

FALFIELD PARISH COUNCIL

FINANCIAL MATTERS REPORT STATEMENT

Presented to the Annual Parish Council Meeting held on 21st July 2025

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Introduction

This is a new format in order to take into account the requirements of the Councils Financial Regulations which were amended and adopted in April 2025.

During the Council meeting Councillors will approve by resolution the Bank Reconciliation displayed below which will then be signed by the Chair and Clerk.

This report also provides information on the Schedule of Payments on page 5 which again Councillors will be asked to approve by resolution for payment and/or note accordingly. The Chair will then be asked to initial the against each payment and also initial and date each supporting document.

Bank Reconciliation

The Clerk can report the following balances as of 30th June 2025 were as follows:

Balance per bank statements

Unity Trust Current Account	£	1,836.41
Unity Trust Savings Account	£	41,109.56
Less unrepresented payments	£	-
Net balances	£	42,945.97

The net balances reconcile to the cash book (receipts and payments account) as follows:

Opening Balance 1st April 2025	£	14,337.24
Add: Receipts for 2025/26	£	32,093.51
Less: Payments	£	3,484.78
Closing Balance per cash book	£	42,945.97

The Chairman and Clerk signed the Financial Report to confirm the above balances against the appropriate bank statements displayed on pages 3 and 4 of this Financial report.

Signed – Chairman: [REDACTED] Date: 21st July 2025

Signed – Clerk & RFO: [REDACTED] Date: 21st July 2025

Bank Statements

Current Account

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Date: 30/06/2025

Account Name: Falfield Parish Council

Swift Code

IBAN Number

Sort Code: (

Account Number

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us

Call us: 0345 140 1000

Email us: us@unity.co.uk

Visit us: [unity.co.uk](https://www.unity.co.uk)

Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/05/2025		Balance brought forward	£0.00	£0.00	£2,622.21
18/06/2025	Direct Debit	Direct Debit (E.ON NEXT LTD)	£20.91	£0.00	£2,601.30
25/06/2025	Faster Payment Debit	B/P to: Mr F J Carpenter	£30.00	£0.00	£2,571.30
25/06/2025	Faster Payment Debit	B/P to: Mr F J Carpenter	£591.42	£0.00	£1,979.88

Checked J Carpenter

Page number 1 of 3

Statement number 020

For Businesses.
For Communities.
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 200870.
Registered Office: Four Brindleyplace, Birmingham, B1 3JS.
Registered in England and Wales no. 1113124.
Cells may be monitored and recorded for training, quality and security purposes.
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INVESTORS IN PEOPLE
We invest in people. CofE

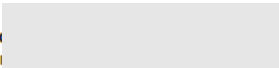
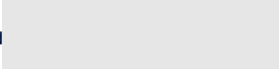
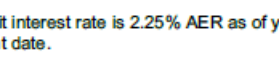


Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
25/06/2025	Faster Payment Debit	B/P to: HMRC	£100.00	£0.00	£1,879.88
25/06/2025	Faster Payment Debit	B/P to: Mr F J Carpenter	£37.47	£0.00	£1,842.41
30/06/2025	Fee	Service Charge	£5.00	£0.00	£1,836.41

Checked J Carpenter

Your Account Statement

unity trust bank
For Businesses. For Communities. For Good.
Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Date: 30/06/2025
Account Name: Falfield Parish Council
Swift Code: 
IBAN Number: 
Sort Code: 
Account Number: 

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000

The credit interest rate is 2.25% AER as of your statement date.

Contact Us
 Call us: 0345 140 1000
 Email us: us@unity.co.uk
 Visit us: unity.co.uk



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/05/2025		Balance brought forward	£0.00	£0.00	£40,961.25
30/06/2025	Credit Interest	Credit Interest	£0.00	£148.31	£41,109.56 ✓

Checked J Carpenter

Receipts

£148.321 interest received from the Council Instant Access account for the quarter ending 30th June 2025.

Transfers

There have been no transfer since the last meeting.

Schedule of Payments

Payments due in July requiring approval of the Council

To **RESOLVE** payment of invoice(s) having been verified by the Clerk as accurate and have either been paid prior to this meeting or are now due for payment.

