FALFIELD PARISH COUNCIL

FINANCIAL MATTERS REPORT STATEMENT

Presented to the Annual Parish Council Meeting held on 17th November 2025

Contents

Report amended on 15th November 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 of the schedule and also initial each supporting document.

Bank Reconciliation

The Clerk can report the following balances as of 31st October 2025 were as follows:

Balance per bank statements			
Unity Trust Current Account		£	3,736.36
Unity Trust Savings Account		£	36,326.67
Less unpresented payments		£	-
	Net balances	**£**	**40,063.03**

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		£	37,848.12
Less: Payments up to		£	12,122.33
	Closing Balance per cash book	**£**	**40,063.03**

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: 17th November 2025

Signed – Clerk & RFO: Date: 17th November 2025

Report amended on 15th November 2025

Bank Statements

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

Date: 31/10/2025

Account Name: Falfield Parish Council

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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

Your arranged overdraft limit is £0.00

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**
30/09/2025		Balance brought forward	£0.00	£0.00	£5,708.72
17/10/2025	Direct Debit	Direct Debit (E.ON NEXT LTD)	£17.64	£0.00	£5,691.08
22/10/2025	Faster Payment Debit	B/P to: Grt Western Air Am	£200.00	£0.00	£5,491.08
22/10/2025	Faster Payment Debit	B/P to: Falfield V. Hall	£377.84	£0.00	£5,113.24

Page number 1 of 3

Statement number 024

For Businesses.
For Communities.
For Good.

INVESTORS IN PEOPLE

Your Current T1 account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
23/10/2025	Faster Payment Debit	B/P to: Mr F J Carpenter	£100.00	£0.00	£5,013.24
23/10/2025	Faster Payment Debit	B/P to: BDO LLP	£378.00	£0.00	£4,635.24
24/10/2025	Faster Payment Debit	B/P to: HMRC	£148.52	£0.00	£4,486.72
24/10/2025	Faster Payment Debit	B/P to: Mr F J Carpenter	£744.36	£0.00	£3,742.36
31/10/2025	Fee	Service Charge	£6.00	£0.00	£3,736.36

Checked J Carpenter

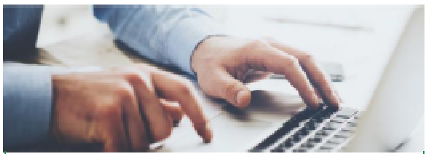
Your Account Statement

PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Date: 31/10/2025

Account Name: Falfield Parish Council

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.

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 Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/09/2025		Balance brought forward	£0.00	£0.00	£36,326.67 ✓

Checked J Carpenter

Report amended on 15th November 2025

Receipts

- There were no receipts since the previous meeting in October.

Transfers

- No transfers were made since the previous meeting in October.

Schedule of Payments

Payments due in November 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	Payment due date	Powers to spend	Initialed by Chair
46	F J Carpenter	Clerks salary for November	**0.00**	**609.43**	**609.43**	25/11/25	LGA 1972 s112	
47	PAYE and Employers National Insurance contributions up to 5th December 2025	HM Customs & Revenue	**0.00**	**149.12**	**149.12**	25/11/25	LGA 1972 s112	
48	3rd quarter Localism charge	South Gloucestershire Council	22.96	114.78	137.74	25/11/25	LGA 1972 s111	

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

Direct Debit Payments

To NOTE the following direct debit payments previously made or now due:

Vou	Description	Supplier	VAT	Net	Total	Date of payment made/due	Powers to spend	Initialed by Chair
44	October Service Charge	Unity Trust Bank	**0.00**	**6.00**	**6.00**	31/10/25	LGA 1972 s111	
45	October utilities	E.on Next	**0.87**	**17.36**	**18.23**	18/11/25	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.

Payments to be made prior to the next meeting

To NOTE the following payments are expected to be made on receipt of invoices received before the next meeting on 19th January 2026.

Vou	Description	Supplier	VAT	Net	Total	Payment due date	Powers to spend
49	Repairs to two Council benches	Streetcare – Handyvan services	**177.14**	**885.73**	**1,062.87**	TBA	LGA 1972 s111
	Payment will be made following completion of work and on receipt of invoice						

These payments are not included in the Budget & Expenditure to date for the Financial Year ending 31st March 2026 reported on page 8.

Report amended on 15th November 2025

Supporting documents confirming payments

Voucher No: 44 – Bank Charges for October

See Bank Statement of page 3

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

Voucher No: 45 – E.on Next

e·on Next

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

Get in touch with us

[illegible]

[illegible]

[illegible]

Account number

[illegible]

Tax invoice number

[illegible]

Date issued

3rd Nov 2025

Invoice

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

1st October 2025 - 31st October 2025

Your charges

	Net charges	CCL	VAT	Total
Electricity	£17.36	£0.00	£0.87	£18.23
Total charges for this invoice				**£18.23**

✓

On 3rd Nov 2025 your new balance was	**£18.23 DR**

Checked J Carpenter

Payment of £18.23 will be taken by Direct Debit on or around 18 Nov 2025.

Your new balance includes any payments you've made and you can see these in your online account.

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

Initialed by Chair of meeting

Report amended on 15th November 2025

Voucher No: 46 – REDACTED

EMPLOYER	Falfield Parish Council	PAY ADVICE

				Payment method: Cheque		Payment Period - Monthly	
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
REDACTED							

Initialed by Chair of meeting

Voucher No: 47 – HMRC – PAYE and Employers NIC's

Employer: Falfield Parish Council
Tax year: 2025-26

Review employer payment record entry

The details of any employer amounts due to HMRC for this tax period are shown below.

