

**OTTERHAMPTON PARISH COUNCIL**  
**RECONCILIATION OF ACCOUNTS**

**FOR THE TWELVE MONTHS ENDING 31 MARCH 2019**

**SUMMARY**

£

RECEIPTS AND PAYMENTS

Balance brought forward at 01/04/2018	22980.62
Add Total Receipts	41216.62
SUB TOTAL	64197.24
Less Total Payments	27540.92
<b><u>Balance carried forward at 31/03/19</u></b>	<b><u>36656.32</u></b>

These cumulative funds are represented by:

Lloyds Bank Account - Current	1059.08	
Less unrepresented cheque(s):	219.70	
	305.76	
Plus uncleared credits	<u>0.00</u>	533.62
Lloyds Bank Account - Deposit		11340.71
Lloyds Bank Account - Reserve		24781.99
TOTAL		36656.32
<b><u>Net Bank Balance at 31/03/19</u></b>		<b><u>36656.32</u></b>

Reconciled and prepared by Mrs Aly Prowse (Clerk to Parish Council)

SIGNED



Date 17.4.19

Aly Prowse (Clerk)

APPROVED



Date 9/5/19

Julie Evans (Chair, Otterhampton Parish Council)



**OTTERHAMPTON PARISH COUNCIL**  
**SUMMARY OF RECEIPTS AND PAYMENTS**  
**For the Year Ending 31 March 2019**

<b>RECEIPTS</b>				<b>2017/18</b>	<b>2018/19</b>
1	Precept			19471.00	22751.00
2	Council Tax Support Grant			529.00	249.00
3	Bank Interest			12.00	13.00
4	VAT Refund			5500.00	2241.00
5	Wayleave			4.00	4.00
6	Book Sales (Otterhampton Parish 2000)			0.00	20.00
7	Rent (OPRA)			100.00	100.00
8	Grant (OPRA Fireworks)			696.00	716.00
9	Community Infrastructure Levy (CIL)			0.00	246.00
<b>RESTRICTED FUNDS (External Grant Funding) :-</b>					
10	Stearf Defibrillator (Somerset Community Foundation Hinkley C Community Fund)			1119.00	0.00
11	Dame Withycombe Hill layby widening (Somerset Community Foundation Hinkley C Community Fund)			0.00	5000.00
12	Combwich Notice Boards (Somerset Community Foundation Hinkley C Community Fund)			0.00	3077.00
13	Stearf Borehole (South West Farming and Wildlife Advisory Group)			0.00	6800.00
<b>TOTAL RECEIPTS</b>				<b>£ 27431.00</b>	<b>41217.00</b>
<b>PAYMENTS</b>				<b>2017/18</b>	<b>2018/19</b>
14	Annual Insurance			795.00	810.00
15	Annual Audit Fees			320.00	219.00
16	SALC Membership			218.00	216.00
17	SALC Course Fees			0.00	80.00
18	Clerk Costs	2017/18	2018/19		
a	Salary Inc. agreed expenses	4050.00	5357.00		
b	Misc. Office Expenses	169.00	366.00		
c	Printing Costs (cartridges/paper)	133.00	114.00		
d	Office printer/Computer software/Hard drive	636.00	34.00	4988.00	5871.00
19	Subscriptions / Membership / GIS Mapping			73.00	115.00
20	Otter Tales Printing			0.00	1400.00
21	Village Hall - Rent for Parish Council Meetings (Agreed annual rate)			200.00	284.00
22	Stearf Forum			35.00	60.00
23	S137 Grants			15.00	45.00
24	Play and recreation area inspections			495.00	495.00
25	Play & Recreation Area - General Maint.			66.00	2240.00
26	Enhancements	2017/18	2018/19		
a	- Benches, signs, grit bin, notice boards, other	0.00	112.00		
b	- Other (including Flagpole/Flags 2018)	0.00	353.00		
c	- Annual Grounds Maintenance	988.00	1025.00		
d	- Wharf Rd vegetation clearance	295.00	295.00		
e	- Village gardener	836.00	835.00		
f	- Gardening eqpt / repair & maint costs	29.00	35.00		
g	- Dog Bins, disposable dog gloves, litter bins	1793.00	1904.00		
h	- Verge marker posts by play-area	587.00	0.00		
i	- Repairs to bus shelter / Common wall damage	620.00	0.00		
j	- Combwich Retaining Wall Barrier & Post and Rail fence	3224.00	0.00		
k	- Buoy Maintenance (funded from Reserves)	0.00	79.00		
l	- Defibrillator (replacement battery/pads/training)	190.00	96.00		
m	- Tarmac Entrance & bollards to play area	1290.00	0.00	9852.00	4734.00
27	Tree maintenance schedule			300.00	0.00
28	Tree maintenance works			600.00	400.00
29	Grants - Otterhampton Village Hall Annual Maintenance (5% of Precept)			1000.00	1150.00
30	Grants - Within parish			150.00	0.00
31	Grants - Outside of parish			100.00	550.00
32	OPRA Fireworks			696.00	716.00
33	VAT to be reclaimed			2241.00	1823.00
<b>RESTRICTED FUNDS (External Grant Funding) :-</b>					
34	Stearf Backrap (sea buckthorn) Project - Grant funded (QAONB)			1123.00	0.00
35	Dame Withycombe Hill layby widening (Hinkley C Community Fund)			0.00	5000.00
36	Defibrillator for Stearf (Hinkley C Community Fund)			0.00	1333.00
<b>TOTAL PAYMENTS</b>				<b>£ 23267.00</b>	<b>27541.00</b>

