

ELMSWELL PARISH COUNCIL

Accounts for the 12 months ended

31st March 2010

- 1. Balance Sheet**
- 2. Report of Income & Expenditure**
- 3. Assets Register**
- 4. Supporting Statement**

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Date: 18/06/2010
Time: 13:07:42

Elmswell Parish Council
Balance Sheet

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From: Month 12, March 2010
To: Month 12, March 2010

Chart of Account:

Parish Council

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Blackbourne Main Hall	0.00	380,190.00	
Bowls Pavilion	0.00	80,852.00	
Sheds & Other Temporary Buildings	1,547.11	5,833.11	
Thedwastre Close	0.00	1.00	
Crown Mill	0.00	1.00	
Footbridge Site	0.00	80,000.00	
Allotments	0.00	1.00	
Cemetery	0.00	1.00	
Grounds Maintenance Machinery	0.00	5,312.31	
Office Equipment	0.00	2,802.96	
Furniture & Fixtures	(6.00)	36,019.12	
Play Equipment	0.00	83,869.82	
Street Lights/Furniture	0.00	34,891.23	
Bus shelter	0.00	1.00	
Station building	0.00	60,971.00	
	1,541.11		770,746.55
Current Assets			
Bank Current Account	54,237.68	54,623.80	
Scottish Widows	(50,000.00)	67,565.98	
	4,237.68		122,189.78
Current Liabilities			
Creditors Control Account	328.72	2,505.23	
Sales Tax Control	(8.23)	0.00	
Purchase Tax Control	68,881.06	0.00	
VAT Liability	(66,846.08)	(4,124.00)	
PAYE	7.00	507.31	
	2,362.47		(1,111.46)
Current Assets less Current Liabilities:	1,875.21		123,301.24
Total Assets less Current Liabilities:	3,416.32		894,047.79
Capital & Reserves			
Reserves	0.00	64,533.34	
Profit & Loss	0.00	779,866.53	
P&L Account	3,416.32	49,647.92	
	3,416.32		894,047.79

End of Report

ELMSWELL PARISH COUNCIL

Report on the Council's accounts for the year to 31st March 2010

This report accurately identifies income and expenditure over the financial year with relevant reference to the previous year. The footnotes explain where there is a significant variance.

In the form required for the Council's audit, as a receipts and payments account, the balance does not reflect capital assets.

	INCOME		2009	2010
1	Precept		91,726.00	97,489.00
2	Station rent		3,249.96	3,249.96
3	Cemetery –fees		1,398.00	4,015.22
4	Allotments – fees	a	546.50	10.00
5	Grant Aid	b	9,280.00	1,061.00
6	BMA licence		4,275.00	4,800.00
7	BMA other income		4,550.00	3,200.00
8	Recycling centre receipts (via MSDC)		1,685.80	1,870.75
9	Interest – deposit a/c	c	3,657.58	236.46
10	Bowls / Cricket greens maintenance overspend and repaid		206.67	0.00
11	Miscellaneous income		6,234.33	2,445.23
12	S106 Thurlow Nunn site		0.00	8,024.00
13	Investment	d	15.92	15.92
14	Insurance claims	e	316.00	3,178.79
15	Cook book			562.50
16	Total income		127,141.76	130,158.83

	EXPENDITURE		2009	2010
17	Cemetery maintenance & contract		3,004.07	2,661.02
18	Crown Mill maintenance contract		2,220.00	1,826.26
19	Mid Suffolk grass cutting	f	978.00	0.00
20	Maintenance Blackbourne Hall		3,599.81	5,627.51
21	Maintenance Bowls Green		1,797.37	1,413.75
22	Maintenance general		335.13	430.68
23	Maintenance Crown Mill play area		133.25	414.31
24	Maintenance Thedwastre Close play area	g	0.00	453.00
25	Maintenance groundsman's equipment	h	192.86	697.62
26	Maintenance / energy street lights		6,080.06	5,797.16
27	Maintenance bus shelter		140.80	0.00
28	Maintenance station		95.00	135.00
29	Maintenance notice boards, bins etc		735.50	306.36
30	Maintenance football		0.00	0.00
31	Maintenance Blackbourne grounds	i	1,514.50	5,193.14
32	Maintenance allotments		272.82	187.50
33	Advertising		753.64	68.40
34	PR. including Newsletter reports		692.00	673.00
35	Maintenance cricket		1,144.46	506.94
36	Crown Mill Maintenance		144.50	256.45
37	Miscellaneous expenses		294.90	587.43
38	Election expenses		0.00	0.00
39	Wages Clerk		16,541.26	16,794.35
40	Wages Blackbourne Cleaners		2,113.38	2,111.82
41	Wages Blackbourne Caretaker		2,555.88	2,555.88
42	Chairman's allowance – poppy appeal		60.00	65.00
43	Miscellaneous purchases	j	282.27	6,574.22
44	Grant Aid Section 137		625.00	300.00
45	Grant Aid Specific Power		2,618.00	980.00
46	Churchyard grass contribution		100.00	100.00
47	Blackbourne janitorial supplies		230.22	214.84
48	Blackbourne capital improvements		0.00	145.00
49	Village Sign		0.00	465.00
50	Water rates cemetery		280.10	158.84
51	Water rates Blackbourne		463.50	460.28
52	Cemetery rates		183.62	230.38
53	Electricity Blackbourne		726.28	1,035.29

