

# Ingatestone and Fryerning Parish Council Annual Report 2016/2017

## Membership of the Parish Council as at 31st March 2017

- ⇒ Paul Jeater (Chair)
- ⇒ Phill Poston (Vice-Chair)
- ⇒ David Abrey
- ⇒ Toby Blunsten
- ⇒ Linda Boyce
- ⇒ Mary Bryant (resigned April 2017)
- ⇒ Peter Davey
- ⇒ Lyndon Day
- ⇒ Donald Frost
- ⇒ Julie Fowkes
- ⇒ Dawn Jelley
- ⇒ Phil Lackford
- ⇒ Rachel Lee
- ⇒ Kate Sutton
- ⇒ Jane Winter

## Dates, venues and times of regular meetings

All meetings are held at 7.30pm in Ingatestone Library, High Street unless otherwise stated.

All agendas are published 5 days in advance of the meeting on the Parish Council noticeboards, Facebook and Parish Council website.

Full Council meets on the 1st Thursday of the month.

Churchyards and Environments Committee meets on the 2nd Monday of the month.

Policy and Resources Committee meetings on the 3rd Monday of the month.

Planning Committee meets every other Thursday at 9.30am in Ingatestone Library.

Minutes of all meetings are available on the Parish Council website, Ingatestone Library and from the Parish Council office

[www.ingatestone-fryerningpc.gov.uk](http://www.ingatestone-fryerningpc.gov.uk)



## Officers of the Parish Council as at 31st March 2017

- ⇒ Abigail Wood (Parish Clerk and Responsible Financial Officer)
- ⇒ Rosemary Spouge (Assistant Parish Clerk)
- ⇒ Jose Wise (Administrative Assistant)

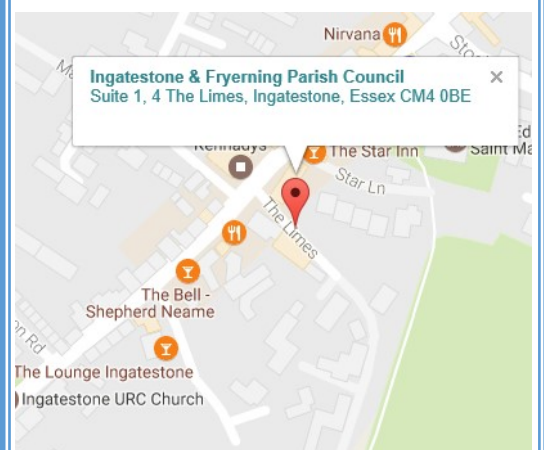
## Parish Office

Suite 1, 4 The Limes, Ingatestone, Essex, CM4 0BE

Open Tuesday—Thursday 9-5pm except over the Christmas period. Please note that sometimes due to holidays, opening times may differ

Tel: 01277 353315

Email: [office@ingatestone-fryerningpc.gov.uk](mailto:office@ingatestone-fryerningpc.gov.uk)



## **Chairman's Report Looking back on 2016 / 2017**

It has been a year of change for Ingatestone and Fryerning Parish Council. Firstly, we moved office in September 2016 from 118 High Street to Suite 1, 4 The Limes. The office has extended its opening times to 9-5 Tuesday to Thursday. The move resulted in a great deal of additional work and hours and great thanks are due to the staff of the Parish Council for their effort and commitment. Thanks are also due to Cllr Peter Davey who acted on behalf of the council in negotiating a new lease on premises that both cut Parish Council costs and has improved the working environment for the staff. Finally thanks should also go to the Essex County Council CIF Award for furnishing the new office and updating our IT equipment.

During the year, the Parish Council lost the services of former Councillors, Dave Whittaker and Mary Bryant. I would like to record the thanks of the Parish Council to Dave and Mary for their many years of dedicated service. I am delighted to have welcomed Cllr Dawn Jelley who joined the Parish Council in February and has already made significant contributions based on her professional journalism skills. At the time of writing, we have one vacancy which we hope to fill over the coming weeks.

