

# UPPER HARDRES PARISH COUNCIL

## Notice of appointment of date for the exercise of public rights

Accounts for the year ended 31<sup>st</sup> March 2025

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

|  |   |
|--|---|
| <p>1. Date of announcement: 02 June 2025 (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 2025 these documents will be available on reasonable notice on application to:</p> <p>(b) Clare Hamilton, <i>Parish Clerk &amp; RFO</i><br/>clerk@upperhardres-pc.gov.uk</p> <p>commencing on © 03 June 2025</p> <p>and ending on (d) 14 July 2025</p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> <li>the opportunity to question the auditor about the accounts; and</li> <li>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).</li> </ul> <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>Forvis Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF<br/>Email: <a href="mailto:local.councils@mazars.co.uk">local.councils@mazars.co.uk</a></p> <p>5. This announcement is made by (e) Clare Hamilton, <i>Parish Clerk &amp; RFO</i></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 2025.</p> <p>(e) Insert name and position of person placing the notice</p> |
|--|---|

Councils, and so local taxpayers, must meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved. The auditor will only continue with the objection if it is in the public interest to do so. If you appeal to the courts, you might have to pay for the action yourself.

### Who should you contact?

|   |  |
|---|--|
| <p>For more detailed guidance on electors' rights and the special powers of auditors, copies of the publication Council Accounts – a guide to your rights are available by calling the National Audit Office on 020 7798 7000 or downloading from the website <a href="https://www.nao.org.uk/">https://www.nao.org.uk/</a></p> | <p>If you wish to contact your Council's appointed external auditor please write to:</p> <p>Gavin Barker, Engagement Lead, Forvis Mazars LLP, <a href="mailto:local.councils@mazars.co.uk">local.councils@mazars.co.uk</a></p> |
|---|--|

## Certificate of Exemption – AGAR 2024/25 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2025, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

### UPPER HARDRES PARISH COUNCIL

certifies that during the financial year 2024/25, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2024/25: £11,200 AMOUNT £00.00

Total annual gross expenditure for the authority 2024/25: £13,394 AMOUNT £00.00

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

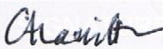

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2021
- In relation to the preceding financial year (2023/24), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2025.

**Signing this certificate confirms the authority will comply with the publication requirements.**

|   |            |   |              |
|---|------------|---|--------------|
| Signed by the Responsible Financial Officer   | Date       | I confirm that this Certificate of Exemption was approved by this authority on this date: | 13/05/2025   |
|  | 13/05/2025 | as recorded in minute reference:  | 13.05.25-5d. |
| Signed by Chair   | Date       |   |              |
|  | 13/05/2025 |   |              |

|                                    |                  |
|------------------------------------|------------------|
| Generic email address of Authority | Telephone number |
| clerk@upperhardres-pc.gov.uk       | 01303257321      |

\*Published web address

www.upperhardres-pc.gov.uk

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2025. Reminder letters for late submission will incur a charge of £40 + VAT.**

# Annual Internal Audit Report 2024/25

## UPPER HARDRES PARISH COUNCIL

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During the financial year ended 31 March 2025, 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 2024/25 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 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>  | ✓   |     |                |
| 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 <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i> | ✓   |     |                |
| N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>   | ✓   |     |                |
| <b>O. (For local councils only)</b><br>Trust funds (including charitable) – The council met its responsibilities as a trustee.  | Yes | No  | Not applicable |
|   |     |     | ✓              |

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

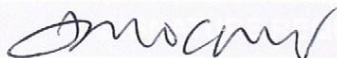
Date(s) internal audit undertaken

06 05 2025

Name of person who carried out the internal audit

JON O'CONNOR

Signature of person who carried out the internal audit



Date

06 05 2025

\*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).