54	Electricity Bowls		144.82	160.33
55	Gas Bowls		8.92	12.23
56	Gas Blackbourne		887.68	438.34
57	Licences Blackbourne		254.96	339.88
58	Printing		244.88	289.51
59	Postage & carriage		215.71	169.38
60	Telephone includes Broadband connection		438.04	452.78
61	Office stationery		251.53	260.55
62	Books etc.		650.00	141.00
63	Clerical support		4,257.04	4,046.00
64	Audit & Accountancy		242.00	900.00
65	Professional fees		5,181.85	463.00
66	Bank charges		0.00	20.00
67	Subscriptions		948.00	963.00
68	Training costs		112.00	483.00
69	Insurance		3,013.90	4,480.37
70	Refreshments / meeting expenses		96.06	6.40
71	Youth Worker		351.05	4,659.11
			0.00	0.00
	Capital items		0.00	0.00
72	Container Blackbourne		0.00	1,644.00
73	Bins / notice boards / seats		457.49	84.24
74	Cycle stands Blackbourne		0.00	416.00
75	Bowls shelter		0.00	1,547.11
76	New street lights		260.45	4,070.33
77	Pasture topper		0.00	775.00
78	Brushcutter		0.00	391.31
79	Blackbourne floor		0.00	10,000.00
80	MUGA / cricket nets surface / car park drain		20,451.00	0.00
81	MUGA signs		130.00	0.00
82	Blackbourne – table tennis tables / ladder		399.17	0.00
83	Blackbourne car park barriers		3,022.00	3,553.00
84	Blackbourne play equipment			8,024.00
85	Total		92,926.73	108,216.30

N.B

- a Non renewal year
- b Locality budget – bike racks + Youth Club lap top
- c NB only 6.6% of last year's figure
- d War Stock
- e Blackbourne light / Blackbourne flood
- f This year in dispute yet to be paid
- g Gate installed from Wetherden Road entrance
- h Major tractor service
- i Install car park hoops / replace light (insurance job) / hedging work
- j Relocate MUGA + cook book

Bank statement as at 31.03.10	59,563.75
Scottish Widows as at 08.03.10	67,565.98
Less unrepresented cheques	4,939.95
Total	122,189.78

ELMSWELL PARISH COUNCIL
ASSETS REGISTER as at 31.03.10

All capital assets are depreciated at 15%. Appreciation towards replacement value takes some account of the current market as appropriate. Land is deemed to be exclusive to Elmswell Parish Council and is therefore entered at nominal value with the exception of the Footbridge site which has no Planning or other binding constraint against development.

Community Assets

<i>date acquired</i>	<i>description</i>	<i>location</i>	<i>original cost</i>	<i>deprecn. to 31.03.10</i>	<i>net book value 31.03.10</i>	<i>replacement value as at 31.03.10</i>	<i>comments</i>
	War Stock Bonds	Bank of England			£910		non-redeemable
	playing fields	Blackbourne			£1		nominal
	playing fields	Thedwastre Close			£1		"
	allotments	Church Hill			£1		"
	cemetery	Church Hill			£1		"
	village green	Crown Mill			£1		"
	footbridge site	Crown Mill			£85,000		appreciated as building plot
1994	street lighting	37 pole brackets	£7,551	£6,891	£660	37 x £551 = £20,387	Bacon factory written off
1994		57 column lights	£71,619	£64,867	£6,752	57 x £546 = £31,122	1 Church Rd written off
05.01		4 column lights (05.01 Bennett Avenue)	£1,000	£769	£231	4 x £546 =£2,184	
03.07		4 column lights School Road / Cooks Road	£1,516	£584	£932	£2,184	
09.07.07	Street lighting	4 column lights (Warren Close)	£2,661	£930	£1,731	£2,184	
05.08	Street lighting	1 pole bracket (Wetherden Road)	£260	£66	£194	£551	
07.09	Street lighting	6 Warren Lane / Church Rd	£2,718	£272	£2,446	£2,854	original cost subsidised SCC
12.10	Street lighting	Opp St Edmunds Drive	£1,056	£40	£1,016	£300	
12.10	Street lighting	Church Rd	£296	£44	£252	£300	
	bus shelter	Wetherden Road	£1,993		£1	£6,047	nominal
1994	cemetery shed	Church Hill	£708	£656	£52	£674	
1950	bier shed – cemetery	Church Hill	£1159		£1	£3,746	nominal
1994	lorry body – f/ball	Blackbourne	£400	£359	£0		Gone
1994	lorry body – cricket	Blackbourne	£557	£557	£0		Gone
29.05.09	Lorry body	Blackbourne	£1,644	£205	£1,439	£1,726	
1994	bowls green shed 1	Blackbourne	£423	£391	£33	£1,320	
1994	bowls green shed 2	Blackbourne	£1,114	£1021	£125	£1,320	
2001	bowls green shed 3	Blackbourne	£779	£607	£189	£1,320	

