



# Ingatestone and Fryerning Parish Council Annual Accounts 2021/2022

## Membership of the Parish Council as at 31st March 2022

- Paul Jeater (Chair)
- Pete Batchelor
- Peter Davey
- Lee Emmett
- Amy Farrant
- Martyn Hart
- Rachel Lee
- Marilyn Marston
- Roy Pittman
- Phill Poston
- Caroline Russell
- Darryl Sankey
- Rawnie Whittow-Williams
- Jane Winter
- 1 vacancy

## Officers of the Parish Council as at 31st March 2022

- Abigail Wood (Parish Clerk and Responsible Financial Officer)
- Rosemary Spouge (Assistant Parish Clerk)
- Jose Wise (Administrative Assistant)
- Alan Wright (Parish Caretaker)
- Rory Skepelhorn (Communications Officer)

## Parish Office

Suite 2, 4 The Limes, Ingatestone, Essex, CM4 0BE

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

Tel: 01277 676759

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



**@IngFryPC**

**Balance sheet for y/e 31st March 2022**

<b>31/03/2021</b>	<b>Assets</b>	<b>31/03/2022</b>	<b>Notes</b>
211,636.29	Fixed Assets	270,345.46	1
5,051.80	Debtors & Prepayments	(83,119.06)	2
21,855.65	Bank Current Account	102,787.24	
80,318.39	Bank Savings Account	85,001.56	
86,475.34	Nationwide Building Society	0.00	3
86,459.88	Yorkshire Building Society	86,876.79	
90.82	Cash in hand	178.10	
<b>280,251.88</b>		<b>191,724.63</b>	
	<b>Current Liabilities</b>		
1,328.16	Creditors & Accruals	387.16	
(4,852.44)	VAT OWED to the parish council	(8,063.01)	4
<b>(3,524.28)</b>		<b>(7,675.85)</b>	
<b>283,776.16</b>	<b>Current Assets less Current Liabilities:</b>	<b>199,400.48</b>	
<b>495,412.45</b>	<b>Total Assets less Current Liabilities:</b>	<b>469,745.94</b>	
	<b>Capital &amp; Reserves</b>		
295,715.29	Reserves	354,424.46	
213,020.06	Profit & Loss Account (2021)	199,697.16	
(13,322.90)	Profit & Loss Account (2022)	(84,375.68)	
<b>495,412.45</b>		<b>469,745.94</b>	

**Income and Expenditure for y/e 31st March 2022**

<b>31/03/2021</b>	<b>Income</b>		
173,839.00	Parish Precept	173,839.00	
20,010.75	Burials & Ashes	22,853.60	
3,067.15	Seymour Field and Hall	8,754.78	
10,000.00	Other Grants	20,693.00	5
495.54	Other income	962.66	6
<b>207,412.44</b>		<b>227,103.04</b>	
	<b>Projects and assets</b>		
245.00	Purchase of items for resale	0.00	
4,827.90	High Street Christmas Trees	5,089.77	
60.00	Events	3,519.47	7
3,678.00	Neighbourhood Plan expenses	1,775.00	8
0.00	Ingatstone Museum	4,400.00	9
1,192.64	Car parking agreement	653.24	10
7,741.71	Grant scheme	2,619.60	11

150.00	Working group budget	181.64	
10,000.00	CCTV contribution	0.00	
720.00	Tetra-pak recycling project	829.50	
0.00	Community garden project	2,880.86	12
		<b>21,949.08</b>	

#### Grounds maintenance

1,075.00	Fryerning Cemetery - Trees	1,031.00	
610.00	Fryerning Cemetery - Interments	810.00	
14,309.92	Fryerning Cemetery - Ground Maintenance	16,172.47	
1,923.77	Fryerning Cemetery - Skip and bin hire	1,321.27	13
5,049.96	Ingatstone Churchyards - Grounds Maintenance	3,099.96	
4,839.96	High Street - Planters and watering	4,839.96	
3,286.00	Fairfield - Repairs and renewals	86,427.23	14
6,068.83	Fairfield - Bin emptying and litter picking	5,144.76	
1,082.92	Fairfield - Tree maintenance	1,033.00	
2,979.96	Fairfield - Ground maintenance	3,025.51	
17,117.46	Seymour Field - maintenance	15,478.57	
8,939.26	Seymour Pavilion- repairs and renewals	5,871.18	15
924.21	Seymour Pavilion - cleaning and litter removal	5,482.62	16
		<b>149,737.53</b>	

#### Office Expenses

78,696.72	Office staff salaries	88,611.65	
19,827.35	Office Rent, Rates & Insurance	29,273.23	17
784.11	Electricity and Gas	1,083.92	
2,801.07	Printing Postage & Stationery	2,094.47	
2,436.08	Telephone, Internet & Website	3,473.32	18
3,439.41	Computing & Software	2,715.25	
830.80	GDPR costs	812.50	
573.66	Software subscriptions and printer maintenance	571.05	
2,985.23	Legal and professional	2,312.50	19
333.51	Office - Repairs, renewals, sundries and refreshments	5,630.73	20
6,096.65	Office move	0.00	
138.75	Bank charges and interest	163.20	
1,485.47	Council subscriptions	1,462.79	
2,075.30	Training	705.53	
688.73	Insurance	664.14	
<b>220,735.34</b>		<b>139,792.11</b>	
<b>(13,322.90)</b>	<b>Net Profit/(Loss):</b>		<b>(84,375.68)</b>

