

# Humber, Ford & Stoke Prior Group Parish Council



## Statement of Accounts 2019-20

Budget heading	Note	Year ending	
		31 March 2019 £	31 March 2020 £
<b>RECEIPTS</b>			
Precept	1	9989.00	12289.00
Council Tax Support Grant	1	0	0
Advertising in Parish Pump	2	558.00	612.00
Wayleaves for poles & stays	3	0	3.06
Savings account interest	4	9.02	8.37
VAT reclaimed from previous year	5	840.25	896.62
Grants and donations	6	524.99	300.00
Community Week fundraising	7	204.00	633.86
Lengthsman Scheme funding	8	100.00	834.32
<b>Total Receipts</b>		<b>12225.26</b>	<b>15577.23</b>
<b>PAYMENTS (net of reclaimable VAT)</b>			
<b>A. Clerk</b> Clerk's salary	9	3660.00	3990.00
Clerk's expenses	10	224.00	282.00
<b>B. Admin</b> Stationery, postage	11	132.31	208.14
General photocopying charges	12	107.94	90.17
<b>C. Professional Fees</b> Insurance	13	167.44	167.44
Internal and External audit fees	14	150.00	200.00
HALC subscriptions	15	428.58	450.34
CPRE subscription	16	36.00	36.00
Clerk's subscriptions	17	89.00	109.00
Information Commissioner and DP adviser fees	18	110.00	35.00
Parish Online fee	19	30.00	30.00
Website and IT support fees	20	139.17	540.00
<b>D. Hire of halls for meetings</b>	21	261.00	279.00
<b>E. Parish Pump printing &amp; postage</b>	22	1210.00	1210.00
<b>F. Training &amp; development</b> Books & training materials	23	107.99	0
Training courses for Clerk & Councillors	24	0	435.35
<b>G. Maintenance and equipment</b> Miscellaneous	25	50.00	5.66
Defibrillator and phone kiosk refurbishment	25	0	704.36
Laptop computer	25	470.83	0
Salt-grit bins	25	154.98	0
Gas barbecue & PA system (Community Week surplus)	26	0	370.82
<b>H/I. Grants and donations</b>	27	30.00	30.00
<b>J Election costs</b>	28	0	0
<b>K. Lengthsman work</b> Minor Highways maintenance	29	1465.00	1525.00
PROW maintenance	29	1084.62	307.58
<b>L. Special projects</b> Physical activity classes	30	192.00	0
The Lamb valuation	30	0	500.00
Sandbags	30	0	539.83
We Don't Buy Crime initiative	30	0	2006.10
<b>M. Community Week costs</b>	31	0	470.00
<b>N. Reclaimable VAT paid on above</b>	32	896.62	1566.32
<b>Total Payments</b>		<b>11197.48</b>	<b>16088.11</b>
<b>BALANCES BROUGHT FORWARD</b>		<b>7292.22</b>	<b>8320.00</b>
<b>SURPLUS (DEFICIT) IN YEAR</b>		<b>1027.78</b>	<b>(510.88)</b>
<b>BALANCES CARRIED FORWARD</b>		<b>8320.00</b>	<b>7809.12</b>

Cash Balances as at 31 March 2020	£
Current bank account	3240.54
Deposit account	4534.14
Cash in hand	34.44
<b>Total</b>	<b>7809.12</b>

<b>Debtors and Creditors as at 31 March 2020</b>	<b>Debtors</b>	<b>Creditors</b>	
	<b>£</b>	<b>(£)</b>	<b>£</b>
<b>Totals</b>	<b>0</b>	<b>(0)</b>	
<b>Balance of debtors and creditors</b>			<b>0</b>

