

St Stephens Parish Council

Unaudited Financial Statements

For the year ended 31 March 2025

St Stephens Parish Council

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31 March 2025

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**St Stephens Parish Council
Council Information
31 March 2025**

Chairman

Cllr D. Yates

Councillors

Cllr A. Hilton (Vice Chairperson)

Cllr W. Berriman

Cllr D. Brannen

Cllr. R Curthoys

Cllr. A Jacob

Cllr D. Kerry

Cllr. B Pryce

Cllr. A. Ruffhead

Cllr M. Skelton

Cllr N. Tyndale

Cllr E. Whittaker

Clerk to the Council

Ms Susan Hake

Auditors

PKF Littlejohn

SBA Team

1 Westferry Circus

Canary Wharf

London

E14 4HD

Internal Auditors

IAC Audit & Consultancy Ltd

23 Westbury Road

Yarnbrook

Wiltshire

BA14 6AG

**St Stephens Parish Council
Statement of Accounting Policies
31 March 2025**

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts at historical cost previous years are at then current insurance values (previously required)

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Debtors and Creditors

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

Leases

The council is not required by the Guide to incorporate Hire Purchase and/or Finance Lease obligations in its Balance

Sheet. Details are shown at note 10.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 11.

**St Stephens Parish Council
Statement of Accounting Policies
31 March 2025**

Interest Income

All interest receipts are credited initially to general funds.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2026 and any change in contribution rates as a result of that valuation will take effect from 1st April 2026.

**St Stephen Parish Council
Income and Expenditure Account
31 March 2025**

INCOME	Budget 2024/25	Actuals 2024-25
Precept	748850	748850
Rents Total	13057	15894
Leisure Total	25824	25964
Interest Rcvd	11750	21391
Grants-Donation Rcvd	500	88173
Sundry-Misc Income-inc café+club rchrgs	3500	5082
Parish Centre Income - Hall Lettings	60380	69220
GWP Community Centre & Pav- Lettings	108000	129471
Events Income	1500	925
Sale of Asset		7800
TOTAL INCOME (ex Precept)	224,511	363,921
EXPENDITURE	Budget 2024-25	Actuals 2024-25
Salaries - Total	368265	370026
Contractors	5500	3850
General Admin Total	127781	92482
Grants/Donations paid	5000	12650
Vehicle Expenses	12148	11859
Grounds machinery, repairs/maint/small tools	35540	43799
Woodlnads -Grounds Management	20500	29391
Play Areas Total	71988	131788
Parish Centre	73918	30135
Barn	6141	5235
GWP Community Centre	77780	61994
GP Pavilion	4927	2681
Greenwood Park	16762	14226
PSR Pavilion	7911	5000
Park Street Rec	12079	9914
All Allotments (incl water)	2121	2004
Memorial, Furniture + noticeboards	20000	20300
Development-GWP	75000	0
Development Task and Finish GWP / PC	30000	0
EXPENDITURE	973361	847333
S106 funded projects expenditure TOTAL		260691
TOTAL Expenditure		1108024

NB: Two Grants received to total of £75798 towards the Park St play area expenditure in 24-25

St Stephens Parish Council
Balance Sheet
31 March 2025

Balance Sheet	Year to Date	
Current Assets		
Debtors	6467.21	
Unity Trust	455207.50	
Unity Trust Deposit Account	518158.91	
HSBC Business	881.50	
HSBC Reserve	89529.46	
Natwest Current	129076.64	
Co-op Reserve	80000.00	
Co-op Clerk Account	306.42	
Credit Card	-843.63	
Square Account	0.00	
Natwest Treasury Reserve Deposit	0.00	
		1278784.01
Current Liabilities		
Creditors : Short Term incl Accruals	16244.62	
VAT	-9204.04	
		7040.58
Current Assets less Current Liabilities:		1271743.43
Total Assets less Current Liabilities:		1271743.43
Long Term Liabilities		
		0.00
Total Assets less Total Liabilities:		1271743.43
Capital & Reserves		
Equipment (FA)	16867.93	
Contingency Reserve	400000.00	
Neighbourhood Plan (P&E)	5000.00	
Play Areas (C&L)	71227.97	
Trees and Woodlands (C&L)	53055.25	
S106	6764.32	
GWP Development	497424.00	
Bricket Wood Development	84641.37	
General	132015.94	
P & L Account	4746.65	
		1271743.43

Signed:
 Cllr D. Yates
 Chairman

.....
 Ms Susan Hake
 Responsible Financial Officer

Date:

The notes on pages 8 to 11 form part of these unaudited statements

St Stephens Parish Council
Notes to the Accounts
31 March 2025

1 Interest and Investment Income

	2025	2024
	£	£
Interest Income - General Funds	28	159
	28	159

2 Agency Work

During the year the Council did not undertake any agency work on behalf of other authorities:

Commissioning Authority and Nature of Work

2025	2024
£	£
0	0

During the year the Council commissioned no agency work to be performed by other authorities.