## Notes on the accounts

- 1 This figure includes the purchase of new playground equipment and safety surfacing for Fairfield, 2 new laptops for staff, audio visual equipment (purchased through a grant) for the council chamber, 3 benches and a bin for the community garden (purchased through a grant), new noticeboard for Fairfield and additional tables for the council chamber. Disposals include the old laptops and playground equipment.
- 2 This includes an income prepayment of £88657.89 which was the first instalment of the parish precept received for the year 2022/23. This payment was made by Brentwood Borough Council on the 31 March 2022 and not in the financial year to which it relates.
- 3 The Nationwide Building Society account was closed (23/3/22) due to poor interest rates and the need for cashflow at the end of March 2022, prior to the precept being received.
- 4 The VAT owed to IFPC has been received on the 14 April 2022.
- 5 Local Restrictions Support Grant £10193, ECC Love Essex grant for the Tetra-pak recycling £500, Community Garden grant from Brentwood Borough Council £2940, Covid Safe Community Building Grant from the RCCE £5440, Jubilee grant from the National Lottery £1620.
- 6 This figures includes interest received on the savings account and donation for a memorial bench in Fairfield
- 7 This figure includes a £2716 contribution to the 2 Artisan market events held in Ingatestone in November 2021 and March 2022, which were directly financed from the Local Restrictions Grant received. This grant also paid for the 2 Tommy memorial statues at a cost of £400.
- 8 This expense was for the Basic Conditions Statement which is legally required for the progression of the neighbourhood plan. This is the final expense for this project, subject to a successful examination and referendum.
- 9 This is for the legal fees associated with the lease negotiation on the Ingatestone Museum cottage.
- 10 This figure has been adjusted on an income and expenditure basis where an element of the y/e 31/3/22 invoice applies to the following financial year. The invoice paid in August was £1216.50 with a prepayment adjustment of £563.26.
- 11 Grants were awarded to the Ingatestone and District Camera Club, Ingatestone and Fryerning Cricket Club, Stones Athletic YFC, Ingatestone Angling Club and the Ingatestone Rotary Club. There was a further hall hire in lieu of a grant made to the Blue Flower support group.
- 12 This expense was covered by a grant from Brentwood Borough Council for mental health projects.
- 13 The difference in the yearly figures relates to the removal of the large euro bin from the Lychgate to Seymour Field. Therefore the budget and costs associated with this bin were reallocated in October 2021 to the Seymour Pavilion—cleaning and litter removal cost heading.
- 14 This figure includes £76,170.39 for the new playground and safety surfacing, a new bench and noticeboard and repairs to the skate ramp and wetpour safety surfacing in the older children's playground.
- 15 This figure includes a charge for water rates which had not been received since the lease commencement at Seymour in November 2018. It also includes repair work to the emergency lighting and other building related repairs. Finally it also includes the supply of acoustic panels in the main hall at a cost of £1052.16 which were installed by Mr Wright and Cllr Emmett (funded through the Local Restrictions Grant)
- 16 This figure includes the newly relocated second euro bin previously stored at the Lychgate in Fryerning. It also includes the appointment of a cleaning company to clean the hall and changing rooms on a more frequent bases. This was entirely funded through the RCCE Covid Safe Community Building grant.
- 17 This is made up of £18,894.63 of rent for the offices and allotments and business rates for the cemetery, Seymour field and pavilion and council offices.

- 18 This includes a prepayment of £1140 for the conversion of the council website to WordPress, the setting up of the e-newsletter and the annual cost of AccessiBe software to meet our legal obligations for web-site accessibility.
- 19 This includes a site appraisal conducted at Seymour field on the quality and future maintenance requirements of the pitches at a cost of £845.00, the annual RoSPA report, internal and external audit fees and payroll services.
- 20 This figure includes 2 new laptops for staff (purchased in 2016), new audio visual equipment for the council meetings (solely purchased through the Local Restrictions Support Grant) and new tables for the council chamber.

### **Ingatestone and Fryerning Parish Council Asset Register as at 31 March 2022**

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. A full copy of the asset register is available on our website [www.ingatestone-fryerningpc.gov.uk](http://www.ingatestone-fryerningpc.gov.uk).

<b>Description</b>	<b>Original cost</b>	<b>Location</b>
<b>Property</b> Fryerning Lychgate, cemetery, telephone boxes and Seymour Field and Pavilion (£0 value as on a long term lease)	<b>£54210.00</b>	various
<b>Office equipment</b> Computers, photocopier, meeting tables and chairs, audio visual equipment	<b>£13953.84</b>	Office and council chambers
<b>Street furniture and outside equipment</b> Including defibrillators, bus shelters, streetlights, play-grounds and skate park, benches and bins, village signs, war memorial, noticeboards, MUGA pitch	<b>£195412.13</b>	Various
<b>Meeting equipment</b> Chairs, tables, projector system	<b>£6758.49</b>	Seymour pavilion
Total assets	<b>£270345.46</b>	

### **Summary of unaudited Annual Return (audited return due later in 2022)**

	<b>Year ending 31st March 2021</b>	<b>Year ending 31st March 2022</b>
Balance brought forward	£297,099	£283,776
Annual Precept	£173,839	£173,839
Total other receipts	£33,573	£53,264
Staff costs	£78,697	£88,612
Loan interest / capital repayments	£0	£0
Total other payments	£142,039	£222,867
Balance carried forward	£283,776	£199,400
Total cash and investments	£275,200	£274,844
Total fixed assets and long term investments	£211,636	£270,345
Total borrowings	£0	£0

*Report compiled by Abi Wood, PSLCC, CerTHE Community Governance, CiLCA, BA (Hons)  
Parish Clerk and Responsible Financial Officer for Ingatestone and Fryerning Parish Council*

14 April 2022