For an explanation of differences refer to page 3



**OTTERHAMPTON PARISH COUNCIL**  
**RECEIPTS AND PAYMENTS - YEAR ENDING 31 MARCH 2019**  
**Explanation of Differences**

**RECEIPTS**

Overall, there is a net increase of £13786 from 2017/18 to 2018/19. This is attributable to the following:

**Line 1 & 2 - Precept and Council Tax Support Grant**

A net increase of £3000 to accommodate the increase in clerks hours (by 2 hours per week) anticipated play area ground repairs, increase in reserves and general enhancement projects.

**Line 4 - VAT**

The decrease of £3259 is in line with the reduction in purchases (expenditure). Nb VAT is claimed a year in arrears.

**Line 9 - Community Infrastructure Level (CIL).** This is a new initiative where parishes receive 15% of the fees (if eligible) recovered by SDC for development in the parish

**Lines 10 - 13 - Restricted Funds**

Grant funding has come from external sources for one off projects. These funds can only be used for their intended purposes and must be returned if unspent

**PAYMENTS**

**Line 15 - External Audit Fees**

This has reduced by £101 because of the corresponding reduction in turnover (calculated on £k banding).

**Line 18a - Clerk's Salary Costs**

Increase of £1307 represents an increase in hours from 6 to 8 per week ( $£12.564 \times 2 \times 52 = £1307$ )

**Line 18b - Misc. office expenses**

Increase in office allowance for clerk (wi-fi costs); new files to re-do filing system; tea, coffee & biscuits for PC meetings

**Lines 18d - Office computer/printer/software**

Reduction this year as previous year's expenditure was for a replacement hard drive and associated costs.

**Line 20 - Otter Tales printing**

New item, costs previously met by EDF Hinkley B Station.

**Line 21 - Village Hall rent for meetings**

Additional £84 was for the cost involved to host NHS checks arranged by the parish council for parishioners.

**Line 25 - Play and recreation area - general maintenance**

The increase represents the cost to repair the ground settlement problems (Wicksteed paid £800 towards the cost)

**Line 26 (a - m) Enhancements**

Aside from lines c, d, e, f, g and I which are annual expenditure items and fairly consistent, the other lines are one off enhancement projects which will increase/decrease year on year depending on work undertaken (or not)

**Line 31 - Grants outside of parish**

One off donation to the MRI Scanner appeal (£250); £200 to CAB (£100 from previous year presented in this year)

**Line 33 - VAT (to be reclaimed)**

Reduced from previous year in correlation with the reduction in expenditure.

**Lines 34 - 36 - Restricted Funds**

Grant funding has come from external sources for one off projects and can only be used for their intended purposes and must be returned if unspent.



## OTTERHAMPTON PARISH COUNCIL

### Supporting Statement for the Year Ending 31 March 2019

#### Assets / Movement During The Year

- 1 The parish council has three bank accounts with Lloyd Bank; namely Current, Deposit and Reserves.
- 2 Funds will be set aside each year in Reserves to cover items such as Future Election Costs; Buoy Maintenance; Repairs to Bus Shelter; Combwich Track Maintenance; Children's Play Area Maint. The figures will be itemised both in future Budget Monitoring Statements and as identified in Annual Audit returns.
- 3 At 31 March 2019, the total value of the assets of Otterhampton Parish Council is £115548. See page 5. Assets purchased during 2018/19 (Flagpole £263 and Steart defibrillator £1333) totalled £1596. No assets were written off.

<u>Borrowings:</u>	There were no outstanding loans to the Parish Council as at 31.3.19
<u>Leases:</u>	Otterhampton Parish Council has no leases.
<u>Debts:</u>	There were no outstanding debts to the Parish Council as at 31.3.19
<u>Tenancies:</u>	There were no tenancies entered into by the Parish Council.