#### Notes to receipts and payments account summary

1. Any element of the Council Tax Support Grant (CTSG) devolved to local councils has to be shown separately from the net precept paid by local taxpayers.
2. Contribution rates for advertising in the Parish Pump remained unchanged at £36 p.a. Amounts collected vary year by year as invoices are issued for the calendar year and some payments are received late.
3. The Council receives a small sum from Western Power for the stays on the un-registered land near Normans Lane. Because of the small sum, payment is now made every two years.
4. The Business 10-day notice account at Barclays paid interest at 0.2% decreasing to 0.1% in 2019-20.
5. The Council can reclaim VAT on 'non-business activities' (broadly, the running and normal non-revenue generating activities of the Council) and also (provided specified limits are observed) VAT-exempt 'business' activities (eg charging for use of property). All expenditure is therefore stated as exclusive of reclaimable VAT, with reclaimable VAT paid as a separate item. Item 5 is not strictly net income, but a reimbursement of the reclaimable VAT paid out the previous year.
6. Donations totalling £300 were received from two regiments towards the proposed War Memorial.
7. Although Community Week funds are handled through the Council's accounts, the understanding is that the Community Week committee will determine the use for any surplus (see note 26).
8. There was no Lengthsman grant in 2019-20, but £834.32 was received as the balance of grant income for work in 2018-19.
9. The Council increased the Clerk's salary in 2019-20 to £3990.
10. The Clerk claimed car-use expenses only, of 705 miles at 40p per mile..
11. Most stationery and postage is paid from a petty-cash float account.
12. The Council has a photocopier maintenance/copying contract with BOSS. The charges cover toner, servicing and labour/parts.
13. The Council's insurers are Zurich Municipal.
14. The Council declared itself exempt from external audit under the new audit regulations (having turnover of less than £25,000), so there were no external audit fees. HALC were the Council's Internal Auditors at a fee of £200.
15. HALC subscriptions are now payable in advance for the financial year.
16. The CPRE subscription for local authorities is a voluntary amount but has been £36 since 2014.
17. In 2018-19 the Council paid the Clerk's membership subscription to the Society for Local Council Clerks (the professional body), as is permitted by HMRC rules.
18. The Information Commissioner fee is a statutory fee for the Council to register as a public body holding personal data. With the introduction of the General Data Protection Regulation provisions in the Data Protection Act 2018, the Council – whilst not required to appoint a Data Protection Officer, appointed a Data Protection Adviser to undertake a GDPR-compliance audit, advise on data protection issues and handle any data breach concerns.
19. Parish Online provides access for the Clerk and councillors to on-line local maps.
20. The expenditure in 2018-19 was for professional assistance with setting up the new laptop and for anti-virus software subscription. Website hosting fees of £145 p.a. for 2019 and 2020 were invoiced in 2019-20 plus £250.00 for website updates.
21. Village Halls hire costs are £9 per hour.
22. A sum of £110 for each standard monthly edition was paid in advance to the Editor for all costs.
23. An updated copy of the standard legal reference work for the Clerk was purchased in 2018-19.
24. HALC training courses are charged at £30 +VAT per person for an evening course and £100 for a full-day course.
25. Of the £704.35 spent on the phone kiosk and defibrillator in Risbury, £61.50 was for replacement defibrillator pads, £221.85 for refurbishment of the kiosk (undertaken by volunteers) and £421.00 for electrical work re re-siting the defibrillator into the kiosk.
26. The Community Week Committee agreed the purchase of these items from the surplus from Community Week events built up over recent years, leaving £330.49 as this surplus as at 31 March 2020
27. In 2018-19 and 2019-20 a donation of £30 was made, under the General Power of Competence, to the Royal British Legion.
28. There were no elections in 2018-19; the costs of the ordinary elections in May 2019 have not yet been invoiced by Herefordshire Council.
29. See note 8 above. The Lengthsman (DC Gardening Services) undertook minor highways maintenance work and PROW maintenance work at the request of the Council.

30. In 2019-20, £500 was spent on a professional valuation of the Lamb Inn, £539.83 on replenishing sandbags stocks around the parishes; and £2006.10 on the We Don't Buy Crime Initiative, providing free Smartwater property-marking kits to all homes.
31. Community week costs are funded from income during the week (see note 7),
32. See item 5 above.

