



Ingatestone & Fryerning Parish Council Annual Accounts 1st April 2023—31st March 2024



Membership of the Parish Council as at 31st March 2024

- Paul Jeater (Chair)
- Pete Batchelor
- Peter Davey
- Lee Emmett
- David Greenwood
- Martyn Hart
- Rachel Lee
- Marilyn Marston
- Julie McGuinness
- Caroline Russell
- Darryl Sankey
- Graham Tullett
- Rawnie Whittow-Williams
- Jane Winter
- 1 vacancy

Officers of the Parish Council as at 31st March 2024

- **Abi Wood** , Cert HE Community Governance, CiLCA (Parish Clerk and Responsible Financial Officer)
- **Rosemary Spouge** , CiLCA (Assistant Parish Clerk)
- **Alan Wright** (Parish Caretaker)
- **Anna Zakharyeva**, ILCA (Communications and Projects Clerk)

Parish Office

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

Open Tuesday—Thursday 9-5pm

Please note that sometimes due to holidays, opening times may differ.

Tel: 01277 676759

Email: clerk@ingatestone-fryerningpc.gov.uk



@IngFryPC

Balance sheet for y/e 31st March 2024

31/03/2023	Assets	31/03/2024	Notes
274,996.13	Fixed Assets	279,250.12	
6,456.94	Debtors & Prepayments	9,757.17	
5,526.29	Bank Current Account	12,676.58	
35,731.56	Bank Savings Account	79,583.82	
50,751.99	Redwood Bank	52,298.93	
88,286.81	Yorkshire Building Society	86,199.08	
36.27	Cash in hand	43.61	
0.00	Cashplus Bank pre-paid card	160.22	1
186,789.86		240,719.41	
	Current Liabilities		
4,315.96	Creditors & Accruals	5,553.81	
(6,589.74)	VAT OWED to the parish council	(6,755.91)	
(2453.78)		(1,202.10)	
189,243.64	Current Assets less Current Liabilities:	241,921.51	
464,239.77	Total Assets less Current Liabilities:	521,171.63	
	Capital & Reserves		
359,075.13	Reserves	363,329.12	
115,321.48	Profit & Loss Account (2023)	105,164.64	
(10,156.84)	Profit & Loss Account (2024)	52,677.87	
464,239.77		521,171.63	

Income and Expenditure for y/e 31st March 2024

31/03/2023	Income	31/03/2024	Notes
177,315.78	Parish Precept	191,503.00	
30,159.60	Cemetery income	28,053.00	
10,024.71	Seymour Field and Hall	16,170.39	
500.00	Other Grants	10,052.00	2
0.00	Summer Show income	5,715.55	3
6,116.75	Other income	50,800.40	4
224,177.84		302,294.34	
	Projects and assets		
5,843.25	High Street Christmas Trees	5,478.50	

4,201.00	Events	3,440.83	5
567.23	Parish defibrillators	174.15	
5,000.00	Ingatestone museum grant	0.00	
0.00	Phone Box repairs	2,585.00	6
1,282.48	Parking agreement	1,390.92	7
4,023.14	Grant scheme	4,797.90	8
610.00	Working group budget	0.00	
761.53	Tetra-pak recycling project	827.75	
0.00	Summer show expenditure	7,379.15	9
22,288.63		26,074.20	

Grounds maintenance

258.33	Tree survey—all sites	925.00	10
1,025.00	Fryerning Cemetery—interments	1,849.72	
20,214.38	Fryerning Cemetery—grounds maintenance	12,244.19	
538.16	Fryerning Cemetery—skip and bins	1,199.27	
6,349.96	Ingatestone churchyard—grounds maintenance	4,589.07	
4,839.96	Gardening contract	5,640.42	11
3,190.94	Fairfield—repairs and renewals	4,364.75	12
5,144.76	Fairfield—bins and litter picking	8,929.46	
1,000.00	Fairfield—tree maintenance	0.00	13
500.00	Fairfield—pond maintenance	0.00	14
8,332.49	Fairfield—grounds maintenance	4,479.59	
13,734.65	Seymour field—grounds and pitch maintenance	20,479.40	15
6,412.70	Seymour pavilion—repairs and renewals	6,028.55	
9,488.43	Seymour pavilion—cleaning and bin hire	10,155.16	
273.19	Caretaker equipment	378.26	
81,355.21		81,262.84	

