

## RFO REPORT – 21<sup>st</sup> May 2024

| SOUTH STOKE PARISH COUNCIL   |  |  |  | Receipt and Payment Analysis as at :- |  |         |         | 01/05/2024  |
|--|--|--|--|---------------------------------------|--|---------|---------|-------------|
|  |  |  |  |                                       |  | Budget  | Actual  | Variation   |
|  |  |  |  | Note                                  |  | 2024/25 | to date | from budget |
| <b>RECEIPTS</b>  |  |  |  |                                       |  |         |         |             |
| Parks & Open Spaces  |  |  |  |                                       |  | 0       | 0       | 0           |
| Community Infrastructure Levy  |  |  |  |                                       |  | 0       | 0       | 0           |
| B&NES Agency Services (Footpath Clearing)  |  |  |  |                                       |  | 500     | 509     | 9           |
| B&NES Agency Services (Churchyard)   |  |  |  | 2                                     |  | 974     | 0       | -974        |
| <b>Agency Services Sub Total</b>   |  |  |  |                                       |  | 1474    | 509     | -965        |
| Allotment Rents  |  |  |  |                                       |  | 160     | 20      | -140        |
| Precept  |  |  |  |                                       |  | 19450   | 9725    | -9725       |
| Bank Interest  |  |  |  |                                       |  | 2000    | 0       | -2000       |
| Other Income   |  |  |  |                                       |  | 0       | 0       | 0           |
| VAT Refund   |  |  |  |                                       |  | 2500    | 0       | -2500       |
| <b>TOTAL RECEIPTS</b>  |  |  |  |                                       |  | 25584   | 10254   | -15330      |
| <b>PAYMENTS (Ex VAT)</b>   |  |  |  | 1                                     |  |         |         |             |
| <b>Parks &amp; Open spaces</b>   |  |  |  |                                       |  |         |         |             |
| Village Green upkeep   |  |  |  |                                       |  | 250     | 0       | -250        |
| Millennium Viewpoint & Wood  |  |  |  |                                       |  | 100     | 0       | -100        |
| <b>Sub-total</b>   |  |  |  |                                       |  | 350     | 0       | -350        |
| <b>General Administration</b>  |  |  |  |                                       |  |         |         |             |
| Postage, stationery, printing etc.   |  |  |  |                                       |  | 250     | 0       | -250        |
| Insurance  |  |  |  |                                       |  | 350     | 300     | -50         |
| Parish Hall Hire   |  |  |  |                                       |  | 300     | 0       | -300        |
| Clerk Remuneration   |  |  |  |                                       |  | 8650    | 807     | -7843       |
| Bank and Audit Fees  |  |  |  |                                       |  | 550     | 8       | -542        |
| Society of Local Council Clerks  |  |  |  |                                       |  | 150     | 117     | -33         |
| ALCA   |  |  |  |                                       |  | 121     | 153     | 32          |
| Data Protection Act  |  |  |  |                                       |  | 35      | 0       | -35         |
| Website Hosting and Maintenance  |  |  |  |                                       |  | 200     | 13      | -187        |
| Publications, books and Training etc.  |  |  |  |                                       |  | 120     | 40      | -80         |
| <b>Sub-total</b>   |  |  |  |                                       |  | 10726   | 1439    | -9287       |
| <b>Agency Services</b>   |  |  |  |                                       |  |         |         |             |
| Roadsweeping wages   |  |  |  |                                       |  | 8720    | 473     | -8247       |
| Roadsweeping other costs   |  |  |  |                                       |  | 100     | 0       | -100        |
| Footpath clearance   |  |  |  |                                       |  | 420     | 0       | -420        |
| Churchyard Upkeep  |  |  |  | 2                                     |  | 1000    | 0       | -1000       |
| <b>Sub-total</b>   |  |  |  |                                       |  | 10240   | 473     | -9767       |
| <b>Allotments</b>  |  |  |  |                                       |  |         |         |             |
| Allotments rent  |  |  |  |                                       |  | 60      | 0       | -60         |
| Allotments maintenance   |  |  |  |                                       |  | 50      | 0       | -50         |
| <b>Sub-total</b>   |  |  |  |                                       |  | 110     | 0       | -110        |
| <b>Public lighting</b>   |  |  |  |                                       |  |         |         |             |
| Electricity  |  |  |  |                                       |  | 360     | 16      | -344        |
| Routine Maintenance  |  |  |  |                                       |  | 0       | 0       | 0           |
| <b>Sub-total</b>   |  |  |  |                                       |  | 360     | 16      | -344        |
| <b>S137 Payments</b>   |  |  |  |                                       |  |         |         |             |
| Avon Wildlife Trust  |  |  |  |                                       |  | 50      | 0       | -50         |
| Bath Preservation Trust  |  |  |  |                                       |  | 20      | 0       | -20         |
| CPRE   |  |  |  |                                       |  | 60      | 0       | -60         |
| <b>Sub-total</b>   |  |  |  |                                       |  | 130     | 0       | -130        |
| <b>Other Non-recurring Items</b>   |  |  |  |                                       |  |         |         |             |
| Grant to Parish Hall   |  |  |  |                                       |  | 0       | 0       | 0           |
| Community Infrastructure Payments  |  |  |  |                                       |  | 5000    | 4744    | -256        |
| Professional & Legal Advice  |  |  |  |                                       |  | 1000    | 0       | -1000       |
| Other Expenditure  |  |  |  |                                       |  | 3000    | 0       | -3000       |
|  |  |  |  |                                       |  | 9000    | 4744    | -4256       |
| <b>TOTAL PAYMENTS</b>  |  |  |  |                                       |  | 30916   | 6671    | -24245      |
| <b>Excess of Income over Expenditure</b>   |  |  |  |                                       |  | 5332    | 3583    | 8915        |
| <b>Reclaimable VAT</b>   |  |  |  |                                       |  | 2500    | 952     |             |
| <b>Total Gross Payments</b>  |  |  |  |                                       |  | 33416   | 7623.42 |             |
| <b>Note 1. Payments exclude VAT unless it cannot be re-claimed.</b>  |  |  |  |                                       |  |         |         |             |
| <b>Note 2. Churchyard upkeep is a ringfenced account. The remaining surplus from previous years is retained solely for that purpose.</b> |  |  |  |                                       |  |         |         |             |