## Section 1 – Annual Governance Statement 2024/25

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 2025, that:

|   | Agreed |    |     | 'Yes' means that this authority:  |
|---|--------|----|-----|---|
|   | Yes    | No |     |   |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  | ✓      |    |     | prepared its accounting statements in accordance with the Accounts and Audit Regulations.   |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  | ✓      |    |     | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.   |
| 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. | ✓      |    |     | has only done what it has the legal power to do and has complied with Proper Practices in doing so.   |
| 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.   | ✓      |    |     | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.   |
| 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.  | ✓      |    |     | considered and documented the financial and other risks it faces and dealt with them properly.  |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  | ✓      |    |     | 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. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.  | ✓      |    |     | responded to matters brought to its attention by internal and external audit.   |
| 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.                                  | ✓      |    |     | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.   |
| 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 | has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.   |
|   |        |    | ✓   |   |

\*For any statement to which the response is 'no', an explanation must be published

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


13/05/2025

and recorded as minute reference:

13.05.25-5b

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

Chair



Clerk



### Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

| Yes | No |
|-----|----|
| ✓   |    |

www.upperhardres-pc.gov.uk

ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2024/25 for

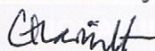
### UPPER HARDRES PARISH COUNCIL

|   | Year ending        |                    | Notes and guidance  |
|---|--------------------|--------------------|---|
|   | 31 March 2024<br>£ | 31 March 2025<br>£ |   |
| 1. Balances brought forward                                 | 26,143             | 33,444             | 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                          | 6,566              | 7,234              | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |
| 3. (+) Total other receipts                                 | 19,557             | 3,966              | 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  | 4,374              | 4,409              | 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                                   | 14,448             | 8,986              | Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).   |
| 7. (=) Balances carried forward                             | 33,444             | 31,249             | 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           | 33,444             | 31,249             | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>  |
| 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 2025 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**



Date

09/05/2025

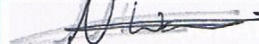
I confirm that these Accounting Statements were approved by this authority on this date:

13/05/2025

as recorded in minute reference:

13.05.25-5c

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



# Statement of Variances

## Statement of Variances - Year ended 31 March 2025

### Instructions for completing this template:

1. Enter figures per the AGAR in the cells highlighted in light blue. This will automatically calculate a percentage change between years.
2. If the variance is within 15%, no explanation is required. However, if it is outside this threshold, the percentage difference will highlight in yellow and an explanation is required.
3. Explanations should be entered in each section, quantified to show the figures for each year. This will automatically calculate the remaining difference and the percentage unexplained.
4. Once a sufficient explanation has been given to bring the percentage within 15% between years, the percentage difference cell will highlight as 'green' in the 'adjusted' line.

Please note that for fixed assets, regardless of the percentage change in the figure, an explanation is required for the movement.

| Item   | 2023-24    | 2024-25    | Difference  | %      | Additional comments / explanations |
|--|------------|------------|-------------|--------|------------------------------------|
| <b>Box 2: Precept or Rates and levies</b>                        | 6,566.00   | 7,234.00   | 668.00      | 10.2%  |                                    |
|  |            |            | -           |        |                                    |
|  |            |            | -           |        |                                    |
|  |            |            | -           |        |                                    |
|  |            |            | -           |        |                                    |
| <b>Box 2: Precept or Rates and levies (adjusted)</b>             |            |            | 668.00      | 10.2%  | No further explanation needed      |
| <b>Box 3: Total other receipts</b>                               | 19,557.00  | 3,966.00   | - 15,591.00 | -79.7% |                                    |
|  |            |            | - 15,147.00 |        | CIL Neighbourhood Portion          |
|  |            |            | - 400.00    |        | CCC Opportunities Fund donation    |
|  |            |            | -           |        |                                    |
|  |            |            | -           |        |                                    |
|  |            |            | -           |        |                                    |
| <b>Box 3: Total other receipts (adjusted)</b>                    |            |            | - 44.00     | -0.2%  | No further explanation needed      |
| <b>Box 4: Staff costs</b>  | 4,374.00   | 4,409.00   | 35.00       | 0.8%   |                                    |
|  |            |            | -           |        |                                    |
|  |            |            | -           |        |                                    |
|  |            |            | -           |        |                                    |
|  |            |            | -           |        |                                    |
| <b>Box 4: Staff costs (adjusted)</b>                             |            |            | 35.00       | 0.8%   | No further explanation needed      |
| <b>Box 5: Loan interest/capital repayments</b>                   | -          | -          | -           | 0.0%   |                                    |
|  |            |            | -           |        |                                    |
|  |            |            | -           |        |                                    |
|  |            |            | -           |        |                                    |
|  |            |            | -           |        |                                    |
| <b>Box 5: Loan interest/capital repayments (adjusted)</b>        |            |            | -           | 0.0%   | No further explanation needed      |
| <b>Box 6: Other payments</b>                                     | 14,448.00  | 8,986.00   | - 5,462.00  | -37.8% |                                    |
|  |            |            | - 3,600.00  |        | VH electrical work                 |
|  |            |            | - 1,356.00  |        | VH plumbing supplies               |
|  |            |            | -           |        |                                    |
|  |            |            | -           |        |                                    |
| <b>Box 6: Other payments (adjusted)</b>                          |            |            | - 506.00    | -3.5%  | No further explanation needed      |
| <b>Box 9: Fixed assets plus long-term investments</b>            | 635,255.00 | 635,255.00 | -           | 0.0%   |                                    |
|  |            |            | -           |        |                                    |
|  |            |            | -           |        |                                    |
|  |            |            | -           |        |                                    |
|  |            |            | -           |        |                                    |
| <b>Box 9: Fixed assets plus long-term investments (adjusted)</b> |            |            | -           | 0.0%   | No further explanation needed      |
| <b>Box 10: Total borrowings</b>                                  | -          | -          | -           | 0.0%   |                                    |
|  |            |            | -           |        |                                    |
|  |            |            | -           |        |                                    |
|  |            |            | -           |        |                                    |
|  |            |            | -           |        |                                    |
| <b>Box 10: Total borrowings (adjusted)</b>                       |            |            | -           | 0.0%   | No further explanation 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 2025" 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 2025