Office Expenses

80,291.33	Office staff salaries, pension, PAYE and NI	90,246.27	
28,524.98	Rent, rates, service charge and insurance	28,409.50	
2,901.66	Electricity, gas and water	4,101.24	
2,025.66	Printing, postage and stationery	5,512.94	16
2,074.02	Telephone, internet and website	2,283.93	
2,900.66	Computing support and software	3,034.25	
1,125.00	GDPR costs	1,275.00	
663.57	Sage subscription and printer maintenance	635.37	
3,367.50	Legal, professional and consultancy fees	1,502.00	
1,658.71	Office—repairs, renewals, sundries and refreshments	207.67	

162.75	Bank charges and interest	202.44
1,352.35	Council subscriptions	1,617.23
832.60	Parish council insurance	828.19
1,130.05	Training budget	1,113.40
1,260.00	Office and bus shelter cleaning	1,310.00
255.00	Purchase of garden sacks for resale	0.00
105.00	Bad debt write off	0.00
130,630.84		142,279.43
(10,156.84)	Net Profit/(Loss):	(52,677.87)

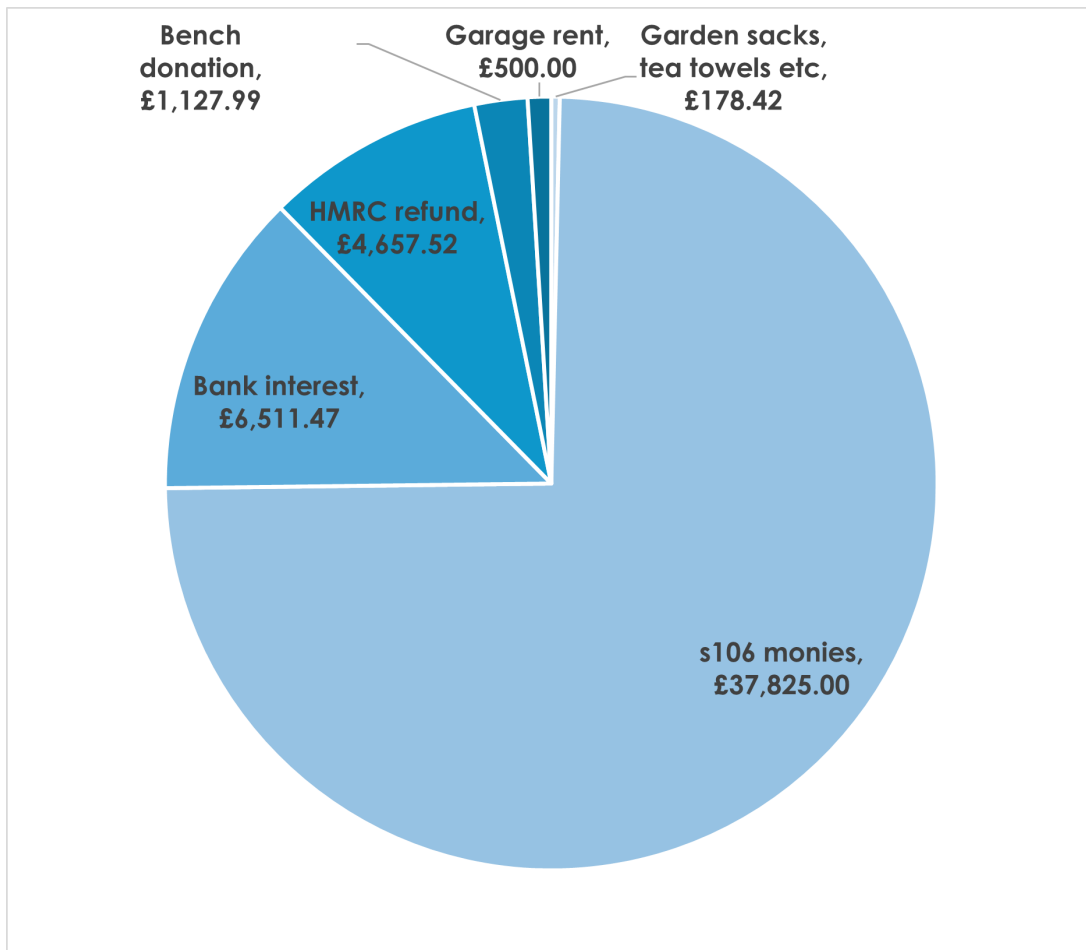
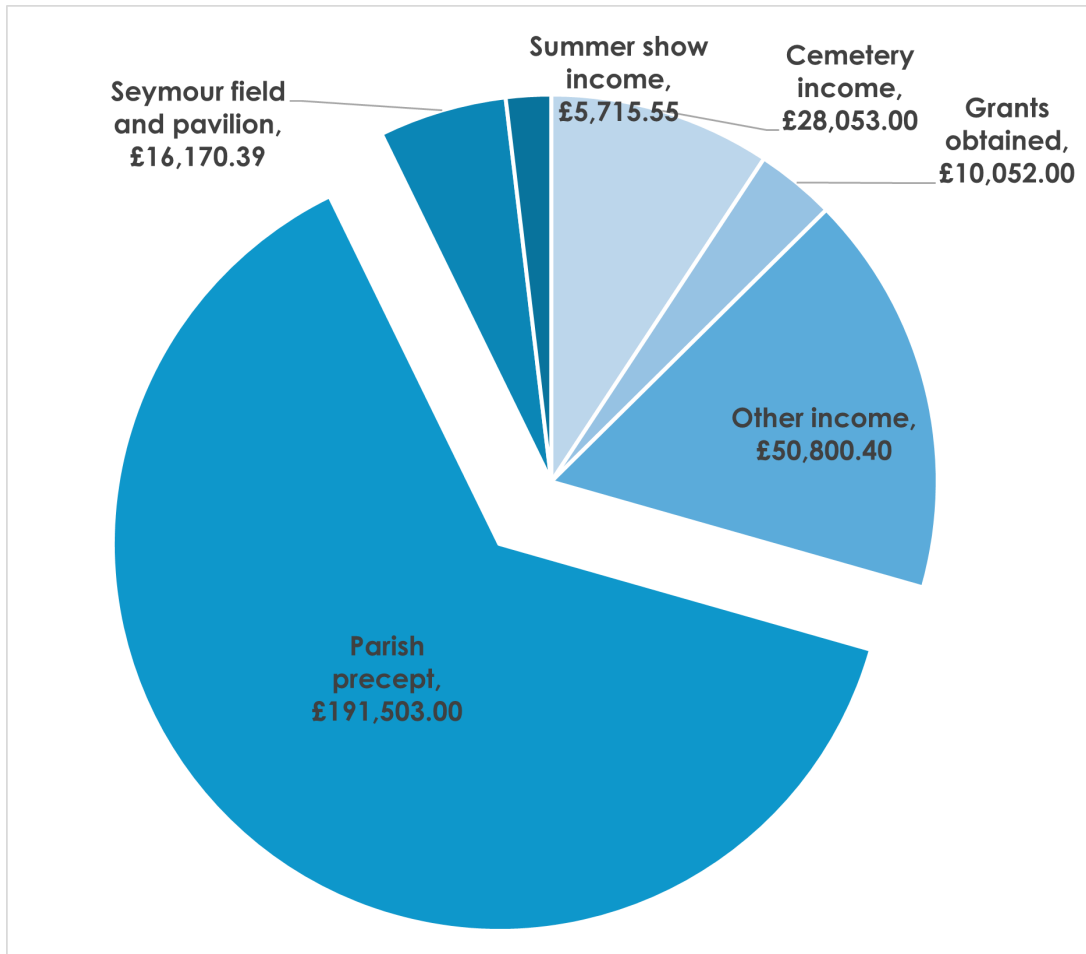
Notes on the accounts