2002	tractor store	Blackbourne	£1,000	£728	£272	£1,644	
1994	cricket score hut	Blackbourne	£668	£617	£51	£1,048	
03.10	bowls shelter	Blackbourne	£1547		£1547	£1547	
97/98	the Blackbne. hall	Blackbourne	£309,000		£578,796	£658,350	
09.03	Blackbourne extn.	Blackbourne	£25,000		£37,760	£43,029	
/03	bowls pavilion	Blackbourne	£79,500		£122,694	£139,817	
31.07.09	Cycle stands	Blackbourne	£416	£42	£374	£437	
31.08.09	Car park barriers	Blackbourne	£3,553	£311	£3,242	£3,731	

Furniture & Fittings

<i>date acquired</i>	<i>description</i>	<i>location</i>	<i>original cost</i>	<i>deprecn. to 31.03.10</i>	<i>net book 31.03.10</i>	<i>replacement value as at 31.03.10</i>	<i>comments</i>
1992	timber seat	Church Rd (maze)	£150	£143	£7	£373	
	timber seat	Wetherden Road			£1	£373	built by volunteers
10.04	timber seat	old cemetery	£213	£124	£89	£373	
	timber seat	new cemetery				£373	Donated
07.06	timber seat	Thedwastre Close	£338	£152	£186	£373	
95/96	village sign	Station Road	£2,300	£2,099	£201	£3,315	
08.02	bowls green fencing	Blackbourne	£798	£477	£321	£1,131	
1997	car park fencing	Blackbourne					Removed no longer asset
03.09	Car park barriers	Blackbourne	£3,022	£453	£2,569	£4,200	
1999	computer & software	Clerk's office	£800	£666	£134	£910	
1992	o/head projector/screen	Clerk's office	£400	£384	£16	£649	
96/97/98	5 doggy bins		£400	£343	£57	£90 x 5 = £450	
07.04	4 doggy bins		£280	£166	£114	£90 x 4 = £360	
05 / 06	3 Fido 25 doggy bins		£217	£104	£113	£263	
11.07.07	1 dog bin	Ashfield Road	£54	£18	£36	£90	
96/97/98	6 Regent 50 litter bins	bus shelter/2- Crown Mill/Grove Lane etc.	£58 x 6 = £348	£270	£78	£93x 6 = £558	
1997	2 Regent 25 litter bins		£86	£180	£13	£44 x 2 = £88	
05	4 Trimline 50 litter bins		£84	£40	£44	£178	
05.06	2 Admiral 50 litter bins	Blackbourne	£211	£97	£114	£232	
09.06	1 Admiral 50 litter bin	School Road t/a	£105	£43	£61	£115	
11.07.07	1 Admiral 50 litter bin	Blackbourne	£79	£28	£51	£115	
03.07	Trimline 50 litter bin	School Road	£40	£15	£25	£44	
11.07.07	Trimline 50 litter bin	E. Way / Penny Lane	£61	£21	£40	£44	

04.08	8 Trimline 50	Penny La., Lords Br., Newsons C, Church Rd, Stn Rd., Rowan Gr, Cooks rd/Cross St.	£345	£91	£254	£380	Some new locations, some replaced old bins
04.08	1 Admiral 50	Blackbourne	£112	£29	£83	£124	Car park entrance
21.11.07	3 sack holder	Cemetery	£202	£63	£139	£223	
07.07.09	1 dog bin	Lukeswood	£84	£8	£76	£88	
96/97	5 notice boards	Various locations	£546	£477	£69	£1339	
10.04	glazed notice board	cemetery car park	£223	£130	£93	£294	
04.06	glazed notice board	Crown Mill	£1140	£545	£595	£1320	
05 / 06	3 grit bins	Opp. Cemetery / Wetherden Rd. / Church Hill	462	£220	£242	£534	