Prepared by Clare Hamilton, *Parish Clerk & RFO* Date 14.04.25

|   | £         | £         |
|---|-----------|-----------|
| Balance per bank statements as at 31 March 2025:  |           |           |
| e.g. Current account  | 31,249.19 |           |
| High interest account   | -         |           |
| Building society premium a/c  | -         |           |
|   |           |           |
| Petty cash float (if applicable)  | -         |           |
| Less: any un-presented cheques at 31 March 2025 (normally only current account)   | -         |           |
| Cheque number   | -         |           |
|   | -         |           |
| Add: any un-banked cash at 31 March 2025  | -         |           |
| e.g. Allotment rents banked 31 March 2025 (but not credited until 1 April 2025)   |           |           |
| Net balances as at 31 March 2025  |           | 31,249.19 |
|   |           |           |
| <b><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></b> |           |           |
| <b>CASH BOOK</b>  |           |           |
| Opening Balance 1 April 2024  | 33,443.31 |           |
| Add: Receipts in the year   | 11,200.11 |           |
| Less: Payments in the year  | 13,394.23 |           |
|   |           |           |
| Closing balance per cash book [receipts and payments book] as at 31 March 2025<br><b>(must equal net balances above)</b>  |           | 31,249.19 |

# Upper Hardres Parish Council Balance Sheet for year ended 31 March 2025

|   | £                 | £        | Budget 24.25 | note |
|---|-------------------|----------|--------------|------|
| <b>RECEIPTS</b>   |                   |          |              |      |
| CCC: Precept  | 7234.00           |          | 7,234.00     |      |
| CCC: Concurrent Functions Funding                       | 1925.00           |          | 1,925.00     | 1    |
| CCC: CIL Neighbourhood Portion                          | 1051.15           |          | 0.00         |      |
| HMRC: VAT repayment                                     | 989.96            |          | 850.00       | 2    |
| <b>Total Receipts</b>                                   | <b>£11,200.11</b> |          |              |      |
| <b>PAYMENTS</b>   |                   |          |              |      |
| <i>Precept:</i>   |                   |          |              |      |
| Clerk's salary  | 4,408.56          |          | 4,524.00     | 3    |
| Clerk's annual expenses                                 | 367.31            |          | 371.00       | 4    |
| Insurance premium                                       | 510.74            |          | 480.00       |      |
| Subscription to KALC                                    | 254.29            |          | 250.00       |      |
| Audit fees  | 252.00            |          | 210.00       |      |
| Election expenses                                       | 0.00              |          | 0.00         |      |
| Training/literature                                     | 0.00              |          | 0.00         |      |
| Website domain name renewal                             | 14.39             |          | 20.00        |      |
| Website hosting   | 155.87            |          | 150.00       |      |
| Defibrillator aftercare, parts, contr. to running costs | 249.48            |          | 114.00       |      |
| PCC donation (s.137)                                    | 150.00            |          | 150.00       |      |
| Meeting costs   | 0.00              |          | 0.00         |      |
| Contingency Fund  | 0.00              | 6,362.64 | 100.00       |      |
| <i>Concurrent Functions Funding:</i>                    |                   |          |              |      |
| Grounds maintenance & clearing                          | 3,916.80          |          | 3203.00      | 1    |
| Playing Field annual inspection                         | 196.80            | 4,113.60 | 155.00       |      |
| <i>Reserves:</i>  |                   |          |              |      |
| Parish Grant Fund Awards 2023 (s.137)                   | 500.00            |          |              | 5    |
| Playing field maintenance (from playing field reserves) | 692.00            |          |              |      |
|   |                   | 1,192.00 |              |      |
| <i>CIL (Community Infrastructure Levy):</i>             |                   |          |              |      |
| Trees inspection (playing field and VH garden)          | 250.00            |          |              | 6    |
| Works to trees (playing field and VH garden)            | 516.00            |          |              |      |
| Bus shelter renovation                                  | 660.00            |          |              |      |
| Dishwasher for VH                                       | 299.99            | 1,725.99 |              |      |
| <b>Total payments</b>                                   | <b>£13,394.23</b> |          |              |      |
| Balance brought forward                                 | 33443.31          |          |              |      |
