

UPPER HARDRES PARISH COUNCIL

Notice of conclusion of the audit

Annual Return for the year ended 31st March 2023

Section 25 of the Local Audit and Accountability Act 2014

Accounts and Audit (England) Regulations 2015

	Notes
1. The audit of accounts for the Council/Meeting (a) for the year ended 31 March 2023 has been concluded.	(a) Delete as appropriate
2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of the Council on application to:	
(b) Clare Hamilton, Clerk to Upper Hardres Parish Council uhpc.clerk@gmail.com	(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return
2. Copies will be provided to any local government elector on payment of £5.00 for each copy of the Annual Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) Clare Hamilton Clerk to Upper Hardres Parish Council	(d) Insert name and position of person placing the notice
Date of announcement: (e) 12 September 2023	(e) Insert date of placing of the notice

Accessibility Regulations

The External Auditor is aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR does not allow parish councils to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore this note is to make it clear that the following document is a scan and will not be fully compliant with the Accessibility Regulations.

Annual Internal Audit Report 2022/23

UPPER HARDRES PARISH COUNCIL

www.upperhardrespc.co.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, 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 2022/23 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

11/04/2023 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

JEREMY SPEAKMAN

Signature of person who carried out the internal audit

Date

11/04/2023

*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 2022/23

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 2023, 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
			✓

***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:

22/05/2023

and recorded as minute reference:

22.05.23_7b MINUTE REFERENCE

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

Chairman

Clerk

www.upperhardrespc.co.uk

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Section 2 – Accounting Statements 2022/23 for

UPPER HARDRES PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	12,785	12,594	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	6,043	6,145	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,411	22,003	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	3,646	3,900	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	6,999	10,699	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	12,594	26,143	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	12,594	26,143	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	632,770	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 do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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

SIGNATURE REQUIRED

Date

09/04/2023

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

22/05/2023

as recorded in minute reference:

22.05.23_8a MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

Upper Hardres Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In undertaking the review of the 2021/22 Annual Return it came to our attention that the Council had not met the requirements of the Accounts and Audit (England) Regulations 2015 in providing electors with a period of 30 working days to inspect the accounts, to start the period the day after it was announced and to do so as soon as possible after the AGAR was approved. The Council should ensure that in 2023/24 they comply with the Regulations and respond to the relevant assertion in its Annual Governance Statement.

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

Not applicable.

External Auditor Name

Mazars LLP, Newcastle upon Tyne, NE1 1DF

External Auditor Signature

Mazars LLP

Date

7 September 2023

Local council name: **UPPER HARDRES PARISH COUNCIL**

Notice of appointment of date for the exercise of public rights

Accounts for the year ended 31st March 2023

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

<p>1. Date of announcement: 06 June 2023</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 2023 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) 06 June 2023</p> <p>and ending on (d) 15 July 2023</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 3 July 2023.</p> <p>(e) Insert name and position of person placing the notice</p>
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Councils' Accounts: A Summary of Public Rights

The basic position

By law any interested person has the right to inspect a council's/meeting's accounts. If you are entitled and registered to vote in local council elections then you (or your representative) have additional rights to ask the appointed auditor questions about the Council's accounts or object to an item of account contained within them.

The right to inspect the accounts

When your council has finalised its accounts for the previous financial year it must advertise that they are available for people to inspect. Having given the Council reasonable notice of your intentions, you then have 30 working days to look through the accounting statements in the Annual Return and any supporting documents. By arrangement, you will be able to inspect and make copies of the accounts and the relevant documents. You may have to pay a copying charge.

The right to ask the auditor questions about the accounts

You can only ask the appointed auditor questions about the accounts. The auditor does not have to answer questions about the council's policies, finances, procedures or anything else not related to the accounts. Your questions must be about the accounts for the financial year just ended. The auditor does not have to say whether they think something the Council has done, or an item in its accounts, is lawful or reasonable.

The right to object to the accounts

If you think that the council has spent money that it should not have, or that someone has caused a loss to the council deliberately or by behaving irresponsibly, you can request the auditor to apply to the courts for a declaration that an item of account is contrary to law. You do this by sending a formal '*notice of objection*' to the auditor at the address below. **The notice must be in writing and copied to the council.** In it, you must tell the auditor why you are objecting and what you want the auditor to do about it. The auditor must reach a decision on your objection. If you are not happy with that decision, you can appeal to the courts.

You may also object if you think that there is something in the accounts that the auditor should discuss with the Council or tell the public about in a '*public interest report*'. You must follow the same procedure as outlined in the previous paragraph. The auditor must then decide whether to take any action. The auditor does not have to, but usually will, give reasons for his/her decision and you cannot appeal to the courts. More information is available on the National Audit Office website (see contact details below).

You may not use this 'right to object' to make a personal complaint or claim against your council. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or your solicitor. You may also be able to approach the Standards Committee of your local principal authority if you believe that a member of the council has broken the Code of Conduct for Members.

