

ELMSWELL PARISH COUNCIL

Accounts for the 12 months ended 31st March 2020

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- 3 Assets Register**
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***Elmswell Parish Council
has adopted the
General Power of Competence***

Elmswell Parish Council
BALANCE SHEET
31/03/2020

<i>(Last) Year Ended</i> 31 Mar 2019		<i>(Current) Year Ended</i> 31 Mar 2020
£	CURRENT ASSETS	£
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
834.60	Debtors (Net of provision for doubtful debts)	0.00
1,226.00	Payments in advance	0.00
4,892.67	VAT Recoverable	31,711.19
0.00	Temporary lendings (investments)	0.00
129,677.63	Cash in hand	1,088,454.18
136,630.90	TOTAL ASSETS	1,120,165.37
2,577.50	CURRENT LIABILITIES	
<u>134,053.40</u>	Creditors	<u>125,725.63</u>
	NET ASSETS	<u>994,439.74</u>
134,053.40	Represented by:	
0.00	General fund Balance	994,439.74
0.00	Reserves:	
0.00	Capital	0.00
<u>134,053.40</u>	Earmarked	0.00
	Adjustments	<u>0.00</u>
		<u>994,439.74</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2020

Signed _____

Responsible Financial Officer

Date _____

Elmswell Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	129,677.63	
Cash in Hand		
Precept	130,051.00	
Station rent	3,249.96	
Cemetery	3,600.00	
Allotments	67.00	
BWMA Licence	18,000.00	
BWMA hire income		
Recycling Centre	1,523.57	
Interest	219.18	
Bowls	63.60	
Renewable heat incentive (RHI)	5,618.31	
Feed input tariff (solar panels)	289.39	
Grants	62,298.89	
CIL /section 106	117,103.00	
Insurance claims	51,579.38	
Capital disposal		
VAT refund		
Miscellaneous	270.00	
Blackbourne Janitorial		350.52
Blackbourne cyclical maintenance		1,528.14
Blackbourne maintenance	23.97	55,421.48
Blackbourne fixtures & fittings		575.00
Blackbourne capital items		291.61
Blackbourne electricity	522.45	8,568.00
Blackbourne water		1,233.32
Blackbourne broadband		570.00
Blackbourne licences		180.00
Blackbourne PWLB interest		4,258.75
Blackbourne caretaker wages		8,157.78
Blackbourne clerical wages		2,400.00
Blackbourne grounds maintenance		1,133.27
Blackbourne play area maintenance		252.71
Blackbourne grass		1,739.91
Blackbourne insurance		
Blackbourne office extension		2,550.00
Bowls maintenance		1,256.77
Bowls green maintenance		753.85
Bowls electric	104.41	204.00
Bowls gas		
capital purchases		
insurance		127.00
maintenance		409.73
Wesley janitorial		
Wesley cyclical maintenance		
Wesley maintenance		80.00
Wesley capital items		
Wesley fixtures & fittings		
Wesley electricity		1,378.00
Wesley water		135.94
Wesley PWLB interest		6,380.01
Wesley caretaker		
Wesley insurance		
cemetery maintenance contract		1,466.16
cemetery maintenance		140.00
cemetery / allotment water		231.44
allotment maintenance		320.10

