

BEACONSFIELD TOWN COUNCIL

ANNUAL STATUTORY ACCOUNTS

31st MARCH 2011

**BEACONSFIELD TOWN COUNCIL
INCOME AND EXPENDITURE ACCOUNT
FOR YEAR ENDED 31 MARCH 2011**

2010		Notes	2012
£	INCOME		£
257,407	Precept		258,955
150,000	Sale of Garden Land	15	10,000
18,385	Rents & NND Rates received for use of land and grounds	7a(i)	17,258
22,176	Hire of tennis courts at The Oval		21,967
3,885	Hire of Football pitches at Wooburn Green Lane		5,066
28,888	Town Hall - rents, casual lettings and wedding fees	7a(ii)	33,516
8,739	Town Hall - communal service charges and NNDR		8,118
- 758	Town Hall - recovery/(refund) of dilapidations costs		1,346
1,299	Interest received		2,538
700	Agency services reimbursed		
36,863	Grants and donations received		40,197
923	Miscellaneous income		2,318
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528,507	TOTAL INCOME		401,279
	 EXPENDITURE		
85,174	Salaries, N.I., Pension contributions and staff expenses		87,994
10,454	Pension for former employee	13	10,479
8,519	Office expenditure		7,494
2,133	Subscriptions		2,197
1,285	Mayor's Allowance & Councilor's training		1,357
18,506	Professional services		10,125
4,262	Insurance		3,957
75,000	Town Hall - Rent	7b	75,000
41,990	Town Hall - Maintenance, rates and communal services		43,641
1,100	Section 137 payments - Donations & Grants	8	900
500	Holtspur Bank Nature Reserve		2,440
175	Playground rent and Holtspur Nature Reserve license	7b	225
219	Playground and Youth Park maintenance		1,984
7,375	Wooburn Green Lane Sports Field - maintenance		3,958
23,694	The Oval - maintenance and NND rates		10,694
27,182	CCTV - operating costs		23,820
13,416	Christmas Lights - operating costs		14,568
10,468	Old Town Toilets - operating costs		10,011
1,670	Footway lighting and bus shelter		1,280
4,467	Maintenance of Walkwood and other Council amenity areas		2,193
1,500	Churchyard maintenance		500
15,767	Grass cutting		3,388
8,010	Beaconsfield in Bloom		8,579
4,967	General environmental maintenance		254
500	Vandalism environmental		362
-	Community Payback		1,684
780	Roadside trees		-
78	NAG & Road safety		-
57,358	New Projects	10	40,312
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426,549			369,396
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101,958			31,883

**BEACONSFIELD TOWN COUNCIL
INCOME AND EXPENDITURE ACCOUNT
FOR YEAR ENDED 31 MARCH 2011**

(Continued)

2010 £		2011 £
101,959	SURPLUS OF INCOME OVER EXPENDITURE	31,883
<u>101,205</u>	Transfer to Reserves	16 <u>13,212</u>
754	Net Addition to General Fund	18,671
72,583	General Fund as 1st April 2010	73,337
<u>73,337</u>	General Fund as 31st March 2011	<u>92,008</u>

**BEACONSFIELD TOWN COUNCIL
BALANCE SHEET
AT 31 MARCH 2011**

2010 £		Notes	2011 £	£
CURRENT ASSETS				
4,713	Invoiced Debtors	4a	3,761	
4,310	Sundry Debtors	4b	3,621	
20,083	Prepayments	4c	12,790	
8,853	VAT Recoverable		<u>4,668</u>	
<u>37,959</u>			24,840	
109,715	Cash at Bank and in hand	5	14,118	
<u>200,000</u>	On Deposit in Treasury Accounts		<u>310,000</u>	
309,715			324,118	
347,674				348,958
CURRENT LIABILITIES				
37,253	Invoiced Creditors	6a	2,348	
5,431	Other Creditors	6b	6,168	
37,556	Accruals	6c	41,124	
3,000	Income Received in Advance	6d	<u>3,000</u>	
<u>83,240</u>				52,640
264,434				<u>296,318</u>
NET ASSETS				
	Represented by:			
73,337	GENERAL FUND	16	92,008	
<u>191,097</u>	RESERVES	16	<u>204,310</u>	
<u>264,434</u>				<u>296,318</u>

Signed:

RICHARD KEITH
Town Mayor

Date:.....

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MARGARET MATHIE
Clerk to the Council

Date:.....

