

Westfield Parish Council

Unaudited Financial Statements

For the year ended 31 March 2022

Westfield Parish Council

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31 March 2022

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Westfield Parish Council

Council Information

31 March 2022

(Information current at 6th June 2022)

Chair

Cllr G. Fuller

Councillors

Cllr B. Wallbridge (Vice Chair)

Cllr D. Cooper

Cllr J. Honess

Cllr R. Hopkins

Cllr E. Jackson

Cllr L. Mansell

Cllr R. Moss

Cllr S. Pritchard

Cllr P. Wilkinson

Cllr P. Williams

Clerk

Ms L. Close FSLCC

Auditors

PKF Littlejohn

1 Westferry Circus

Canary Wharf

London

E14 4HD

Internal Auditors

Auditing Solutions Ltd

Clackerbrook Farm

46 The Common

Bromham

Chippenham

Wiltshire

SN15 2JJ

Westfield Parish Council
Statement of Accounting Policies
31 March 2022

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 thereto 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.

Westfield Parish Council
Statement of Accounting Policies
31 March 2022

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.

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 was due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

Westfield Parish Council
Income and Expenditure Account
31 March 2022

	Notes	2022 £	2021 £
INCOME			
Precept on Unitary Authority		207,650	207,100
Capital Grants and Donations		66,233	150,297
Interest and Investment Income	1	361	471
Leisure and Recreation		13,379	19,218
Allotments		100	100
Establishment/General Administration		-	10,000
		<u>287,723</u>	<u>387,186</u>
EXPENDITURE			
Establishment/General Administration		85,105	74,202
Capital Expenditure	7	112,551	108,617
Loan Interest and Capital Repayments		7,373	7,373
Operational Expenditure:			
Leisure and Recreation		47,323	40,921
Community Support		52,983	45,118
Civic and Democratic		7,222	8,867
		<u>312,557</u>	<u>285,098</u>
General Fund			
Balance at 01 April 2021		63,333	57,084
Add: Total Income		287,723	387,186
		<u>351,056</u>	<u>444,270</u>
Deduct: Total Expenditure		312,557	285,098
		<u>38,499</u>	<u>159,172</u>
Transfer from/(to) Earmarked Reserves	12	24,423	(95,839)
General Reserve Balance at 31 March 2022		<u>62,922</u>	<u>63,333</u>

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

Westfield Parish Council

Balance Sheet

31 March 2022

	Notes	2022 £	2022 £	2021 £
Current Assets				
Debtors and prepayments	9	14,432		18,424
Cash at bank and in hand		<u>460,755</u>		<u>478,171</u>
		475,187		496,595
Current Liabilities				
Creditors and income in advance	10	<u>(11,170)</u>		<u>(7,745)</u>
Net Current Assets			464,017	488,850
Total Assets Less Current Liabilities			464,017	488,850
Total Assets Less Liabilities			<u>464,017</u>	<u>488,850</u>
Capital and Reserves				
Earmarked Reserves	12		401,095	425,517
General Reserve			<u>62,922</u>	<u>63,333</u>
			<u>464,017</u>	<u>488,850</u>

Signed:
Cllr G. Fuller
Chair

.....
Ms L. Close FSLCC
Responsible Financial Officer

Date:

.....

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

Westfield Parish Council

Notes to the Accounts

31 March 2022

1 Interest and Investment Income

	2022 £	2021 £
Interest Income - General Funds	361	471
	<u>361</u>	<u>471</u>

2 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

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:

	2022 £	2021 £
Recruitment Advertising	384	-
Other Advertising	149	-
Website	442	2,892
Newsletter	5,995	5,250
	<u>6,970</u>	<u>8,142</u>

4 General Power of Competence

With effect from 13th May 2019 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 13th May 2019 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

5 Tenancies

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a. £	Repairing / Non-Repairing
Norwest Bowls Club	Bowling Green and Club House	£1,032	Repairing

Council as tenant

Landlord	Property	Rent p.a. £	Repairing / Non-Repairing
Bath & North East Somerset Council	Waterford Park Allotment Site	0	Repairing

Westfield Parish Council

Notes to the Accounts

31 March 2022

6 Pensions

For the year of account the council's contributions equal 22.00% of employees' pensionable pay, plus a lump sum of £2,287.

These contributions will remain at 22.00%, plus a lump sum of £2,287, in future years, which will provide adequately for future liabilities.

7 Fixed Assets - Additions and Disposals

	2022	2021
	£	£
	Cost	Cost
During the year the following assets were purchased:		
Operational Land and Buildings	94,992	-
Vehicles and Equipment	17,559	107,558
Infrastructure Assets	-	1,059
	<u>112,551</u>	<u>108,617</u>

No assets were scrapped during the year.