| Receipts less payments                                  | 2194.12           |          |              |      |
| <b>Balance carried forward</b>                          | <b>£31,249.19</b> |          |              |      |

*Clare Hamilton*

Clare Hamilton Parish Clerk RFO

*Nick Waldron*

Nick Waldron Chairman

13 May 2025

Upper Hardres Parish Council

Santander Current Account: Receipts and Payments 1 April 2024 - 31 March 2025

| Date       | Description               |                                | Receipts | Payments | Ref.               | Balance  | VAT paid | VAT no / Notes |
|------------|---------------------------|--------------------------------|----------|----------|--------------------|----------|----------|----------------|
| 01.4.24    | Balance brought forward = | £33,443.31                     |          |          |                    | 33443.31 | 152.40   |                |
| APRIL      |                           |                                |          |          |                    |          |          |                |
| 2          | GoCardless                | HugoFox website hosting March  |          | 11.99    | 4789 DD            |          | 2.00     |                |
| 15         | from CCC                  | Precept                        | 7,234.00 |          |                    |          |          |                |
| 29         | GoCardless                | HugoFox website hosting April  |          | 11.99    | 5135 DD            |          | 2.00     |                |
| 29         | C Hamilton                | Salary 1/12 April              |          | 351.00   | SALARY 1/2         | 40302.33 |          |                |
| MAY        |                           |                                |          |          |                    |          |          |                |
| 20         | KALC                      | Annual subs                    |          | 254.29   | inv9018            |          | 42.38    |                |
| 20         | Wraights                  | Grnds m'nance & clearing April |          | 868.80   | Inv 1981           |          | 144.80   |                |
| 20         | Clear Councils            | Insurance premium              |          | 510.74   | LCO02083           |          |          |                |
| 20         | Matt Wilmshurst           | Playing field maintenance      |          | 692.00   | Matthew Wilmshurst |          |          | 6              |
| 20         | C Hamilton                | Salary 2/12 May                |          | 351.00   | SALARY 2/12        |          |          |                |
| 20         | C Hamilton                | Travel exp May x 2             |          | 28.80    | TVL EXP MAY        |          |          |                |
| 20         | SM Sch PTA                | Parish Grant Award             |          | 250.00   | Parish Grant       |          |          |                |
| 20         | Air Ambulance             | Parish Grant Award             |          | 250.00   | Parish Grant       |          |          |                |
| 29         | GoCardless                | HugoFox website hosting May    |          | 11.99    | 5719 DD            |          | 2.00     |                |
| JUNE       |                           |                                |          |          |                    |          |          |                |
| 29         | C Hamilton                | Salary 3/12 June               |          | 351.00   | SALARY 3/12        |          |          |                |
| JULY       |                           |                                |          |          |                    |          |          |                |
| 1          | GoCardless                | HugoFox website hosting June   |          | 11.99    | 6535 DD            | 36721.72 | 2.00     |                |
| 17         | Hayes Prop Dev            | Bus shelter refurbishment      |          | 660.00   | INV 1531/3         |          | 110.00   |                |
| 17         | Hopkins AED               | 2024 AED aftercare             |          | 249.48   | 240618BVH          |          | 41.58    |                |
| 17         | PCC                       | Annual donation                |          | 150.00   | s137               |          |          |                |
| 17         | C Hamilton                | Salary 4/12 July               |          | 351.00   | SALARY 4/12        |          |          |                |
| 17         | C Hamilton                | Travel exp July                |          | 14.40    | TVL EXP JULY       | 35296.84 |          |                |
| 29         | GoCardless                | HugoFox website hosting July   |          | 11.99    | 7230 DD            | 35284.85 | 2.00     |                |
| Sub totals |                           |                                | 7234.00  | 5392.46  |                    |          | 501.16   |                |