In the past twelve months, the Parish Council has initiated and, in some cases completed a number of major projects to maintain and improve the facilities of the parish. In Fryerning Cemetery, a new path was laid which has made the site more accessible to all. We now hope to increase seating at the cemetery through a bench sponsorship programme to enable quiet reflection and rest for visitors.

The nearby Lychgate has undergone the first phase of major renovation – the roof has been renewed and brickwork secured and over the next few months, the remaining flint work will be reset. All this work was essential to prevent the building falling into disrepair and was long overdue.

In September, we embarked upon what has been our most ambitious project this year with the overall aim of allowing parishioners full access to Fairfield Pond and to turn the area into a destination. The pond was dredged; the banks were smoothed and a revetment installed to prevent a reoccurrence of flooding near the

skate park. Work is still underway on the landscaping and planting of the site and should be completed by the end of 2017. Significant funding was acquired for this project from ECC CIF award, furthermore a new interpretation panel, additional seating and bins have been installed thanks to a grant from the Essex Heritage Fund. The Parish Council would like to acknowledge their appreciation to these bodies for their support.

The other major challenge that the Parish Council has faced is to secure the future of Seymour Field and Pavilion. Progress has been painfully slow and negotiations with Brentwood Borough Council have dragged on for over a year. However, there is a growing sense of optimism that an agreement is within reach so that the Parish Council may acquire a 25-year lease. This will enable us to ensure that the field remains for recreational use by all residents and will also allow us to seek grant aid to modernise and refurbish the pavilion so that it becomes a real community asset.

During the past year, the Parish Council has made considerable effort to improve communication with parishioners. Last summer a Parish Questionnaire was circulated and we would like to thank those residents who responded. The findings (available on our website) have given us a deeper understanding as to the priorities of the people of Ingatestone and Fryerning. In the last 6 months, we have relaunched our Parish Newsletter which will now be distributed 3 times a year which we hope will become a 'go to' publication for community news. Our Facebook page has been resurrected and we are currently investigating a Twitter feed and mobile phone app.

Although we have been successful in securing financial support for many projects this year, we face uncertain times with the loss of grants from Brentwood Borough Council. With the expectation that we will secure Seymour Field and Pavilion during the forthcoming year, it was a difficult but necessary decision to raise the precept for 2017/18.

In summary, 2016/17 has been a busy but fruitful year for the Parish Council. I would like to thank all Councillors for their involvement, support and dedication over this past year. I look forward to serving the community in 2017/18.

**Cllr Paul Jeater**

## Balance Sheet for the year ending 31st March 2017

<u>31/03/2016</u>		Note	<u>Movement in year</u>	<u>31/03/2017</u>
<b>Fixed Assets</b>				
£164,626.66	Assets	1	-£109.07	£164,517.59
<b>£164,626.66</b>			<b>-£109.07</b>	<b>£164,517.59</b>
<b>Current Assets</b>				
£10,124.50	Bank Current Account		£84,269.92	£94,394.42
£114,193.16	Bank Deposit Account	2	-£39,693.16	£0.00
£75,000.00	Nationwide Building Society		£0.00	£75,000.00
£500.00	Yorkshire Building Society		£0.00	£75,000.00
£1,840.53	Parish Youth Council Account	3	£0.00	£1,840.53
£1.49	Cash in hand		£460.47	£461.96
<b>£201,659.68</b>			<b>£45,037.23</b>	<b>£246,696.91</b>
<b>Current Liabilities</b>				
£797.08	Creditors & Accruals	4	-£66.90	£730.18
£2,777.18	VAT	5	-£887.04	£1,890.14
-£2,429.68	PAYE	6	£0.00	-£2,429.48
<b>£1,144.58</b>			<b>-£953.94</b>	<b>£190.84</b>
<b>£200,515.10</b>	<b>Current Assets less Current Liabilities:</b>		<b>£45,991.17</b>	<b>£246,506.07</b>
<b>£365,141.76</b>	<b>Total Assets less Current Liabilities:</b>		<b>£45,882.10</b>	<b>£411,023.66</b>
<b>Capital &amp; Reserves</b>				
£248,805.66	Reserves		-£109.07	£248,696.59
£38,713.45	Profit & Loss Account 2016		£0.00	£116,336.10
£77,622.65	Profit & Loss Account 2017		£45,991.17	£45,991.17
<b>£365,141.76</b>			<b>£45,882.10</b>	<b>£411,023.86</b>