Elmswell Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
station rent		
station maintenance		343.20
station fixed rent		
Cr Mill play area maintenance		70.18
Cr Mill maintenance		270.04
Grass cutting contract x 2		1,064.04
Litter & dog bin emptying		1,549.00
General maintenance		-544.07
Street light maintenance		1,427.26
Street light power		3,481.27
Street light upgrades		
Clerk wages		18,598.44
Assistant Clerk wages		11,722.26
PAYE/NI		8,019.78
telephone		211.64
printing		60.46
postage		69.76
stationery		172.27
travelling		177.70
website		100.00
software etc		1,028.41
training costs		23.00
insurance		6,151.74
refreshments		66.39
subscriptions		996.59
bank charges		25.00
election expenses		110.78
newsletter reports		1,895.00
advertising		
room hire re meetings		3,636.00
village warden wages	295.98	4,520.41
Grants		975.00
grant - recycling centre		450.00
Data protection fee		35.00
CAB Outreach		
Nest contributions		440.05
Audit fees		900.00
Advertising - tenders		
Planning advice/valuations		1,400.00
PWLB - Blackbourne		16,531.35
PWLB - Wesley		11,400.00
asset - furniture		
asset - Blackbourne		919.99
asset - Bowls		920.00
asset - Wesley		
asset - Blackbourne grounds		
Professional fees		47.94
meeting expenses		
Wesley redevelopment		
Wesley refurbishment		336,717.73
NP copies		
Cricket square maintenance		533.70
Football maintenance		146.00
PWLB consolidated		6,841.23
Greene King site preliminaries		6,964.73
Consolidated PWLB loan interest		4,216.68
Bins & seats		96.80
Wesley rates		938.60

**Elmswell Parish Council
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
PWLB Railway Tavern site		
PWLB Tavern site loan interest		
Tavern site maintenance/costs		
Tavern site purchase		842,663.93
Land Blackbourne		3,000.00
PWLB	1,994,193.75	
VAT	59,960.39	86,778.91
	2,449,034.23	1,490,257.68
Closing Balances:		
Balances in Bank Account		1,088,454.18
Cash in Hand		
TOTAL	2,578,711.86	2,578,711.86

The above statement represents fairly the financial position of the council as at 31 Mar 2020

Signed _____
Responsible Financial Officer

Date _____



**ELMSWELL PARISH COUNCIL
ASSETS REGISTER as at 31.03.20**

<i>date acquired</i>	<i>description</i>	<i>location</i>	<i>orig. cost</i>	<i>estimated replacement cost</i>	<i>sum insured</i>	<i>details of disposal</i>	<i>comments</i>
<u>Community Assets - land</u>							
unknown	playing fields	Blackbourne	£1	n/a	nil		
unknown	playing fields	The wastre Close	£1	n/a	nil		
unknown	allotments	Church Hill	£1	n/a	nil		
unknown	cemetery	Church Hill	£1	n/a	nil		
unknown	village green	Crown Mill	£1	n/a	nil		
unknown	footbridge site	Crown Mill	£1	n/a	nil		
2010	cem./allotments	Lukeswood	<u>£44,674</u>	n/a	nil		
			£44,680				
<u>Community Assets - buildings</u>							
1998	Blackbourne Hall	Blackbourne Meadow	£936,385	£2,684,564	£2,684,564		Includes extensions
2003	Bowls pavilion	"	£79,500	£222,903	£222,903		Includes contents
2017	Wesley chapel	School Road	£285,000	£477,405	£477,405		Includes contents
2020	Tavern site	"	£805,000	£1,000,000	£1,000,000		Includes contents
NEW			£2,105,885		£3,384,872		
<u>Community Assets - facilities</u>							
unknown	bus shelter	Wetherden Road	£1,993	£9,296	£9,296		
1994	cemetery shed	cemetery	£708	£1,045	£1,045		
1950	bier shed	cemetery	£1,159	£6,032	£6,032		
2013	solar panels	Jubilee Hall	£15,996	£20,235	£20,235		
1995	village sign	Blackbourne	£2,300	£5,341	£5,341		
2010	bowlers' shelter	Crown Mill	£1,547	£2,373	£2,373		
1994	timber shed	bowls green, Blackbourne	£423	£1,744	£1,744		
1994	timber shed	bowls green	£1,114	£1,744	£1,744		
2001	timber shed	bowls green	£779	£1,044	£1,044		
1995	irrigation system	bowls green (irrigation)	£2,653	£6,554	£6,554		
			£28,672		£55,408		