| Date      | Description       |   | Receipts | Payments | Ref.                | Balance   | VAT paid | VAT no/notes                         |
|-----------|-------------------|---|----------|----------|---------------------|-----------|----------|--------------------------------------|
|           |                   | Balance brought forward                   | 7234.00  | 5392.46  |                     | 35284.85  | 501.16   |                                      |
| AUGUST    |                   |   |          |          |                     |           |          |                                      |
| 1         | from CCC          | Concurrent Functions Funding 2024/25      | 1925.00  |          |                     | 37209.85  |          |                                      |
| 27        | Wraights          | Grounds maintenance May June July         |          | 914.40   | INV 2018            |           | 152.40   |                                      |
| 27        | C Hamilton        | Salary 5/12 Aug                           |          | 351.00   | SALARY 5/12         | 35,944.45 |          |                                      |
| 29        | GoCardless        | HugoFox website hosting Aug               |          | 11.99    | INV 7933            |           | 2.00     |                                      |
| SEPTEMBER |                   |   |          |          |                     |           |          |                                      |
| 25        | C Hamilton        | Salary 6/12 Sept                          |          | 351.00   | SALARY 6/12         |           |          |                                      |
| 25        | C Hamilton        | Travel expenses Sept                      |          | 14.40    | TVL EXP SEPT        | 35,567.06 |          |                                      |
| 30        | GoCardless        | HugoFox website hosting Sept              |          | 11.99    | INV 8675            |           | 2.00     | vat claim1 5699.56 01.03.24-30.09.24 |
| OCTOBER   |                   |   |          |          |                     |           |          |                                      |
| 1         | ForvisMazars      | External audit fee 2023/24                |          | 252.00   | INV 2408367         | 35,303.07 | 42.00    |                                      |
| 4         | from HMRC         | VAT126 claim 1/2 1.3.24-30.9.24           | 699.56   |          | VAT RECLAIM 1 24/25 | 36,002.63 |          |                                      |
| 10        | C Hamilton        | 123.reg Domain name renewal reimbursement |          | 14.39    | REC No. 3344215510  |           | 2.40     |                                      |
| 28        | C Hamilton        | Salary 7/12 Oct                           |          | 351.00   | SALARY 7/12         |           |          |                                      |
| 10        | from CCC          | CIL payment                               | 1051.15  |          |                     |           |          |                                      |
| 29        | GoCardless        | HugoFox website hosting Oct               |          | 11.99    | INV9498             | 36,676.40 | 2.00     |                                      |
| NOVEMBER  |                   |   |          |          |                     |           |          |                                      |
| 18        | C Hamilton        | Salary 8/12 Nov                           |          | 367.38   | SALARY 8/12         |           |          |                                      |
| 18        | C Hamilton        | Backdated salary 1.4.24-30.09.24          |          | 114.66   | SALARY              |           |          |                                      |
| 18        | C Hamilton        | Travel expenses Nov                       |          | 14.40    | EXP                 |           |          |                                      |
| 18        | C Hamilton        | Expenses 1/2 1.4.24-30.10.24              |          | 134.66   | EXP                 | 36,045.30 |          |                                      |
| 29        | GoCardless        | HugoFox website hosting Nov               |          | 11.99    | INV10244            |           | 2.00     |                                      |
| DECEMBER  |                   |   |          |          |                     |           |          |                                      |
| 2         | Play Insp. Co.    | Annual playing field inspection           |          | 196.80   | INV73377            |           | 32.80    |                                      |
| 2         | Wraights          | Grounds M'nance Aug Sep Oct Nov           |          | 1219.20  | INV21.11.24         | 34,617.31 | 203.20   |                                      |
| 20        | Philip Wilson Arb | Trees Inspection                          |          | 250.00   | INV1165             |           |          |                                      |
| 20        | C Hamilton        | Salary 9/12 Dec                           |          | 367.38   | SALARY 9/12         | 33,999.93 |          |                                      |
| 30        | GoCardless        | HugoFox website hosting Dec               |          | 11.99    | INV10949            | 33,987.94 | 2.00     |                                      |
| Sub total |                   |   | 10909.71 | 10365.08 |                     |           | 286.40   |                                      |