### Notes to the Balance Sheet

- Please see the separate asset sheet for the list of Parish Council Assets. An adjustment figure of £109.07 was made to reflect the difference in disposal and purchase of new computer equipment for the Parish Office.
- The Barclays Bank Deposit Account was closed to ensure the safeguarding of Parish Council funds under the FSCS compensation limits and £75000 transferred to the new Nationwide Building Society and Yorkshire Building Society accounts.
- The Youth Council is currently inactive as Youth Councillors are being sought.
- Creditors include the payment due to Siemens Financial Services Ltd for the photocopier lease from May - August 2017 (£498.10) which will be ending in August 2017 and the Annual Membership of the Clerk to the SLCC (£157).
- Figures consists of VAT owed to the Parish Council by HMRC for the period 1/1/17 - 31/3/17 (£2893.01) less an adjustment made this year to remove a VAT refund received for the period 1/1/14 - 31/3/14 still showing on the accounts (£4783.15) and received prior to Sage being set up.
- Figures consists of an adjustment made this year to remove a NI / PAYE payment dated 1/1/14 - 31/3/14 still showing on the accounts (£2429.48) and received prior to Sage being set up.

## Profit and Loss for the year ending 31st March 2017

<u>31/03/2016</u>		<u>Budget</u>	<u>2016/17 Actual</u>	<u>Variance</u>
<b>Income</b>				
£37,905.50	Brentwood Borough Council Grants	£27,660.00	£27,660.00	£0.00
£135,348.00	Parish Precept	£135,348.00	£135,348.00	£0.00
£34,106.30	Burials & Ashes	£18,000.00	£27,512.10	£9,512.10
£1,045.00	Seymour Field	£1,500.00	£0.00	-£1,500.00
£1,366.63	Christmas Trees	£1,400.00	£1,466.62	£66.62
£8,000.00	Other Grants	7 £0.00	£14,132.00	£14,132.00
£678.89	Other income	8 £400.00	£884.75	£484.75
£250.00	Other Youth Council income	£0.00	£0.00	£0.00
<b>£218,700.32</b>			<b>£207,003.47</b>	
<b>Purchases</b>				
£219.66	Purchase of items for resale	£0.00	£197.00	£197.00
£5,262.00	Christmas Trees	£5,370.00	£3,617.00	-£1,753.00
£329.00	Events	9 £1,110.00	£1,763.05	£653.05
<b>£5,810.66</b>			<b>£5,577.05</b>	
<b>Upkeep of Churchyards, Cemetery and Open areas</b>				
£750.00	Fryerning Cemetery - Flowers	£0.00	£0.00	£0.00
£340.00	Fryerning Cemetery -Trees	£2,500.00	£0.00	-£2,500.00
£928.33	Fryerning Cemetery -Interments	£1,560.00	£900.00	-£660.00
£14,766.31	Fryerning Cemetery Ground Maint	10 £39,465.00	£40,300.24	£835.24
£1,949.19	Fryerning Cemetery - Skip and bin hire	£1,860.00	£1,565.77	-£294.23
£4,836.00	Ingatstone Churchyards	£4,720.00	£4,804.96	£84.96
£4,672.00	High Street - Plants and watering	£4,450.00	£4,450.08	£0.08
£25,620.00	Fairfield - Repairs and renewals	£8,400.00	£2,963.20	-£5,436.80
£4,656.96	Fairfield - Bin emptying and litter picking	£5,669.00	£5,649.84	-£19.16
£2,895.00	Fairfield - Trees	£4,000.00	£0.00	-£4,000.00
£0.00	Fairfield - Pond maintenance	11 £16,000.00	£12,518.93	-£3,481.07
£4,470.08	Fairfield - Ground maintenance	£3,400.00	£3,549.96	£149.96
£1,447.40	Seymour Pavilion - Repairs and renewals	£0.00	£0.00	£0.00
£2,064.00	Seymour Pavilion - Cleaning	£0.00	£0.00	£0.00
£0.00	Seymour Pavilion - CHIPS	£0.00	£0.00	£0.00
£314.00	Seymour Pavilion - Water	£0.00	£0.00	£0.00
<b>£69,709.27</b>			<b>£76,702.98</b>	
<b>£143,180.39</b>	<b>Gross Profit/(Loss):</b>		<b>£124,723.44</b>	
<b>Office Expenses</b>				
£197.00	P&R - Church Clock servicing	£220.00	£203.00	-£17.00
£1,083.33	Car parking agreement	£1,100.00	£1,108.38	£8.38
£0.00	Office move	12 £11,084.00	£10,618.04	-£465.96

