

**Westfield Parish Council**

**Unaudited Financial Statements**

**For the year ended 31 March 2018**

**Westfield Parish Council**

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**31 March 2018**

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**Westfield Parish Council**

**Council Information**

**31 March 2018**

**( Information current at 4th June 2018 )**

**Chair**

Cllr G. Fuller

**Councillors**

Cllr A. Butcher  
Cllr B. Wallbridge  
Cllr D. Cooper  
Cllr E. Jackson  
Cllr G. Fuller  
Cllr J. Honess  
Cllr K. Docherty  
Cllr L. Mansell  
Cllr P. Wilkinson  
Cllr P. Williams  
Cllr R. Hopkins

**Clerk**

Mrs L. Welch FSLCC

**Auditors**

PKF Littlejohn  
1 Westferry Circus  
Canary Wharf  
London  
E14 4HD

**Internal Auditors**

Internal Audit & Compliance Limited  
70 Boundary Walk  
Trowbridge  
Wiltshire  
BA14 OLZ

**Westfield Parish Council**  
**Statement of Accounting Policies**  
**31 March 2018**

**Auditors**

**The name and address of the External Auditors is provided for information only.**

**These Statements are not subject to audit and the External Auditors have no responsibility for them.**

**Accounting Convention**

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

**Fixed Assets**

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts cost (where known) or at insurance values current when first reported as approximating to the lower of net replacement cost and net realisable value at that time (previously reported at current insurance values)

certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at a nominal value only..

**Revenue Grants**

Revenue grants are credited to income when conditions attached there to have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

**Debtors and Creditors**

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

**Value Added Tax**

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

**External Loan Repayments**

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at note 11.

**Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 12.

**Interest Income**

All interest receipts are credited initially to general funds.

**Westfield Parish Council**  
**Statement of Accounting Policies**  
**31 March 2018**

**Pensions**

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2019 and any change in contribution rates as a result of that valuation will take effect from 1st April 2020.

**Westfield Parish Council**  
**Income and Expenditure Account**  
**31 March 2018**

	Notes	2018 £	2017 £
<b>INCOME</b>			
Precept on Unitary Authority		181,953	179,900
Council Tax Support Grant		7,870	15,730
Agency Services	2	(1,333)	6,602
Interest and Investment Income	1	461	977
Leisure and Recreation		5,808	4,339
Allotments		543	489
Neighbourhood Plan (Grant)		-	5,967
Establishment/General Administration		1,100	-
Other Grants and Donations		762	-
Community Support		4,742	1,032
		201,906	215,036
<b>EXPENDITURE</b>			
Establishment/General Administration		64,473	63,746
Capital Expenditure	8	14,515	57,053
Loan Interest and Capital Repayments		7,373	7,373
Operational Expenditure:			
Leisure and Recreation		38,562	34,421
Allotments		443	389
Neighbourhood Plan		2,880	12,767
Community Support		34,571	33,894
Civic and Democratic		6,701	6,680
		169,518	216,323
<b>General Fund</b>			
Balance at 01 April 2017		84,461	84,370
Add: Total Income		201,906	215,036
		286,367	299,406
Deduct: Total Expenditure		169,518	216,323
		116,849	83,083
Transfer (to)/from Earmarked Reserves	12	(61,561)	1,378
General Reserve Balance at 31 March 2018		55,288	84,461

*The notes on pages 8 to 12 form part of these unaudited statements.*

**Westfield Parish Council**

**Balance Sheet**

**31 March 2018**

	Notes	2018 £	2018 £	2017 £
<b>Current Assets</b>				
Debtors and prepayments	9	21,861		11,644
Cash at bank and in hand		<u>313,669</u>		<u>349,550</u>
		335,530		361,194
<b>Current Liabilities</b>				
Creditors and income in advance	10	<u>(54,561)</u>		<u>(112,613)</u>
<b>Net Current Assets</b>			<u>280,969</u>	<u>248,581</u>
<b>Total Assets Less Current Liabilities</b>			<u>280,969</u>	<u>248,581</u>
<b>Total Assets Less Liabilities</b>			<u><u>280,969</u></u>	<u><u>248,581</u></u>
<b>Capital and Reserves</b>				
Earmarked Reserves	12		225,681	164,120
General Reserve			<u>55,288</u>	<u>84,461</u>
			<u>280,969</u>	<u>248,581</u>

Signed: .....

Cllr G. Fuller  
Chair

.....

Mrs L. Welch FSLCC  
Responsible Financial Officer

Date: .....