Vou	Description	Supplier	VAT	Net	Total	Powers to spend	Initialed by Chair
21	Staff costs for July	ONLY AVAILABLE TO COUNCILLORS				LGA 1972 s112	
21	PAYE for July	HM Customs & revenue	0.00	100.00	100.00	LGA 1972 s112	

Following approval of the above payments two Councillors will be requested to complete authorisations through the online banking portal.

Payments due in August when the Council does not meet

Vou	Description	Supplier	VAT	Net	Total	Powers to spend	Initialed by Chair
25	2 nd Qtr Grass cutting	South Gloucestershire Council	22.96	114.78	137.74	LGA 1972 s111	

Direct Debit Payments

Payments previously made or now due

Vou	Description	Supplier	VAT	Net	Total	Date of payment made/due	Powers to spend	Initialed by Chair
22	E.on Next	June utilities	0.84	16.80	17.64	18/7/25	LGA 1972 s111	
23	ICO Registration	ICO	0	47.00	47.00	22/7/25	LGA 1972 s111	
24	Unity Trust Bank	July Service Charge	0.00	6.00	6.00	31/07/25	LGA 1972 s111	

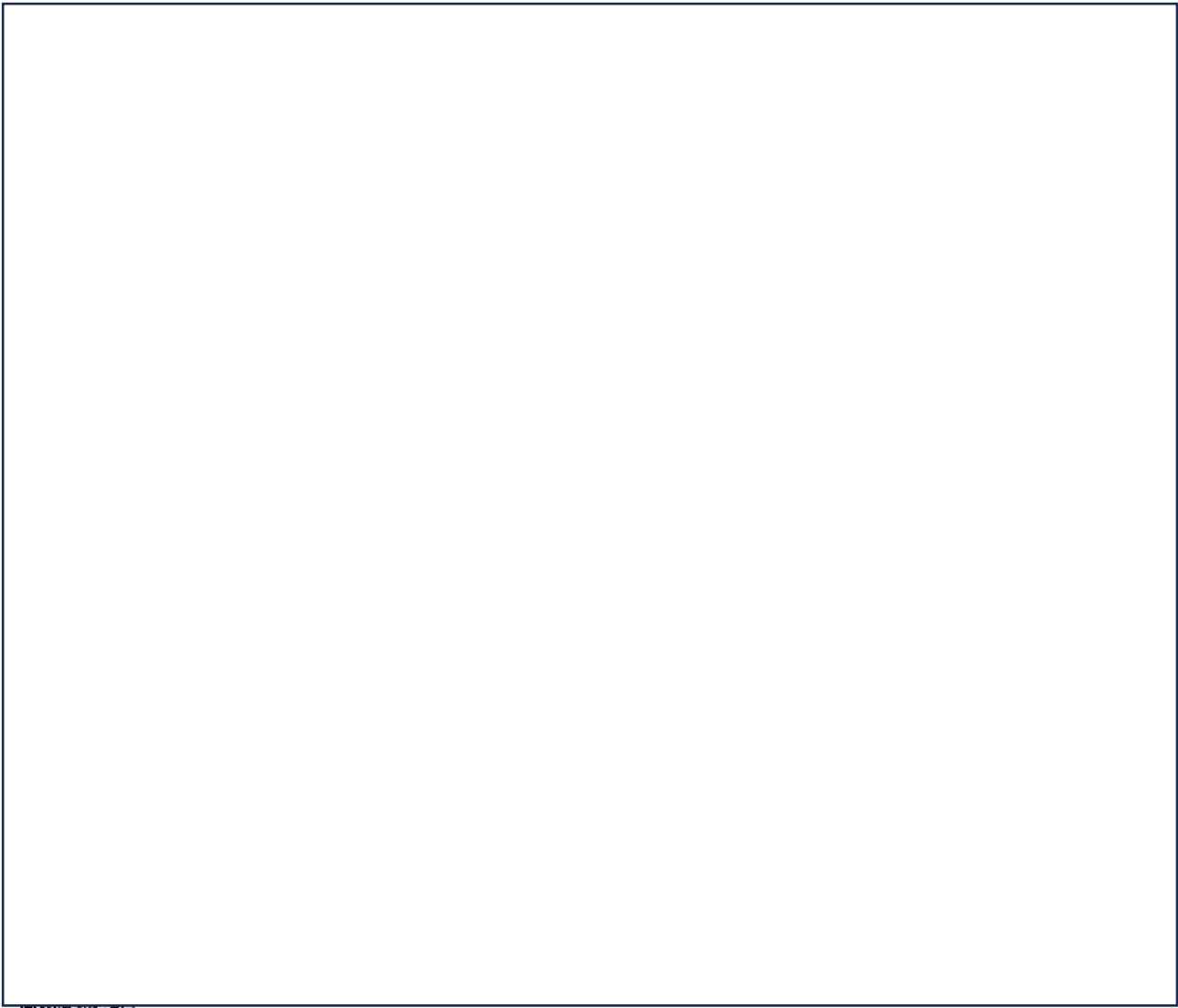
Supporting documents for all the above payments can be found on pages 6 to 8 of this report.