| Date     | Description |                                      | Receipts  | Payments  | Ref.                | Balance          | VAT paid    | VAT no/notes             |
|----------|-------------|--------------------------------------|-----------|-----------|---------------------|------------------|-------------|--------------------------|
| 01.01.25 |             | <i>Balance brought forward</i>       | 10,909.71 | 10,365.08 |                     | 33,987.94        | 286.40      |                          |
| JANUARY  |             |                                      |           |           |                     |                  |             |                          |
| 28       | C Hamilton  | Salary 10/12 Jan                     |           | 367.38    | SALARY 10/12        |                  |             |                          |
| 28       | C Hamilton  | Travel exp Jan                       |           | 14.40     | EXP                 |                  |             |                          |
| 28       | BVH         | Dishwasher reimbursement             |           | 299.99    | ITVL                | 33,306.17        |             | 59.99                    |
| 29       | GoCardless  | HugoFox website hosting Jan          |           | 11.99     | INV 11723           |                  | 2.00        |                          |
| FEBRUARY |             |                                      |           |           |                     |                  |             |                          |
| 26       | C Hamilton  | Salary 11/12 Feb                     |           | 367.38    | SALARY 11/12        |                  |             |                          |
| 28       | GoCardless  | HugoFox website hosting Feb          |           | 11.99     | INV 12554           | 32,914.81        | 2.00        | vat claim 1.4.24-28.2.25 |
| MARCH    |             |                                      |           |           |                     |                  |             |                          |
| 6        | from HMRC   | VAT126 reclaim 2/2 01.10.24-28.02.25 | VAT       | 290.40    | VAT RECLAIM 2 24/25 | 33,205.21        |             |                          |
| 12       | C Hamilton  | Salary 12/12 March                   | SALARY    | 367.38    | SALARY 12/12        |                  |             |                          |
| 12       | C Hamilton  | Travel exp March                     | EXP       | 14.40     | EXP                 |                  |             |                          |
| 12       | C Hamilton  | Expenses 2/2 1.11.24-31.03.25        | EXP       | 131.85    | EXP                 | 32,691.58        |             |                          |
| 26       | Wraights    | Grounds maintenance Dec Jan Feb      | CFF       | 914.40    | INV 2100            |                  | 152.40      | to claim vat             |
| 26       | Wraights    | Tree works                           | CIL       | 516.00    | INV 2101            | 31,261.18        | 86.00       |                          |
| 31       | GoCardless  | HugoFox website hosting March        | WEB       | 11.99     | INV                 | <b>31,249.19</b> | <b>2.00</b> |                          |
|          |             |                                      |           |           |                     |                  |             |                          |
|          |             |                                      |           |           |                     |                  |             |                          |