<i>date acquired</i>	<i>description</i>	<i>location</i>	<i>orig. cost</i>	<i>estimated replacement cost</i>	<i>sum insured</i>	<i>details of disposal</i>	<i>comments</i>
Community Assets -seats							
1992	timber seat	Church Road (maze site)	£150	£577	nil		
1995	"	Wetherden Rd / Cooks Rd	£70	£577	nil		
2004	memorial seat	Cemetery – crem area	£213	£577	nil		
2006	timber seat	Thedw. Clo. opp Manns Ct.	£338	£577	nil		
2015	2 mem. benches	Cem. Car park area	£799	£1,154	nil		
2013	picnic bench	Blackbourne play area	<u>£443</u>	£559	nil		
			£2,013				
Street Lighting							
1994	Street lighting	37 pole brackets	£7,551	£46,657	nil		
1994	"	57 column	£71,619	£71,877	nil		
2001	"	4 column (Bennet Ave.)	£1,000	£5,044	nil		
2007	"	4 column (school Rd / Cooks Rd)	£1,516	£5,044	nil		
2007	"	4 column (Warren Close)	£2,661	£5,044	nil		
2008	"	1 pole bracket (Wetherden Rd)	£260	£1,261	nil		
2009	"	6 (Warren Lane / Church Rd)	£2,718	£12,610	nil		
2010	"	Opp. St Edmunds Drive	£1,056	£1,261	nil		
2010	"	Church Rd	<u>£296</u>	<u>£1,261</u>	nil		
			£88,677	£150,059			
Notice boards (ext.)							
1996 onwards	6 community use	around village	£655	£1,547	nil		
2004	glazed A3	Cem. Car park on post	£223	£475	nil		
2006	glazed 6xA3 timber	Crown Mill post mounted	£1,140	£2,126	nil		
2010	glazed 18xA3 alum.	Co-op wall mounted	<u>Donated</u>	£500	nil		
			£2,018				

date acquired	description	location	orig. cost	estimated replacement cost	sum insured	details of disposal	comments
<u>Bins</u>							
1996 – 1998	6 Regent 50 litter	various	£348	£820	nil		
1997	2 regent 25 litter	"	£86	£111	nil		
2005	3 Trimline 50 litter	"	£189	£411	nil		
2013	1 Trimline 50 litt.	Crown Mill	£52	£67	nil		
2006	2 Admiral 50 litt.	Blackbourne	£211	£405	nil		
2006	1 Admiral 50 litt.	School Rd, takeaway	£176	£203	nil		
2007	1 Admiral 50 litt.	Blackbourne	£110	£203	nil		
2007	1 Trimline 50 litt.	Eastern Way	£40	£137	nil		
2008	8 Trimline 50 litt.	Penny La., Lords Br., Newson's C., Church Rd., Stn. Rd., Rowan Grn., Cooks Rd., Cross St. Bus stops School Rd.	£345	£1,147	nil		
2010	1 Trimline 50 litt.	Blackbourne	£94	£137	nil		
2008	1 Admiral 50 litt.	Blackbourne	£112	£186	nil		
2013	1 Trimline 50 litt.	Boat & Plane	£52	£70	nil		
2014	2 Admiral 50 litt	Blackbourne	£335	£404	nil		
1996 – 98	5 dog bins	Various	£400	£683	nil		
2004	4 dog bins	Various	£280	£549	nil		
2005 /06	3 Fido 25 dog bins	Various	£217	£410	nil		
2007	1 dog bin	Ashfield Rd	£54	£137	nil		
2009	1 dog bin	Lukeswood	£84	£137	nil		
2005 /06	5 grit bins	Cem., W.Rd., Ch. Hill, Penny la., Thedw. Clo.	£462	£1,433	nil		
2014	1 grit bin	Blackbourne Rd.	£90	£188	nil		
2007	9 sack holders	Cemetery	<u>£202</u>	£1,028	nil		
			£3,939				
			3				