Westfield Parish Council

Notes to the Accounts

31 March 2022

8 Fixed Assets

At 31 March the following assets were held:

Freehold Land and Buildings

	2022 £ Value	2021 £ Value
Norton Hill Pavilion	136,385	136,385
Norwest Bowls Club	71,800	71,800
Allotments - Larch Court	1,800	1,800
Land at Waterside Valley	94,992	-
	<u>304,977</u>	<u>209,985</u>

Vehicles and Equipment

Office Furniture & Equipment	4,315	4,315
Norton Hill Play Equipment	40,665	33,435
Westhill Play Equipment	109,082	101,201
West Hill Outdoor Gym Equipment	26,554	26,283
Westhill Running Track	69,583	69,854
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
Snow Warden Equipment	2,189	2,189
Earthquake Rotatoller	466	466
Watering System For Hanging Baskets	20,027	20,027
	<u>280,250</u>	<u>265,139</u>

Infrastructure Assets

Youth Shelter	2,250	2,250
Litter and Dog Bins	1,764	1,764
Planters & Coal Trucks [2]	2,156	2,156
Signage (Trust Land)	668	668
Westfield Signage	2,523	2,523
Westhill Recreation Ground Fencing	10,739	10,739
Christmas Tree Fencing	1,339	1,339
Flower Baskets & Basket Trees- Various Sites	10,018	10,018
Allotments Fencing	3,500	3,500
Norton Hill Play Area Fencing	6,335	6,335
Norton Hill - Pentangue Court	2,150	2,150
Norton Hill - Tennis Court Improvements	11,510	11,510
Norton Hill - Basket Ball Court	3,753	3,753
Norton Hill CCTV System	6,117	6,117
Notice Boards At Several Locations	2,670	2,670
Upper Court/Norton Hill Recreation Ground Railings	900	900
Norwest Bowls - Fencing	8,401	8,401
Norton Hill Rec Fencing & Gate	5,174	5,174
Norton Hill Rec Ramp and Tennis Court fence	14,430	14,430
Benches and Picnic Tables - various locations	18,932	18,932
Heritage Walk Noticeboards + Waymaker Signs	3,055	3,055
	<u>118,384</u>	<u>118,384</u>

Westfield Parish Council

Notes to the Accounts

31 March 2022

8 Fixed Assets (cont'd)

	2022	2021
	£	£
	Value	Value
<u>Community Assets</u>		
Recreation Ground - Norton Hill [in Trust]	1	1
Recreation Ground - Westhill [in Trust]	1	1
Allotments at Waterford Park - leasehold	1	1
Community Public Access Defibrillators (6)	8,681	8,681
Chain of Office	313	313
	<u>8,997</u>	<u>8,997</u>
	<u>712,608</u>	<u>602,505</u>

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

9 Debtors

	2022	2021
	£	£
VAT Recoverable	8,111	4,992
Prepayments	6,321	13,432
	<u>14,432</u>	<u>18,424</u>

10 Creditors and Accrued Expenses

	2022	2021
	£	£
Trade Creditors	9,154	4,679
Accruals	2,016	3,066
	<u>11,170</u>	<u>7,745</u>

11 Loans

At the close of business on 31 March 2022 the following loans to the council were outstanding:

Lender	Loan Period	Amount	Years
		£	Remaining
Public Works Loan Board	15 Years from August 2010	£24,435	3.5

Westfield Parish Council

Notes to the Accounts

31 March 2022

12 Earmarked Reserves

	Balance at 01/04/2021 £	Contribution to reserve £	Contribution from reserve £	Balance at 31/03/2022 £
Capital Projects Reserves	161,550	65,993	(90,961)	136,582
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	263,967	25,779	(25,233)	264,513
Total Earmarked Reserves	425,517	91,772	(116,194)	401,095

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

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 2022 are set out in detail at Appendix A.

13 Capital Commitments

The council had no capital commitments at 31 March 2022 not otherwise provided for in these accounts.

14 Contingent Liabilities

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

Westfield Parish Council

Appendices

31 March 2022

Appendix A

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2021</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2022</u> £
<u>Capital Projects Reserves</u>				
Rolling Capital Fund	64,863	5,000		69,863
S106 Funds	95,740		(90,961)	4,779
CIL 2020-21	947			947
CIL 2021-22		60,993		60,993
	<u>161,550</u>	<u>65,993</u>	<u>(90,961)</u>	<u>136,582</u>
<u>Asset Renewal Reserves</u>				
None	0			0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Other Earmarked Reserves</u>				
Tree Works	5,398		(5,398)	0
Grants	1,800	1,779	(1,000)	2,579
Training	7,769			7,769
Legal Fees	6,000			6,000
Elections	5,538			5,538
E & D Projects	16,187			16,187
Grants Received in Advance	6,207		(6,207)	0
Play Equipment	24,098	16,000	(10,328)	29,770
Community Fund (Restricted)	14,113			14,113
Community Centre	88,000		(1,038)	86,962
CCTV	4,375		(358)	4,017
Youth Provision	33,484			33,484
Conferences & Travel	1,497			1,497
Street Scene Maintenance	2,948			2,948
Recruitment	923		(384)	539
Norton Hill Maintenance	9,258			9,258
Salaries Contingency	1,252			1,252
Pit Path Lights	8,000	8,000		16,000
Nature Trail	4,120			4,120
Waterside Valley	23,000		(520)	22,480
	<u>263,967</u>	<u>25,779</u>	<u>(25,233)</u>	<u>264,513</u>
TOTAL EARMARKED RESERVES	<u>425,517</u>	<u>91,772</u>	<u>(116,194)</u>	<u>401,095</u>