## Parish Council

### 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, updated 07 April 2025

2025/26

| ASSET DETAILS                                   |                               |                            |                                   |                                 |   |                            |                     |         |  |                                |                             |
|---|-------------------------------|----------------------------|-----------------------------------|---------------------------------|---|----------------------------|---------------------|---------|--|--------------------------------|-----------------------------|
| Ref   | Description                   | Date acquired.             | Supplier                          | Purchase Value                  | Useful life est.                                  | Location                   | Use                 | Custod. | Usage & Condition  | Disposal                       | Insurance/Replacement Value |
| 1   | Village Hall (BVH)            | Land Reg. 2013             | BVH Mge Comm is Custodian Trustee | rebuild valuation 2024 £689,377 | Indeterminate                                     | The Street, CT4 6DX        | P'shioners & public | BVHMC   | Daily - groups and lettings<br>Cond: Good                        | rebuild cost =                 | £690,000                    |
| 2   | Car Park (CP)                 | c.2000                     | Moons of Selling                  | £34,051.50                      | Indeterminate                                     | Side of BVH                | P'shioners & public | UHPC    | Daily - Parishioners, hall users<br>Cond: Good                   |                                | £35,000                     |
| 3   | Playing field (PF)            | Land - 1995 Equip. 2012-18 | Dale family Various c.£44K        | donated £40,000                 | Indet. (covenant: sport & rec. only)              | PF, rear of BVH            | P'shioners & public | UHPC    | Daily - Recreation for all<br>Cond: Maintenance carried out 2024 |                                | £44,000                     |
| 4   | Fencing                       | c.1995                     | unknown                           |                                 | Indeterminate                                     | CP & PF boundaries         |                     | UHPC    | Cond:good  |                                | £2,500                      |
| 5   | Noticeboard 1                 | Repaired 2011              | Gerald Wilton Designs             | £450                            | 10 years  | Hop Pocket                 | Clerk & public      | UHPC    | Currently removed due to works at Hop Pocket. Stored by NW       | Waiting to reinstate           | £450                        |
| 6   | Trees                         | unknown                    | unknown                           | unknown                         | unknown   | VH/PF boundary             | public              | UHPC    | Inspected April 2020 & Dec 2024, maintained in 2020 and 2024     | covered under Public Liability |                             |
| 7   | Bus Shelter                   | 1990                       | local craftsmen (volunteers)      | £5,000                          | 20 years  | BVH                        | P'shioners          | UHPC    | Cond: repair work carried out , in 2024                          |                                | £8,000                      |
| 8   | Bench 1                       | c.2000                     | unknown                           | c.£200                          | 4 years   | Manns Hill                 | P'shioners          | UHPC    | Cond: Poor, to be repaired or replaced                           |                                | £480                        |
| 9   | Gate 1 Double gates           | c.2000                     | Jacksons                          | £800                            | 15 years  | Entrance to PF             | Grounds m'nance     | UHPC    | Fortnightly in mowing season<br>Cond: Good                       |                                | £1,000                      |
| 10  | Gate 2 pedestrian gate        | 2013                       | T. Metcalfe                       | £430.44                         | 23 years  | Entrance to PF             | P'shioners          | UHPC    | Daily<br>Cond: Post replaced 2021. Good                          |                                | £500                        |
| 11  | Bench 2 Liz Dixey bench       | 2016                       | Woodberry                         | £457.55                         | 25 years  | PF                         | P'shioners          | UHPC    | Occasional<br>Cond: cleaned & stained 2022                       |                                | £480                        |
| 12  | Bench 3                       | 2015                       | Woodberry Rosen family            | £450.00                         | 25 years  | PF                         | P'shioners & public | UHPC    | Occasional<br>Cond: good, restained 2022                         |                                | £480                        |
| 13  | Lenovo laptop hard drive, USB | Jan-20                     | e-Buyer (ex vat £272.91)          | £337.00                         | 2-4 years   | Clerk's home               | Clerk               | UHPC    | Daily.<br>Cond. New Jan 2020. Good                               |                                | £500                        |
| 14  | Fencing & stile               | 2015                       | Bossingham Groundworks            | £2,000                          | 20 years  | PF/BVH bd'ry North PF b'ry | Public              | UHPC    | Cond: Good   |                                | £2,500                      |
| 15  | Defibrillator & Cabinet       | 2016                       | BHF Turtle Engineering            | £400 £570                       | 10 years 10 years                                 | Side lobby at BVH          | Public              | UHPC    | Cond: Good (unused)<br>Independently checked quarterly           |                                | £1,000                      |
| <b>Original cost/Audit Value of assets held</b> |                               |                            |                                   | <b>£774,323.49</b>              | <b>Insurance/Replacement value of Assets held</b> |                            |                     |         |  |                                | <b>£786,890.00</b>          |

# 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.

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### **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.

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### **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.