As per 6.3 of the Councils Financial Regulations all payments listed in the above Schedule of payments has been examined by the Clerk for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services have been received, or are expected to be received following payment.

Also as per 6.8 of the Councils Financial Regulations the above Schedule of Payments following its review by the Council for compliance and, having satisfied itself authorised payments by resolution will be initialled by the Chair of the meeting.

Supporting documents confirming payments

Voucher No: 21 – REDACTED



REDACTED

Initialed by Chair of meeting





Falfied Parish Council
Falfield Parish Council
Whitesgates
Sundayshill Lane
Falfield
Wotton Under Edge
GL12 8DQ

Get in touch with us

 eonnext.com/contact

 hellobusiness@eonnext.com

 0808 501 5699

Account number

 A-433B5301

Tax Invoice number

 KI-433B5301-0032

Date issued

 3rd Jul 2025

Invoice

for Falfied Parish Council for the supply at Falfield Village Green, Off
Sundayshill Lane, Falfield, Wotton-Under-Edge, GL12 8DF.

1st June 2025 - 30th June 2025

Your charges

	Net charges	CCL	VAT	Total
Electricity	£16.80	£0.00	£0.84	£17.64
Total charges for this invoice				£17.64

On 3rd Jul 2025 your new balance was £17.64 DR

Payment of £17.64 will be taken by Direct Debit on or around 18 Jul 2025.

This Direct Debit payment was re-approved by the Council on 19th May 2025

Initialed by Chair of meeting



Voucher No: 23 – ICO Registration

Data Protection fee - direct debit due to be collected ICO:00010421258



Information Commissioner's Office Renewals Reminder <dpfee_renewal_ren
To James Carpenter



Tue 10/06/2025 00:37

Organisation name: Falfield Parish Council
Registration reference: ZA443654

Dear James Carpenter

GDPR/Data Protection Act 2018

Data protection fee - we will collect your direct debit on or before 22/07/2025

Organisations that process personal data are subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Under the Data Protection (Charges and Information) Regulations 2018 (as amended) (the Regulations) they must also pay an annual data protection fee, unless they are exempt.

Your payment and registration as a data controller under the Regulations will expire on 22/07/2025. You must now either:

- take the tier assessment to confirm the fee you need to pay (see ico.org.uk/fee-self-assessment), or
- cancel your registration if your circumstances have changed, telling us why you no longer need to be registered.

Changes to the fee

The data protection fee has recently increased for all organisations. Read more about the change to the fee here: ico.org.uk/fee-change.

Based on your last assessment you are now required to pay **£52.00**.

As you have a direct debit in place, we'll renew your registration automatically. **You will receive an annual £5 reduction each time you pay by direct debit.** We intend to collect your data protection fee on or around 22/07/2025.

This Direct Debit payment was re-approved by the Council on 19th May 2025

Initialed by Chair of meeting



Voucher No: 24 – Unity Trust Bank

This is a monthly charge of £6.00 which is applied on the last day of each month.