<u>31/03/2016</u>			<u>Budget</u>	<u>2016/17 Actual</u>	<u>Variance</u>
£40,316.84	Office staff salaries		£40,500.00	£37,864.10	-£2,635.90
£9,504.30	Office Rent ,Rates & Insurance	13	£12,410.00	£6,500.04	-£5,909.96
£1,137.40	Electricity and gas		£2,150.00	£2,386.28	£236.28
£0.00	Travel costs		£0.00	£60.75	£60.75
£2,120.97	Printing Postage & Stationery		£2,000.00	£2,730.25	£730.25
£2,649.80	Telephone, Internet & Website	14	£1,600.00	£2,193.11	£593.11
£1,571.95	Computing & Software	15	£1,500.00	£4,933.85	£3,433.85
£63.00	Mobile Phone		£0.00	£0.00	£0.00
£1,355.10	Legal & Professional		£1,200.00	£1,321.50	£121.50
£2,608.92	Software subscription & equipment leasing		£2,270.00	£2,513.89	£243.89
£853.35	Office repairs / renewals, sundries and refreshments				
			£3,950.00	£1,466.94	-£2,483.06
-£814.01	Donations and Subscriptions	16	£2,200.00	£2,495.38	£295.38
£938.87	Training and travel costs	17	£750.00	£1,019.00	£269.00
£1,970.92	Insurance	18	£2,100.00	£1,317.76	-£782.24
<b>£65,557.74</b>				<b>£78,732.27</b>	
<b>£77,622.65</b>	<b>Net Profit/(Loss):</b>			<b>£45,991.17</b>	