### Register of Fixed Assets as at 31 March 2020

Asset	Location	Notes	Date acquired	Purchase Price (Book value) (£)	Estimated current value (£)	Estimated replacement cost (£)
Bus shelter	Risbury Cross	built locally	unknown	1.00	50.00	1500.00
Noticeboard	Humber Close		unknown	1.00	0.00	250.00
Noticeboard	Risbury bus shelter	donated	01/09/2012	1.00	10.00	120.00
Noticeboard	Risbury Village Hall	bought second-hand	22/11/2012	25.00	20.00	450.00
Noticeboard	Stoke Prior Post Office	bought second-hand	22/11/2012	25.00	20.00	450.00
Waste bin	Risbury bus shelter		23/11/2005	114.29	20.00	180.00
Waste bin	Stoke Prior Village Hall		23/11/2005	114.29	20.00	180.00
Photocopier	Clerk's home		03/12/2008	175.00	120.00	250.00
Filing cupboard	Clerk's home		30/11/2007	158.28	30.00	180.00
Bench	The Lamb Inn, Stoke Prior	On highway	21/07/2008	273.58	150.00	450.00
Bench	Stoke Prior Lane, near School	On highway	21/07/2008	273.58	150.00	450.00
Bench	St Luke's Church, Stoke Prior	On Church land	21/07/2008	273.58	150.00	450.00
Bench	Ford Chapel	On Church land	21/07/2008	273.58	150.00	450.00
Bench	Verge outside Bank Cottage, Stoke Prior	On private land	21/07/2008	273.58	150.00	450.00
Bench	Humber Woodland of Remembrance	On private land	21/07/2008	273.58	150.00	450.00
Bench	Risbury Village Hall	On Village Hall land	21/07/2008	273.58	150.00	450.00
Bench	Bowley Lane/Blacksmiths Lane junction	On highway	21/07/2008	273.58	150.00	450.00
Bench	Humber Close, children's play area	On private land	21/07/2008	273.58	150.00	450.00
Data projector	Clerk's home		04/06/2014	299.00	150.00	299.00
Portable tripod screen	Clerk's home		04/06/2014	59.00	30.00	59.00
Salt-grit bin	Marston Cottages, U94009	On verge	14/01/2015	59.95	30.00	80.00
Salt-grit bin	Upper House Farm, C1113	On verge	14/01/2015	59.95	30.00	80.00
Queen 90th commemorative medal	Cash box	Free sample	29/02/2016	1.00	2.00	2.00
Defibrillator and SADS cabinet	Risbury Village Hall		16/11/2016	500.00	400.00	1000.00
K6 telephone kiosk	Risbury Cross	Adopted from BT	11/11/2017	1.00	1500.00	1500.00
Salt-grit bin	School Hill, Risbury C1110	On verge	23/10/2018	77.49	60.00	80.00
Salt-grit bin	Near SP27 entrance C1110	On verge	23/10/2018	77.49	60.00	80.00
Lenovo Laptop computer	Clerk's home		16/01/2019	470.83	400.00	500.00
Minky gas barbecue	Clerk's home		05/12/2019	216.65	216.65	216.65
QTX QR12PA portable PA system	Clerk's home		31/03/2020	154.17	154.17	154.17
			TOTAL:	5053.61	4672.82	11660.82

### Internal controls and statement by Responsible Financial Officer

The accounting systems and internal controls operated by the Responsible Financial Officer were reviewed by the Council's standing Finance Working Group in October 2019, with some minor changes to procedures recommended.

The Financial Regulations in line with NALC recommendations were approved by the Council in May 2016. These are reviewed at each Annual Meeting, and minor amendments in line with latest NALC model regulations were approved by Council on 20 November 2019.

The above statement has been prepared from the Council's cashbooks and records of receipts and payments, and is a true statement of the Council's receipts, payments and fixed assets for the year ending 31 March 2020.

Philip J Brown  
Responsible Financial Officer  
17 April 2020