This Direct Debit payment was re-approved by the Council on 19th May 2025

Initialed by Chair of meeting



Voucher No: 25 – South Gloucestershire Council

The invoice for this payment has not been received prior to this meeting but payment is required to be made before the Council next meets in September. The 2nd quarter payment will match the payment made for the first quarter.

Initialed by Chair of meeting



Report prepared on 16th July 2025

Budget & Expenditure to date for the Financial Year ending 31st March 2026

RECEIPTS	2025/2026 BUDGET	RECEIPTS TO DATE	BALANCE
Precept Income	11,075.00	5,537.50	5,537.50
Grants / Donations / Bursaries	0.00	0.00	0.00
Rental (VHMC lease)	10.00	0.00	10.00
Refunds Inc. VAT 2024/25	400.00	8,331.47	-7,931.47
Interest	420.00	148.31	271.69
Unbudgeted Income	0.00	0.00	0.00
Community Infrastructure Levy	0.00	18,076.23	-18,076.23
TOTAL RECEIPTS	11,905.00	32,093.51	-2,112.28

PAYMENTS (excluding VAT)		2024/2025 BUDGET	EXPENDITURE TO DATE	BALANCE
Salary / PAYE	Staff costs	8,485.00	2765.68	5,719.32
Expenses	Administration	339.00	102.22	236.78
	Website	249.00	242.00	7.00
	Mapping Service	55.00	54.00	1.00
	Office costs	123.24	30.00	93.24
	Travel *	0.00	0.00	0.00
Rentals	Village Hall hire	206.00	150.00	56.00
	Avon & Somerset Beat Team	30.00	0.00	30.00
	Peppercorn rent on Village Hall	10.00	0.00	10.00
Insurance & fees Inc. Audits and Solicitors	Insurance	350.00	300.00	50.00
	Internal & External Audits	420.00	0.00	420.00
Subscriptions/Training/Meetings	ALCA & SLCC membership	379.00	373.73	5.27
	Training/Meetings *	0.00	0.00	0.00
Elections	Election costs *	0.00	0.00	0.00
Recreation & Arts	Asset replacement	0.00	0.00	0.00
	Utilities	250.00	70.87	179.13
	General maintenance of assets *	0.00	0.00	0.00
	Grass cutting (localism charge)	478.00	229.56	248.44
Donations & Section 137 payments	5 Villages Alive magazine	100.00	0.00	100.00
	Royal British Legion	77.25	0.00	77.25
	VAT paid	400.00	66.52	333.48
TOTAL EXPENDITURE		11,951.49	4,384.58	7,566.91

Councils Earmarked Reserves

RESERVES		BROUGHT FORWARD FROM 2024/25	RESERVED DURING 2025/26	EXPENDITURE		BALANCE
				DURING 2025/26	ALLOCATED	
Expenses	Travel	281.90	0.00	0.00	0.00	281.90
Subscriptions/Training/Meeting	Training/Meetings	225.00	0.00	0.00	0.00	225.00
Elections	Election costs	3,025.00	0.00	0.00	0.00	3,025.00
Community Infrastructure Levy		12,472.87	18,076.23	0.00	4,213.20	26,335.90
TOTAL RESERVES		16,004.77	18,076.23	0.00	4,213.20	29,867.80

Financial position as of 21st July 2025

The figures below include the receipts, transfers and schedule of payments detailed on page 5 of this report.

Community Infrastructure Levy Income

Balance brought forward on 1st April 2025	£	12,472.87
CIL income received in current Financial year	£	18,076.23
Total	£	30,549.10

Expenditure allocated

Legal costs in relation to Village Hall lease	£	4,213.20
Payments made in 2025/26	£	-
Remaining unallocated funds	£	26,335.90

The committed outgoing figures are net of VAT unless otherwise stated.

As a reminder, CIL contributions can be spent on:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or,
- Anything else that is concerned with addressing the demands that development places on it.