BEACONSFIELD TOWN COUNCIL

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011
SUPPORTING STATEMENT**

1 ASSETS

Assets purchased in 2010/11
Individual items in excess of £1,000 each

Malthouse Square Play Equipment	20,257
CCTV Digital Recording Equipment	8,500
Replacement Bus Shelters	6,803
Salt Bins	1,800

Assets disposed of in 2010/11	Date Acquired	Cost *
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1 (a) Land and Buildings

(i)	Land			
Open Spaces	Wooburn Green Lane Sports Field	9.5acres	1950	583
Open Spaces	Oak Lodge Meadow	11.732 acres	1935/1936	1,972
Open Spaces	Junct Spinney/Wattleton Road	0.5 acres	1962	1
Open Spaces	Hampton Hill	2.6 acres	1966	1
Open Spaces	Walkwood	24.137 acres	1954	1,200
Open Spaces	Baring Road/Gregories Road	0.3 acres	1979	1
Open Spaces	Wheelers Green	0.218 acre	1980	150
Open Spaces	Ivins Road	1.83 acres	1948	212
Open Spaces	Seeleys Walk	1 acre	1934	1
Open Spaces	The Oval	3.156 acres	1946	500
Open Spaces	London/Oxford Rd (Parkway Strip)	2.6 acres	1962	1
Open Spaces	London/Oxford Rd (Geary's Piece & Meadow)	2.9 acres	1962	1
Open Spaces	Malthouse Square	2.768 acres	1936	438
Open Spaces	Holtspur Recreation	3.6 acres	1960	4,300
Open Spaces	Nature Reserve/Area North of Reserve	26.5 acres	1914/1915	1,251
Open Spaces	One Tree Meadow	6.478 acres	1956	1
	(Less part sold in July 2009)	(0.74) acre		
Open Spaces	Market Square (Old Town)	0.8 acres	1949	1

(ii)

Freehold	Wooburn Green Lane Changing Room		1
	Wooburn Green Lane Changing Room -New Roof	2009/10	9,439
Leasehold	Bus Shelter, Wycombe End	2003/4	3,424
	Bus Shelter London End	2010/11	6,803

30,281

* Where a nominal value of £1 is shown the land was donated to the Town Council
Other values reflect the historic cost of purchase by the Town or Urban District Council

BEACONSFIELD TOWN COUNCIL

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011
SUPPORTING STATEMENT**

(b) Other Assets

Location		Cost £	Date Acquired
Various	Street Lights	7,997	pre 2000
Held by Mayor	Town Mayor's Chain of Office	7,466	pre 2000
	Mayor's Youth Award Trophy	364	pre 2000
Town Hall	Office equipment and furniture	7,453	pre 2000
Holtspur Bank	Fencing, stiles and gate at Nature Reserve	4,070	pre 2000
	Seat and notice board	1,575	pre 2000
	Water supply	3,130	2000/01
St. Mary's School	Play equipment and fencing	24,775	pre 2000
Malthouse Sq	Play equipment	21,962	pre 2000
Holtspur Way	Play equipment	24,696	1999/00
Play areas	Fencing at Holtspur Way & Malthouse Square	9,859	2000/01
Town Square	Notice board	1,258	2000/01
Garvin Ave.	See-Saw and safety surfacing	3,876	2000/01
New Town	Cycle racks	1,118	2000/01
Allotments	Water supply	3,130	2000/01
Various	CCTV cameras	34,876	2001/02
Various	Seats	1,139	2002/03
Town Hall Green	Improvement Project	51,327	2002/03
Various	CCTV cameras	182,052	2002/03
Various	Christmas Lights	11,333	2002/03
Various	Christmas Lights	4,259	2003/04
Town Hall	Dell Computer Equipment	1,052	2004/05
Town Hall	New Boiler	2,153	2004/05
Oval	Boules Piste	2,450	2004/05
Holtspur	Youth Multi Sports Facility	41,313	2004/05
New Town	Davenies Strip	6,671	2004/05
St. Mary's	New Churchyard fence	12,440	2004/05
Various	Christmas Lights	3,861	2004/05
Various	Christmas Lights	13,071	2005/06
A40	Geary's Piece - Fencing & Planting	7,204	2005/06
Various	Christmas Lights	4,380	2006/07
Various	Supply and install Notice Boards	1,877	2006/07
Various	Christmas Lights	5,710	2007/08
Police	Speed indicator Device (SID)	3,258	2007/08
WGLSF	Fencing	9,700	2007/08
Malthouse Sq	Playground Equipment	38,119	2008/09
New Town	Community Notice Board	1,488	2008/09
Old Town	Community Notice Board	4,098	2009/10
Various	Extra Christmas Lights	1,206	2009/10
Holtspur	CCTV Camera - New in Mayflower Way	16,722	2009/10
Various	CCTV - Replacement/upgrade of 12 cameras	24,000	2009/10
Various	Play Equipment - Malthouse Square	20,257	2010/11
Town	CCTV Digital Recording Equipment	8,500	2010/11
Various	Salt Bins	1,800	2010/11
		<u>639,045</u>	

2 BORROWINGS

As at close of business on 31 March 2011, there were no loans outstanding.

