

Stoke St Mary Parish Council

Notes to Annual Return for Financial Year Ending 31 March 2024

1 INTRODUCTION

This note is intended to provide background and further information to the Annual Return for 2023-4 for the Stoke St Mary Parish in Somerset. For this accounting period the Parish fell within the jurisdiction of newly formed unitary council, Somerset Council (SC).

1.1 EXTERNAL AUDIT RESULTS

Nothing to report

1.2 PROCESS FOR 2023-4

1.2.1 *Overview*

The audit requirements are similar to previous years and are categorised into three levels of requirements:

- I. Authorities no income or expenditure for the year
- II. Authorities with both income and expenditure of less than £25,000 each
- III. All other Authorities

Due to a successful grant application programme to redevelop the play area, Stoke St Mary Parish Council falls into III above ("Basic Level Review"), and is subject to External Review (£210) as well as Internal Audit. The accounts do have to be discussed and adopted at a Parish Council Meeting, as well as being published on a public website.

1.2.2 *Requirements for Authorities in III above*

Smaller authorities must carry out a review of the effectiveness of the system of internal controls and prepare the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return (AGAR) Part 2). At the approvals meeting, following the review, the authority must:

- Consider the findings of the review by the members of the meeting as a whole, and
- Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements

The Annual Governance Statement must be approved prior to the Accounting Statements, either at separate meetings or in the same meeting but with the correct order of business on the agenda and this must be evidenced by the meeting minute references and/or dates.

The Responsible Finance Officer (RFO) must sign and date 'Section 2 - Accounting statements 2023/24' of the AGAR Part 2, before they are presented to the authority for approval. At the approval meeting, following approval of the Annual Governance Statement, the authority must, in the following order;

Consider the Accounting Statements by the members of the meeting as a whole,
Approve the Accounting Statements by resolution, and
Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.

The correct order of business must be reflected on the agenda and evidenced by meeting minute references and/or dates.

2 NOTES FOR YEAR ENDING 31 MARCH 2024

2.1 General

The Parish Council were asked to redevelop the parish play area, following safety concerns about a key piece of equipment (wooden playframe), which was taken out of service in Summer 2023. A grant application programme raised (to date) £26,000, this is due to be spent in the financial year 2024/25 on a replacement play unit and ancillary equipment. Funds received were transferred to the deposit account on receipt.

(A further £8000 has been pledged towards the play area redevelopment, but not received by 31st March 2024).

2.2 Precept

The 2022/23 Precept of £5,500 was received on 24th April 2023.

2.3 Fixed Assets

Two changes have been made to the Fixed Asset Register in 2023/24 (section 3 below):

- removal of the wooden playframe from the play area, for safety reasons: £4200
- addition of a slide projector purchased in May 2023: £134.98

2.4 Bank Accounts

The movements in the Parish Council Bank accounts are in Section 4. The balances at the end of 2023/24 are:

Current Account	£	3161.79
Deposit Account	£	<u>32,640.59</u>
TOTAL	£	35,802.38

The total balance held in the current account includes £3000 grant received (30th March 2023) from Fairfield Trust which was subsequently transferred to the reserve account (in April 2024), pending the play area redevelopment.

The total balance held in the deposit account includes £23,000 which was raised to fund the play area redevelopment, and £2000 pledged by the Parish Council towards the project.

The balance (excluding funds held for the play area redevelopment) held in the deposit account is less than 2 x the precept, and is held as contingency in the event of transfer of responsibility for certain activities from Somerset Council, who are facing financial difficulties.

2.5 Annual Internal Audit

As in previous years, the annual internal auditor is John Pugh, and the Parish Council would like to pass on their thanks to him.