# RFO REPORT – 21<sup>st</sup> May 2024

## BANK RECONCILIATION

Financial Year Ending 31<sup>st</sup> March 2025

Prepared by **Mr. Geoffrey Davis** Clerk and Responsible Financial Officer on **13/05/2024**

|   |                  |                         |
|---|------------------|-------------------------|
| <b>Balance per Bank Statements as at 01/05/2024</b>   |                  |                         |
| Current Account HSBC  | 11,035.55        |                         |
| Deposit Account Bath Building Society   | 8,998.55         |                         |
| Deposit Acc ex.-Base rate Tracker Bond - Bath Building Society  | 22,438.95        |                         |
| Of which  |                  | 42,473.05               |
| <b>Community Infrastructure Balance - unspent</b>   | 11,745.94        |                         |
| <b>SDDP Contributions - Unspent</b>   | 292.00           |                         |
| <b>Churchyard Agency Fund</b>   | 1,476.95         |                         |
|   | <u>13,514.89</u> |                         |
| <b>Unrestricted Funds</b>   | 28,958.16        |                         |
| <b>LESS</b> Un-presented cheques: (inc. VAT)  |                  |                         |
| Sub Total   |                  | 0.00                    |
| <b>PLUS</b> Unpresented Credits   |                  |                         |
|   |                  | 0.00                    |
| <b>Net Balance as at 1st May 2024</b>   |                  | <u><b>42,473.05</b></u> |
| <br><b>The net balance reconciles to the Cash Book (receipts and payments account) for the year, as follows:-</b> |                  |                         |
| <b>CASH BOOK</b>  |                  |                         |
| <u><b>Opening Balance 01/04/2023</b></u>  |                  |                         |
| Current Account HSBC  | 8,405.26         |                         |
| Deposit Account Bath Building Society   | 8,998.55         |                         |
| Base rate Tracker Bond - Bath Building Society  | 22,438.95        |                         |
| Of which  |                  | 39,842.76               |
| <b>Community Infrastructure Balance - unspent</b>   | 17,421.94        |                         |
| <b>SDDP Contributions - Unspent</b>   | 292.00           |                         |
| <b>Churchyard Agency Fund</b>   | 1,476.95         |                         |
|   | <u>19,190.89</u> |                         |
| Plus Receipts in the year   |                  | 10,253.71               |
|   |                  | <u>50,096.47</u>        |
| Less Payments in the year   |                  | 7,623.42                |
| <b>Closing Balance per cash book (receipts and payments book) on 01/05/2024</b>                                   |                  | <u><b>42,473.05</b></u> |

Councillor .....