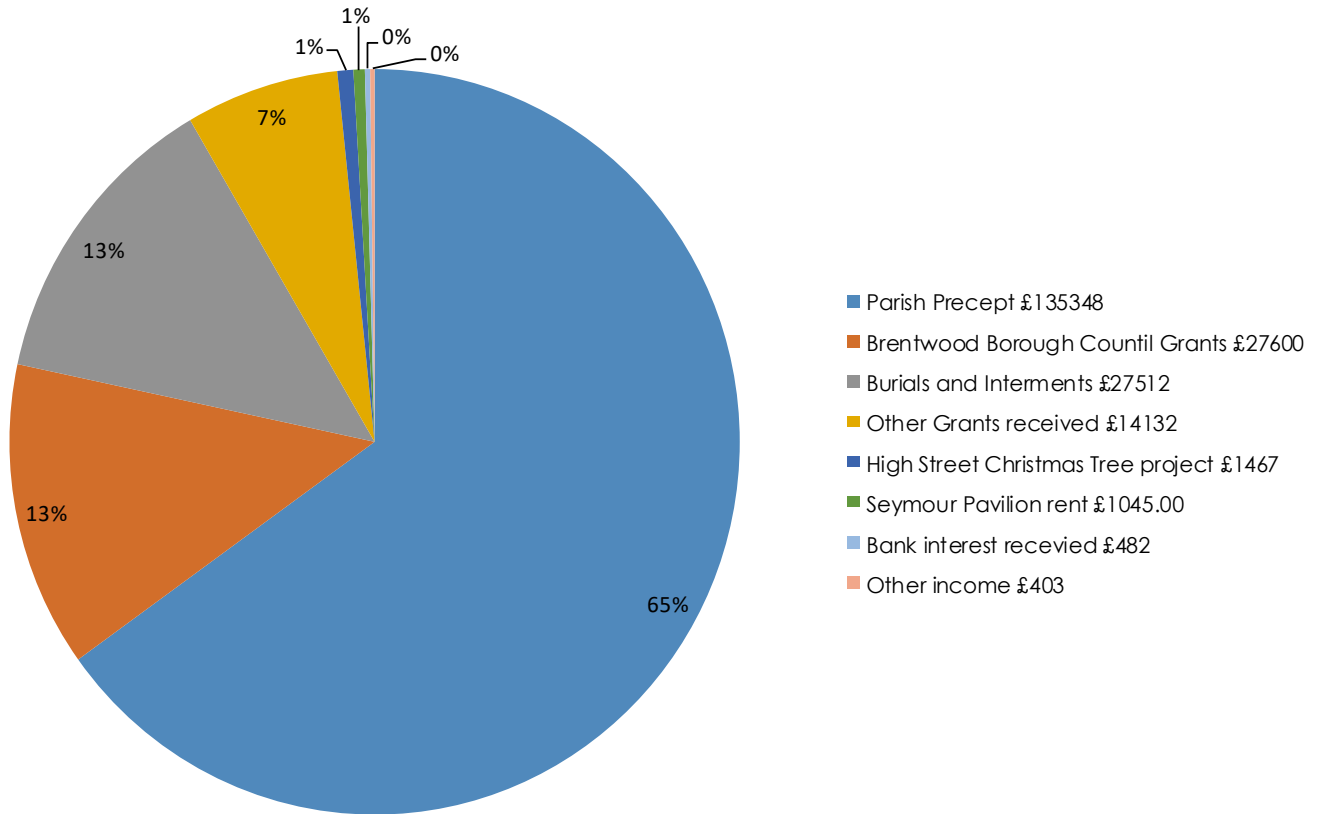
#### Notes to the Profit and Loss

7. Grants received were for the Fairfield Pond Renovation - £7000 - and for the Parish Council Office Move - £7132 - from Essex County Council CIF. A further grant of £2500 from the Essex Heritage Trust will be paid on completion of the installation of the Fairfield Pond Interpretation Panel, benches and bins and will appear in the 2017/18 accounts.
8. Other income consists of: Bank Interest (£482.25) and sales of souvenirs (£402.50).
9. Events exceeded the budget by £653.05 due to the decision by the Parish Council to purchase and erect Union Jack Flags to celebrate the Queen's 90th Birthday.
10. Fryerning Cemetery grounds maintenance includes the work undertaken to resurface the cemetery paths (£14890) and the renovation of the Lychgate (£11100).
11. The works on Fairfield Pond were underbudget by £3481.07 and further subsidised by the grant received from Essex County Council CIF award for £7000.
12. The Parish Council were served notice to quit their previous address in February 2016 and moved to Suite 1, 4 The Limes in September 2016. The move and subsequent office refurbishments came in underbudget by £465.96 and further part subsidised by the grant received from Essex County Council CIF award for £7132.
13. Rent at the previous office was £1850 per quarter and did not include utilities or rates. The cost per quarter for Suite 1, 4 The Limes is £1125 per quarter and includes all rates and utilities. The budget figure was calculated at the start of 2016 when the Parish Council were considering relocating to 74 High Street.
14. Telephone, internet and website exceeded the budget by £593.11 due to emergency works required on the Parish Council website (new firewall required £180 and pdf indexer £110) and a new telephone system due to the Office move (£285), however this was funded by the Essex County Council CIF award.
15. Computing and Software exceeded the budget by £3433.85 due to the requirement to purchase new computer equipment as warranties on the old equipment had ended. These purchases were part funded by the Essex County Council CIF award.
16. This figure includes the donation to the Victorian Evening of £1000.
17. Training costs exceeded the budget by £269 due to new Councillors joining and requiring training and the new Personnel Committee requiring training on the latest employment legislation.
18. Insurance decreased in the year due to the Parish Council no longer having responsibility for Seymour Field Pavilion.

