

CHARLWOOD PARISH COUNCIL

DRAFT ACCOUNTS FOR THE YEAR TO 31 MARCH 2018

Charlwood Hookwood Norwood Hill

Annual accounts to 31st March, 2018 – Prepared May 2018

CHARLWOOD PARISH COUNCIL

ACCOUNTS AND FINANCIAL REPORT FOR THE YEAR TO

31 MARCH 2018

.....

INDEX OF CONTENTS	Cover
	2
	2017-18 COUNCILLORS AND CLERK
	3 - 7
	INCOME AND EXPENDITURE ACCOUNT
	8
	NOTES TO THE ACCOUNTS
	9-12
	SUPPLEMENTARY STATEMENTS

COUNCILLORS SERVING DURING THE YEAR 2017-18

Charlwood Ward:

Mr Martin J Needham (Chairman)
Ms Carolyn Evans
Mr Nick W Hague
Mr Walter Hill
Mrs Lisa James (retired June 2017)
Mr Howard Pearson (co-opted September, 2017)
Mrs Penny Shoubridge (Vice Chairman)

Hookwood Ward

Mr James O'Neill
Mr Richard Parker
Ms Lisa Scott

CLERK TO THE COUNCIL

Mr Peter Barclay

2016/17			2017/18		Notes
£	£		£	£	
REVENUE ACCOUNT					
INCOME (excluding VAT)					
51568	Precept		63575		
313	Bank interest received		22		
159	Pavilion letting fees		780		
3367	Pitch letting fees		3576		
11248	MVDC Concurrent Spending Grant		11300		
9046	Other income (excl Sports & Community Centre Project)		3496		1
85012	TOTAL INCOME		82749		
Expenditure (excluding VAT)					
EXPENDITURE - ADMINISTRATION					
11334	Clerk's salary		16850		
280	Clerk Training		96		
250	Clerk's allowance		0		
30	Clerk's travel		15		
29	Postage		36		
741	Telephone		1421		
398	Consumables		0		
0	Copying		0		
183	Office equipment - maintenance		316		
251	Hire of halls		325		
2750	Insurance		2872		
2112	Legal, audit & professional fees & affiliation		2751		2
318	Members expenses (inc Training)		209		
24	Cage Maintenance				
362	Bank charges & HMRC charges		775		
0	Business Rates – Sports & Community Centre		3742		
0	News Letter		0		
1229	Web site running costs		310		
20291	TOTAL EXPENSES-ADMINISTRATION		29717		
0	EXPENDITURE - S 137 PAYMENTS		0		0
1792	GRANTS, DONATIONS, SUBS (non professional)		1090		1090 3

2016/17		2017/18		Notes
£	£	£	£	
EXPENDITURE – AMENITIES				
Charlwood Pavilion				
4433		- Salary (Caretaker & Booking Clerk)	3898	
248		- Maintenance	996	
2362		- Utilities	3462	
	7043	sub total		8356
Charlwood Recreation Ground				
3912		- Salary	3139	
240		- Maintenance - general	4195	
321		- football pitch	4235	
1743		- equip+ mach repairs + maintenance	66	
0		- fuel	0	
1200		- pollarding	0	
	7416	sub total		11634
Charlwood Play Equipment				
2574		- repairs + maintenance	0	
	2574	sub total		0
Hookwood Withey				
552		- Salary	500	
1713		- Maintenance	1252	
	2265	sub total		1752
Hookwood Play Equipment				
0		- repairs + maintenance + cap purchase	0	
	0	sub total	0	0
Millennium Field				
0		- Salary	0	
8259		- running costs	6314	6314
	8259	sub total		
Glebe Field				
400		- Rent	1200	
0		- Costs		
	400	sub total		1600
27957	TOTAL EXPENSES-AMENITIES			29657