#### Section 137

Section 137 of the Local Government Act enables the Parish Council to spend up to a total of £7.86 per head of the electorate for the benefit of the community on activities and projects not specifically authorised by other powers. The limit for this year was £5352 (681 x £7.86).

<u>Agency Work:</u>	The Parish Council undertook no Agency Work on behalf of other authorities during 2018/19
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Advertising/Publicity The Parish Council made no external expenditure on advertising/publicity this year.

<u>Pensions:</u>	The Parish Council made no contributions during 2018/19. Work Based Pensions were introduced in May 2017. This will have no impact to the parish council as the Clerk is ineligible based on gross earnings and has opted out of voluntary contributions.
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SIGNED



Aly Prowse (Clerk /Financial Officer)



Julie Evans (Chair)

Date: 9/5/19



**OTTERHAMPTON PARISH COUNCIL**  
**ASSET SCHEDULE**  
**AS AT 31 MARCH 2019**

<u>DESCRIPTION</u>		<u>EST VALUE</u>
		£
A Buildings		
	Stone Built Bus Shelter	10000.00 Replacement Cost
	Stone Built Barn	1.00 Nominal fig. not saleable
B Land		
	The Old Wharf Road	1.00 } Nominal Value
	Combwich Common	1.00 } Not saleable
C Street Furniture		
	Notice Board x 3	400.00 Steart N/B purchased 4/14
	Notices x 4	182.00 Replaced Nov 2014
	Concrete Centenary Trough	350.00
	Village Buoy	2582.00 Refurbished 2015
**	Bench - Children's Play Area	238.00 Purchased April 2015
nb see note 1	Seat - Memorial (The Pyll)	890.00 Purchased April 2015
	Life Buoy in Frame	300.00
	Seats, timber / concrete x 6	1200.00
	Seats, timber / metal x 2	100.00
	Flagpole	263.00 Purchased Oct 2018
	Light at Bus Shelter	320.00
***	Picnic Table	490.00 Purchased May 2012
	Welcome Feature	2500.00 Purchased Dec 2009
	Grit Bin at Otterhampton	150.00 Purchased Jan 2015
	Dog bin Wharf Rd	175.00 Purchased June 2016
	Dog glove dispensers (Common & Wharf Rd)	215.00 Purchased April 2016
	15 Verge Marker Posts (Steart)	246.00 Purchased Sept 2016
	Bow top fence Riverside(in addition to play area)	1200.00 Purchased Oct 2016
	Litter bin (paid for by play area - not yet erected)	231.00 Purchased July 2016
Enhanced Play Area -	2 x litter bins	463.00 " "
Completed 2016	Swing - Basket seat	3713.00 " "
(including safety surf.	Swing - 2 x flat seats	2979.00 " "
allocated to each item)	Swing - 2 x cradle seats	3097.00 " "
	Wooden clatter bridge, log walk, net	7656.00 " "
	Rockin' Robin	1476.00 " "
	Happy hedgehog	1506.00 " "
	Special Planet Jungle (including double slide)	21443.00 " "
	See Saw	2155.00 " "
	Roundabout	2636.00 " "
	Slide (previously not listed, purchased est 2006)	5296.00 " "
	Skier (outdoor gym eqpt OGE)	3013.00 " "
	Cycle (OGE)	2178.00 " "
	Chest press/pull down combination (OGE)	3939.00 " "
	Freestanding instructional sign for OGE	1301.00 " "
**	3 x plastic recycled benches	1776.00 " "
***	2 x plastic recycled picnic tables	2160.00 " "
	Bow top fence around play area	8805.00 " "
	1 x single self closing gate	954.00 " "
	1 x vehicular/pedestrian gate	1761.00 " "
	Crushed stone pathway	3553.00 (inc £221 for shelter)
	Recreation shelter	6230.00 (flooring inc in pathway above)
	Bicycle rack	113.00 " "
	Safety signage	116.00 " "
D Equipment		
	Dell Laptop	527.00 Purchased Mar 2015
	Printer	70.00 Purchased Apr 2013
	Portable hard drive	38.00 Purchased Oct 2014
	Filing Cabinets	20.00
	Defibrillator (Combwich)	2000.00 Purchased 2013
	Defibrillator Box	385.00 Purchased 2013
	Defibrillator (Steart)	1333.00 Purchased Apr 2018
	Garden Strimmer	417.00 Purchased June 2014
	Basketball Net	190.00 Purchased Jul 2014
	Lawn Mower	214.00 Purchased October 2015
TOTAL		<u>115548.00</u>

note 1 - Wildflower Group bench purchased April 2015 £399, parish council paid  
£200 re grant. Asset defaulted to the parish council when the group folded in 2017