## Breakdown of income received by category

1/4/16 - 31/3/17

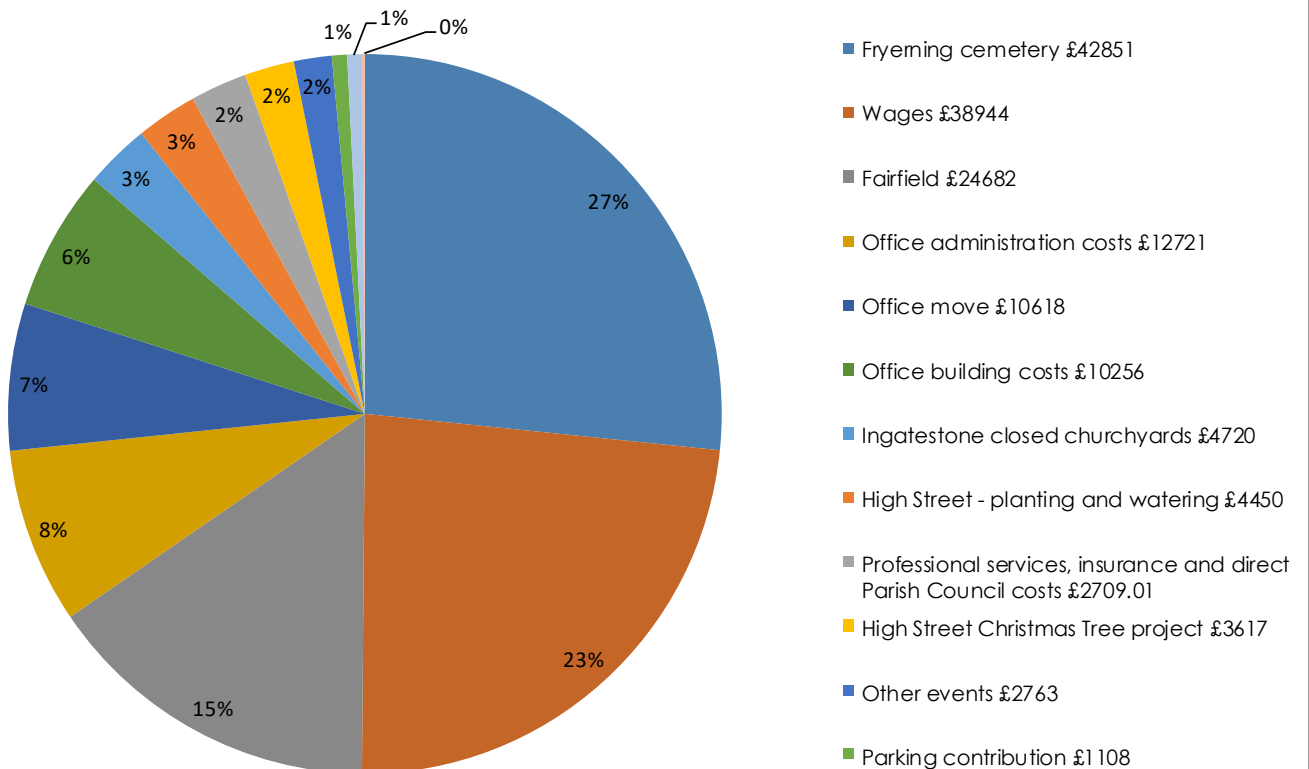
Ingatstone and Fryerning Parish Council



## Breakdown of spend by category

1/4/16 - 31/3/17

Ingatstone and Fryerning Parish Council



**Ingatestone and Fryerning Parish Council  
Asset Register as at March 2017**

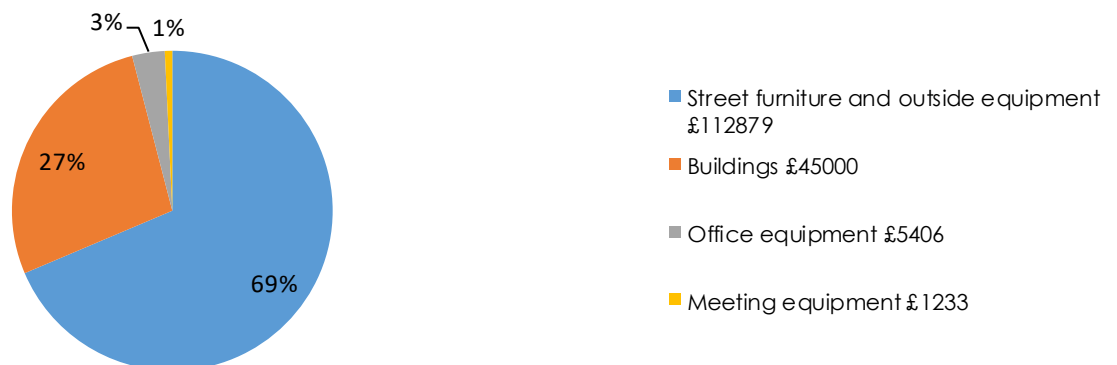
It is a requirement for Parish Councils to state the value of the assets at the original cost or insurance value. Parish Councils are unable to depreciate assets over time.

Description	Original cost	Location
Lychgate, Fryerning	£45000	Fryerning
<b>Office equipment</b>		
IT equipment	£3942	Office
Office equipment	£1464	Office
<b>Street furniture and outside equipment</b>		
Skate park and MUGA	£58058	Fairfield
Younger children's play area	£24143	Fairfield
Benches and picnic tables	£9018	Fairfield
Village signs	£8030	Either end of Ingatestone
War memorial	£6159	St Edmunds and St Mary's Churchyard
Interpretation panel	£750	Fairfield pond
Wooden planters	£875	Various sites
Litter bins	£2078	Various sites
Gates and fencing	£3768	Fairfield
<b>Meeting equipment</b>		
Folding chairs	£700	Lychgate
Folding tables	£533	Lychgate
Total value of assets	£164518	