BEACONSFIELD TOWN COUNCIL

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011
SUPPORTING STATEMENT**

3 LEASE AGREEMENTS

As at 31st March 2011 the following lease agreement was in operation: Cannon UK Ltd in respect of a Cannon IRC2380i photocopier on a 5 year lease from 20th April 2011 at a rental of £164.84 per quarter.

4 DEBTORS

As at 31 March 2011 the following debts were outstanding and due to the Council

(a) Invoiced Debtors

Name	Detail	Amount £	Current Status
Beaconsfield Rugby Club	Lease & Licence qtr 31/12/10	1,299	being chased
Performance Films	Rent & Services	2327	being chased
Mr Ian Redpath	Plot 9 Allotments	25	to be chased
Mr & Mrs Stevens	Garden rent 8 Woodway	110	Chasing new occ.
Total		<u>3,761</u>	

The age of these debts as at 31 March 2011 were

	No.	Value £
Over 3 months old	4	<u>3,761</u>

(b) Sundry Debtors

Detail	Amount £	Current Status
Rents to Courts 01/04/09 -31/03/11	1,388	
Rugby club lease 31/03/11	282	To be invoiced
Rugby club licence 31/03/11	1,017	To be invoiced
TVP - Year end adjustments - CSC	1,869	To be invoiced
Performance Films - Year end adjustments - CSC	92	To be invoiced
SDBC - Year end adjustments - CSC	361	To be invoiced
	<u>5,009</u>	

c) Prepayments

	£
SBDC rates for Town Hall 2011/12	8,351
SBDC rates for The Oval 2011/12	2,057
SBDC rates for Old Town Toilets 2011/12	2,382
	<u>12,790</u>

BEACONSFIELD TOWN COUNCIL

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011
SUPPORTING STATEMENT**

5 CASH AT BANK AND IN HAND	£
Cash at Lloyds TSB Bank:	
Current Accounts	11,312
Mayor's Appeal	2,606
On deposit in Treasury Account	310,000
Petty Cash	200
	<u>324,118</u>

6 CREDITORS

As at March 2011 the following amounts were outstanding and were due to be paid by the Council:

(a) Invoiced Creditors

Name	Detail	Amount £	Current Status
Grundon Waste	Waste charges	148	Paid April
M J Cleaning	Cleaning service for March	520	Paid April
Southern Electric Board	Electricity charges	(373)	In Credit
Southern Electric CCTV	Electricity charges	149	Paid April
SEB Street Lighting	Electricity charges	248	Paid April
Ann Tennant Catering	Mayors reception	584	Paid April
R Watts	Repairing reception	323	Paid April
Wycombe CC	Cleaning services	749	Paid April
	Total	<u>2,348</u>	

(b) Other Creditors

	£
PAYE and National Insurance	1,952
St Mary's Churchyard Budget Unspent	760
BCC Locality Grant Unspent	682
NAG Payment for Printing	402
NAG Funds Unspent	385
Holtspur Nature Reserve Unspent Budget	1,987
	<u>6,168</u>

BEACONSFIELD TOWN COUNCIL

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011
SUPPORTING STATEMENT**

c) Accruals

Detail	Amount £
Internal Auditor	900
External Auditor	1,200
Mayor's Allowance for Reception	110
Accounting Services	2,000
Pensions Year 09,10 & 11	30,933
Towel Service 08/09 & 10/11	1,450
Coombe Hill Memorial	500
Court Maintenance for March 2011	250
Provision for Electricity	1,000
Mayors appeal fund	2,606
Lease of School land for playground	175
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	41,124
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(d) Income Received in Advance

Mobile Aerial Rent	3,000
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BEACONSFIELD TOWN COUNCIL

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011
SUPPORTING STATEMENT**

7 LICENCES AND TENANCIES

During the year the following licences and tenancies were held:

(a) Council as Landlord

(i) Rents Received from use of Land and Grounds

		£	Expires
Arqiva	Telecoms Aerial	3,861	
Vodafone plc	5 year review RPI adjustment	3,405	
O2	Telecoms Aerial	3,000	2013
Rugby Club	Lease/Licence - Oak Lodge Meadow	4,988	2038
Davienies Schoo	Common Land Access	20	2072
BLTC	Site of Club House at The Oval	10	Annual
BLTC	The Oval - Courts 7,8,9 & 10	1,850	2017/22
BSLT	The Oval - Site of Pavillion	10	2016
Holtspur Y.C.	Land Lease - Recreation Ground	5	2017
7 Wood Way	Land adjacent to Nature Reserve	55	Annual
8 Wood Way	Land adjacent to Nature Reserve	55	Annual
9 Wood Way	Land adjacent to Nature Reserve	55	Annual
9 West Way	Garden Rent	55	Annual
10 West Way	Garden Rent	65	Annual
Ivins Road	Allotments	424	Annual
Wyevale	Right of way (£1 annually paid every 5 years)	-	Annual
Recharges	NNDR Recharges - BLTC	787	
	Master Cable Licence Fee	1	
BLTC	The Oval - Courts 7,8,9 &10	(1,388)	
		17,258	

