

UPPER HARDRES PARISH COUNCIL

Notice of conclusion of the audit

Annual Return for the year ended 31st March 2024

Section 25 of the Local Audit and Accountability Act 2014

Accounts and Audit (England) Regulations 2015

	Notes
<p>1. The audit of accounts for the Council/Meeting (a) for the year ended 31 March 2024 has been concluded.</p>	<p>(a) Delete as appropriate</p>
<p>2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of the Council /Meeting (a) on application to:</p> <p>(b) Clare Hamilton, Parish Clerk & RFO uhpc.clerk@gmail.com</p>	<p>(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return</p>
<p>2. Copies will be provided to any local government elector on payment of £5 (c) for each copy of the Annual Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) Clare Hamilton, Parish Clerk & RFO</p>	<p>(d) Insert name and position of person placing the notice</p>
<p>Date of announcement: (e) 10 September 2024</p>	<p>(e) Insert date of placing of the notice</p>

Notice of appointment of date for the exercise of public rights**Accounts for the year ended 31st March 2024**

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: 31 May 2024 (a)</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2024 these documents will be available on reasonable notice on application to:</p> <p>(b) Clare Hamilton, Parish Clerk & RFO uhpc.clerk@gmail.com</p> <p>commencing on (c) 03 June 2024</p> <p>and ending on (d) 12 July 2024</p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> • the opportunity to question the auditor about the accounts; and • the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:</p> <p>Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: local.councils@mazars.co.uk</p> <p>5. This announcement is made by (e) Clare Hamilton, Parish Clerk & RFO</p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) And</p> <p>(d) The inspection period must be 30 working days in total and commence no later than 1 July 2024.</p> <p>(e) Insert name and position of person placing the notice</p>
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Please note : the accounting statements are as yet unaudited

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

UPPER HARDRES PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		✓	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

14/05/2024

and recorded as minute reference:

14.05.24_5

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

[Signature]

[Signature]

www.upperhardrespc.co.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

UPPER HARDRES PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	12,594	26,143	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	6,145	6,566	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	22,003	19,557	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	3,900	4,374	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	10,699	14,448	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	26,143	33,444	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	26,143	33,444	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	635,255	635,255	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Chamilla

Date

30/04/2024

I confirm that these Accounting Statements were approved by this authority on this date:

14/05/2024

as recorded in minute reference:

14.05.24_7 MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

[Signature]

Annual Internal Audit Report 2023/24

UPPER HARDRES PARISH COUNCIL

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During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken Name of person who carried out the internal audit

11/04/2024 DD/MM/YYYY DD/MM/YYYY JON O'CONNOR INTERNAL AUDITOR

Signature of person who carried out the internal audit Date 11/04/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Bank reconciliation

This reconciliation must include **all** bank and building society accounts and other short-term investments*. It **must** agree to Box 8 in the column headed "Year ending 31 March 2024" in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis, but not when an income and expenditure basis is used.

Parish Council Name UPPER HARDRES PARISH COUNCIL

Financial year ending 31 March 2024

Prepared by CLARE HAMILTON, PARISH CLERK & RFO Date 30.04 2024

Balance per bank statements as at 31 March 2024:	£	£
e.g. Current account	33,443.31	
High interest account	-	
Building society premium a/c	-	
Petty cash float (if applicable)	-	
Less: any unpresented cheques at 31 March 2024 (normally only current account)	-	
Cheque number	-	
Add: any un-banked cash at 31 March 2024	-	
e.g. Allotment rents banked 31 March 2024 (but not credited until 1 April 2024)	-	
Net balances as at 31 March 2024	33,443.31	
		33,443.31
<i>The net balances reconcile to the Cash Book (a receipts and payments account, which should be maintained even if your authority uses income and expenditure accounting) for the year, as follows:</i>		
CASH BOOK		
Opening Balance 1 April 2023	26,142.52	
Add: Receipts in the year	26,122.66	
Less: Payments in the year	18,821.87	
Closing balance per cash book [receipts and payments book] as at 31 March 2024 (must equal net balances above)		33,443.31

Explanation of significant variances in the accounting statements –
AGAR Section 2

Parish Council name: UPPER HARDRES PARISH COUNCIL

Please explain any variances of more than 15% between the totals for individual boxes in Section 2. We do not require explanations for variances of less than £200; however, in some cases there may be 'compensating' variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. We also ask you to explain any change where there is a movement to or from zero. Please either use the proforma below, or complete a separate schedule if more space is required.