- 1 IFPC approved the obtaining of a pre-paid card to allow for online purchases when a proforma invoice or credit facility were not possible. The limit of cash on this card was set at £500 with reporting on expenditure to be presented to Legal and Finance Committee. Payment over the year included annual subscriptions to Canva and Zoom and defibrillator replacement pads.
- 2 During this year, the following grants were successfully obtained: ECC locality grant fund for Bell Mead (£500), Football Foundation PitchPower grant (£8,532.00) and Brentwood Connected contribution to the Market Place Christmas Tree (£1020.00).
- 3 IFPC organised its first Summer Show in this financial year and allocated a budget of £5000 to cover the costs. Despite the high winds, the event was a success and generated income of £5715.33 through stall hires and entrance and fun fair tickets.
- 4 Other income received by IFPC includes bank interest on the council's savings accounts and a VAT refund of £4657 covering 4 years for VAT on sporting hires (following a High Court ruling allowing councils not to charge VAT on sporting hires). The figure also includes s106 monies for the Bell Mead development that IFPC were successful in obtaining from Brentwood Borough Council with the proviso that it will be used to improve the facilities at Seymour Field (£37,825.00).
- 5 During the year, IFPC provided two grants of £1500 each to support the Artisan Markets held in November 2023 and March 2024 to help improve the High Street economy. IFPC also installed flags along the High Street for the King's Coronation in June 2023.
- 6 IFPC recently adopted the High Street phone box with plans to turn it into a lending library. Unfortunately it was hit by a vehicle and costs were incurred to resecure it and undertake repairs. As the box was on Essex Highways land, the company contracted had to have appropriate licensing and this increased the cost of the repairs.
- 7 IFPC annually pay Brentwood Borough Council to provide two hours' free parking for anyone using the Bell Mead and Market Place car parks. This agreement has been in place for many years and is linked to the rate of inflation.
- 8 Grants this year included Durning FC, Ingatestone Bowling Club, Elim Foodbank, Hellen Rollason Pop-up charity shop, Ingatestone and Fryerning Angling Club, Ingatestone Museum Trust and Ingatestone Allotment Association.
- 9 Summer Show expenditure included the hiring of the fun fair, large marquee, tables and chairs, Tannoy system and security.
- 10 IFPC pay for annual tree surveys for Fairfield, Seymour Field and Fryerning Cemetery and for this financial year, it was decided that an allocated reserve fund of £10,000 be held to deal with any subsequent works that were highlighted rather than allocating an annual budget.
- 11 IFPC commenced working with Circles Alternative Education to provide opportunities for students outside of the traditional academic system to obtain work experience and life skills. Circles now maintain

