

HAWSTEAD PARISH COUNCIL

Accounts

2019 to 2020

HAWSTEAD PARISH COUNCIL

SUMMARY OF RECEIPTS & PAYMENTS YEAR ENDING 31 MARCH 2020 as at 31 March 2020

RECEIPTS	2019/2020 ACTUAL	2019/2020 BUDGET	2018/2019 ACTUAL	PAYMENTS	Actual 2019/2020	Budget 2019/2020	Actual 2018/2019	Budget 2018/2019
DEFRA /RPA grant	2129.64	1500	2309.24					
Precept	7000.00	7000	7000.00					
Wayleaves	41.44	50	41.44					
Bottle bank	296.91	250	312.90					
Community orchard	297	0		Community orchard	645.22			
Contribution to Xmas tree	103.25			Xmas tree				
Contributions to printing			102.43	Journal (Printer costs)	31.69	0	228.32	500
VAT REFUND	827.05		1708.47	VAT PAID	1182.65		827.05	
				Grants s137	356.51	300	275.24	300
				Personnel (wages, tax, expenses)	3072+ 634.90	3700	2952.00 568.29	3700
				Admin (ICO, room hire/payroll)	209.34	200	214.00	200
				Subscriptions	249.23	250	248.74	200
				Training	276	300	241.00	300
				Insurance	304.3	350	351.08	350
				Audit fee	145	300	142.00	300
				Misc	307.73	200	134.07	150
				Reserves/legal fees		300		300
				Tree work	370	0		
				Village maintenance - inc church maintenance & capital expenditure	210+ 181.30	800	1865.2(cap) 230.40 (maintenance)	800
				Village greens	2106	1800	1753.90 *	1800
				Defibrillator	2196	0		200
				Website fees	299.76	300	299.76	350
				Bank charges		0		
				Data protection compliance		0		500
				Boiler contribution HCC			2000.00	
TOTAL RECEIPTS	10,695.29	8,800	11,474.48	TOTAL COSTS	12,777.63	8,800	12,331.05	9950

RECEIPTS AND PAYMENTS

Bank reconciliation

Bal B/F 31/3/19

Lloyds treasurers account bank balance as at 31/3/19- £17,689.50

Less £444 (Chq 87 unrepresented as at 31/3/19)

Net book balance as at 31/3/19 £ 17,245.50

ADD Total receipts for 19/20 £10,695.29

Less Total payments for 19/20 £12,777.65

Total £15,163.16

Lloyds treasurers account bank balance as at 31/3/20- £17025.73

Less £1862.57 (Chqs 137-142 unrepresented as at 31/3/20)

Net book balance as at 31/3/20 £ 15,163.16

C Hibbert

Signed.....Chairman

HAWSTEAD PARISH COUNCIL – SUPPORTING NOTES

Year ended 31st March 2020

Accounts

The Parish Council has a single bank account – Lloyds Treasurers account number 21468360

Register of assets

Description	Location/location held	Value	Date of acquisition (where known)
The Green	Adjoining Bells Lane and Bury Road	£1 nominal value	
Pound Green	Bury Road, adjacent to Almshouse	£1 nominal value	
Bull Green	Bull Lane	£1 nominal value	
Brook Green	Adjoining Bells Lane	£1 nominal value	
Millennium Field	Church Road – adjoining Cemetery	£1 nominal value	
Village sign	The Pound	£3157	
Bus shelter	Junction of Bury/Lawshall Road and Whepstead Road	£2000	
Swings x 2	The Green – southern boundary	£1501	
Seats x 3	(1)The Green – adjacent to swings (2) The Green adjacent to play area (3) Millenium Field	(1) £557 (2) (3) £300 Total £857	(1) 2015 (2) ? (3) ?
Memorial bench x1	The Green adjacent to play area	£500	
Dog bins x 2	(1)The Green – village hall car park	£150	

	(2) The Green –Bells Lane		
Dog fouling signs	The Green – various locations	£148	2014
Litter bins x1	Adjacent to bus shelter	£100	
Grit bins x 13	Various locations around village	(1) £1100 (x8) (2) £115 (x2) (3) 297 (x3) Total £1512	(1) ? (2) 2014 (3) 2019
Shovels x 13		108	2019
(4) 1x set outside xmas lights; (5) Internal decorations as follows: Xmas tree LED lights x1 2 x colour garlands, 1x white garland, plus timer in box with connector	Village hall	(1)£235 (2) £345 Total £580	(1) 2014 (2) ?
Emergency plan equipment; generator x 1, gas ring burnerx1, gas cylinders x2	1 Manor Cottages; The Green Village Hall; Kellycroft, the Green	£594	
Noticeboards x3	(1) Village hall car park; (2) Church Road adjacent to Pinford End Farmhouse, (3) The Pound.	(1) £1013.50 (2) £913.50 (3) £340 (est) Total=£2267	(1) 2014 (2) 2014 (3) ?
Interpretation Board	The Green	990	2019
Finger posts x 2	Hawstead Brook	400	2019
Gating to village entrances		£598	
Village bench and table	The Pound	£800	

Goal posts	The Green	£215	2014
Defibrillator	Village Hall	£2020	2015
Speedwatch signage	Village Hall	£170	2015
Bat boxes	The Green	£114	2016
Scanner	c/o the Clerk	£149.99	2016
Well	Bull Green	Notional value	?
Footbridge	Hawstead Brook	£1375	2017
Speed gun	c/o Cllr West	£1110	2017
Phone box	Pinford End	£1	2017
Defibrillator	Pinford End	£2010	2019
Waymarker posts	Brook Green	£210	2019
TOTAL		£23,641	

Borrowings

None

Leases

None

Debts outstanding

None

Tenancies

None

Section 137 Payments

The limit for spending under section 137/145 of the Local Government Act 1972 for this Council 2019/20 was £2127.44, from an allowance of £8.12 x 262 electors. Payments under s137 were made in 2019/20 to:-

Macmillan Cancer £150

Purchase of Village Christmas tree £206.51

Agency Work

N/A

Advertising & Publicity

None.

VAT

£827.05 VAT refund was claimed and received in July 2019.

Pensions

No pension contributions are paid by the Parish Council

General Comments

A reserves policy was approved in November 2016, reviewed in November 2019 and is next due for review in November 2020 – current policy attached.

Signed by

Catherine Hibbert - Hawstead Parish Clerk and RFO

Date

HAWSTEAD PARISH COUNCIL

RESERVES POLICY

APPROVED: 14 Nov 2019

REVIEW DATE: Nov 2020

The reserves of Hawstead Parish Council are held for the purposes of;-

- i. improving the quality of the Parish's amenities;
- ii. promoting the village and encouraging visitors by the use of all forms of communication;
- iii. strengthening and encouraging community cohesion; and or
- iv. Optimising the Council's administrative costs, assets and income from assets;

and shall be allocated as follows:-

General reserves: Up to £7,200 being the level of the precept for the forthcoming year.

Tree Work Fund: £6000.

Village Furniture and Asset Provision and Replacement Fund: £3,000.