			
£	£	Difference	Explanation (Ensu	re each explanation is quantified)
			Expenditure	
£28,025.00	£31,710.00	3685	salaries	Post regraded SCP 24-28. Clerk appointed
				to SCP26 (18.10) from SCP 23 (16.67).
				Anticipated increase over year £2639.
				Anticipated annual pay rise £1046
£2,500.00	£4,000.00	1500	Ground	increase in costs
			maintenance	
£240.00	£2,000.00	1760	Defibrillator	Required replacement of cabinet
			maintenance	
£0.00	£1,000.00	1000	election costs	reserves for next elections
£2,600.00	£5,000.00	2400	play area	increase in refurbishment requirements
			refurbishments	
£0.00	£5,000.00	5000	St Aldams	Funds required for maintenance
			garages	
			driveway	
£0.00	£5,000.00	5000	Woodland	Increased costs of Ash die back
£0.00	£5,000.00	5000	Local climate	Funds to take actions on nature
			and nature	
			action plan	
176035	175730	-305	All other expend	iture as per budget calculations
-	-		·	
112503.95	112543.95	-40	Difference in inc	ome
		0		
96896.05	121896.05	25000		
	£28,025.00 £2,500.00 £2,600.00 £0.00 £0.00 £0.00 £176035	£28,025.00 £31,710.00 £2,500.00 £4,000.00 £240.00 £2,000.00 £0.00 £1,000.00 £0.00 £5,000.00 £0.00 £5,000.00 £1,000.00 £1,000.00 £2,600.00 £5,000.00 £1,000.00 £1,000.00	£28,025.00 £31,710.00 3685 £2,500.00 £4,000.00 1500 £240.00 £2,000.00 1000 £0.00 £1,000.00 2400 £0.00 £5,000.00 5000 £0.00 £5,000.00 5000 £176035 175730 -305	£28,025.00 £31,710.00 3685 salaries £2,500.00 £4,000.00 1500 Ground maintenance £240.00 £2,000.00 1760 Defibrillator maintenance £0.00 £1,000.00 1000 election costs £2,600.00 £5,000.00 2400 play area refurbishments £0.00 £5,000.00 5000 St Aldams garages driveway £0.00 £5,000.00 5000 Woodland £0.00 £5,000.00 5000 Local climate and nature action plan 176035 175730 -305 All other expend 112503.95 112543.95 -40 Difference in inc

Receipts

Table 6 Box 3 receipts

Other receipts

2023/24	13955	2024/25	118227	
		Difference	104272	
		% Change	747%	Yes explain

Use the table below to breakdown your explanation

(consider any fixed assets that have been sold and ensure reflected in explanation in box 9 fixed assets)

Please ensure you complete the value for both years, please do not provide the movement only.

	2023/24	2024/25 £	Difference	Explanation (Ensure each explanation is
	£	2024/25 £	Difference	quantified)
	406.87	352.47	- 54.40	Interest
	2050	2150	100	Cemetery
	590	600	10	Allotments
	845	1095	250	Rec Hire
	7	5	-2	Hall/Scout rent
	92.95	92.95	0	Wayleave
	2060.76	1337.65	-723.11	CIL
	0	104528.17	104528.17	S106 monies
	0	500	500	Compensation
	7592	7566	-26	Neighbourhood plan grant
	310.50	0	-310.5	Insurance claim
			0	
			0	
			0	
Tota				
1	13955.08	118227.24	104272.16	

All other payments

Total

Table 7 Box 6 All other payments

All other payments

2023/24 78553 2024/25 100874

Difference 22321
% Change 28% Yes explain

Use the table below to breakdown your explanation

(consider any fixed assets that have been purchased and reflect in explanation in box 9 fixed assets)

Please ensure you complete the value for both years, please do not provide the movement only.

2023/24	2024/25		Explanation (Ensure each explanation is	Is this purchase an asset and reflected
£	£	Difference	quantified)	in Box 9
		0		
328	402	73.58	home working/expenses	
148	196	47.81	Payroll Administration	
101	110	<i>8.75</i>	Bank fees	
900	920	20	Audit Fees	
12101	8555	-3545.93	Consultancy fees	
3910	0	-3909.5	Election costs	
736	785	48.53	Insurance	
202	403	201.35	Print/Stationery/post	
264	397	133.13	Broadband	
1592	1509	-83	Pucklechurch News	
933	984	50.71	office equipment & Software	
1066	1381	314.56	Subscriptions	
134	143	8.95	Telephone	
204	290	86.5	Training	
11130	10078	-1052.35	Dog bins/ waste / litter	
360	360	0	Rent Shortwood	
1178	157	-1021.09	Defibs	
48	70	22	Room Hire	
7430	8727	1297.26	Donations	
647	420	-227.17	Electricity defibs and lights	
6680	6954	274.54	Ground Maintenance	
6285	7469	1184.25	Grass cutting / gardening	
3676	7367	3691.13	Play area maintenance	
0	2000	2000	Legal fees	
18500	18513	12.5	Maintenance contract	
	5213	5213.39	Noticeboards S106	yes
0	17472	17471.5	Play equipment s106	yes
78553	100874	22321		

