

GWINEAR-GWITHIAN PARISH COUNCIL

ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2012


Section 1 – The Statement of Accounts

BANK RECONCILIATION

Balance per bank statements as at 31 March 2012:	£
Current Account	27209.56
Deposit Account	<u>95268.06</u>
	122477.62
Deduct unpresented cheques at 31 March 2012:	
Cheque nos: 1564, 1566, 1568, 1711, 1712, 1713, 1714 & 1715	<u>2435.99</u>
	120041.63

CASH BOOK

Opening Balance	1 April 2011	117609.76
Add Receipts in Year		55063.40
		<u>172673.16</u>
Deduct Payments in Year		- 52631.53
Closing Balance per Cash Book	31 March 2012	120041.63


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Mrs Vida Perrin, Clerk to the Council
Responsible Financial Officer

14/05/12
.....
Date


.....
Financial Auditing Councillor 1

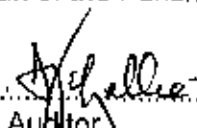
18/5/12
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Date


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Financial Auditing Councillor 2

19/05/12
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Date


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Chairman of the Parish Council

9/5/12
.....
Date


.....
Internal Auditor

29th May 2012
.....
Date

GWINEAR-GWITHIAN PARISH COUNCIL
ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2012

Section 1 – The Statement of Accounts

Significant variations

Box 1: Balances brought forward

Variation increase of £93,637 due to funds being held in reserves for projects, mainly £90,000 for the Streetscape project.

Box 2: Annual Precept

Variation increase of £6,148 due to the Parish Council agreeing new lease on larger office premises and purchasing new furniture to include tables and chairs for meetings which were previously held elsewhere. The Parish Council also budgeted for employing another member of staff.

Box 3: Total other receipts

Variation decrease of £90,101 largely due to the Parish Council receiving the Section 106 grant money of £90,000 last year.

Box 4: Staff Costs

Variation increase of £1,200 due to new employee starting in February 2012.

Box 6: All other payment

Variation increase of £6,053 due to the following items:-


	£
Increase in office rental due to bigger office premises and new lease	1517
Increase in administration	3585
Increase in recreation costs	1290
Increase in cemetery maintenance	1613
Increase in Section 137 payment	1417
Increase in other donations	500
Increase in LMP costs due to contract being taken this year	2640
Decrease in maintenance costs for Gwithian Green LNR	608
Decrease in Councillor expenses	295
Decrease in project costs, due to less grant aid being sought and spent this year	5706
	<u>6053</u>

Boxes 7 & 8:

Variation increase of £2431 due to new office and member of staff.

Box 9: Total fixed assets & long term assets

Variation increase of £4939 due to new items added (see page 5 of annual accounts) plus usual annual increase.


Mrs Vida Perrin, Clerk to the Council
Responsible Financial Officer

14/05/12
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Financial Auditing Councillor 1

18/5/12
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Financial Auditing Councillor 2

6/05/12
Date


Chairman of the Parish Council

9/5/12
Date


Internal Auditor

29th 7th 2012
Date

GWINEAR-GWITHIAN PARISH COUNCIL
Income & Expenditure Account for the Year Ended 31st March 2012