Section 2	2022/23 £	2023/24 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £100))
Box 2 <i>Precept</i>	6,145	6,566	£ + 421	+6.4%
Box 3 <i>Other income</i>	22,003	19,557	£ - 2,446	-11.1%
Box 4 <i>Staff costs</i>	3,900	4,374	£ + 474	12% Increase to clerk's salary in line with NALC National Salary Awards, SCP11: £13.50 per hr, 6 hrs per wk, 52 wks per annum = £4212 Overtime paid: <u>162</u> <u>474</u>
Box 5 <i>Loan interest/ capital</i>	0	0	£ 0.00	
Box 6 <i>Other payments</i>	10,699	14,448	£ + 3,749	25.9% increase due to: Improvement works to village hall 3600 Contribution to planting <u>100</u> <u>3700</u>

<p>Box 7</p> <p><i>Balances carried forward</i></p>	<p>26,143</p>	<p>33,444</p>	<p>£ + 7,301</p>	<p>If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown. You do not need to explain the year-on-year variance for this box.</p> <p>Remaining CIL (Community Infrastructure Levy) funds are held in Reserve. These funds are earmarked for the benefit of the parish, including upkeep of the village hall and items listed in the Parish Highways Improvement Plan.</p> <p>Restricted Reserves are held as contingency for parish council running costs, work required to village hall and playing field</p> <p>CIL funds in Reserve 22,000 Restricted Reserves <u>11,000</u> Total Restricted Reserves <u>33,000</u></p>
<p>Box 9</p> <p><i>Fixed assets & long-term assets</i></p>	<p>635,255</p>	<p>635,255</p>	<p>£ 0.00</p>	<p>Explain <u>all</u> movements in this category and not just those above 15%</p>
<p>Box 10</p> <p><i>Total borrowing</i></p>	<p>0</p>	<p>0</p>	<p>£ 0.00</p>	

Upper Hardres Parish Council Balance Sheet for year ended 31 March 2024

	£	£	Budget 23.24	note
RECEIPTS				
CCC: Precept	6,566.00		6,566.00	
CCC: Concurrent Functions Funding	1,925.00		1,925.00	
CCC: CIL Neighbourhood Portion	15,147.00		15,147.00	
CCC: Opportunities Fund donation	400.00			1
HMRC: VAT repayment	1724.81			2
Bank: Interest	359.85			
Total receipts	26,122.66			
PAYMENTS				
<i>from Precept:</i>				
Clerk's salary	4,374.00		4,000.00	3
Clerk's annual expenses	324.52		370.00	4
Insurance premium	429.60		390.00	
Subscription to KALC	231.10		250.00	
Audit fees	252.00		200.00	
Election expenses	56.70		100.00	
Training/literature	0.00		25.00	
Website annual domain name renewal	14.39		16.00	
Website hosting	71.94		0.00	
Defibrillator aftercare, parts, contr. to running costs	338.13		240.00	
PCC donation (s.137)	150.00		150.00	
Meeting costs	22.10		30.00	
Contingency Fund	134.59		50.00	5
		6,399.07		
<i>from Concurrent Functions Funding:</i>				
Grounds maintenance	3,921.60			6
Playing Field annual inspection	186.00		165.00	
		4,107.60		
<i>from Reserves:</i>				
Parish Grant Fund Awards 2023 (s.137)	500.00		500.00	7
Donation to VH Coronation Big Lunch (s.137)	150.00			8
Playing Field materials	63.70			
VH insurance valuation	75.00			
		788.70		
<i>from CIL:</i>				
VH plumbing work	3,826.50			
VH electrical work	3600.00			
Contribution to planting	100.00			
		7,526.50		
Total payments		18,821.87		
Balance brought forward	26,142.52			
Receipts less payments	7,300.79			
Balance carried forward		33,443.31		

Clare Hamilton

Nick Waldron

Parish Councillors

Name	Role
Nick Waldron	Chair
Robert Richardson	Vice Chair
Simon Warner	Councillor
Angela Waldron	Councillor
	<i>vacancy</i>

Upper Hardres Parish Council Register of Assets valued at >£250, at 31 March 2024