2016/17			2017/18		Notes
£	£		£	£	
EXPENDITURE - HIGHWAYS, F/PATHS ETC					
1188		Rights of Way maintenance	243		
1169		Notice boards, war memorial	0		
		Highways	112		
	2357	TOTAL EXPENSES-HIGHWAYS,F/PATHS ETC		354	
EXPENDITURE - MISCELLANEOUS					
0	0	Defibrillator	421		
0	0	Election Expenses	0		
3633	3633	Contingency – general	0		
0	0	Vandalism	0		
	3633	TOTAL EXPENSES-MISCELLANEOUS		421	
56030	56030	TOTAL EXPENSES - REVENUE		61239	
CAPITAL EXPENDITURE PROJECTS (Exclude VAT)					
INCOME FROM PROJECTS, GRANTS, ASSETT SALES & OTHER					
0		Grant for tree work – Millennium Field	0		
215668		Fund Raising & Donations received Sports & Community Centre Project	12151		
53665		Pitch Renovation Sports England	0		
	269334	TOTAL		12151	
EXPENDITURE ON PROJECTS					
0		Car park outline drawings	0		
385305		Sports & Community Centre Project	36112		
25771		Pitch Renovation Project	0		
0		New Village Notice Board	0		
1070		Website Design	0		
0		Withey Play Equipment	0		
	412146	Total		36112	

VAT

2016/17

2017/18

0	98715	VAT Refund	0
	87297	VAT Paid	11254

Revenue and Capital Income and Expenditure Summary

171409	Balance at start of year	59685
75701	Total income - Revenue	82749
269333	Total income – Projects, Grants Asset Sales & Other	12151
98715	Vat	0
56030	Total expenses – Revenue	61239
412146	Total expenses – Projects	36112
87297	Vat	11254
59685	Surplus or deficit for year	45980
59685	Balance at end of year	45980

SUMMARY OF ACCOUNTS FOR THE ANNUAL RETURN			
2016/17		2017/18	
	<u>171409</u>	Balances brought forward from previous year	<u>59685</u>
51568		+Annual precept	63575
293466		+Total of other receipts	31325
20231		-Staff costs	25242
0		-Loan interest/capital repayments	0
436527		-Total other payments	83363
	<u>59685</u>	<u>Balance carried forward</u>	<u>45980</u>
<u>The cash balance of £ at end of 2016/17 financial year is made up as follows</u>			
27858		Barclays Bank # 50637068	12886
31652		Barclays Bank # 83243974	31673
2264		Barclays Bank Pavilion Account # 33813975	2265
2089		Cheques issued but not presented to bank	844
	<u>59685</u>	Total cash & investments	45980
		Total fixed assets	833880
	0.00	Total borrowing	0.00

**NOTES TO ACCOUNTS
2017 / 2018**

INCOME

Note 1 Other Income

£	315	-	Newdigate PC Contribution to Telephone/Broadband costs
£	1765	-	Fete committee contribution to underground power access.
£	268	-	Mole Valley supplement for transition tax.
£	718	-	Contribution to Memorial Bench on Recreation Ground (Jordan)
£	430	-	Additional Hire fee from Charlwood Residents Football
£	3496.00		Total

EXPENDITURE

Note 2 Legal, audit & professional fees and affiliation

£	422	-	Internal audit fee
£	1030	-	External audit fee
£	36	-	CPRE Subscription
£	10	-	Surrey Playing Fields subscription
£	149	-	Society of Local Council Clerks
£	10	-	GACC Annual Subscription
£	20	-	Royal British Legion
£	390	-	Payroll Fees
£	684	-	SSALC Annual Subscription
£	2751	-	Total

Note 3 Grants, donations and subscriptions to non-professional bodies by Charlwood Parish Council

£	90	-	GACC Donation
£	1000	-	Providence Chapel Trust
£	1090	-	Total

**CHARLWOOD PARISH COUNCIL
ACCOUNTS FOR THE YEAR TO 31 MARCH 2017
SUPPORTING STATEMENT**

Assets

The asset values were amended in March 2017 to include the completed Sports & Community Centre.