<u>Previous Year</u>		<u>Current Year</u>
£		£
	INCOME	
34788.00	Precept	40938.00
4.18	Deposit Account Interest	35.14
832.15	VAT	2217.21
210.00	Allotment Rents	210.00
2638.00	Cemetery	2576.00
	Agency Services:	
0.00	Local Maintenance Partnership	2640.00
819.95	Gwithian Green Local Nature Reserve	819.95
	Projects & Capital schemes/Grant aid received:	
500.00	Wall Hall	
5178.50	Elizabeth Sampson Playing Field	
435.00	Reawla Youth Projects	
3600.00	Website	
90000.00	Rosewarne Section 100 money	
	HAP projects	5000.00
	Notice Boards	47.50
10.00	General Administration	581.60
139015.78	TOTAL INCOME	55063.40
	EXPENDITURE	
1001.46	Hall Hire/Office Space	2518.41
20452.97	Staff Wages/PAYE & NI	21652.50
4236.97	Administration	7922.41
3314.64	Recreation/Street Scene	4804.94
1043.30	Cemetery	2656.49
1420.00	S.137 Payments	2837.30
350.00	Other Donations	850.00
	Agency Services:	
0.00	LMP	2640.00
1722.49	Gwithian Green	1114.47
419.79	Cllr Allowances/Expenses	125.40
	Project Costs:	
47.50	Reawla Youth Projects (other than grants)	0.00
34.50	Awards	41.70
90.00	Christmas Trees	100.00
8925.75	Elizabeth Sampson Playing Field	0.00
1437.75	Parish Plan (from Awards for All grant)	0.00
	Notice boards	1417.01
	Website	3760.50
	Rosewarne Section 100 money	86.40
	Chain of office	304.00
881.88	Wall Hall	0.00
45379.00	TOTAL EXPENDITURE	52631.53

CUMULATIVE FUNDS

4485.46	Balances as at 1st April 2011:	
19487.52	General Fund	4752.88
	Earmarked reserves	112857.10
	ADD Total Income	55063.40
	=	172673.16
	DEDUCT Total Expenditure	52631.53
	=	120041.63
	Balances as at 31st March 2012:	
	General Fund	4522.58
	Earmarked reserves	115519.05
		120041.63

Mrs Vida Perrin, Clerk & RFO

Date

Financial Auditing Cllr 1

Date

Financial Auditing Cllr 2

Date

Chairman of the Parish Council

Date

Internal Auditor

Date

GWINEAR-GWITHIAN PARISH COUNCIL

Balance Sheet as at 31st March 2012

Previous Year £		Current Year £
	<u>CURRENT ASSETS</u>	
280.00	Debtors & Prepayments	0.00
112158.84	Bank Current Account	27209.56
5232.92	Bank Deposit Account	95268.06
<u>117671.76</u>	TOTAL ASSETS	<u>122477.62</u>
	<u>CURRENT LIABILITIES</u>	
62.00	Creditors & Accruals	2435.99
<u>117609.76</u>	TOTAL ASSETS LESS CURRENT LIABILITIES	<u>120041.63</u>
Nil	LONG TERM LIABILITIES	Nil
<u>117609.76</u>	NET ASSETS	<u>120041.63</u>

4485.46	Represented by:	
19487.52	General Fund	4522.58
	Earmarked reserves	115519.05
23972.98	Total	<u>120041.63</u>


 Mrs Vida Perrin, Clerk to the Council
 Responsible Financial Officer


14/05/12
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18/5/12
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10/05/12
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 Chairman of the Parish Council

9/5/12
 Date


 Internal Auditor

29th May 2012
 Date

GWINEAR-GWITHIAN PARISH COUNCIL

Notes Supporting the Council's Accounts for the Year Ended 31st March 2012

Assets

i) Items added this year	Cost
DELL LATITUDE D630 LAPTOP	£240
OPERATOR CHAIR	£42
CANTILEVER DESK	£95
CONFERENCE CHAIRS X 25 (5 WITH ARMS)	£570
TILT TOP MEETING TABLES X 4	£456
3 DRAWER HIGH PEDESTAL	£106
FRIDGE	£120
2 X OIL FIRED HEATERS	£120
VACUUM CLEANER	£38
2 X BINATONE TELEPHONES	£30
CARPET	£230
PARISH COUNCIL BANNERS X 2	£87
SOLID TIN CHAIN OF OFFICE	£250
2 X SIGNS AT GWITHIAN GREEN	£230
2 X NEVER RUST BINS WITH LOCK & BOLT SYSTEM	£990
2 X METAL & WOOD FREESTANDING NOTICE BOARDS	£1750
Items removed this year	Approx Replacement Value
BLACK SWIVEL ADJUSTABLE OFFICE CHAIR	£25
DELL DIMENSIONS 4100 COMPUTER	£350
SAMSUNG SF 300T PHONE/FAX MACHINE	£75
PHILLIPS 250V 60W PIPE WALL HEATER	£70
PHILLIPS 250V 60W PIPE WALL HEATER	£70
DIMPLEX ELECTRIC FREESTANDING HEATER	£40
2 HEAVY DUTY POWDER COATED METAL LITTER BINS (ESPF)	£561.80
1 WOODEN PICNIC TABLE (ESPF)	£280.90

i) As at 31st March 2012 the assets held by the Parish Council were as follows :