Clerk .....

Print Name:

**Mr. G. Davis**

Dated 21/05/2024

## RFO REPORT – 21<sup>st</sup> May 2024

1. The April Precept payment of £9275 has been received, and also the Agency Footpaths Payment of £508.71.
2. All Allotment Rents have been received.
3. Insurance has been renewed with Zurich as it remains by far the best value.
4. The HSBC Bank Mandate will now be updated to have five Cllrs and Clerk as the signatories to the Account.
5. The Clerk still needs to discuss with HSBC arrangements for Notifications, and Dual Signing. Then based on what Council decides having reviewed the Internal Audit report, arrangements can be put in place.
6. The Financial Regulations will then be amended once these remaining matters are in place.

| Receipts since meeting on 19th March 2024 |                              |                            |         |
|---|------------------------------|----------------------------|---------|
| 25  | Robert Williams              | Allotment rent 2024-25     | 10.00   |
| 26  | mark Jelbert                 | Allotment rent 2024-25     | 10.00   |
| 27  | Paula Davis                  | Allotment rent 2024-25     | 10.00   |
| 28  | Christina Sandford           | Allotment rent 2024-25     | 10.00   |
| 29  | Patrick Self                 | Allotment rent 2024-25     | 10.00   |
| 30  | Anne Fox                     | Allotment rent 2024-25     | 10.00   |
| 31  | Neville                      | Allotment rent 2024-25     | 20.00   |
| 32  | McGuire/Dawson&Legard/Carter | Allotment rent 2024-25     | 40.00   |
| 1   | B&NES Council                | Precept Payment Apr 24     | 9725.00 |
| 2   | Maria Tylergill              | Allotment Rent 2024-25 2A  | 10.00   |
| 3   | Catherine Napper             | Allotment Rent 2024-25 1B  | 10.00   |
| 4   | B&NES Council                | Footpaths Agency Agreement | 508.71  |

| Payments approved as standing payments or at meeting on 19th March which have now been made. |                         |  |         |
|--|-------------------------|--|---------|
| 17:32:47   | Mr. G Davis             | Toolstation PPE for Parish Sweeper     | 83.38   |
| DD266-Feb  | N-Power                 | Electricity 01/02/24 - 29/02/24        | 15.92   |
| BNKChg-Feb   | HSBC                    | Bank Charges February                  | 8.00    |
| 19:57:02   | Grant Davis             | Village Sweeper 25/02/24 to 31/03/2024 | 591.00  |
| 20:00:01   | Mr. G. Davis            | Parish Clerk March 2024                | 538.15  |
| 20:44:31   | Alan Bailes Consultancy | Review of Transport Assessment         | 2970.00 |
| 20:02:15   | HMRC                    | Month 12 Paye                          | 134.60  |
| 21:25:09   | Office Reailty          | Village Hall Chairs                    | 5676.00 |
| 21:28:00   | Mr G Davis              | i-Page Mailbox Extension for PBL       | 15.59   |
| 21:30:38   | ALCA                    | Subs 2024-25                           | 152.98  |
| 21:33:48   | Mr. G. Davis            | B&Q HDMi Extension for Village Hall    | 17.00   |
| 10:36:33   | ALCA                    | Councillor Training Mark Knowlton      | 40.00   |
| DD266-Mar  | N-Power                 | Electricity 01/03/24 - 31/03/24        | 16.39   |
| BNKChg-Mar   | HSBC                    | Bank Charges March                     | 8.00    |
| 16:20:37   | Grant davis             | Village Sweeper 01/04/24 to 28/04/2024 | 472.80  |
| 16:23:43   | Mr. G. Davis            | Parish Clerk April 2024                | 538.35  |
| 10:28:19   | SLCC                    | Membership Renewal 2024 SSPC portion   | 117.31  |
| 10:33:04   | Zurich Insurance        | Insurance Renewal                      | 300.00  |
| 16:25:30   | HMRC                    | Month 1 Paye 2024-25                   | 134.40  |

### Payments for approval which have been made since 21<sup>st</sup> May 2024 or are yet to be made.

SummerLane Books Ltd - P Dawson      Internal Audit Fee 2023-24      125.00

Councillor .....