<i>date acquired</i>	<i>description</i>	<i>location</i>	<i>orig. cost</i>	<i>estimated replacement cost</i>	<i>sum insured</i>	<i>details of disposal</i>	<i>comments</i>
<u>Blackbourne internal</u>							
2013	PC		£465	£588	£588		
2016	PC		£451	£588	£588		
2016	Laptop	"	£324	£354	£354		
2016	Epson printer	"	£83	£91	£91		
2019	Computer	"	£283	£291	£291		
2013	photocopier	"	£815	£1,031	£1,031		
2001	desk/drawers	"	£289	£1,130	£1,130		
2001	3 filing cabinets	"	£255	£468	£468		
2001	table	"	£60	£137	£137		
2001	stationery cupbd.	"	£79	£168	£168		
2013	W-Fi	"	£468	£592	£592		
2005	sound system	"	£1,036	£1,956	£1,956		
2013	portable h. loop	"	£1,011	£1,279	£1,279		
2013	screen (large)	"	£138	£217	£217		
2016	portable PA equip	"	£4,605	£5,032	£5,032		
1992	OHP	"	£400	£749	£749		
2014	projector	"	£460	£554	£554		
2017	projector	"	£430	£456	£456		
2019	projector	"	£920	£920	£920		
2013	portable screen	"	£110	£148	£148		
2017	CCTV	"	£1,327	£1,478	£1,478		
2008	cupboards	BP store	£328	£582	£582		
2006	cupboards	BP store	£564	£1,005	£1,005		
2007	curtains	Annexe	£613	£1,037	£1,037		
1999	curtains	Blackbourne	£1,590	£2,161	£2,161		
2013	curtains (phase II)	"	£1,427	£1,805	£1,805		
1998	2 chair trolleys	"	£117	£246	£246		
1998	2 table trolleys	"	£408	£837	£837		
2014	2 table trolleys	"	£400	£482	£482		
2012	2 table trolleys	"	£447	£593	£593		
2012	3 chair trolleys	"	£1,138	£1,513	£1,513		

date acquired	description	location	orig. cost	estimated replacement cost	sum insured	details of disposal	comments
1998	12 chairs with arms	"	£540	£1,140	£1,140		
1998	200 chairs	"	£5,872	£12,678	£12,678		
2001	chairs	Clerk's office	£140	£282	£282		
2012	160 folding chairs	Blackbourne	£5,276	£7,007	£7,007		
2013	50 chairs	"	£650	£823	£823		
2014	100 chairs	"	£1,305	£1,571	£1,571		
1998	25 tables	"	£2,190	£4,542	£4,542		
2017	24 toddler chairs	"	£299	£317	£317		
2017	24 youth chairs	"	£323	£343	£343		
2017	6 toddler tables	"	£336	£356	£356		
1998	12 round tables	"	£0	£950	£950		
2012	28 tables	"	£2,478	£3,303	£3,303		
2013	19 round tables	"	£1,063	£1,345	£1,345		
2015	folding tables	"	£950	£1,144	£1,144		
2013	IT cupboard	"	£206	£259	£259		
1998	clock	"	£85	£178	£178		
1998	2 fridges	"	£300	£300	£300		
2013	4 fridges	"	£484	£612	£612		
2013	3 microwaves	"	£147	£185	£185		
2014	6 ring range	"	£1,135	£1,437	£1,437		
2013	2 oven & hobs	"	£550	£696	£696		
1995	2 pool table	"	£0	£2,258	£2,258		
1998	pool table trolley	"	£172	£363	£363		
1998	football table	"	£0	£1,016	£1,016		
2008	2 table tennis table	"	£153	£594	£594		
2013	2 basketball posts	"	£560	£708	£708		
2013	Five-a-side goals	"	£246	£312	£312		
2014	table tennis table	outside	£1,500	£1,807	£1,807		
2013	racking	"	£942	£1,192	£1,192		
			5				

