

# **West Wittering Parish Council**

## **Annual Financial Statements for the year ended 31 March 2014**

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THESE FINANCIAL STATEMENTS HAVE BEEN PRODUCED FOR SUBMISSION TO THE COUNCIL AND FOR ITS APPROVAL.

THE ACCOUNTS AND AUDIT (ENGLAND) REGULATIONS 2011 REQUIRE THE COUNCIL TO CONSIDER AND APPROVE THE FINANCIAL STATEMENTS, PRIOR TO AUDIT, BY 30 JUNE 2014.

# West Wittering Parish Council

## Councillors and Advisers

Mr K Martin (Chairman)  
Mrs J Barrett  
Mr W Buckland  
Mrs M Goodall (Resigned 5 April 2013)  
Mr S Jennings (Resigned 5 December 2013)  
Mr I Parker  
Mr C Pine  
Mr D Sadler (Co-opted 4 July 2013)  
Mr R Shrubb  
Mr D Wright

### Clerk and Financial Officer to the Council

Mrs J Brown  
Red House  
100 Middleton Road  
Middleton on Sea  
Bognor Regis  
West Sussex  
PO22 6DL

### Bankers

Barclays Bank plc  
74-75 East Street  
Chichester  
West Sussex  
PO19 1HT



# West Wittering Parish Council

## Statement of principal accounting policies

### 1 Accounting Convention

The financial statements have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council. The financial statements have been prepared under the historical cost convention, and in accordance with the Accounts and Audit (England) Regulations 2011.

### 2 Scope

The accounts include all activities carried out by the Parish Council.

### 3 Assets of the Council

The principal assets owned by the Council are:

An area of land designated as the Millennium Sportsfield which is used primarily by West Wittering Cricket Club under licence.

An area of land known as Snowhill which is designated as a Public Open Space.

An area of land known as the Village Green which is designated as a Village Green.

An area of frontage to the sea known as Marine Drive Bank.

An area of land off Ellanore Lane which is designated for use as allotments.

An area of land which is designated as a Sportsfield.

The Sportsfield contains a pavilion which is valued for insurance purposes at £530,450 exclusive of contents.

Within the Sportsfield there are items of playground equipment which are valued for insurance purposes at £36,727, exclusive of the safety surfaces.

44 street lamps, 23 public seats, 3 noticeboards and 3 bus shelters that are situated in various locations throughout the Parish.

Office equipment valued for insurance purposes at £3,511.

### 4 Taxation

As a local authority the Parish Council is not liable for Corporation Tax. The Council is not registered for the purposes of VAT and makes no taxable supplies. VAT charged on goods and services purchased by the Council for non-business activities is reclaimed from HM Revenue & Customs.

### 5 Borrowings

In accordance with CIPFA guidance, only temporary borrowings are included in the balance sheet.

### 6 Leases

On 31 March 2014 the Council entered into a lease with Chichester District Council to operate and maintain the public toilets in Pound Road. The lease is for ten years and the annual rental is £1 (if requested). The costs of operating and maintaining the facility will be met by the Parish Council.

# West Wittering Parish Council

## Income and expenditure account for the year ended 31 March 2014

	Notes	2014	2013
		£	£
<b>Income</b>			
Precept		85,115	81,052
CDC Support Grant		2,578	-
Agency Services reimbursed		-	-
Loan/Capital Receipts		-	-
Allotment Rents receivable	2	1,611	1,170
Grants and donations	3	1,640	200
Interest received		149	35
Licence fees		1,482	1,438
Contributions to expenditure from others	3	4,032	1,490
Sale of Assets		-	-
Other		-	-
		-----	-----
Total income		96,607	85,385
		-----	-----
<b>Expenditure</b>			
Administration	4	19,928	19,720
Loan repayment and interest	6	3,173	3,173
Agency Services		-	-
Section 137 Payments	5	1,400	1,850
Capital Expenditure	1	5,397	1,261
Allotments		1,742	341
Highways and Footpaths		10,493	2,821
Lighting		2,464	2,453
Parks and Open Spaces		14,317	16,682
Pavilion		10,111	9,325
Flooding Alleviation – Operation Watershed		1,640	-
Community Warden contribution		3,200	1,600
Traveller Protection		636	10,052
Public Toilets contribution		2,000	-
Provision for bad debts		-	-
Other Interest payable		-	-
		-----	-----
Total expenditure		76,501	69,278
		-----	-----
<b>Surplus</b>		20,106	16,107
		=====	=====

## Cumulative Fund Balance

Balance brought forward at 1 April 2013		47,304	31,197
<b>Add:</b> Total income		96,607	85,385
		-----	-----
		143,911	116,582
<b>Less:</b> Total expenditure		76,501	69,278
		-----	-----
Balance carried forward as at 31 March 2014		67,410	47,304