**Breakdown of assets by category**

1/4/16 - 31/3/17

Ingatestone and Fryerning Parish Council



## Summary of unaudited Annual Return (audited return due September 2017)

	Year ending 31st March 2016	Year ending 31st March 2017
Balance brought forward	121775	201660
Annual Precept	135348	135348
Total other receipts	85488	71655
Staff costs	40317	37864
Loan interest / capital repayments	0	0
Total other payments	100635	123148
Balance carried forward	201660	247651
Total cash and investments	201660	246697
Total fixed assets and long term investments	164627	164518
Total borrowings	0	0

### How often did your Councillors attend meetings?

	Full Council	Churchyards and Environ-	Policy and Resources	Planning
<b>Total number of meetings (1/4/16—31/3/17)</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>25</b>
Paul Jeater (Chair)	11	12	12	
Phill Poston (Vice-Chair)	7	1	1	13
David Abrey	10		10	23
Toby Blunsten	11	12		
Linda Boyce	8	9	11	
Mary Bryant (resigned April 2017)	7		5	2
Peter Davey	12		11	18
Lyndon Day	11		8	22
Donald Frost	11		11	
Julie Fowkes	7	6		
Dawn Jelley (joined February 2017)	2/2	2/2		
Phil Lackford	5	8		
Rachel Lee	9	11		
Kate Sutton	8			14
Jane Winter	9			16
Dave Whittaker (resigned October 2016)	2			