

**STOCK & BRADLEY PARISH COUNCIL**

**Summary of Receipts & Payments Account for the Year Ended 31st March 2024**

<u>2023</u>		<u>2024</u>
	<b><u>RECEIPTS</u></b>	
£7,500.00	Precept	£7,725.00
£2.74	Interest	£35.32
£473.38	Parish Lengthsman	£3,292.36
£52.05	Miscellaneous Income	£0.00
£1,100.00	WDC Grant & WCC Cllr Donations	£2,500.00
£0.00	VAT refund	£862.59
<u>£9,128.17</u>	<b>TOTAL</b>	<u>£14,415.27</u>

	<b><u>PAYMENTS</u></b>	
£4,590.00	Clerk's Salary	£5,040.00
£150.00	PAYE	£97.00
£927.28	General Admin Costs	£1,329.44
£365.00	Hire of Village Hall PC	£464.04
£620.67	Insurance	£623.66
£675.00	Donations	£700.00
£362.56	Membership Subscriptions	£406.46
£0.00	Audit of Accounts	£100.00
£0.00	Election Fees	£50.00
£25.00	Training Courses	£0.00
£2,320.00	Parish Lengthsman	£1,150.35
£153.21	Vat Paid	£353.69
£7.95	Defibrillators & VAS Aecessories	£0.00
£592.38	Miscellaneous Expenses	£467.20
£0.00	P3 Footpaths payments	£0.00
£10,789.05	<b>TOTAL</b>	£10,781.84

**RECEIPTS & PAYMENTS SUMMARY**

£9,122.84	01.04.22 Balance B/F	01.04.23	£7,461.96
£9,128.71	Add Total Receipts		£14,415.27
£18,251.55			£21,877.23
£10,789.05	Less Total Payments		£10,781.84
<u>£7,462.50</u>	31.3.2023 BALANCE C/F	31.3.2024	<u>£11,095.39</u>

**BALANCE Represented by Santander Business Banking 31.3.2024**

£75.83	Current Account	£3,673.94
£7,386.13	Deposit Account	£7,421.45
<u>£7,461.96</u>		<u>£11,095.39</u>

Signed .....  
Chairman

15th May 2024

## Stock & Bradley Green Parish Council - Schedule of Fixed Assets

Description	Ref/serial No	Date Acquired	Value	Custodian	Disposal
1 Stock Green Notice Board	0001	9th May 2003	£1,030.00	S&BPC	
2 Bradley Green Notice Board	0002	14th May 2003		S&BPC	Destroyed by Car
3 Ex BT Phone Box	0011	2013	£1.00	S&BPC	
4 2 Defib machines	0012	4th April 2015	£800.00	S&BPC	
5 2 Defib cabinets	0013	29th Feb 2016	£1,180.00	S&BPC	
6 two road signs	0014	19th Dec 2017	£624.00	S&BPC	
7 Bradley Green Notice Board	15	12th March 2019	£1,153.00	S&BPC	
8 New VAS Posts & VAS	16	11th April 2019	£2,981.40	S&BPC	
9 New VAS Posts & VAS	17	4th December 2020	£2,483.66	S&BPC	
10 New VAS	18	08th March 2022	£1,920.00	S&BPC	donated by WCCllr Tony Miller
<b>Total</b>			<b>£12,173.06</b>		

## Stock & Bradley Parish Council Risk Analysis – 15<sup>th</sup> May 2024

Item	Frequency	Last Reviewed	Comments / Actions
<b>Parish Council Insurance – renewal 1<sup>st</sup> June</b>		April 24	
Including:			
Public & Employers Liability	Annual	April 24	
Volunteers	Annual	April 24	
Money & Fidelity Guarantee	Annual	April 24	
Personal Accident	Annual	April 24	
War Memorial	Annual	N/A	
Buildings cover for:	Annual	N/A	
Parish Owned Property	Annual	N/A	
and Assets such as:	Annual	N/A	
Playground Equipment	Annual	N/A	
Seats & Benches	Annual	N/A	
Defibrillators	Annual	April 24	
Parish Notice Boards	Annual	April 24	
Bus shelters	Annual	N/A	
VAS	Annual	April 24	
Check Village Hall insured by	Annual	April 24	
Village Hall Management Committee			
<b>Inspection of Playground equipment by qualified inspector</b>	Quarterly	N/A	
<b>Gas Safety Check &amp; Certificate on Parish owned properties</b>	Annual	N/A	
<b>Other Inspections/Maintenance:</b>			
Tree Maintenance on Recreation Ground	Quarterly	N/A	
Goalpost bar-bolts fitted to make secure	Quarterly	N/A	
Tree Maintenance at properties owned	Quarterly	N/A	
Tree Maintenance in memorial Gardens	Quarterly	N/A	
Playground equipment inspection by PC	Weekly	N/A	
Tree inspection by PC	Weekly	April 24	
Property & assets	Quarterly	April 24	
<b>Policies &amp; Procedures</b>			
Freedom of Information publication scheme	Annual	April 24	

Stock & Bradley Risk Assessment - 15<sup>th</sup> May 2024 – page 2

Standing orders	Annual	May 24	
Financial Regulations	Annual	May 24	
Reserves policy	Annual	April 24	
Appointed Internal Auditor	Annual	May 24	
<b>Financial Matters:</b>			
Banking Arrangements	Annual	April 24	
Insurance Providers	Annual	April 24	
VAT return completed and submitted	Annual	June 23	
Contingency fund for:	Annual		
additional audit fee	Annual	N/A	
annual salary review	Annual	May 23	
Cover for staff sick periods		April 24	
bye-elections	Annual	N/A in 24	
<b>Budget &amp; Finance:</b>			
Budget agreed, monitored & reported	Quarterly	Jan 24	
Precept requested	Annual	Jan 24	
Payments approval procedure	Annual	April 24	
Bank Reconciliations overseen by Councillors	Quarterly	May 24	
Clerks salary reviewed & documented	Annual	May 23	
Chairman's allowance reviewed & agreed	Annual	N/A	
Internal Audit	Annual	May 24	
External Audit	Annual	underway	
Internal check of financial records	Annual	May 24	
Annual return completed & posted	Annual	underway	
<b>Record Keeping:</b>			
Minutes properly numbered etc	On-going	April 24	
Asset Register available/updated	On-going	April 24	
Financial Regulations available/updated	On-going	May 24	
Standing Orders available/updated	On-going	May 24	
Backups taken of computer records	Weekly	April 24	
Archived computer records	monthly	April 24	
<b>Employees &amp; Contractors:</b>			
Contracts of employment	Annual	May 23	
Contractors' indemnity insurance Checked	On-going	April 24	
Written arrangements with contractors	On-going	April 24	
<b>Other:</b>			
New Code of Conduct adopted	Once	May 22	
Register of Interests completed and updated	On-going	April 24	
Gift / Hospitality	On-going	April 24	
Declarations of Interests minuted	On-going	April 24	

The Information given above was agreed at the Annual Meeting held on Wednesday 15<sup>th</sup> May 2024 as being a correct record.

Signed Chairman:  .....

15<sup>th</sup> May 2024