ASSET DETAILS												
Ref	Description	Date acqur.	Supplier	Cost/Value	Useful life est.	Location	Use	Custod.	Usage & Condition	Disposal	Insurance Value	
1	Village Hall (BVH)	Land Reg. 2013	BVH Mge Comm is Cust. Trustee	valuation '13 £550,000	Indeterminate	The Street, CT4 6DX	P'shioners & public	BVHMC	Daily - groups and lettings Cond: Good		£550,000	
2	Playing field (PF)	Land - 1995 Equip. 2012-18	Dale family Various c.£44K	£40,000	Indet. (covenant: sport & rec. only)	PF, rear of BVH	P'shioners & public	UHPC	Daily - Recreation for all Cond: Maintenance carried out 2022		£44,000	
3	Fencing	c.1995	unknown c. £2K	£2,000	Indeterminate	CP & PF boundaries		UHPC	Cond: Some repairs scheduled summer 2023		£2,000	
4	Car park (CP)	c.2000	Moons of Selling	£34,051.50	Indeterminate	Side of BVH	P'shioners & public	UHPC	Daily - Parishioners, hall users. Cond: Good		£25,000	
5	Noticeboard 1	Repaired 2011	Gerard Willon Designs	£450	10 years	Hop Pocket	Clerk & public	UHPC	Currently removed due to works at Hop Pocket. Stored by NW	Waiting to reinstate	£400	
6	Trees	unknown	unknown	unknown	unknown	VH/PF boundary	public	UHPC	Inspected April 2020, issues addressed in 2020	covered under Public Liability		
7	Bus Shelter	1990	local craftsmen (volunteers)	£5,000	20 years	BVH	P'shioners	UHPC	Cond: schedule of works drawn up, waiting for quotes		£8,000	
8	Bench 1	c.2000	unknown	c.£200	4 years	Manns Hill	P'shioners	UHPC	Cond: Poor, to be repaired or replaced		£400	
9	Gate 1 Double gates	c.2000	Jacksons	£800	15 years	Entrance to PF	Grounds m'nance	UHPC	Fortnightly in mowing season Cond: Good		£800	
10	Gate 2 pedestrian gate	2013	T. Metcalfe	£430.44	23 years	Entrance to PF	P'shioners	UHPC	Daily Cond: Post replaced 2021. Good		£400	
11	Bench 2 Liz Dixey bench	2016	Woodberry	£457.55	25 years	PF	P'shioners	UHPC	Occasional Cond: cleaned & stained 2022		£455	
12	Bench 3	2015	Woodberry Rosen family	£450.00	25 years	PF	P'shioners & public	UHPC	Occasional Cond: cleaned & stained 2022		£450	
13	Lenovo laptop hard drive, USB	Jan-20	e-Buyer (ex val £272.91)	£337.00	2-4 years	Clerk's home	Clerk	UHPC	Daily. Cond: New Jan 20. Good		£400.00	
14	Fencing & stile	2015	Bossingham Groundworks	£2,000	20 years	PF/BVH bd'ry North PF b'ry	Public	UHPC	Cond: Some repairs scheduled for summer 2023		£2,000	
15	Defibrillator & Cabinet	2016	BHF Turtle Engineering	£400 £570	10 years 10 years	Side lobby at BVH	Public	UHPC	Cond: Good (unused) Cond: Good. Checked quarterly		£950	
Original cost/Audit Value of assets held				£636,946	Insurance/Replacement value of Assets held				£635,255			

Upper Hardres Parish Council

Santander Current Account: Receipts and Payments 1 April 2023 - 31 March 2024

Date	Description		Receipts	Payments	Ref.	Balance	VAT paid	VAT no / Notes
01.4.23	Balance brought forward =	£1,077.37	1,077.37			1077.37		
APRIL								
24	from CCC	CIL payment 2/2	15,147.00		BA50112426			
24	BVH	Donation to Coronation Big Lunch		150.00	UHPC DONATION			
24	C Hamilton	Salary 1/12 April		325.00	SALARY 1/12	15749.37		
	from CCC	Precept 2023/24	6,566.00		BA50112511			
MAY								
3	to Barclays	CIL payment 2/2 transfer		15147.00	CIL 2/2	7168.37		
10	C Hamilton	Postcards printing reimbursement		41.88	POSTCARDS PRINT	7126.49	6.98	
23	BHIB	Insurance premium (yr 3 of 3 yr LTA)		429.60	LOG2083	6696.89		
23	KALC	Annual subs		231.10	INV 8835		38.52	
23	C Hamilton	Salary 2/12 May		325.00	SALARY 2/12			
23	C Hamilton	Travel expenses May meeting		14.40	TVL EXP MAY			
23	BVH	Parish Grant award	£137	125.00	PARISH GRANT			
30	SM School	Parish Grant award	£137	125.00	GRANT GARDENING	5876.39		
JUNE								
5	C Hamilton	APM expenses reimbursement		22.10	APM EXP	5854.29		
15	from CCC	Concurrent Functions Funding 2023/24	1925.00		CFE	7779.29		
26	Hopkins	AED Aftercare 2023		226.80	INV NO 230620BVH		37.80	
26	Wraights	Grounds Maintenance April May		609.60	INV NO 1841		101.60	
26	C Hamilton	Salary 3/12 June		325.00	SALARY	6617.89		
JULY								
17	Scouts	Parish Grant award	£137	250.00	PARISH GRANT	6367.89		
26	C Hamilton	Salary 4/12 July		325.00	SALARY 4/12	6042.89		
AUGUST								
29	C Hamilton	Salary 5/12 Aug		325.00	SALARY 5/12	5717.89		
SEPTEMBER								
13	Hopkins	Replacement pads		86.33	230815BVH		14.39	
13	CCC	Election expenses		56.70	4385493	5574.86		
		Sub totals	23638.00	19140.51			199.29	