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# West Wittering Parish Council

## Balance sheet as at 31 March 2014

	Notes	2014 £	2013 £
<b>Long Term Assets</b>			
Investments		-	-
Long Term Debts		-	-
<b>Current assets</b>			
Stocks and Stores		-	-
Work in progress		-	-
Debtors	7	55	55
VAT recoverable	7	5,720	6,046
Payments in advance	7	-	16
Temporary lendings		-	-
Cash on deposit, at bank and in hand		82,629	48,094
		-----	-----
<b>Total Assets</b>		<b>88,404</b>	<b>54,211</b>
<b>Current liabilities</b>			
Creditors: Amounts falling due within one year	8	20,994	6,907
Temporary Loans		-	-
Cash Overdrawn		-	-
		-----	-----
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>67,410</b>	<b>47,304</b>
LONG TERM LIABILITIES		-	-
		-----	-----
<b>TOTAL NET ASSETS</b>		<b>67,410</b>	<b>47,304</b>
		=====	=====
Represented by:			
General Fund balance		67,410	47,304
		-----	-----
<b>TOTAL FUNDS</b>		<b>67,410</b>	<b>47,304</b>
		=====	=====

The above statement represents fairly the financial position of the authority as at 31 March 2014 and reflects its income and expenditure during the year.

Approved by the Council    5 June 2014

Chairman.....

Clerk and Financial Officer.....

# West Wittering Parish Council

## Notes to the accounts for the year ended 31 March 2014

### 1 Assets

	2014
a. During the year the following assets were purchased	
Projector	410
Laptop computer	299
Bus shelter	4,688
b. Asset disposals during the year	
Bus Shelter scrapped.	(4,000)
c. At 31 March 2014 the following assets were held	
	£
COMMUNITY ASSETS	
Sportsfields and Public Open Spaces	1
Allotments	1
Pavilion including contents	515,000
Public Open Space and Playground Equipment	34,619
Street Lights	44
Public Seats, Bus Shelters and Noticeboards	20,669
Office Equipment	4,018
Sportsfield gates and lighting	2,282
Sportsfield fencing	12,416
Millennium Meadow fencing	8,999
	-----
	598,049
	=====

With the exception of the assets acquired in 2013-14, which are valued at cost, the Community Land and Allotments, which each have a nominal value of £1 and the Street Lights which have a nominal value of £1 per column, the basis of valuation of these assets is insured value as at 31 March 2012.

### 2 Tenancies - Rents receivable

The allotment holders have tenancy agreements with the Council.



# West Wittering Parish Council

## Notes to the accounts for the year ended 31 March 2014

### 3 Grants and contributions towards expenditure

A contribution of £112 was made by West Wittering Sailing Club towards the cosy of shingle at Snowhill.

A contribution of £2,400 was made by the F G Woodger Trust towards the cost of footpath maintenance.

A grant of £1,640 was made by West Sussex County Council to meet the initial costs of Operation Watershed.

Five contributions, totalling £1,520, were made towards the costs of operating the Pavilion.

### 4 Administration

	£
Employment costs	11,820
Administrative expenses	5,768
Insurances	2,340
	-----
	19,928
	=====

Administrative expenses include the sum of £410 for the printing of a newsletter.

### 5 Section 137 Payments

Section 137 of the Local Government Act 1972 (as amended) enables the Council to spend up to the product of £6.98 per head on the electoral register for the benefit of people in its area on activities and projects not specifically authorised by other powers. The total amount available for this purpose in 2013-14 was £16,305.

The payments made were:

	£
Friday Tea and Chat Club	300
Manhood Mobility Volunteer Service	400
West Wittering Parochial Church Council	700
	-----
	1,400
	=====

# West Wittering Parish Council

## Notes to the accounts for the year ended 31 March 2014

### 6 Loan repayment

The Council has a loan from the Public Works Loan Board that is repayable by annual instalments until the year 2040. The loan was originally taken out to purchase the Millennium Meadow in the year 2000. The amount outstanding at 31 March 2014 was £28,376.38.

### 7 Debtors and VAT recoverable

	£
Other Local Authorities	-
HM Revenue & Customs	5,720
Other	55

None of the debts was more than three months old.

### 8 Creditors

	£
Other Local Authorities	1,556
Sundry Creditors	7,004
Licence Fees received in advance	1,524
Deferred grant and donation income	10,910
	-----
	20,994
	=====

### 9 Contingent liabilities

As at the balance sheet date the Council had no contingent liabilities.

### 10 Agency Work

No work was carried out for the Council on an agency basis nor did the Council act as an agent for any other local authority.

### 11 Pensions

The Council made no contributions in respect of pensions for its employee.

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Annual Financial Statements  
for the year ended 31 March 2014