Reserves

Table 7 Reserves

Reserves					
Box 7	243575	Precept	121896		
	2.00.10		121070		
			£	£	£
Farmarke	ed reserves:		L	L	L
	CIL		1,167.00		
	Play equipment		50,000.00		
	Reserve				
	Neighbourhood Plan		2,969.44		
	Village hall project reserve		5,000.00		
	Woodland/ tree/ash die back		4,672.50		
	Professional /legal fees		4,000.00		
	Financial contingency		45,000.00		
	Parkfield turning circle		12,500.00		
	Sports Project S106		87,273.71		
	Environmental monies		500.00		
	St Aldams active play project		20,000.00		
	Scouts hut		5,000.00		
	Parkfield play area		2,372.00		
				240454.65	
General ı	eserve		3,120.07		
			,	3120.07	
Total res	erves (must agree to l	Box 7)			243575

PUCKLECHURCH PARISH COUNCILLOR ATTENDANCE AT MEETING BETWEEN 01/04/24 - 31/03/25

Table 10: councillor attendance 2024-2025

Date	CIIr G Boyle	Cllr L English	Cllr M Pibworth	Cllr R Dunning	Cllr H Parker	Cllr A Hemmings	CIIr T Symons	Cllr J Bailey	Cllr D Freestone	Cllr J Hawkins	CIIr S Reid
40/04/04	-			•			,				
10/04/24	In	In	Apologies	ln ,	Not a	Apologies	Absent	ln	Apologies	Apologies	Not a
	attendance	attendance		attendance	councillor			attendance			councillor
15/05/24	In	Not a	In	In	Not a	In	In	In	In	Apologies	Not a
	attendance	councillor	attendance	attendance	councillor	attendance	attendance	attendance	attendance		councillor
19/06/24	In	Not a	In	In	Not a	In	In	In	In	In	Not a
	attendance	councillor	attendance	attendance	councillor	attendance	attendance	attendance	attendance	attendance	councillor
17/07/24	In	Not a	In	In	Not a	In	In	Apologies	In	Apologies	Not a
	attendance	councillor	attendance	attendance	councillor	attendance	attendance		attendance		councillor
26/07/24	In	Not a	apologies	In	Not a	Apologies	Apologies	Apologies	In	Apologies	Not a
	attendance	councillor		attendance	councillor				attendance		councillor
07/08/24	In	Not a	In	In	Not a	In	In	In	In	In	Not a
	attendance	councillor	attendance	attendance	councillor	attendance	attendance	attendance	attendance	attendance	councillor
21/08/24	In	Not a	Apologies	In	Not a	In	In	In	Apologies	Apologies	Not a
	attendance	councillor		attendance	councillor	attendance	attendance	attendance			councillor
18/09/24	In	Not a	In	In	In	In	Apologies	Apologies	In	In	Not a
	attendance	councillor	attendance	attendance	attendance	attendance			attendance	attendance	councillor
16/10/24	In	Not a	Apologies	In	In	In	In	In	In	In	Not a
	attendance	councillor		attendance	attendance	attendance	attendance	attendance	attendance	attendance	councillor
20/11/24	In	Not a	In	Apologies	In	In	In	Absent	In	In	Not a
	attendance	councillor	attendance		attendance	attendance	attendance		attendance	attendance	councillor
18/12/24	In	Not a	In	In	Apologies	Apologies	In	Apologies	In	Apologies	Not a
	attendance	councillor	attendance	attendance			attendance		attendance		councillor
15/01/25	In	Not a	Apologies	In	In	In	In	Not a	In	In	Not a
	attendance	councillor		attendance	attendance	attendance	attendance	councillor	attendance	attendance	councillor
19/02/25	In	Not a	In	In	In	In	Apologies	Not a	In	Apologies	Not a
	attendance	councillor	attendance	attendance	attendance	attendance		councillor	attendance		councillor
19/03/25	In	Not a	In	In	In	In	Apologies	Not a	In	In	In
	attendance	councillor	attendance	attendance	attendance	attendance		councillor	attendance	attendance	attendance

GENERAL INFORMATION FOR 2024-2025

Interest and investment interest

	2024	2025	
	£	£	
Interest income – general funds	406.87	352.47	

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

	2024	2025	
	£	£	
Contributions made on behalf of employees	602.98	714.47	

Freedom of information

The Council received one request under the freedom of information for the period 01/04/24 – 31/03/25.