.....

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*The notes on pages 8 to 12 form part of these unaudited statements.*

## **Westfield Parish Council**

### **Notes to the Accounts**

**31 March 2018**

#### **1 Interest and Investment Income**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Interest Income - General Funds	461	977
	<u>461</u>	<u>977</u>

#### **2 Agency Work**

During the year the Council undertook the following agency work on behalf of other authorities:

##### **Commissioning Authority and Nature of Work**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
LTO Management Fee	(1,333)	6,602
	<u>(1,333)</u>	<u>6,602</u>

A final claim for reimbursement to 31 March 2018 has been made.

Westfield Parish Council is a Locally Trusted Organisation (LTO) for Radstock & Westfield Big Local. Big Local is a pot of money allocated to Radstock and Westfield by Local Trust which is part of the Big Lottery Fund. Westfield Parish Council is paid for its financial service in holding the money in its bank accounts and making payments from this fund on behalf of Radstock & Westfield Big Local. In terms of value, Westfield Parish Council receives 5% of all monies drawn down from the fund. Therefore the value of the contract is not fixed but is dependent on the activity of Big Local. In addition, should the funds that are drawn down by the Big Local not be spent within the allotted timeframe or should Westfield Parish Council cease its role as LTO then all remaining funds need to be returned to Local Trust including a 5% portion of the LTO Management fee.

During the year the Council commissioned no agency work to be performed by other authorities.

#### **3 Publicity**

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Website	100	100
Newsletter	5,200	5,212
	<u>5,300</u>	<u>5,312</u>

#### **4 General Power of Competence**

With effect from 11th May 2015 Westfield Parish Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 11th May 2015 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).



**Westfield Parish Council**

**Notes to the Accounts**

**31 March 2018**

**5 Tenancies**

During the year the following tenancies were held:

**Council as landlord**

<b>Tenant</b>	<b>Property</b>	<b>Rent p.a. £</b>	<b>Repairing / Non-Repairing</b>
Norwest Bowls Club	Norwest Bowls Club	431.86	Repairing

**Council as tenant**

<b>Landlord</b>	<b>Property</b>	<b>Rent p.a. £</b>	<b>Repairing / Non-Repairing</b>
Bath & North East Somerset Council	Westfield Allotments	Peppercorn	Repairing

**6 Pensions**

For the year of account the council's contributions equal 16.80% of employees' pensionable pay, plus a lump sum of £5,534.

These contributions will remain at 16.80%, plus a lump sum of £5,534, in future years, in order to provide adequately for future liabilities.

**7 Fixed Assets**

	<b>2018 £ Value</b>	<b>2017 £ Value</b>
At 31 March the following assets were held:		
<b><u>Freehold Land and Buildings</u></b>		
Norton Hill Pavilion	136,385	136,385
Norwest Bowls Club	71,800	71,800
	<hr/> 208,185	<hr/> 208,185
<b><u>Vehicles and Equipment</u></b>		
Office Furniture & Equipment	4,315	4,315
Photocopier	-	2,455
Norton Hill Play Equipment	29,499	29,499
Westhill Play Equipment	90,291	89,681
Norton Hill Security Lighting	573	573
Allotment Site Maintenance Equipment	1,000	1,000
Time Capsule	1,761	1,761
Christmas Lights	4,035	4,035
Grit Spreaders (3)	2,189	2,189
Watering System At Local Shops	-	865
Earthquake Rotatoller	466	466
Watering System For Hanging Baskets	20,027	17,379
	<hr/> 154,156	<hr/> 154,218

