# FALFIELD PARISH COUNCIL

## FINANCIAL MATTERS REPORT STATEMENT

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

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Report prepared on 16th July 2025

# 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 unpresented 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** |

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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: Date: 21st July 2025

Signed – Clerk & RFO: Date: 21st July 2025

Report prepared on 16th July 2025

## Current Account

### Your Account Statement

unity trust bank

For Businesses. For Communities. For Good.

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

[redacted]

**Date:** 30/06/2025

**Account Name:** Faifield Parish Council

**Swift Code** [redacted]
**IBAN Numb**[redacted]

**Sort Code:** [redacted]
**Account Nu**[redacted]

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** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

**Contact Us**

Call us: **0345 140 1000**
Email us: **us@unity.co.uk**
Visit us: **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 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
© Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE

| 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 | £6.00 | £0.00 | £1,836.41 |

Checked J Carpenter

## Your Account Statement

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

**Date:** 30/06/2025

**Account Name:** Falfield Parish Council

**Swift Co**
**IBAN Nu** 24

**Sort Cod**
**Account**

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

Report prepared on 16th July 2025

# 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** | 2nd 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

**Initialed by Chair of meeting**

Vouchers No: 22 – E.on Next

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

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

# 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**

Report prepared on 16th July 2025

## Voucher No: 23 – ICO Registration

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

IC Information Commissioner's Office Renewals Reminder <dpfee_renewal_ren

To James Carpenter

Reply | Reply All | Forward | ...

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 DURING 2025/26 | EXPENDITURE ALLOCATED | BALANCE |
|---|---|---|---|---|---|---|
| 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** |

Report prepared on 16th July 2025

## 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

Report prepared on 16th July 2025

# 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 Perid | 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 prejected 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 Infastructure 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 - ⅔ of annual operating expenditure | -7,571.84 | | |
| | | -£ 19,044.33 | |
| Funds Available after Budget Expenduture & 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**