Staffing Costs

The total staffing costs for the year amounted to £33662.59 (2024: £29323).

Crime and disorder

Pucklechurch Parish council has considered the impact of its functions and decisions on crime and disorder within the parish throughout the year.

Biodiversity

Pucklechurch parish council has continued to work towards conserving and enhancing the biodiversity of the Council's area including:

- Highlighting the impact on biodiversity in its responses to the Regulation 19 consultation on the South Gloucestershire Local Plan.
- Policies in support of biodiversity have been incorporated in the Pucklechurch neighbourhood plan.
- Continue working with allotment committee to encourage controls that promote and increase biodiversity.
- Continue to manage the burial ground to improve biodiversity.
- Ensuring environmentally friendly practices or low impact / nature positive practices are applied by anyone including contractors undertaking work on parish council land
- Encouraging residents and other organisations within the parish to engage in activities to enhance and promote biodiversity such as bulb planting.
- Continue to raise public awareness of biodiversity issues through the website and newsletters
- Work with South Gloucestershire Council to protect, promote and enhance biodiversity within the council area.

GRANTS AND DONATIONS FOR THE YEAR ENDING 31/03/25

Table 8 Breakdown of grants and donations as at 31/03/25

Pucklechurch Primary School	Grant towards Year 6 trip to Parliament	£250.00
Pucklechurch Community Association Sports Club	Grant towards TV to attract more members	£300.00
Tower playgroup	Grant towards insurance	£500.00
Pucklechurch Playgroup	Grant towards new play equipment	£477.46
Pucklechurch 1st Guides	Grant towards attendance at International jamboree	£500.00
Pucklechurch Revel	Grant towards banners, shelter and entertainment	£546.75
St Peters Hospice	Grant towards Advice line	£500.00
Citizens Advice South Gloucestershire	Grant towards outreach service at Cadbury Heath	£283.00
Pucklechurch cricket club	Grant towards training nets	£500.00
Green Community Travel	Grant towards IT equipment	£350.00

£4,207.21

BANK STATEMENTS AS AT YEAR END 31/03/25 Unity Trust account Table 9 Unity Trust account as at 31/03/25

31/03/2025	Fee	Manual Credit Handling Charge	£0.60	£0.00	£243,968.15
31/03/2025	Credit	Plot 21c	£0.00	£20.00	£243,988.15
31/03/2025	Credit	Plot 13	£0.00	£20.00	£244,008.15
31/03/2025	Credit	Plot 23	£0.00	£20.00	£244,028.15
31/03/2025	Credit	Plot 18b	£0.00	£20.00	£244,048.15
31/03/2025	Fee	Service Charge	£9.30	00.03	£244,038.85

FIXED ASSETS OWNED BY PUCKLECHURCH PARISH COUNCIL AS AT 31.03.25

Table 10 list of fixed assets

		Value at time of purchase	Value for Insurance	Land	
Date Acquired	Description	or purchase	purposes		Allocated for agreed reserve
1.12.1998	St Aldam's Drive land Received from HM Prison Services	1.00	pa. poses	1.00	Allocated for agreed reserve
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	50.00		50.00	
	from only Registration documents found on file	33.33		30.00	
18.08.1936	Recreation Field	945.00		945.00	
	Scout Hut (No deeds found)	1.00			Valued and insured by leaseholder Scouts Association
	Village Hall (no deeds found)	1.00			Valued and insured by leaseholder Pucklechurch Community Association
07.07.1980	Land Received from Secretary of Defence Eagle Crescent	1500.00		1500.00	community /issociation
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	0.00	
	Community Defibrillator & Box Shortwood	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	
	Safer surfaces (was insured for) and play equipment	25070.08	
22.01.15	Community Centre and Shortwood Noticeboards	0.00	
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	
22/05/2024	Single bay noticeboard Parkfield play area	1280.49	
22/05/2024	Single bay noticeboard Shortwood	1280.49	
22/05/2024	Double bay noticeboard community centre	2321.81	
18/07/2024	Accessible roundabout and safer surfacing	11000.00	

4649.00

166808.20

Total Assets

171457.20

Approved by council 2025