CIL income must be spent within five years from its initial receipt after which time any income not spent must be returned to South Gloucestershire Council. Therefore of the remaining £30,549.10 still to be spent the following amounts reach their 5 years as follows:

£ 5,168.68 before April 2028

£ 7,709.19 before April 2029

£ 18,076.23 before April 2030

Summary of 2nd Quarter Receipts and Payments to date for 2025/26

Receipts from 1st July 2025

Date received into bank	No	Sender (use dropdown list)	Reference to	Payment made by	Bank Statement Period	Minute Reference	Amount Current	Amount Savings	Budget Item (Dropdown list)	Date received	Comments (if any)
Brought forward from 1st quarter							31,945.20	148.31			
	5										
	6										
	7										
	8										
	9										
	10										
TOTAL							31,945.20	148.31	Total	32,093.51	

Payments made from 1st July 2025

TO WHOM PAID (Dropdown list)	DETAILS	Voucher No	NET	VAT	GROSS	BUDGET ITEM (Dropdown list)	MINUTE REF	Comments (if any)	Power to Spend
Brought forward			3,442.06	42.72	3,484.78				
F J Carpenter	Clerks salary for July	21	691.42	-	691.42	Staff costs			
H.M. Revenue & Customs	PAYE for July (Period 4)	21	-	-	0.00	Staff costs			
E.on Next	Utilities for June 2025	22	16.80	0.84	17.64	Utilities			
Information Commissioners Office	Annual ICO registration	23	47.00	-	47.00	Administration			
Unity Trust Bank	Monthly Service Charge	24	6.00	-	6.00	Administration			
South Gloucestershire Council	2nd quarter localism charge	25	114.78	22.96	137.74	Grass cutting (localism charge)			
					0.00				
			4,318.06	66.52	4,384.58				

Current status of Councils finances (which includes payments for approval at the meeting on 21st July 2025 and forward payments for August 2025)

Financial status as of: 16/07/2025	
Current Account	
Opening balance	1,375.99
Receipts	32,093.51
Payments cleared	-3,484.78
Transfers in/out Instant Access a/c	-28,000.00
Payments awaiting approval	-762.06
Payments not clear bank	0.00
BALANCE	1,222.66
Instant Access Account	
Opening balance	12,961.25
Transfers in/out Current a/c	28,000.00
BALANCE	40,961.25
TOTAL CLOSING BALANCE	42,183.91

Report prepared on 16th July 2025

Summary of projected budgeted income & expenditure for 2025/26

Summary of projected budgeted receipts, payments and reserves for FY 2025-26 - For information only

Breakdown of Allocated/Earmarked Monies

Opening Balances as reported at 1st April 2025

Current Account	£1,375.99		
Instant Access Account	£12,961.25		
Less outstanding payments for 2024/25 FY	£0.00		
		£ 14,337.24	
Receipts for FY 2025/26			
Annual Precept (2 x £5,537.50 on 30 Apr & 30 Sep)	£11,075.00		
Miscellaneous Receipts	£430.00		
Community Infrastructure Levy (due 30.04.25)	£16,281.03		
Expected VAT refund (2024/25FY)	£8,331.47		
		£ 36,117.50	
Total Fund Available during FY 2025/26			£ 50,454.74
Minus:			
Budgeted Operating Expenditure - FY 2025/26	-11,472.49		
Operational Reserve - 2/3 of annual operating expenditure	-7,571.84		
		-£ 19,044.33	
Funds Available after Budget Expenditure & Operational Reserves			£ 31,410.41
Earmarked Reserves			
Minus			
Expenditure allocated to Council projects/grants allocated from CIL	-£ 4,213.20		
Remaining CIL for the "provision, improvement, replacement, operation or maintenance of infrastructure *	-£ 8,259.67		
		-£ 12,472.87	
			£ 18,937.54
Currently ringfenced **			
Election Expenses	-£ 3,025.00		
Travel	-£ 281.90		
Training / Meetings	-£ 255.00		
		-£ 3,561.90	
Remaining funds not reserved or allocated			£ 15,375.64

* funds available, but may only be spent on the "provision, improvement, replacement, operation or maintenance of infrastructure; or any thing else that is concerned with addressing the demands that development places on it".

** available, but only when vired at PC discretion and following an appropriate resolution.

Prepared 1st April 2025