

# **West Wittering Parish Council**

## **Annual Financial Statements for the year ended 31 March 2008**

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

THE ACCOUNTS AND AUDIT REGULATIONS 2003 REQUIRE THE COUNCIL TO CONSIDER AND APPROVE THE FINANCIAL STATEMENTS, PRIOR TO AUDIT.

# **West Wittering Parish Council**

## **Councillors and Advisers**

Mr R Hutton (Chairman)  
Mr W Buckland  
Mr S Colwell – elected December 2007  
Mrs J Harper – resigned September 2007  
Mr R Holmes – did not seek re-election May 2007  
Mr D Hopson  
Mr K Martin – elected May 2007  
Mr J Robertson  
Mr R Shrubbs  
Mr T Tupper  
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 Regulations 2003.

### 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 £393,666.

Within the Sportsfield there are items of playground equipment which are valued for insurance purposes at £39,098, exclusive of the safety surfaces.

44 street lamps, 18 public seats and 3 bus shelters that are situated in various locations throughout the Parish.

Office equipment valued for insurance purposes at £2,879.

### 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

The Council has no commitments under finance or operating leases.

# West Wittering Parish Council

## Income and expenditure account for the year ended 31 March 2008

	Notes	2008	2007
		£	£
<b>Income</b>			
Precept		57,450	56,050
Agency Services reimbursed		-	-
Loan/Capital Receipts		-	-
Allotment Rents receivable	2	1,243	1,278
Grants and donations – Parish Plan		500	-
Interest received		2,058	869
Licence fees		1,240	1,202
Contributions to expenditure from others	3	2,247	5,704
Other		19	-
		-----	-----
Total income		<b>64,757</b>	65,103
		-----	-----
<b>Expenditure</b>			
Administration	4	14,992	17,209
Loan repayment and interest	6	3,173	3,173
Agency Services		-	-
Section 137 Payments	5	2,100	1,575
Capital Expenditure	1	12,945	1,583
Allotments		513	1,135
Highways		2,707	3,078
Lighting		1,561	2,184
Parks and Open Spaces		8,409	5,916
Pavilion		5,085	6,344
Provision for bad debts		-	-
Other Interest payable		35	-
		-----	-----
Total expenditure		<b>51,520</b>	42,197
		-----	-----
<b>Surplus</b>		<b>13,237</b>	22,906
		=====	=====

## Cumulative Fund Balance

Balance brought forward at 1 April 2007		52,567	29,661
<b>Add:</b> Total income		64,757	65,103
		-----	-----
		<b>117,324</b>	94,764
<b>Less:</b> Total expenditure		51,520	42,197
		-----	-----
Balance carried forward as at 31 March 2008		<b>65,804</b>	52,567
		=====	=====

# West Wittering Parish Council

## Balance sheet as at 31 March 2008

	Notes	2008 £	2007 £
<b>Long Term Assets</b>			
Investments		-	-
Long Term Debts		-	-
<b>Current assets</b>			
Stocks and Stores		-	-
Work in progress		-	-
Debtors	7	811	300
VAT recoverable	7	5,767	13,141
Payments in advance		-	-
Temporary lendings		-	-
Cash on deposit, at bank and in hand		65,505	45,835
		-----	-----
<b>Total Assets</b>		<b>72,083</b>	<b>59,276</b>
<b>Current liabilities</b>			
Creditors: Amounts falling due within one year	8	6,279	6,709
Temporary Loans		-	-
Cash Overdrawn		-	-
		-----	-----
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>65,804</b>	<b>52,567</b>
LONG TERM LIABILITIES		-	-
		-----	-----
<b>TOTAL NET ASSETS</b>		<b>65,804</b>	<b>52,567</b>
		=====	=====
Represented by:			
General Fund balance		65,804	52,567
		-----	-----
<b>TOTAL FUNDS</b>		<b>65,804</b>	<b>52,567</b>
		=====	=====

The above statement represents fairly the financial position of the authority as at 31 March 2008 and reflects its income and expenditure during the year.

Approved by the Council    7<sup>th</sup> August 2008

Chairman.....

Clerk and Financial Officer.....

# West Wittering Parish Council

## Notes to the accounts for the year ended 31 March 2008

### 1 Assets

	2008
	£
a. Assets acquired during the year were (at cost)	
One public seat	529
Sportsfield fencing	12,416
	-----
	12,945
	=====
b. No assets were disposed of during the year.	
c. At 31 March 2008 the following assets were held	
COMMUNITY ASSETS	
Sportsfields and Public Open Spaces	-
Allotments	-
Pavilion	393,666
Timber shed	4,603
Public Open Space and Playground Equipment	39,098
Street Lights	44
Public Seats, Bus Shelters and Noticeboards	13,605
Office Equipment and Furniture	2,882
Sportsfield maintenance equipment	1,306
Sportsfield fencing	12,416
	-----
	467,620
	=====

The basis of valuation of these assets is insured or estimated replacement value, with the exception of the Community Land, which is valued at NIL, and the Street Lights which have a nominal value of £1 each.

### 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 2008

### 3 Grants and contributions towards expenditure

A contribution of £532 was made by a member of the public towards the cost of provision of an additional public seat.

A grant of £500 was made by West Sussex County Council towards the production of a Parish Plan.

Three contributions, totalling £1,470, were made towards the costs of operating the Pavilion. West Wittering Sailing Club contributed £245 towards beach replenishment.

### 4 Administration

	£
Employment costs	5,000
Election costs	2,126
Administrative expenses	3,873
Insurances	1,950
Coastal Defence Strategy research	1,000
Planning advice and fees	1,043
	-----
	14,992
	=====

There was no expenditure on advertising and 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 £5.64 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 2007-08 was £13,569.84.

The payments made were:

	£
Witterings Twinning Committee	250
Manhood Mobility Volunteer Service	250
Samaritans	250
West Wittering Parochial Church Council	600
Youth Group	250
4Sight	250
Victim Support	250
	-----
	2,100
	=====

# West Wittering Parish Council

## Notes to the accounts for the year ended 31 March 2008

### 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 2000. The amount outstanding at 31 March 2008 was £37,374.52

### 7 Debtors and VAT recoverable

	£
Other Local Authorities	-
HM Revenue & Customs	5,767
Other	811

None of the debts was more than three months old.

### 8 Creditors

	£
Other Local Authorities	425
Sundry Creditors	5,854
	-----
	6,279
	=====

### 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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for the year ended 31 March 2008