- a) Movements in the year
Addition of Sports & Community Centre value at £750,000.00
Revision of value of The Cage to reflect true value.

- b) As at 31 March 2017 the following assets were held:

COMMUNITY ASSETS	VALUE
Land and buildings	£ 825,000 (i)
Seats, benches, litter bins, village sign, notice boards, sundry signs	£ 2,110 (ii)
Playground equipment – Charlwood	£ 3,435 (ii)
Playground equipment – Hookwood	£ 1,960 (ii)
Furniture, fittings & other assets	£ 1,250 (ii)
Office equipment	£ 125 (ii)
Gates and Fences etc	£ 0 (ii)
TOTAL	£ 883,880

Basis of valuation of assets:

(i) The Cage and the Sports & Community Centre values have been reviewed to reflect market property values.

It is considered that the cage has been undervalued in the current market.

(ii) The estimated saleable value if the items were sold on the open market ie current value.

Borrowings

Nil

Leases

At 31 March 2018 there were the following leases:

- a) Council as Landlord:

Sub-tenancy to John Lory Farmers with a mirror lease of council's tenancy.

Property: The Glebe Field

Rent: £400.00 p.a. offset against annual maintenance of fences & boundary.

Farm Business Tenancy

Term: 4 years expiring 30th November, 2017 extended by lessor to 30 November 20118 pending review.

- b) Council as Tenant:

Landlord: John Bristow and Thomas Mason Trust

Property: The Withey, Hookwood

Rent: Peppercorn

Repairing lease

Term: 20 years expiring 30 April 2023

c) Council as Tenant:

Landlord: John Bristow and Thomas Mason Trust

Property: The Millennium Field Charlwood

Rent: Peppercorn

Repairing lease

Term: 20 years, expiring 31 March 2026

d) Council as Tenant

Landlord: Diocese of Southwark

Property: The Glebe Field

Rent: £400.00 p.a.

Farm Business Tenancy

Term: 5 years expiring 30th November, 2017 extended to 30 November, 2018 pending review.

Debts outstanding

At 31 March 2018 there was one debt outstanding and due to the Council for pitch rental amounting to £515.00

Reserves

There is no Capital Reserve.

Movement of Reserves

The Parish Council is continuing consultation with the community for best use of the council's funds. Meanwhile the reserves have been adjusted from 2016 as follows:-

Reserve	Value	Note
Pollarding	1,300	A
Cage Repairs	100	B
Gatwick Fighting Fund	6500	C
Pitch Maintenance	0	
Groundsman equipment – mowers etc	10000	D
Maintenance of Play Equipment (Hookwood and Charlwood)	3000	E
Office Equipment	0	
Improvements to Sports & Community Centre		
a) Planning Stage- agree design	0	
b) Design	0	
c) Sports & Community Centre/ Pitch Construction (Safety Rail)	0	
d) Sports & Community Centre Internal Fitments (kitchen, benches, chairs)	0	
Church Car Park and War Memorial Area Improvements	0	
Glebe Field	0	
Tree Maintenance Recreation Ground & Parish	1000	H
Free Reserves	20000	
Total:	£41900	

Notes

- A Pollarding is carried out biannually and the reserve will fund the work planned for 2017.
- B Cage Repairs is to provide for unexpected repairs to the building
- C Gatwick Fighting Fund is to provide the means to oppose any second runway development.
- D Expected requirement for replacement mower in the net 12-24 months

- E The £3000 will be used to fund any required maintenance of the play equipment and surfaces

- H Tree maintenance expected to be required on boundary trees and on rights of way.

Tenancies

There were no tenancies held during the year.

S.137 Payments

Section 137 of the Local Government Act 1972 permits Parish Councils to spend up to the product of £7.57 per head of electorate for the benefit of people in the area on activities or projects not specifically authorized by other powers. No payments were made.