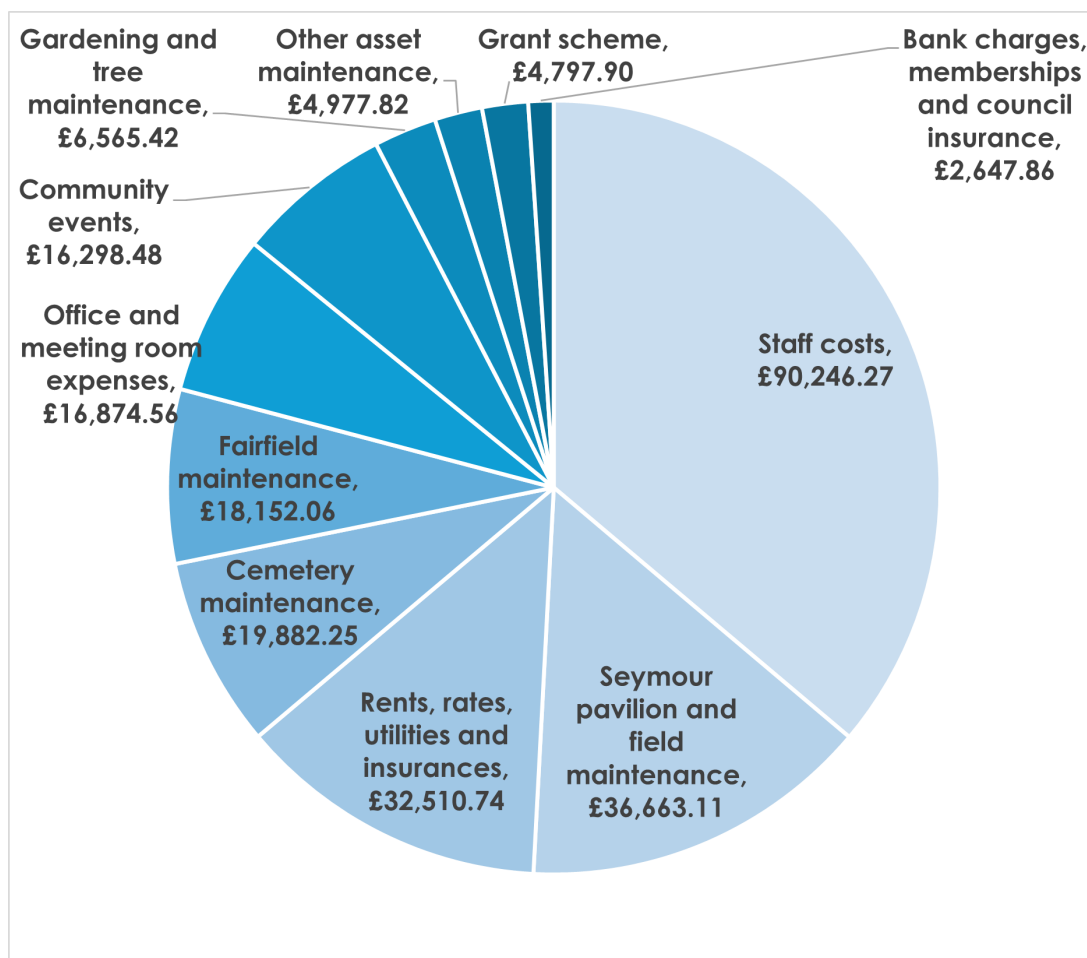
the planters and beds along Ingatestone High Street and are renovating the community garden to the rear of Bell Mead.

- 12 Repairs at Fairfield this financial year included the repainting of the skate park ramps, minor repairs to the playgrounds, installation of a new bin and reduction of hedging near Stonegate.
- 13 Please see note 10 for an explanation
- 14 IFPC decided to create an earmarked reserve of £1000 for pond maintenance rather than annually budgeting for works.
- 15 Works on Seymour Field have been subsidised by a grant received from the Football Foundation to improve the pitches, alongside the monthly general maintenance of the site. Included in this figure is the installation of a new solar lamppost at the pedestrian gate to provide lighting for the eventing hall users, and improvements to the lighting of the car park.
- 16 This figure includes the printing and distribution of four parish newsletters to approximately 2250 homes.

Income analysis for 2023-2024 (with separate analysis on the 'other income' nominal code)



Expenditure analysis for 2023-2024 (total £249616.47)



Summary of unaudited Annual Return (audited return due in September 2024)

	Year ending 31st March 2023	Year ending 31st March 2024
Balance brought forward	£199,400	£189,244
Annual Precept	£177,316	£191,503
Total other receipts	£46,802	£110,791
Staff costs	£80,291	£90,246
Loan interest / capital repayments	£0	£0
Total other payments	£153,983	£159,370
Balance carried forward	£189,244	£241,922
Total cash and investments	£180,333	£230,962
Total fixed assets and long term investments	£274,996	£279,250
Total borrowings	£0	£0

Asset register as at 31st March 2024 (abridged)

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.

Description	Original cost	Location
Property Fryerning Lychgate, cemetery, telephone boxes and Seymour Field and Pavilion (£0 value as on a long term lease)	£54,210.00	various
Office equipment Computers, photocopier, meeting tables and chairs, audio visual equipment	£14,503.84	Office and council chambers
Street furniture and outside equipment Including defibrillators, bus shelters, streetlights, playgrounds and skate park, benches and bins, village signs, war memorial, noticeboards, MUGA pitch	£203,317.83	Various
Meeting equipment Chairs, tables, projector system	£7,218.45	Seymour pavilion
Total assets		279,250.12

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

24th April 2024