DESCRIPTION	NOMINAL VALUE
FREEHOLD LAND AT GWITHIAN (PART OS51A) -CONVEYED BY DEVENISH BREWERY -1976 - REGISTERED - DEEDS HELD AT WALTERS & BARBERY SOLICITORS	£1
LAND USED FOR PURPOSE OF ALLOTMENTS, CONNOR DOWNS - 1932 - REGISTERED DEEDS HELD AT WALTERS & BARBERY SOLICITORS	£1
CEMETERY PLOT, CONNOR DOWNS - 1932 - REGISTERED - DEEDS HELD AT WALTERS & BARBERY SOLICITORS	£1
LAND KNOWN AS ELIZABETH SAMPSON PLAYING FIELD, OFF ARUNDEL WAY, CONNOR DOWNS - ACQUIRED 2002 - REGISTERED - DEEDS HELD AT WALTERS & BARBERY SOLICITORS	£1

DESCRIPTION	APPROXIMATE REPLACEMENT VALUE
EQUIPMENT AT ELIZABETH SAMPSON PLAYING FIELD:	
6 WOODEN SEATS	£674.16
WOODEN FENCING	£1123.60
1 HEAVY DUTY POWDER COATED METAL LITTER BIN	£280.90
2 NEVER RUST BINS WITH LOCK & BOLT SYSTEM	£990.00
1 METAL CYCLE RACK	£561.80
1 WOODEN PICNIC TABLE	£280.90
4 WOODEN GATES	£1123.60
2 METAL SOLAR FLOOD LIGHTS	£5834.95
1 METAL GOAL	£1000.00

DESCRIPTION	APPROXIMATE REPLACEMENT VALUE
EQUIPMENT AT ELIZABETH SAMPSON PLAYING FIELD:	
MUGA METAL BASKET BALL PANEL (SMP PLAYGROUNDS LTD)	£7420.00
TWO BAY COMBINATION SWING (PARK LEISURE)	£4770.00
GRASS UNDERSOIL MATTING	£4770.00
METAL & WOOD BEAR SWING (HAGS)	£530.00
WOOD & RUBBER BALANCE BEAM/STEPPING BLOCKS (TAYLOR-MADE)	£1590.00
WOOD & METAL CHIN UP BAR (TAYLOR-MADE)	£1590.00
WOODEN OVERHEAD BARS 2.6M (TAYLOR-MADE)	£1590.00
WOODEN CLIMBING LADDER (TAYLOR-MADE)	£1590.00
METAL & WOOD TRIPLE CHIN UP BARS 2.18 (TAYLOR-MADE)	£1590.00
WOODEN 5 STILTS (TAYLOR-MADE)	£1590.00
WOOD & RUBBER SLOPED BEAMS/STEPPING BLOCKS (TAYLOR-MADE)	£1590.00
STAINLESS STEEL & WOOD PLATFORM & SLIDE (WESTWOOD TIMBER)	£1590.00
	<u>£42079.91</u>
ITEMS AT CEMETERY PLOT, CONNOR DOWNS:	
WOODEN GATES	£1265.00
WOODEN SEAT	<u>£ 106.00</u>
	£1371.00
ITEMS AT GWITHIAN GREEN, GWITHIAN	
INTERPRETIVE BOARD & SIGNS	£1330.00
EQUIPMENT – GWITHIAN GREEN, STORED AT 3 ORCHARD HOUSE, GWITHIAN:	
1 USED LAWN MOWER	£787.95
2 HELMETS	£87.55
2 BRUSH CUTTERS	£618.00
1 PAIR OF PROTECTIVE BOOTS	£51.50
1 HOLDER FOR THE BRUSH CUTTER	£30.90
1 5 LITRE PETROL CAN & 1 1 LITRE PETROL CAN	£24.72
4 BOW SAWS 2 SPARE BLADES	£61.80
3 LOPPERS	£61.80
2 SMALL TROWELS AND 2 SMALL FORKS	£15.45
2 GRAB FORKS	£47.38
1 SLASHER	£30.90
2 SPADES	£70.04
2 SHOVELS	£39.14
1 PITCH FORK	£21.63
LARGE PACKET OF RUBBER GLOVES	£20.60
3 PAIRS OF THIGH LENGTH WADERS	£126.69
1 YELLOW JACKET	£10.30
25 LITRE WATER CARRIER	£10.30
1 FIRST AID BOX	£15.45
25 MAMMAL TRAPS	<u>£964.08</u>
	£3096.18
BOOKS	
BRITISH WILDLIFE	
WILD FOOD- PHILLIPS	
BRITISH WILDLIFE- BAKER	
GRASSES, FERNS, MOSSES AND LICHENS - PHILLIPS	
BUG BOOK - BAKER	
MUSHROOMS – PHILLIPS	
WILD FLOWERS OF BRITAIN- PHILLIPS	
FIELD GUIDE TO SPIDERS - COLLINS	
FIELD GUIDE TO INSECTS - COLLINS	
BRITAIN'S BUTTERFLIES- TOMLINSON	
TOTAL COST OF BOOKS	£133.90