Click the 'Back' button to change the amount of deductions made from subcontractors in the construction industry in this tax peri

Employer payments due to HMRC

Tax period:	7 (06 Oct - 05 Nov)
Total of Income Tax deducted from employees:	£ 104.60
Employee Gross National Insurance Contributions (NICs):	£ 0.00
Employer Gross National Insurance Contributions (NICs):	£ 44.52
NICs Employment Allowance used this period:	£ 0.00
NICs Employment Allowance remaining for this tax year:	£ 0.00
Employer NICs due for this period after NICs Employment Allowance:	£ 44.52
Total of student loan repayments deducted from employees:	£ 0.00
Total of postgraduate loan repayments deducted from employees:	£ 0.00
Total of deductions made from subcontractors in the construction industry:	£ 0.00

Initialed by Chair of meeting

South Gloucestershire Council

South Gloucestershire Council
Badminton Road Offices
Yate
Bristol
BS37 5AF
GBR

VAT Reg No. 664 3211 52

Falfield Parish Council
Clerk & RFO, Whitegates, Sundayshill Lane, Falfield
W-U-E
Wotton-under-Edge
GL12 8DQ
GBR

Our reference CUS000926
Date 14/11/2025
Contact
StreetcareAdmin@southglos.gov.uk

Please contact us at Income@southglos.gov.uk if you would prefer to receive your invoices by email.

INVOICE NUMBER 3900050113

IN ANY COMMUNICATION PLEASE QUOTE INVOICE NUMBER

Payment Terms Net 14 days
Due Date 28/11/2025

Description	Quantity	Unit price	Amount	VAT
Localism service charges for grass cutting this covers the period of October November December 2025	3	£ 38.26	£ 114.78	20%

VAT £ 22.96

TOTAL £ 137.74 ✓

Checked J Carpenter

PLEASE SEE METHODS OF PAYMENT DETAILS

Initialed by Chair of meeting

Report amended on 15th November 2025

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

Budget v Income & Expenditure for year ending 31st March 2026 as at: 15/11/2025 17:05

RECEIPTS	2025/2026 BUDGET	RECEIPTS TO DATE	BALANCE
Precept Income	**11,075.00**	11,075.00	0.00
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	365.42	54.58
Unbudgeted Income	0.00	0.00	0.00
Community Infrastructure Levy	0.00	18,076.23	-18,076.23
TOTAL RECEIPTS	**11,905.00**	**37,848.12**	**-7,866.89**

PAYMENTS (excluding VAT)		2024/2025 BUDGET	EXPENDITURE TO DATE	BALANCE
Salary / PAYE	Staff costs	8,485.00	6083.05	2,401.95
Expenses	Administration	339.00	448.48	-109.48
	Website	249.00	242.00	7.00
	Mapping Service	55.00	54.00	1.00
	Office costs	123.24	60.00	63.24
	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	315.00	105.00
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	139.75	110.25
	General maintenance of assets *	0.00	0.00	0.00
	Grass cutting (localism charge)	478.00	344.34	133.66
Donations & Section 137 payments	5 Villages Alive magazine	100.00	0.00	100.00
	Royal British Legion	77.25	77.75	-0.50
	Unspecified	0.00	200.00	-200.00
	VAT paid	400.00	166.39	233.61
TOTAL EXPENDITURE		**11,951.49**	**8954.49**	**2,997.00**

Councils Earmarked Reserves

RESERVES		BROUGHT FORWARD FROM 2024/25	2025/26 INCOME	2025/26 EXPENDITURE	2025/26 ALLOCATED	BALANCE
Expenses	Travel	281.90	0.00	0.00	0.00	281.90
Subscriptions/Training/Meetings	Training/Meetings	225.00	0.00	45.00	0.00	180.00
Elections	Election costs	3,025.00	0.00	0.00	0.00	3,025.00
Community Infrastructure Levy		12,472.87	18,076.23	4037.36	4,213.20	22,298.54
TOTAL RESERVES		**16,004.77**	**18,076.23**	**4,082.36**	**4,213.20**	**25,785.44**

Report amended on 15th November 2025

Financial position as of 12th November 2025

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

Current Account	
Opening balance on 1st April 2025	**1,375.99**
Receipts	37,848.12
Payments cleared	-12,122.33
Transfers in+/out- Instant Access a/c	-23,000.00
Payments awaiting approval	-758.55
Payments approved but not cleared bank	-18.23
BALANCE	**3,325.00**
Instant Access Account	
Opening balance on 1st April 2025	**12,961.25**
Transfers in/out Current a/c	23,000.00
BALANCE	**35,961.25**
TOTAL CLOSING BALANCES	**39,286.25**

Community Infrastructure Levy Income

COMMUNITY INFRASTRUCTURE LEVY SUMMARY AS OF	12/11/2025	
Balance brought forward on 1st April 2025	£	12,472.87
CIL income received in current Financial year	£	18,076.23
Payments made during 2025/26	-£	4,037.36
Current balance remaining	£	26,511.74
Previously earmarked from fund		
Legal costs in relation to Village Hall lease	-£	4,213.20
Remaining unallocated funds	**£**	**22,298.54**

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 current balance of £26,511.74 including earmarked funds reach their 5 year period as follows:

£	726.42	before April 2028
£	7,709.19	before April 2029
£	18,076.13	before April 2030
£	26,511.74	

Report amended on 15th November 2025