3 General Power of Competence

With effect from 16th May 2019 St Stephens Parish Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 16th May 2019 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

4 S.137 Expenditure

Section 137 There were no items of S137 expenditure

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5 Pensions

For the year of account the council's contributions equal 21.15% of employees' pensionable pay

St Stephen Parish Council
Notes to the Accounts
31 March 2025

6 Fixed Assets			
Assets to be revalued 2025			
		31/03/2024	31/03/2025
Freehold Land and Buildings			
Woodbury Field Play Area		-	-
Park Street Recreation Ground & Pavilion		-	-
Parish Centre (Council Chambers/Halls)		290,000	290,000
The Barn (Work Depot)		186,732	186,732
Greenwood Park Community Centre		781,000	781,000
Greenwood Park Sports Pavilion		322,228	322,228
Blackgreen Wood		70,000	70,000
		1,649,960	1,649,960
Vehicles and Equipment			
Agricultural tools & Equipment		147,113	170,487
Furniture & Office Equipment		79,816	81,708
2017 Toyota Pickup		16,092	16,092
2017 Kubota M6060 KX67 CCJ		42,538	42,538
Kubota BX231 Mini Tractor		13,530	-
2021 Kubota Utility Vehicle		16,733	16,733
Iseiki tractor			38,350
Storage Cabins		18,631	18,631
CCTV		1,465	1,465
Cherry Hill Play Area Equipment		25,000	25,000
Mayflower Road Play Area Equipment		40,060	40,060
Woodbury Field Play Area Equipment		281,275	482,711
North Close Play Area Equipment		35,000	35,000
Greenwood Park Play Equipment		101,551	134,229
Parish Centre Play Equipment		19,451	19,451
Park St Play Equipment		47,343	139,300
Cricket Sight Screens		2,000	2,000
Play Area Goals			4,353
Defibrillator (Greenwood Park)		1,797	1,797
Defibrillator (Park Street)		92	92
Defibrillator (How Wood, Park Street)		1	1
Defibrillator (Bricket Wood PC)		1	1
Defibrillator (Bricket Wood Blackboy pub)		1	1
Defibrillator (Bricket Wood St Lukes Church)		1	1
		889,491	1,270,001
Infrastructure Assets			
Bus Shelter (20)		89,840	89,840
Height Barrier GWP		1,040	1,040
Height Barrier Prk St rep		1,215	1,215
Hanging Basket Posts		2,841	2,841
Seats (31) + 3 jub benches+GWP circ table&seat+bins		17,100	38,928
Parish Centre Flagpole and Flag		1,811	1,811
Oakwood Road Planters (2)		5,430	5,430
Green Park Flagpole (Green Flag)		810	810
Parish Centre Lamp Post		1,491	1,491
Bricket Wood Village Sign		3,574	3,574
Woodland Information Board		8,344	8,344
ParkStSign		1	1
GWP Solar Panels, inverter, backup batteries		91,820	91,820
GWP and Prk St Solar lights			15,945
New Parish notice boards			14,378
Water stations			1,155
		225,317	278,623

St Stephens Parish Council
Notes to the Accounts
31 March 2025

Assets contd

Community Assets				
Chiswell Green Village Clock			3,450	3,450
War Memorial Bronze Plaque			700	700
Bricket Wood Village Sign			-	-
Woodland Information Board			-	-
Chain of Office			1,111	1,111
Woodbury Field Play Area			1	1
War Memorial			1	1
Park Street Sign			1	1
				-
			5,264	5,264
			2,770,032	3,203,848

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

7 Fixed Assets - Additions and Disposals

	2024-25	2024-25
	Add	Disp
Vehicles and Equipment		
Agricultural tools & Equipment	23,374	
Furniture & Office Equipment	1891.96	
Kubota BX231 Mini Tractor		13,530
Iseiki tractor	38350	
Woodbury Field Play Area Equipment	201436	
Greenwood Park Play Equipment	32678	
Park St Play Equipment	91956	
Play Area Goals	4353	
Infrastructure Assets		
Seats (31) + 3 jub benches+GWP circ table&seat+bins	21828.12	
GWP and Prk St Solar lights	15945	
New Parish notice boards	14378	
Water stations	1155	
	447,346	13,530
Total		

8 Debtors

	2024	2025
	£	£
Debtors	9992	10624
VAT Recoverable	25452	5048
Prepayments	35444	15671

9 Creditors and Accrued Expenses

	2024	2025
	£	£
Creditors	69722	8544
Lloyds Commercial card	873	844
Income in Advance	7155	7700
	77750	17088

**St Stephens Parish Council
Notes to the Accounts
31 March 2025**

10 Hire Purchase and Lease Obligations

At 31 March the following hire purchase agreement(s) and lease(s) were in operation:

Hire/Lessor Purpose

Annual Lease/Hire

Payable

£ Year of Expiry

NONE

11 Earmarked Reserves

Additional Reserve codes were agreed to be established and funds allocated to clearly record the separate values throughout the year to 31/03/2025

All Reserves at 31 March 2025 are recorded on the Balance Sheet.

12 Capital Commitments

The council had no other capital commitments at 31 March 2025 not otherwise provided for in these accounts.

13 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.