STOKE ST MARY PARISH COUNCIL

FIXED ASSET REGISTER

Description	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Millennium Stone	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00
3 Timber Seats	£373.00	£373.00	£373.00	£373.00	£373.00	£373.00	£373.00	£373.00	£373.00	£373.00	£373.00
Timber Bus Shelter	£364.00	£364.00	£364.00	£364.00	£364.00	£364.00	£364.00	£364.00	£364.00	£364.00	£364.00
Notice Board (2008)	£464.00	£464.00	£464.00	£464.00	£464.00	£464.00	£464.00	£464.00	£464.00	£464.00	£464.00
Notice Board (2009)	£817.00	£817.00	£817.00	£817.00	£817.00	£817.00	£817.00	£817.00	£817.00	£817.00	£817.00
Telephone Box (2008)	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00
2x Grit Bins (2011)	£356.00	£356.00	£356.00	£356.00	£356.00	£356.00	£356.00	£356.00	£356.00	£356.00	£356.00
Haydon Road Sign (2013)	£0.00	£65.00	£65.00	£65.00	£65.00	£65.00	£65.00	£65.00	£65.00	£65.00	£65.00
Play Area Land (Nominal Value)	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00
Village signs	£0.00	£0.00	£392.00	£392.00	£326.00	£326.00	£326.00	£326.00	£326.00	£326.00	£326.00
Defibrillator	£0.00	£0.00	£0.00	£0.00	£0.00	£2,266.00	£2,266.00	£2,266.00	£2,266.00	£2,266.00	£2,266.00
Projector	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£134.98
Playground Equipment											
Play Frame	£4,200.00	£4,200.00	£4,200.00	£4,200.00	£4,200.00	£4,200.00	£4,200.00	£4,200.00	£4,200.00	£4,200.00	£0.00
Hip Hop	-	£2,960.00	£2,960.00	£2,960.00	£2,960.00	£2,960.00	£2,960.00	£2,960.00	£2,960.00	£2,960.00	£2,960.00
Combination Swings (Metal)	-	£1,370.00	£1,370.00	£1,370.00	£1,370.00	£1,370.00	£1,370.00	£1,370.00	£1,370.00	£1,370.00	£1,370.00
Pod Swing (Metal)	-	£2,650.00	£2,650.00	£2,650.00	£2,650.00	£2,650.00	£2,650.00	£2,650.00	£2,650.00	£2,650.00	£2,650.00
Horse Springer	-	£375.00	£375.00	£375.00	£375.00	£375.00	£375.00	£375.00	£375.00	£375.00	£375.00
Spring See Saw	-	£735.00	£735.00	£735.00	£735.00	£735.00	£735.00	£735.00	£735.00	£735.00	£735.00
Vivarea Multiplay Unit	-	£4,185.00	£4,185.00	£4,185.00	£4,185.00	£4,185.00	£4,185.00	£4,185.00	£4,185.00	£4,185.00	£4,185.00
Envirosmart Grass Matting	-	£4,147.00	£4,147.00	£4,147.00	£4,147.00	£4,147.00	£4,147.00	£4,147.00	£4,147.00	£4,147.00	£4,147.00
TOTAL	£10,575.00	£27,062.00	£27,454.00	£27,454.00	£27,388.00	£29,654.00	£29,654.00	£29,654.00	£29,654.00	£29,654.00	£25,588.98

Notes:

3. FIXED ASSET REGISTER

Asset	Purchase Price (historic cost) £	Notes
Millennium Stone	3,000	
3 Timber Seats	373	
Timber bus shelter	364	
Notice board	464	2008
Notice board	817	2009
Telephone Box	1	2008
2 x Grit bins	356	2011
Haydon Road sign	65	2013
Play area land	1,000	Nominal Value
Village Signs	326	
Defibrillator	2,266	Installed in 2018/19
Slide projector	134.98	Purchased in May 2023
Hip Hop	2,960	Purchased 2014 part of play park refurbishment
Combination swings (metal)	1,370	Purchased 2014 part of play park refurbishment
Pod swing (metal)	2,650	Purchased 2014 part of play park refurbishment
Horse Springer	375	Purchased 2014 part of play park refurbishment
Spring SeeSaw	735	Purchased 2014 part of play park refurbishment
Vivarea multiplay unit	4,185	Purchased 2014 part of play park refurbishment
EnviroSMART grass matting	4,147	Purchased 2014 part of play park refurbishment
TOTAL	25,588.98	

No Depreciation has been applied to the above Fixed Assets i.a.w. NALC guidance