Clerk .....

Print Name:

**Mr. G. Davis**

Dated 21/05/2024

# RFO REPORT – 21<sup>st</sup> May 2024

| <b>SOUTH STOKE PARISH COUNCIL</b>  | <b>COMMUNITY<br/>INFRASTRUCTURE LEVY -<br/>Annual report</b> |
|--|--|
| <b>Reporting period: CIL Monies received by the Council to:-</b>   | <b>31st MARCH 2025</b>                                       |
| <b>a) CIL Receipts</b>   |  |
| Total amount of CIL received in financial year (2017/18)   | £2,658.72  |
| Total amount of CIL received in financial year (2018/19)   | £10.76   |
| Total amount of CIL received in financial year (2019/20)   | £0.00  |
| Total amount of CIL received in financial year (2020/21)   | £0.00  |
| Total amount of CIL received in financial year (2021/22)   | £27,680.49   |
| Total amount of CIL received in financial year (2022/23)   | £28,016.93   |
| Total amount of CIL received in financial year (2023/24)   | £0.00  |
| <b>Total</b>   | <b>£58,366.90</b>  |
| Total amount of CIL received in financial year (2024/25)   | <b>£0.00</b>   |
| <b>Total CIL Receipts</b>  | <b>£58,366.90</b>  |
| <b>b) CIL Expenditure</b>  |  |
| Total amount of CIL spent to end of financial year (2022/23)   | <b>£46,620.96</b>  |
| <b>c) Items on which CIL has been spent</b>  |  |
| New Litter Bin - Churchyard Wall   | £308.40  |
| Street Lighting Inspections, tests and Maintenance   | £772.11  |
| Road Safety Improvements. Speed Limit Signage  | £2,621.86  |
| Jubilee Beacon Burner and Pole   | £370.00  |
| Replacement Window Village Hall  | £4,480.00  |
| StreetLight Replacement/Upgrade/Repair South Stoke Village and B3110   | £9,994.69  |
| Asbestos Sample - Village Hall   | £58.80   |
| Village Hall - LED Lighting Upgrade  | £2,838.00  |
| Village Hall Audio System  | £4,794.00  |
| Village Hall Video Display Screen  | £5,580.00  |
| Village Hall Curtains 50% Deposit  | £2,584.30  |
| Redecoration of Village Hall   | £3,958.50  |
| Village Hall Curtains - Balance  | £2,584.30  |
| Village Hall Chairs  | £5,676.00  |
| <b>d) Monies requested / recovered from Parish Council (Reg 59E, 59F)</b>  |  |
| Monies which have been requested, or recovered, from the Parish Council to the financial year (2023/24)                          | £0.00  |
| <b>e) CIL retained</b>   |  |
| i. Total amount of CIL received in the financial year (2024/25) and retained (unspent) at the end of the reported year (2024/25) | <b>£0.00</b>   |
| ii. Total amount of CIL received in previous year(s) and retained (unspent) at the end of the reported year (2024/25)            | <b>£11,745.94</b>  |
| <b>Total CIL receipts retained (unspent)</b>   | <b>£11,745.94</b>  |
| <b>Commitments awaiting completion /invoicing</b>  |  |
| Midford Phone Box Relocate/Refurbish/Repurpose   | £6,000.00  |
| SCCS - Brushcutters  | £1,336.00  |
| Trainee/Assistant Clerk 2024/25 (9 Months)   | £1,568.00  |
| <b>Total</b>   | <b>£8,904.00</b>   |
| <b>Uncommitted Balance</b>   | <b>£2,841.94</b>   |

Councillor .....

Clerk .....

Print Name:

**Mr. G. Davis**

Dated 21/05/2024