What else you can do

Instead of objecting, you can give the auditor information that is relevant to his/her responsibilities. For example, you can simply tell the auditor if you think that something is wrong with the accounts or about waste and inefficiency in the way the Council runs its services. You should make it clear that you are providing information rather than making a formal objection. You do not have to follow any set time limits or procedures. The auditor does not have to give you a detailed report of any subsequent investigation, but will usually tell you the outcome.

A final word

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?

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 <https://www.nao.org.uk/>

If you wish to contact your Council's appointed external auditor please write to:

Cameron Waddell, Partner, Mazars LLP,
local.councils@mazars.co.uk

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 2023" 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 2023

Prepared by CLARE HAMILTON, Parish Clerk & RFO, 05 April 2023

Balance per bank statements as at 31 March 2023:	£	£
Current account	1,077.37	
Deposit account	25,065.15	
		26,142.52
		<hr/>
Petty cash float (if applicable)	0	
Less: any unpresented cheques at 31 March 2023 (normally only current account)	0	
Cheque number		0
		<hr/>
Add: any un-banked cash at 31 March 2023	0	0
		26,142.52
		<hr/>
Net balances as at 31 March 2023		26,142.52
		<hr/>

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:

CASH BOOK

Opening Balance 1 April 2022	12,593.52
Add: Receipts in the year	28,148.17
Less: Payments in the year	14,599.17
	<hr/>
Closing balance per cash book [receipts and payments book] as at 31 March 2023 (must equal net balances above)	26,142.52
	<hr/>

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	2021/22 £	2022/23 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £100))
Box 2 <i>Precept</i>	6,043	6,145	102	-
Box 3 <i>Other income</i>	4,411	22,003	17,592	CIL payment received (<i>none last year</i>) £15,147 Concurrent Functions Funding £ 1,750 VAT repayment £ 745 £ 17,642
Box 4 <i>Staff costs</i>	3,645	3,900	255	Increase to clerk's salary in line with NALC National Salary Awards, SCP 11 (£12.50 per hour, 6 hours per week, 52 weeks per annum = £3,900, variance of £255)
Box 5 <i>Loan interest/ capital</i>	0	0	0	-
Box 6 <i>Other payments</i>	6,999	10,699	3,700	Grounds maintenance to playing field £ 3,656
Box 7 <i>Balances carried forward</i>	12,594	26,143	13,549	CIL funds received in Oct 2022 held in deposit account whilst quotations are being finalised. These funds are earmarked for the benefit of the parish, including upkeep of the village hall (eg. electrical work, improvements to plumbing) and for items listed in the parish Highways Improvement Plan (HIP). 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.
Box 9 <i>Fixed assets & long term assets</i>	632,770	632,770	0	Explain <u>all</u> movements in this category and not just those above 15%
Box 10 <i>Total borrowing</i>	0	0	0	-

Upper Hardres Parish Council Balance Sheet for year ended 31 March 2023

	£	£	Budget 22.23	note
RECEIPTS				
CCC: Precept	6,145.00		6,145.00	
CCC: Concurrent Functions Funding	1,750.00		1,750.00	
CCC: Capital Grant for Village Hall	4,241.00		0.00	
CCC: CIL Neighbourhood Portion	15,147.00		30,000.00	
HMRC: VAT repayment	745.45		650.00	1
Barclays: Interest on deposit account	44.72		14.00	
Donation: Footpaths	75.00		0.00	
Total receipts	£28,148.17			
PAYMENTS				
<i>from Precept:</i>				
Clerk's salary	3,900.00		3,600.00	2
Clerk's annual expenses	356.12		370.00	3
Insurance premium	389.83		440.00	
Subscription to KALC	225.31		250.00	
Training/literature	0.00		25.00	
Annual website domain name renewal	14.39		15.00	
BVH defibrillator electricity	25.00		25.00	
PCC donation (s.137)	150.00		150.00	
Meeting costs	19.62		30.00	
Contingency Fund	77.50		200.00	4
<i>from Concurrent Functions Funding:</i>				
Grounds maintenance	3,656.80		3000.00	5
Playing Field annual inspection	186.00		186.00	
<i>from Reserves:</i>				
Parish Grant Fund Awards 2021 (s.137)	375.00		500.00	6
Defibrillator aftercare	37.80		0	
Defibrillator battery replacement	238.80		0	
Jubilee tree and plaque	170.00		0	
<i>other payments:</i>				
Playing Field materials and maintenance	436.00		500.00	7
CCC Capital Grant for Village Hall	4,241.00		0	
Contribution to planting	100.00		0	
Total payments	£14,599.17			
Receipts less payments	13,549.00			
Balance brought forward	12,593.52			
Balance carried forward	26,142.52			
<i>Represented by:</i>				
Barclays deposit acc	25,065.15			8
Santander current acc	1,077.37			
Total carried forward	£26,142.52			

Receipts & Payments, showing items of expenditure above £100:

Upper Hardres Parish Council

Santander Current Account: Receipts and Payments 1 April 2022 - 31 March 2023

Date	Description	Receipts	Payments	Ref.	Balance	VAT paid	VAT no / Notes
1.4.22	Balance carried forward = £1,898.49				1898.49		
APRIL							
7	C Hamilton	Playing Field spare parts reimbursed	42.00			7.00	TTT corner pads and BB net
11	from CCC	Concurrent Functions Funding 2022/23	1750.00		3606.49		
20	from CCC	Precept 2022/23	6145.00		9751.49		cleared .04.22
27	C Hamilton	Salary 1/12	299.00	SALARY 1/12	9452.49		
MAY							
3	from CCC	Capital Grant 2022/23 - VH patio	4241.00				
3	BVH	Transfer of CCC Capital Grant 2022/23	4241.00	CAP GRANT 22/23	9452.49		
9	Fresh Air Fitness	Gym equipment touch-up paints	26.40	INV NO 22226		4.40	
9	KALC	Membership subs 2022/23	225.31	INV NO 8299		37.55	
9	SM School	PC Grant - Gardening Club	125.00	GRANT GARDENNGPR			
9	Friends SM Sch	PC Grant - Library renovations	250.00	GRANT LIBRARY REN	8825.78		
9	from Barclays	Transfer for Grant Awards	375.00	GRANT AWARDS	9200.78		
16	BHIB Ltd	Insurance premium 2022/23	389.83	LC002083-654354	8810.95		
19	C Hamilton	Salary 2/12	299.00	SALARY 2/12			
19	C Hamilton	Travel expenses x 2	28.80	TVL EXP MAY X 2	8483.15		
19	C Hamilton	APM refreshments reimbursement	19.62	APM REFRESHMENTS	8463.53		
JUNE							
10	Absolute Graphix	Playing field location gate sign	27.60	INV NO 8031	8435.93	4.60	855 037 032
13	Andy Loft	Playing field maintenance and materials	340.00	UHPF PF	8095.93		
17	Wraights	Grounds maintenance	609.60	INV NO 1713	7486.33	101.60	
30	C Hamilton	Salary 3/12	299.00	SALARY 3/12	7187.33		
JULY							
27	C Hamilton	Salary 4/12	299.00	SALARY 4/12			
27	C Hamilton	Travel expenses	14.40	TVL EXP JULY	6873.93		
28	J Pitcher	Reimbursement for Jubilee tree and plaque	170.00	JUBILEE PLANTING	6703.93		
AUGUST							
26	C Hamilton	Salary 5/12	299.00	SALARY 5/12	6404.93		
		Sub totals	12511.00	8004.56	6404.93	155.15	

Date	Description	Receipts	Payments	Ref.	Balance	VAT paid	VAT no/notes
	Balance brought forward	12511.00	8004.56		6404.93	155.15	
SEPTEMBER							
26	Wraights	Grounds maintenance	1219.20	INV NO		203.20	£361.15 VAT claimed 1.3.22-30.9.22
26	C Hamilton	Salary 6/12	299.00	SALARY 6/12	4,886.73		
OCTOBER							
6	from HMRC	VAT reclaim 01.03.22-30.09.22	361.15				
6	C Hamilton	Half-year expenses 01.04.22-30.09.22	102.55	EXP 1.4.22-30.9.22	5,145.33		
6	Play Insp Co	Annual playing field safety inspection	186.00	INV56509 UPP08105	4,959.33	31.00	
25	C Hamilton	123reg website domain name renewal reimburs	14.39	WEB		2.40	
25	C Hamilton	Salary 7/12	299.00	SALARY 8/12 (7/12)			marked in error as 8/12 on payment
25	C Hamilton	Travel expenses	14.40	TVL EXP OCT	4,631.54		
27	BVH	Gardening storage box reimbursement	47.50	GARDEN STRAGE BOX			
27	from CCC	CIL Neighbourhood Portion payment 1/2	15,147.00	CIL	19,731.04		
27	Hopkins	Defib aftercare	37.80	DEFIB		6.30	
NOVEMBER							
2	Barclays	CIL payment transfer to Deposit acc	15147.00	CIL			transfer-not included in totalpayments
2	from R Veltman	Donation to PC	75.00	DONATION	4,621.24		
3	D Seyfried Photo	Printing of 3 x A2 copies of UH 1720 map	30.00	MAP PRINTS	4,591.24		
16	Hopkins	Defib battery replacement	238.80	INV NO 221114BVH		39.80	
16	C Hamilton	Salary 8/12	325.00	SALARY 8/12			
16	C Hamilton	Travel expenses	14.40	TVL EXP NOV			
16	C Hamilton	Back pay	144.00	BACKPAY1APR-30SEP	3,869.04		
DECEMBER							
20	C Hamilton	Salary 9/12	325.00	SALARY 9/12 DEC	3,544.04		
JANUARY							
18	C Hamilton	Salary 10/12	325.00	SALARY 10/12 JAN			
18	C Hamilton	Travel expenses	14.40	TVL EXP JAN	3,204.64		
FEBRUARY							
20	C Hamilton	Salary 11/12	325.00	SALARY 11/12	2,879.64		
27	PCC	Donation 2022	150.00				forgot to pay in May 22
27	Wraights	Grounds maintenance	1828.00	INV NO	901.64	304.80	
27	from Barclays	Reimbursement Defib and Jubilee tree & plaque costs	446.60		1,348.24		
		Sub total	28540.75	29091.00		384.30	

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.