Equipment

<i>date acquired</i>	<i>description</i>	<i>location</i>	<i>origina / cost</i>	<i>Depreciation to 31.03.10</i>	<i>net book 31.03.10</i>	<i>replacement value as at 31.03.10</i>	<i>comments</i>
1995	irrigation - bowls	Blackbourne	£2,653	£2455	£198	£4076	
	Th. Clo. play equip.	Clerk's office			£1	N/a	In storage
12.06	play equip. + fencing	Crown Mill	£22,744	£9,300	£13,444	£28,087	
12.06	wetpour surface	Crown Mill	£8,480	£3,467	£5,013	£10,284	
20.02.08	Fencing MUGA	Blackbourne	£9,280	£2,658	£6,622	£10,231	
04.08	MUGA signs	Blackbourne	£130	£35	£95	£143	
03.09	MUGA / cricket surface	Blackbourne	£20,451	£3068	£17,383	£21,474	
24.02.10	Play equipment	Blackbourne	£8,024	£100	£7,924		Deposit only
19.09.07	Goals	Blackbourne/Grove L.	£1465	£485	£980	£1,696	
07.07	touchline dugouts	Blackbourne	£655	£293	£362	£736	
20/02/04	tractor – MF135	Tractor store	£2,850	nil	£3,500	£3,500	Vintage – not depreciating
21.06.99	strimmer	Tractor Store	£338	£281	£57	£458	
24.02.99	rotary tractor mower	Blackbourne	£2,200	£1,832	£368	£3,865	
1995	roller	Blackbourne	£600	£548	£52	£1,288	
1995/96	chain harrow	Grove Lane	£450	£404	£46	£773	
18.07.07	Slitmaster	Blackbourne	£1450	£520	£930	£1678	
15.04.09	Pasture topper	Blackbourne	£775	£116	£659	£814	
24.07.09	Brushcutter	Blackbourne	£391	£39	£352	£410	
04.06.98	Heras fencing	Blackbourne	£507	£443	£64	12 x £61= £732	

28.07.01	desks/drawers	Clerk's office	£289	£232	£57	£734	
28.07.01	3 filing cabinets	Clerk's office	£255	£204	£51	£304	
1998	filing cabinet	Clerk's office	£75	£64	£11	£97	
2001	table	Clerk's office	£60	£46	£14	£89	
28.07.01	chairs	Clerk's office	£140	£112	£28	£192	
2004	cordless phones	Clerk's office	£125	£77	£48	£145	
2001	stationery cupboard	Clerk's office	£79	£63	£16	£109	
06.00	pay phone	Blackbourne	£449	£449	£0	n/a	sold
10.98	clock	Blackbourne	£85	£73	£12	£116	
10.98	200 chairs	Blackbourne	£5,872	£4,742	£836	£8,246	
11.98	12 chairs with arms	Blackbourne	£540	£463	£77	£742	
10.98	2 chair trolleys	Blackbourne	£117	£100	£17	£160	
11.98	25 tables	Blackbourne	£2,190	£1,879	£311	£2,898	
11.98	2 table trolleys	Blackbourne	£408	£350	£58	£545	
10.98	Football table	Blackbourne				£661	Donated
01.99	curtains	Blackbourne	£1,590	£1,364	£226	£2,151	
02.07	Curtains	Blackbourne annexe	£613	£236	£377	£676	
09.98	gas range	Blackbourne	£975	£808	£167	£1,275	
10.98	pool table trolley	Blackbourne	£172	£131	£41	£237	
09.08	T. tennis table x 2	Blackbourne	£153	£32	£121	£169	
10.98	pool table trolley	Blackbourne	£172	£143	£41	£237	
09.08	T. tennis table x 2	Blackbourne	£153	£32	£121	£169	
03.09	Step ladder	Blackbourne	£246		£246	£246	
02.05	sound system	Blackbourne	£1036	£582	£454	£1,272	
1995	pool table	Blackbourne	£1000	£925	£75	£1,469	
10.98	janitorial equipment	Blackbourne	£1,070	£918	£152	£1,421	
10.98	2 fridges	Blackbourne	£300	£257	£43	£417	
10.98	freezer	Blackbourne	£312	£267	£0	£0	Disposed of
03.05	sink & hand basin	Blackbourne annexe	£755	£420	£335	£926	
20.02.08	Cupboards	Blackbourne annexe	£328	£94	£234	£361	
06	cupboards	Blackbourne annexe	£564	£270	£294	£653	
06	PA mics. etc	Blackbourne	£311	£149	£162	£360	
06	glazed notice board	Blackbourne	£257	£123	£134	£298	
10.98	12 round tables	Blackbourne	£300	£257	£43	£618	
22.12.09	Junckers flooring	Blackbourne	£16,773	£628	£16,145	£10,500	
Grand total					£931,161	£1,077,440	