<i>date acquired</i>	<i>description</i>	<i>location</i>	<i>orig. cost</i>	<i>estimated replacement</i>	<i>sum insured</i>	<i>details of disposal</i>	<i>comments</i>
various	janitorial sundries	"	£1,000	£1,113	£1,113		
2009	step ladder	"	£246	£378	£378		
2001	floor scrubber	"	£528	£6135	£635		
2013	scrubber/drier	"	£1,067	£1,417	£1,417		
2013	scaffold tower	"	£1,392	£1,761	£1,761		
2013	pallet truck	"	<u>£170</u>	£215	<u>£215</u>		
			£53,542		£81,725		
<u>Bk.b. external</u>							
2007	goals	Blackbourne / Grove Lane	£1,465	£2,609	nil		
2010	goal	Blackbourne	£595	£916	nil		
2010	goal	Clay Field	£340	£571	nil		
2014	boot cleaners	Blackbourne	£410	£495	nil		
2009	cycle stands	"	£416	£671	nil		
2009	car park barriers	"	£6,575	£12,195	nil		
2015	gate / barrier hoops	"	£1,583	£1,853	nil		
2015	roadway	"	£19,792	£23,163	nil		
2014	defibrillator	Blackbourne	£1,350	£1,627	£1,627		
2016	2 notice boards	"	£462	£505	nil		
2008	fencing – MUGA	"	£9,280	£15,731	nil		
2009	MUGA/nets surface	"	£20,451	£33,018	nil		
2010	play area surface	"	£18,500	£28,445	nil		
2010	play equip/bow top	fencing	£26,746	£41,126	£41,126		
2012	youth shelter	"	£20,599	£28,728	nil		
2014	FIT equip.	"	£12,360	£14,891	nil		
2019	Lorry body	"	<u>£2,170</u>	£2,235	nil		
			£143,749		£42,753		

<i>date acquired</i>	<i>description</i>	<i>location</i>	<i>orig. cost</i>	<i>estimated replacement</i>	<i>sum insured</i>	<i>details of disposal</i>	<i>comments</i>
<u>Crown Mill</u>							
2006	Play equip. + fence	Crown Mill	£22,744	£41,129	£50,401		
2006	wetpour surface		£8,480	£15,211	£10,902		
			£31,174		£61,303		
<u>Grounds equipment</u>							
1995	Roller	Blackbourne	£600	£1,220	£1,220		
1996	chain harrow	Blackbourne	£450	£1,191	£872		
1999	rotary tract. mower	Blackbourne	£2,200	£5,943	£4,305		
2004	tractor – MF135	Blackbourne	£2,850	£7,957	£7,957		
2007	Slitmaster	Blackbourne	£1,450	£2,501	£2,501		
2009	pasture topper	Blackbourne	£775	£1,252	£1,252		
2009	strimmer	Blackbourne	£391	£632	£510		
2013	Roller	Blackbourne	£840	£1,219	£1,219		
2014	Wessex roll mower	Blackbourne	£4,995	£6,017	£4,305		
2018	Cylinder mower	Blackbourne	£4,746	£5,035	£5,035		
2018	Scarifier	Blackbourne	£1,190	£1,226	£1,226		
2018	Aerator	Blackbourne	£4,810	£4,954	£4,954		
2020 NEW	Sprayer	Blackbourne	£920	£920	£920		
			£26,217		£36,276		
<u>Other</u>							
2016	Speed indicator device	c/o CSW team	£4,165	£4,551	£4,551		
2019	Station planters	Station	£2,291	£2,360	£2,360		
<u>Bowls equipment</u>							
2018	various	Bowls pavilion	nil	£1,061	£1,0361		
2018	rubber mats/steps	Bowls pavilion	£288	£297	£297		
			Total				2,537,310

ELMSWELL PARISH COUNCIL

Supporting Statement to the Accounts 2019/2020

1 **Assets**

- 1.1 Asset disposals in the year, as indicated in the Register, amount to £0.00.
- 1.2 Asset acquisitions, as indicated in the Register, amount to £806,840.00.

