

West Wittering Parish Council

Annual Financial Statements for the year ended 31 March 2017

	Page
Councillors and Advisers	1
Report of the auditors	2
Statement of principal accounting policies	3
Income and expenditure account	4
Cumulative Fund Balance	4
Balance sheet	5
Notes to accounts	6-8

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

THE ACCOUNTS AND AUDIT REGULATIONS 2015 REQUIRE THE COUNCIL TO CONSIDER AND APPROVE THE FINANCIAL STATEMENTS, PRIOR TO AUDIT, BY 30 JUNE 2017.

West Wittering Parish Council

Councillors and Advisers

Mr R Shrubbs (Chairman)
Mrs J Barrett
Mr W Buckland
Mrs H Codrai (Resigned 2 June 2016)
Mr R Hutton
Mr R Lewis
Mr K Martin
Mr H Patel (Co-opted 5 May 2016)
Mrs N Pike (Co-opted 1 September 2016)
Mr D Sadler

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 Regulations 2015.

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 Meadow 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. On the Sportsfield are Tennis Courts.

The Sportsfield contains a Pavilion which is valued for insurance purposes at £590,892 exclusive of contents.

Within the Sportsfield there are items of playground equipment which are valued for insurance purposes at £39,354, exclusive of the safety surfaces.

At the Sportsfield, Millennium Meadow and Snowhill there are barriers to prevent unauthorised access by vehicles. The barriers have a combined insurance value of £7,070.

47 street lamps, 28 public seats, 4 noticeboards and 3 bus shelters that are situated in various locations throughout the Parish.

Office equipment valued for insurance purposes at £3,762.

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).

West Wittering Parish Council

Income and expenditure account for the year ended 31 March 2017

	Notes	2017	2016
		£	£
Income			
Precept		96,713	94,239
CDC Support Grant		-	551
Agency Services reimbursed		-	-
Loan/Capital Receipts		-	-
Allotment Rents receivable	2	1,344	1,280
Grants and donations	3	90,676	20,069
Interest received		215	256
Licence fees		1,581	1,538
Contributions to expenditure from others	3	30,650	878
Sale of Assets		-	-
Other		2	-
		-----	-----
Total income		221,181	118,811
		-----	-----
Expenditure			
Administration	4	35,417	24,549
Loan repayment and interest	6	3,173	3,173
Agency Services		-	-
Section 137 Payments	5	3,424	3,500
Capital Expenditure	1	97,122	-
Allotments		1,338	1,020
Highways and Footpaths		6,388	7,513
Lighting		3,806	2,560
Parks and Open Spaces		14,205	14,603
Pavilion		16,804	21,972
Sportsfield Drainage	3	30,395	-
Flooding Alleviation – Operation Watershed		-	25,537
Flood Risk and Drainage Assessment		2,198	-
New Homes Bonus Grant – Memorial Hall	3	3,586	-
Community Warden contribution		3,200	3,200
Public Toilets		3,279	4,345
Provision for bad debts		-	-
Other Interest payable		-	-
		-----	-----
Total expenditure		224,335	111,972
		-----	-----
(Deficit)/Surplus		(3,154)	6,839
		=====	=====

Cumulative Fund Balance

Balance brought forward at 1 April 2016	90,939	84,100
Add: Total income	221,181	118,811
	-----	-----
	312,120	202,911
Less: Total expenditure	224,335	111,972
	-----	-----
Balance carried forward as at 31 March 2017	87,785	90,939
	=====	=====

West Wittering Parish Council

Balance sheet as at 31 March 2017

	Notes	2017 £	2016 £
Long Term Assets			
Investments		-	-
Long Term Debts		-	-
Current assets			
Stocks and Stores		-	-
Work in progress		-	-
Debtors	7	55	534
VAT recoverable	7	19,358	12,029
Payments in advance	7	235	488
Temporary lendings		-	-
Cash on deposit, at bank and in hand		100,352	93,096
		-----	-----
Total Assets		120,000	106,147
Current liabilities			
Creditors: Amounts falling due within one year	8	32,215	15,208
Temporary Loans		-	-
Cash Overdrawn		-	-
		-----	-----
TOTAL ASSETS LESS CURRENT LIABILITIES		87,785	90,939
LONG TERM LIABILITIES		-	-
		-----	-----
TOTAL NET ASSETS		87,785	90,939
		=====	=====
Represented by:			
General Fund balance		87,785	90,939
		-----	-----
TOTAL FUNDS		87,785	90,939
		=====	=====

The above statement represents fairly the financial position of the authority as at 31 March 2017 and reflects its income and expenditure during the year.

Approved by the Council 1 June 2017

Chairman.....

Clerk and Financial Officer.....

West Wittering Parish Council

Notes to the accounts for the year ended 31 March 2017

1 Assets

2017

a. During the year the following assets were purchased or constructed:

Tennis courts	73,921
Two public seats including installation	2,655
Two Sportsfield gates	1,662
New Sportsfield light columns and light	11,415
Sportsfield replacement LED lights	7,469

	<u>97,122</u>

b. Asset disposals during the year

Two Sportsfield gates - scrapped	1,000
Two training floodlights - scrapped	1,282

c. At 31 March 2017 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	47
Public Seats, Bus Shelters and Noticeboards	25,000
Office Equipment	4,018
Sportsfield gates and lighting	20,547
Sportsfield fencing	12,416
Millennium Meadow fencing	8,999
Tennis courts	73,921

	<u>694,569</u>
	=====

With the exception of the assets acquired since 1 April 2012, 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 2017

3 Grants and contributions towards expenditure

A grant of £86,590 was made by the F G Woodger Trust towards the costs of providing the Tennis Courts and lighting improvements.

A grant of £500 was made by West Wittering Estate plc towards the cost of Tennis Court equipment.

A grant of £3,586 was received from Chichester District Council's New Homes Bonus funds and this was paid to West Wittering Memorial Hall.

Chichester District Council provided £30,395 from Section 106 monies to fund the Sportsfield Drainage project.

Four contributions, totalling £255, were made towards the costs of operating the Pavilion.

4 Administration

	£
Employment costs	14,465
Administrative expenses	7,358
Insurances	2,016
Neighbourhood Plan	11,578

	35,417
	=====

There was no expenditure on advertising or publicity.

5 Section 137 Payments

Section 137 of the Local Government Act 1972 (as amended) enables the Council to spend up to the product of £7.42 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 2016-17 was £17,592.82.

The payments made were:

	£
The Samaritans	250
1 st Birdham Scouts	350
Witterings First Responders	250
West Manhood Venturers	250
Manhood Peninsula Partnership	1,074
Manhood Mobility Volunteer Service	250
West Wittering Parochial Church Council	1,000

	3,424
	=====

West Wittering Parish Council

Notes to the accounts for the year ended 31 March 2017

6 Loan repayment

The Council has a loan from the Public Works Loan Board that is repayable by annual instalments until the year 2025. The loan was originally taken out to purchase the Millennium Meadow in the year 2000. The amount outstanding at 31 March 2017 was £22,773.

7 Debtors and VAT recoverable

	£
Other Local Authorities	-
HM Revenue & Customs	19,358
Other	55
Payments in advance	235

None of the debts was more than three months old.

8 Creditors

	£
Other Local Authorities	3,054
Sundry Creditors	12,304
Deferred grant income	16,857

	32,215
	=====

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.

West Wittering Parish Council
Annual Financial Statements
for the year ended 31 March 2017