ELMSWELL PARISH COUNCIL

Supporting Statement to the Accounts 2009/2010

1 **Assets**

- 1.1 There are deletions in respect of :
- 1.1.1 football, cricket old lorry body storage units
 - 1.1.2 2 lights at Bacon Factory and at Church Hill
 - 1.1.3 wooden car park barrier posts at Blackbourne
 - 1.1.4 pay phone at Blackbourne
 - 1.1.5 freezer at Blackbourne

2 **Contracts**

- 2.1 EPC is party to contracts with:
- 2.1.1 Suffolk County Council re. energy costs & maintenance of all EPC-owned street lights;
 - 2.1.2 Old Parsonage Garden Services re. cemetery grounds maintenance;
 - 2.1.3 Old Parsonage Garden Services re. Crown Mill & Blackbourne grounds maintenance;
 - 2.1.4 Command Pest Control for services at the allotments;
 - 2.1.5 f2s re. broadband provision;
 - 2.1.6 eDF Energy, British Gas, Powergen, Anglian Water re. utilities supplies;
 - 2.1.7 Mid Suffolk District Council re. grass cutting at Blackbourne and for wheelie-bin supply & uplift at Blackbourne;
 - 2.1.8 Panasonic UK re. photocopier consumables & maintenance;
 - 2.1.9 Unicom re. telephone line rental & calls.
- 2.2 EPC retains as preferred contractors for small works:
- 2.2.1 Wayne Salmon Electrical re. electrical work;
 - 2.2.2 Andrew Clarke re. general maintenance.
 - 2.2.3 Wayne Jarvis Tree Services re tree maintenance
- 2.3 EPC specifies Gary Smith as sole contractor, paid by others, to operate as gravedigger for all interments, other than those of cremated remains, in the Elmswell cemetery.

3 **Leases**

- 3.1 EPC has lease agreements with:
- 3.1.1 Network Rail re buildings on Elmswell Station;
 - 3.1.2 Travel Stop re. buildings on Elmswell Station

4 **Binding agreements**

- 4.1 EPC has agreements with:
- 4.1.1 24 allotment holders as Tenancy agreements;
 - 4.1.2 the Blackbourne Management Association re. the management of the hall and premises at Blackbourne Meadow.
 - 4.1.3 Relatives / estate managers of deceased interred at cemetery

5 **Section 137 payments**

- 5.1 Under the power conferred by s137 of the 1972 Local Government Act, and qualified by s36 of the Local Government & Housing Act of 1989, EPC made the following payments:
- | | | |
|-------|-------------------------|------------|
| 5.1.1 | Vitalise | £50 |
| 5.1.2 | Suffolk Accident rescue | £50 |
| 5.1.3 | EACH | £50 |
| 5.1.4 | Age Concern | £50 |
| 5.1.5 | Optua | £50 |
| 5.1.6 | Home Start | <u>£50</u> |
| 5.1.7 | TOTAL | £300 |

...over...

6 **Contingent liabilities**

EPC is under no contingent liabilities to external bodies.

7 **Agencies**

7.1	EPC made the following payments to professional agencies:	
7.1.1	MSDC planning fee re Lukeswood	£335
7.1.2	Steve Gage Computers IT support	<u>£128</u>
7.1.3	TOTAL	£463

8 **Superannuation**

No contributions were made to superannuation or pension funds on behalf of EPC employees.

9 **Publicity**

9.1	EPC made the following payments in respect of advertising, public relations and publicity:	
9.1.1	to the East Anglian Daily Times re Tenders	£ 68.40
9.1.2	to the Elmswell Newsletter re. EPC reports & BMA advertising	<u>£673.00</u>
9.1.3	TOTAL	£741.40

10 **Approval**

The above Supporting Statement, together with the related Income & Expenditure Report, Balance Sheet and Register of Assets, present fairly the financial position of EPC at the end of the accounting year 2010. The figures are compiled using accepted accounting protocols and procedures and in line with the recommendations of the NALC / SLCC 2008 Practitioners' Guide to Governance and Accountability for Local Councils in England, a copy of which is available from the Clerk for reference by Councillors and Public.

SignedChairman of Council

Dated

SignedResponsible Finance Officer

Dated