**Westfield Parish Council**

**Notes to the Accounts**

**31 March 2018**

**7 Fixed Assets (Cont'd)**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
	<b>Value</b>	<b>Value</b>
<b><u>Infrastructure Assets</u></b>		
Youth Shelter	2,250	2,250
Litter and Dog Bins	1,764	1,764
Planters & Coal Trucks [2]	2,156	2,156
Westfield Sign	2,523	2,523
Westhill Recreation Ground Fencing	10,739	10,739
Christmas Tree Fencing	1,339	1,339
Signage (Trust Lands)	1,920	668
Flower Baskets - Various Sites	2,549	2,549
Allotments Fencing	3,500	3,500
Norton Hill Play Area Fencing	6,335	6,335
Norton Hill - Pentangue Court	2,150	2,150
Clatterbridge (Donated)	1	1
Norton Hill - Tennis Court Improvements	11,510	11,510
Norton Hill - Basket Ball Court	3,753	3,753
Norton Hill CCTV System	4,865	4,865
Goal Posts at Norton Hill & Westfield	2,523	2,523
Notice Boards At Several Locations	2,670	2,670
Upper Court/Norton Hill Recreation Ground Railings	900	900
Norton Hill - Tennis Table	2,675	2,675
Norton Hill Benches (4)	1,000	1,000
Norton Hill Rec Fencing	13,575	12,430
Norton Hill Rec Ramp and Tennis Court fence	14,430	14,430
Memorial benches at Wells Rd & Shakespeare Rd (2)	2,265	-
Heritage Walk Noticeboards + Waymaker Signs	3,055	-
	<u>100,447</u>	<u>92,730</u>
<b><u>Community Assets</u></b>		
Recreation Ground - Norton Hill [in Trust]	1	1
Recreation Ground - Westhill [in Trust]	1	1
Allotments - Waterside Park	1	1
Community Public Access Defibrillator (Donated)	3,541	1
Chain of Office	313	313
	<u>3,857</u>	<u>317</u>
	<u>466,645</u>	<u>455,450</u>

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

**Westfield Parish Council**

**Notes to the Accounts**

**31 March 2018**

**8 Fixed Assets - Additions and Disposals**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
	<b>Cost</b>	<b>Cost</b>
During the year the following assets were purchased:		
Operational Land and Buildings	-	-
Vehicles and Equipment	3,258	28,962
Infrastructure Assets	7,717	27,778
Community Assets	3,540	313
Other Assets	-	-
	<u>14,515</u>	<u>57,053</u>

No assets were disposed of during the year.

**9 Debtors**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
VAT Recoverable	3,275	8,425
Other Debtors	2,828	-
Prepayments	15,608	3,046
Accrued Interest Income	150	173
	<u>21,861</u>	<u>11,644</u>

**10 Creditors and Accrued Expenses**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade Creditors	2,487	3,275
Other Creditors	49,551	104,269
Accruals	2,523	1,432
Income in Advance	-	3,637
	<u>54,561</u>	<u>112,613</u>

**11 Loans**

At the close of business on 31 March 2018 the following loans to the council were outstanding:

<b>Lender</b>	<b>Loan Period</b>	<b>Amount</b>	<b>Years</b>
		<b>£</b>	<b>Remaining</b>
Public Works Loan Board	15 Years from September 2010	49,626	7.5

**Westfield Parish Council**

**Notes to the Accounts**

**31 March 2018**

**12 Earmarked Reserves**

	<b>Balance at 01/04/2017</b>	<b>Contribution to reserve</b>	<b>Contribution from reserve</b>	<b>Balance at 31/03/2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Capital Projects Reserves	-	-	-	-
Asset Renewal Reserves	60,579	-	(2,648)	57,931
Other Earmarked Reserves	103,541	69,208	(4,999)	167,750
<b>Total Earmarked Reserves</b>	<b>164,120</b>	<b>69,208</b>	<b>(7,647)</b>	<b>225,681</b>

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2018 are set out in detail at Appendix A.

**13 Capital Commitments**

The council had no other capital commitments at 31 March 2018 not otherwise provided for in these accounts.

**14 Contingent Liabilities**

The council is not aware of any other contingent liabilities at the date of these accounts.

## Appendix A

### Westfield Parish Council

#### Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2017</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2018</u>
	£	£	£	£
<u>Asset Renewal Reserves</u>				
Rolling Capital Fund	60,579		(2,648)	57,931
	<u>60,579</u>	<u>0</u>	<u>(2,648)</u>	<u>57,931</u>
<u>Other Earmarked Reserves</u>				
Play Equipment (Unspent Loan)	7,746			7,746
Grants	1,289	525	(1,289)	525
Neighbourhood Plan	3,220			3,220
Training	1,668	1,926		3,594
Legal Fees	6,000			6,000
E & D Projects	9,881		(1,546)	8,335
Grants Received in Advance		3,415		3,415
Play Equipment	25,132			25,132
Community Fund (Restricted)	13,740		(1,674)	12,066
Community Centre	30,000	48,000		78,000
CCTV	4,865		(490)	4,375
Youth Provision		15,342		15,342
	<u>103,541</u>	<u>69,208</u>	<u>(4,999)</u>	<u>167,750</u>
<b>TOTAL EARMARKED RESERVES</b>	<b><u>164,120</u></b>	<b><u>69,208</u></b>	<b><u>(7,647)</u></b>	<b><u>225,681</u></b>