2 **Contracts**

- 2.1 EPC is party to contracts with:
 - 2.1.1 Suffolk County Council re. energy costs & maintenance of all EPC-owned street lights;
 - 2.1.2 Top Garden Garden Services re. cemetery grounds maintenance;
 - 2.1.3 Top Garden Garden Services re. Crown Mill, Clay Field grounds maintenance;
 - 2.1.4 Command Pest Control for services at the allotments;
 - 2.1.5 Plusnet re. broadband provision;
 - 2.1.6 EDF, CNG, Wave re. utilities supplies;
 - 2.1.7 Vertas re. grass cutting at Blackbourne;
 - 2.1.8 Mid Suffolk District Council for wheelie-bin & brown bin supply & uplift at Blackbourne;
 - 2.1.9 Gradwell re. telephone line rental & calls;
 - 2.1.10 Sharp Business Systems UK re photocopier consumables & maintenance;
 - 2.1.11 Ecoliving re Blackbourne GSHP maintenance.
- 2.2 EPC retains as preferred contractors for small works:
 - 2.2.1 Wayne Salmon Electrical re. electrical work;
 - 2.2.2 Andrew Clarke re. general maintenance;
 - 2.2.3 Wayne Jarvis Tree Services re tree maintenance;
 - 2.2.4 RTA Plumbing re minor plumbing works;
 - 2.2.5 Steve Gage Computer Services re IT support.
- 2.3 EPC specifies Gary Smith as sole contractor, paid by others, to operate as gravedigger for all interments, other than those of cremated remains, in the Elmswell cemetery.

3 **Leases**

- 3.1 EPC has lease agreements with:
 - 3.1.1 Abellio Greater Anglia re buildings on Elmswell Station;
 - 3.1.2 Travel Stop re. buildings on Elmswell Station;
 - 3.1.3 Graham Styles re the Railway Tavern.

4 **Binding agreements**

- 4.1 EPC has agreements with:
 - 4.1.1 31 allotment holders as Tenancy agreements;
 - 4.1.2 The Blackbourne & Wesley Management Association re. the management of the hall and premises at Blackbourne Meadow and at Wesley chapel and hall;
 - 4.1.3 Relatives / estate managers and successors in title of deceased interred at cemetery;
 - 4.1.4 Holders of certificates of advanced rights in perpetuity at the cemetery.

5 **Section 137 payments**

- 5.1 Under the power conferred by s137 of the 1972 Local Government Act, and qualified by s36 of the Local Government & Housing Act of 1989, EPC had no recourse to making payments reliant upon s137 legislation given the Councils qualification under the General Power of Competence.

...over...

6 **Contingent liabilities**
EPC has a current net liability of £281,207 to Seamans Builders as outstanding payment due on the Wesley project.

7 **Agencies**

7.1	EPC made the following payments to professional agencies:	
7.1.1	Burnett Barker re GK preliminaries	£500.00
7.1.2	Anthony Collins re CLT	£500.00
7.1.3	Lacy Scott & Knight – GK site feasibility	£4500.00
7.1.4	Greene & Greene – GK purchase solicitors fee	£7843.65
7.1.5	KLH Architects – GK layout/public consultation	£1000.00
7.1.6	John Casson – GK site valuation report	£500.00
7.1.7	Greene & Greene – new land at Blackbourne legal costs	£3000.00
7.1.8	James Aldridge – Wesley scaffold licence	£900.00
7.1.9	TOTAL	£18743.65

8 **Superannuation**

Contributions made to pension funds on behalf of EPC employees £188.60

9 **Publicity**

9.1 EPC made the following payments in respect of advertising, public relations and publicity:
9.1.1 to the Elmswell Newsletter re EPC reports & on behalf of BWMA £1895.00

10 **Approval**

The above Supporting Statement, together with the related Income & Expenditure Report, Balance Sheet and Register of Assets, present fairly the financial position of EPC at the end of the accounting year 2020. The figures are compiled using accepted accounting protocols and procedures and in line with the recommendations of the NALC / SLCC 2019 Practitioners' Guide to Governance and Accountability for Local Councils in England, a copy of which is available from the Clerk for reference by Councillors and Public.

Signed Chairman of Council

Dated

SignedResponsible Finance Officer

Dated