(ii) Town Hall - Rents and Casual Lettings

Thames Valley Police	Suite 1	16,000
South Bucks District Council	Suite 3a	2,300
Performance Films	Suite 2	2,700
		21,000
Casual Lettings including Weddings		12,516
		33,516

BEACONSFIELD TOWN COUNCIL

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011
SUPPORTING STATEMENT**

(b) Council as Tenant

		£	Expires
SBDC	Town Hall	75,000	2012 Dec
Mr. C. Pitcher	Location of sign/access HLNR (Licence)	50	Annual
BCC	St. Mary's School Land for play area	175	Annual
		<hr/> <hr/> 75,225	

8 SECTION 137 PAYMENTS

The limit for spending under Section 137 of the Local Government Act 1972 for this Council in the year of account was £58,391 (£6.44 x 9,067 Electors) and the payments made were:

Payee	£
Royal British Legion	50
Festival of Lights	500
Holtspur Senior Charity	100
606 Beaconsfield Squadron Air TC	250
	<hr/> <hr/> 900

9 AGENCY WORK

Commissioning Authority **Nature of Work**

The grass cutting for Bucks County Council was discontinued in the year 2010/11

10 NEW PROJECTS

During the year the following was spent on new projects:

	£
Website Development	2,952
Malthouse Square	20,257
CCTV Digital Recording Equipment	8,500
Replacement Bus Shelter for London End	6,803
Salt Bins	1,800
	<hr/> <hr/> 40,312

BEACONSFIELD TOWN COUNCIL

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011 SUPPORTING STATEMENT

11 ADVERTISING AND PUBLICITY

There were no Advertising and Publicity charges for 2010/11

12 CONTINGENT LIABILITIES

The Town Council agreed a new lease for the Town Hall from South Bucks District Council for 15 years from December 2007. A condition of the lease is that a schedule of dilapidations is carried out within five years. The estimated costs of the dilapidations was in the region of £150,000. The amount spent to date is £29,000 (in 2008/09). As at 31 March 2011 the Council was not aware for any other contingency for which it should make provision of declare as a route to these accounts.

13 PENSION FOR FORMER EMPLOYEE

The accounts since 1975 include a charge made by the Bucks County Council Pension Fund for the pension payable to a former employee of Beaconsfield Town Council. The lower charge for 2008/09 reflected on over accrual relating to previous years. The pensioner concerned died on 8th April 2011. Despite repeated requests the pension fund has not invoiced the Council for the last 3 years.

14 GRANTS AND DONATIONS RECEIVED

Granted by:

		£
South Bucks District Council	CCTV Operating Costs	7,500
Malthouse Square Play Association	Malthouse Sq Play Equipment	20,257
South Bucks District Council-Cllr Grant	Notice Board	500
South Bucks District Council-Cllr Grant	Holtspur Floral Arrangement	500
Higher Level Stewardship	Butterfly Conservation	1,440
BCC: Localities & Safer Communities	Outdoor All Weather Fitness Equipment	10,000
		<hr/>
		40,197

15 SALE OF LAND

A further sum of £10K was received in June 2010 in respect of garden land behind 1-3 One Tree Lane.

BEACONSFIELD TOWN COUNCIL

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011
SUPPORTING STATEMENT**

16 GENERAL FUND AND RESERVES

		Balance at 01-Apr-10 £	Transfers To/(from) Reserves £	Balance at 31-Mar-11 £
Reserves	Purpose	73,337	18,671	92,008
Oval	Resurface courts, replace Fences and floodlights	14,285		14,285
Town Hall	Dilapidations	9,000		9,000
Environmental	Improvement Schemes	2,550		2,550
CCTV	Replacement fund	8,000	- 8,000	-
Christmas Lights	Replacement fund	8,000		8,000
Election Expenses		3,800		3,800
Roadside Trees	Planting	2,500		2,500
Town Clerk	Retirement Gratuity	2,462	213	2,675
Old Town	Improvements	2,500		2,500
One Tree Lane	New Proceeds of Sale of Land	138,000	10,000	148,000
Fitness Trail	Outdoor Fitness Equipment		10,000	10,000
Walkwood	Management Plan		1,000	1,000
		191,097	13,213	204,310