Assets Continued.....

ALSO:

CONCRETE BUS SHELTER, PENHALE ROAD, CARNHELL GREEN	£2809.00
METAL & POLYCARBONATE BUS SHELTER, REAWLA LANE, REAWLA	£2809.00
WOODEN SEAT, REAWLA TRIANGLE, REAWLA	£112.36
WOODEN SEAT, WALL CORNER, WALL	£112.36
3 METAL NOTICE BOARDS AT REAWLA, CARNHELL GREEN & CONNOR DOWNS	£337.08
1 WOODEN NOTICE BOARD, GWITHIAN	£112.00
REGALIA & TIN CHAIN OF OFFICE	£780.45
3 X DOG BINS - CARNHELL GREEN, GWITHIAN GREEN & CONNOR DOWNS	£337.08
2 X METAL & POLYCARBONATE BUS SHELTERS, CONNOR DOWNS	£5618.00
OFFICE CONTENTS (SEE ATTACHED INVENTORY)	£3684.00
2 METAL/WOOD FREESTANDING NOTICE BOARDS AT REAWLA & GWINEAR	£1750.00
	£18461.33
OVERALL TOTAL	£66472.32


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Mrs Vida Perrin, Clerk to the Council
Responsible Financial Officer

14/05/12
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Financial Auditing Councillor 1

18/5/12
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Date


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Financial Auditing Councillor 2

18/05/12
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Date


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Chairman of the Parish Council

9/5/12
.....
Date


.....
Internal Auditor

27th May 2012
.....
Date

GWINEAR-GWITHIAN PARISH COUNCIL

Notes Supporting the Council's Accounts for the Year Ended 31st March 2012

Earmarked Reserves

Planned projects/ongoing funds for which monies are reserved are:

EARMARKED RESERVES	BALANCE 31/03/12
GRATUITY	£527.00
TRAINING	£237.00
OFFICE EQUIPMENT REPLACEMENT	-£84.61
ELIZABETH SAMPSON PLAYING FIELD	£2,718.15
CEMETERY	£1,245.14
BUS SHELTERS	£327.83
BINS (LITTER/DOG)	£288.00
GWITHIAN GREEN	£1,407.96
ELECTION EXPENSES	£1,121.50
COUNCILLOR EXPENSES	£385.20
LAND/ASSETS	£30.00
ADVERTISING	£30.00
COMMUNITY FACILITY	£1,863.19
WALL HALL	£2,249.00
QUALITY STATUS	£1,250.00
YOUTH PROJECTS	£732.70
Reawla youth projects	£851.57
GRANTS & DONATIONS (S137's)	£50.00
footpaths/ROW	£500.00
Contingency	£2,000.00
Website	£821.50
ROSEWARNE SECTION 106	£89,913.60
XMAS TREES	£0.00
AWARDS	£0.00
CHAIN OF HONOUR	£50.00
STAFFING COVER	£3,008.00
TOTAL	£115,519.05

