



# **Kettleburgh Parish Council**

**Annual Financial Statement**  
for the year ended 31 March 2018

**Parish Clerk:**  
Mr Martin Sims  
Willow Cottage, The Street, Kettleburgh  
01728 724 986  
pc@kettleburgh.suffolk.gov.uk

**Parish Councillors — Contact Details**

John Bater	Church Farm	723 532	jbater@suffolkonline.net
Denis Brooks	Orchard End	724 017	denisbrooks@btinternet.com
Vice Chairman - Tim Chase	Home Farm	685 228	timbridge3@btinternet.com
Rowena Edmondson	Red Barn	723 124	rowenaedmondson@yahoo.co.uk
Heidi Finbow	Medlar Cottage	727 463	HFinbow@barnesconstruction.co.uk
Nick Hulme	Copyhold Cottage		hulmenick@hotmail.com
Chairman - Trevor Jessop	The Old Brewhouse	724 272	trevorjessop@btinternet.com
Judy Moorhouse	Brunswick Farm	727 465	judy Moorhouse@btinternet.com

The Parish Council meets every three months in the Village Hall.  
Meetings begin at 7:30pm. Members of the public are always welcome.  
When necessary, additional meetings are called.

These accounts satisfy the requirements of the Accounts and Audits Regulations 2015  
and represent fairly the financial position of the Council as at 31 March 2018.

Signed: *Heelis & Lodge*

Dated: *3 May 2018*

**Independent Examiner**

Heelis & Lodge  
Hall Farm House  
Loudham Lane  
Pettistree  
Suffolk  
IP13 0NQ

# Kettleburgh Parish Council

Annual Accounts for the year ended 31 March 2018

## Receipts and Payments Account

31 March 2017		31 March 2018		AR	
		Receipts			
£	0.81	£	1.79	3	
£	3,291.45	£	3,535.00	2	
£	8.55	£	-	3	
£	1,594.14	£	-	3	
£	-	£	190.49	3	
£	-	£	189.24	3	
£	4,894.95	£	3,916.52		
		Payments			
		Net	VAT		
£	162.12	£	101.73	£10.00	6
£	30.00	£	42.00		6
£	30.00	£	80.00		6
£	-	£	819.00		6
£	1,507.89	£	50.00		6
£	-	£	-		6
£	165.00	£	168.00		6
£	2,281.08	£	2,354.04		4
£	162.25	£	166.22		6
£	-	£	-		6
£	66.00	£	55.00		6
£	1.00	£	1.00		6
£	4,405.34	£	3,846.99		
Receipts and Payments Summary					
£	3,240.62	£	3,730.23		
£	4,894.95	£	3,916.52		
£	4,405.34	£	3,846.99		
£	3,730.23	£	3,799.76		
These funds are represented by:					
£	1,577.57	£	345.31		
£	2,152.66	£	3,454.45		
£	3,730.23	£	3,799.76		

These accounts represent fairly the financial position of Kettleburgh Parish Council as at 31 March 2018 and reflect its receipts and payments during the year.

I certify that these accounts were approved at a meeting of Kettleburgh Parish Council held on 10 May 2018.

signed.....  ..... Chairman (date) 10/05/2018

signed.....  ..... RFO (date) 10-5-2018

**Kettleburgh Parish Council**

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**Bank Reconciliation**

Balance per Bank Statements:

<u>Community A/C no: 10533513 (Current A/C)</u>	£	556.57
Less		
Clerk's salary Standing Order, March	£	156.77
Clerk's salary tax Standing Order, March	£	39.40
Clerk's expenses, Nov-Feb	£	15.09

Balance carried forward: £ 345.31

Business Saver A/C no: 80466735 (Reserve A/C)      £ 3,454.45

Total Bank A/Cs:

£ 3,799.76

## **Kettleburgh Parish Council**

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### **Supporting Notes**

#### **Assets**

At 31 March 2018 the following assets were held:

The Pound	£	1,000.00
Village sign	£	4,000.00
Notice Board	£	1,600.00
Village Green	£	1.00
Defibrillator	£	1,508.00
		<hr/>
	£	8,109.00

#### **Borrowings**

At 31 March 2018 the Council had no loans outstanding.

#### **Leasings**

At 31 March 2018 the land known as Kettleburgh Village Green is leased to Kettleburgh Green Trust (KGT). The deeds for the Village Green are held by Marshall Hatchick, Solicitors, The Ancient House, Church Street, Woodbridge, IP12 1DH

#### **Outstanding debts**

At 31 March 2018 the council does not owe on any debts.

#### **Tenancies**

The Council has two tenancies, of parcels of land at the rear of 7 & 8 Church Road. These are administered by the KGT.

#### **Section 137 Payments**

There were no payments under Section 137 of the Local Government Act 1972.

#### **Agency Work**

During the year, the council incurred no costs in agency work.

#### **Advertising and Publicity**

No costs were incurred for advertising or publicity during the year.

## **Kettleburgh Parish Council**

Annual Accounts for the year ended 31 March 2018

### **Explanation of Significant Quantified Variances for Annual Return**

**Box 3 Receipts other than precept**

A public defibrillator was purchased during the previous year as a full cost of £1508 and no equivalent figure was required this year. Two grants were obtained from the Transparency Fund totalling just over £190 and a VAT reclaim for the previous three years also paid £190. These three income items create the significant difference in income.

**Box 6 All other payments**

The one off Defibrillator cost of £1508 was not paid out but a Churchyard Maintenance grant of £819 was. The highly variable Administration costs dropped slightly and bus shelter costs have gone up, partly because the cleaner had not done the requested four cleans in the previous year and partly because one of the previous year's payments was made in this financial year. No other figures varied to an unusual degree.

**Kettleburgh Parish Council**

Annual Accounts for the year ended 31 March 2018

**Accounts items over £100**

	£s
Receipts	
	3535.00 Precept
	190.49 Transparency Fund grants
	189.24 VAT reclaimed
Payments	
	131.22 SALC Subscription
	168.00 Parish Council Insurance
	472.00 Tax on Clerk's Salary
	1882.04 Clerk's Salary

## **Kettleburgh Parish Council**

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### **Councillor Responsibilities**

Responsibility	Councillor
Staff	Cllrs Jessop, Brooks and Moorhouse
Defibrillator	Cllr Finbow
Village Gateways	Cllr Chase
Bank signatories	Cllrs Brooks, Edmondson, Finbow and Moorhouse