Date	Description		Receipts	Payments	Ref.	Balance	VAT paid	VAT no/notes
		Balance brought forward	23638.00	19140.51		5574.86	199.29	
SEPTEMBER								
13	PCC	Annual donation 2023	£137	150.00		5424.86		
13	C Hamilton	Basketball net reimbursement (OMGTradingLtd)		34.72	BB NET REIMBURSE	5,390.14	5.79	
22	C Hamilton	Postcard printing reimbursement (Solopress)		35.71	PCARD REIMBURSE		5.95	
27	C Hamilton	Salary 6/12 Sept		325.00	SALARY 6/12			
27	C Hamilton	Travel exp Sept		14.40	TVL EXP SEPT			
27	Wraights	Grounds Maintenance June, July, Aug, Sept		1,219.20	INV 1860		203.20	
26	from Barclays	Acc.Closure.Transfer1 - Ref: CIL Village Hall	DEPOSIT ACC	15,000.00	CIL Village Hall	18,795.83		
28	from Barclays	Acc.Closure.Transfer2 - Ref: CIL funds	DEPOSIT ACC	15000.00	CIL Funds	33795.83		vat claim 01.03.23-30.09.23 submitted
29	GoCardless	HugoFox website host Oct	WEBSITE	11.99	DD	33,783.84	2.00	Invoice?
OCTOBER								
3	from Barclays	Acc.Closure.Transfer3 - Ref: funds balance	DEPOSIT ACC	10,384.65	CIL funds balance	44,168.49		£40,384.65 dep acc funds
23	C Hamilton	123reg domain name annual renewal reimburse	WEBSITE				2.40	
20	C Hamilton	Union flag reimbursement (Flying Colours Flaggr	CONT	57.00			9.50	9.50 to claim - no inv received
23	C Hamilton	Salary 7/12 10/12 in error Oct	SALARY	325.00	SALARY 10/12 OCT			should read SALARY 7/12!
23	Play Insp Co	Annual playing field inspection	CFE	186.00	INV6459 UFP08106		31.00	
30	GoCardless	HugoFox website host Nov	WEBSITE	11.99	DD		2.00	
26	from HMRC	VAT reclaim 01.03.23-30.09.23	VAT	414.23	HMRC	43,988.34		
NOVEMBER								
15	C Hamilton	Salary 8/12 Nov	SALARY	351.00	SALARY 8/12			
15	C Hamilton	Backpay 01.04.31.10.23	SALARY	182.00	BACKPAY			
15	C Hamilton	Expenses 1/2 01.04.23-30.09.23	EXP	136.36	EXP 1.4.23-30.9.23			
15	C Hamilton	Travel exp Nov	EXP	14.40	TRAVEL EXP NOV			
15	C Hamilton	Overtime: Barclays (12hrs @ £13.50ph)	SALARY	162.00	OVERTIME BARCLAYS	43,142.58		
29	GoCardless	HugoFox website host Dec	WEBSITE	11.99	DD		2.00	
DECEMBER								
4	from Barclays	Interest final transaction		37.35		43,167.94		£40,421.99 dep acc funds
15	C Hamilton	Salary 9/12 Dec	SALARY	351.00	SALARY 9/12	42,816.94		
15	Mazars LLP	External Audit fee		252.00	INV NO 2281250	42,564.94	42.00	
29	GoCardless	HugoFox website host Jan		11.99		42,552.95	2.00	
		Sub total		22998.65			92.90	