Tenancies

None other than 22 allotment plots, each with a rent when occupied of £10 per annum.

Donations and Section 137 Payments

Donations totalling £3687.30 were given to local community groups this year, for purposes covered by powers other than those of the Local Government Act 1972, section 137 totalled £2837.30

Minute ref	Name	Purpose	Power	Amount given
20/085 (7e)	Carnhell Green Xmas Lights	Towards start up grant for village xmas illuminations	LGA 1972 S137	£150
21/067 (6b)	Busy Bodies Pre-School	Paint drying rack & storage unit	LGA 1972 S137	£200


Donations and Section 137 Payments continued.....

Minute ref	Name	Purpose	Power	Amount given
21/067 (6b)	St Gwinear Parish Church	Refurb of notice board	LGA 1972 S137	£200
21/067 (6b)	CD & G Womens Institute	Refurbishment of hall & kitchen	LGA1976 s19	£300
21/067 (6b)	Pen Tye Residents Association	Ipod nano & docking station for youth group	LGA 1976 s19	£200
21/067 (6b)	Wall *Music Festival Society	General running costs	LGA1972 s145	£200
21/067 (6b)	Wall Methodist Church	Central heating for hall	LGA1976 s19	£150
21/076 (6f)	Gwinear Football Club	Running club for next season	LGA 1972 S137	£100
21/088 (6c)	Community Action Through Sport	Setting up sports based rewards for local young people	LGA 1972 S137	£300
21/091 (6a)	Gwinear Pitch & Putt	Junior Golf tournament & training	LGA 1972 S137	£420

The Parish Council RESOLVED (21/098-7c) to spend monies on mugs to celebrate the Diamond Jubilee for the 2 schools and 2 pre-schools within the Parish using LGA 1972 S137 and monies from the Youth reserve totalling £1467.30.

Members' Expenses

Expenses totalling £125.40 were claimed and paid during the year.


 Mrs Vida Perrin, Clerk to the Council
 Responsible Financial Officer


14/05/12
 Date


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18/5/12
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 Financial Auditing Councillor 2

10/05/12
 Date


 Chairman of the Parish Council

9/5/12
 Date


 Internal Auditor

29th 7th 2012
 Date

GWINEAR-GWITHIAN PARISH COUNCIL


Explanation Notes for the Council's Accounts for the Year Ended 31st March 2012

Expenditure


- 1 1353 – was cancelled due to the cheque being mislaid by the GDVA – reissued under 1512
- 2 1368 – was cancelled due to the cheque being mislaid by the GDVA – reissued under 1512
- 3 1426 – was cancelled due to the cheque book having no frequency calendar (consequently cheques 1430 to 1510 inclusive were destroyed) cheque reissued under 1511
- 4 1511 – see cheque 1426
- 5 1512 – see cheques 1353 & 1368
- 6 1524 – cheque cancelled as made out to the wrong recipient – see cheque 1525
- 7 1525 – see cheque 1524
- 8 1545 – cheque cancelled due to illegible signature – see cheque 1546
- 9 1546 – see cheque 1545

Income

- 10 Bacs 2-payment back due to planning permission not needed – see chq no. 1283 in 2010/11 accounts
- 11 Dep 10 – repayment of fees due to late completion date – relates to chq no. 1412


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14/05/12
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18/05/12
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Chairman of the Parish Council

14/05/12
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Date


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Internal Auditor

24th May 2012
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Date