Date	Description		Receipts	Payments	Ref.	Balance	VAT paid	VAT no/notes
		Balance brought forward	24,089.58	22,998.65		42,552.95	90.90	
JANUARY								
9	Fresh Air Fitness	Hip Twister replacement instruction labels		28.98		42,523.97	4.83	£40,421.99 dep acc funds
17	Wraights	Grounds M'nance O, N, D + hedge trim	CFF	1178.40	INV 1914		196.40	
17	Wolseley UK	Plumbing supplies for BVH	CIL	2,469.85	DJ000025 Bovingham		414.45	
	BVH	Contr. to defib electricity	DEFIB	25.00	DEFIB ELECTR 2024	38,850.72		
23	C Hamilton	Salary 10/12 Jan	SALARY	351.00	SALARY 10/12			
23	C Hamilton	Travel exp Jan	EXP	14.40	TVL EXP JAN	38,485.32		
24	John Pitcher	Planting 2024	CIL	100.00	PLANTING 2024	38,385.32		
29	GoCardless	HugoFox website host Feb	WEB	11.99		38,373.33		
FEBRUARY								
26	C Hamilton	Salary 11/12 Feb	SALARY	351.00	SALARY 11/12	38,022.33		
29	GoCardless	HugoFox website host March	WEB	11.99			2.00	
MARCH								
4	Downs Plumbing	Plumbing installation for BVH	CIL	1356.65				
4	G A Watts Electr	Electrical installation for BVH	CIL	3600.00		33,053.69	600.00	vat claim 1.10.23-29.2.24 submitted
6	from Santander	Compensation for delay to acc signatories updal	INT	150.00		33,203.69		
11	from HMRC	VAT reclaim 01.10.23-28.02.24	VAT	1310.58		34,514.27		vat claim paid
MARCH								
18	C Hamilton	Salary 12/12	SALARY	351.00	SALARY 12/12			
18	C Hamilton	Travel exp March	EXP	14.40	TVL EXP MARCH			
18	C Hamilton	Expenses 2/2 01.10.23-31.3.24	EXP	116.16	EXP 2/2			
18	Wraights	Grounds M'nance J, F, M	CFF	914.40	INV NO		152.40	
25	Allied Westmin.	Insurance valuation		75.00	Inv Ref 2549	33,043.31		
28	from CCC	Ward Cllrs Fund donation		400.00		33,443.31		
31		BALANCE				33,443.31		
			25,950.16	33,968.87				

Upper Hardres Parish Council

Location of public land and building assets

1. Bossingham Village Hall

The Street, Bossingham CT4 6DX

Bossingham Village Hall Management Committee insure, maintain and manage the village hall and its grounds on behalf of Upper Hardres Parish Council.

The hall is used for local events, meetings and private hire.

Bossingham Village Hall Management Committee has insured the hall for £550K (based on 2013 valuation).

Bossingham Village Hall is a registered charity no. 1143498.

2. Bossingham Village Hall Car Park

side of Bossingham Village Hall, The Street, Bossingham CT4 6DX

Approx. 54' x 20'.

In 1995, land adjoining Bossingham Village Hall was purchased by Upper Hardres Parish Council from Mrs Bertha Dale with the restrictive covenant "*for sporting purposes and associated car parking*". Parish clerk holds copy of covenant document.

Car park installed c.2000 by Upper Hardres Parish Council for use by hall users and parishioners.

Upper Hardres Parish Council maintain and insure car park.

3. Bossingham Playing Field

rear of Bossingham Village Hall, The Street, Bossingham CT4 6DX

Approx. 54' x 54'.

In 1995, land adjoining Bossingham Village Hall was purchased by Upper Hardres Parish Council from Mrs Bertha Dale with the restrictive covenant "*for sporting purposes and associated car parking*". Parish clerk holds covenant document.

In 2011, Bossingham Sports & Leisure Trust began to raise funds to provide free to use outdoor sports and leisure facilities on Bossingham Playing Field, on behalf of Upper Hardres Parish Council. The facilities are free to use by all, and are regularly used by residents of Bossingham, Upper Hardres and Stelling Minnis.

Bossingham Sports & Leisure Trust was dissolved in 2016 and ownership of all equipment and remaining funds handed to Upper Hardres Parish Council. UHPC insure and manage upkeep of equipment and carry out regular safety inspections.

Grounds maintenance costs (including mowing) are met by UHPC.