

**Westbury Town Council**

**Financial Statements**

**For the year ended 31 March 2013**

**Westbury Town Council**

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**31 March 2013**

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**Westbury Town Council**

**Council Information**

**31 March 2013**

**( Information current at 17th June 2013 )**

**Town Mayor**

Cllr Mrs S. Ezra

**Councillors**

Cllr M. Cuthbert-Murray (Deputy Mayor)

Cllr S. Andrews  
Cllr D. Bradshaw  
Cllr W. Braid  
Cllr I. Cunningham  
Cllr R. Hawker  
Cllr D Jenkins  
Cllr G. King  
Cllr S Miles  
Cllr Mrs C. L. Mitchell  
Cllr F. Morland  
Cllr Mrs D O'Hara  
Cllr C Pope  
Cllr W. Tout  
Cllr D. Windess

**Clerk to the Council**

Mr K. R. Harvey, Chartered MCIPD

**Auditors**

Mazars LLP  
Regency House  
3 Grosvenor Square  
Southampton  
SO15 2BE

**Internal Auditors**

Auditing Solutions Limited  
Clackerbrook Farm  
46 The Common  
Bromham  
Chippenham  
Wiltshire  
SN15 2JJ

**Westbury Town Council**  
**Statement of Accounting Policies**

**31 March 2013**

**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 cost (where known) or at insurance values current when first reported as approximating to the lower of net replacement cost and net realisable value at that time (previously reported at current insurance values) all other assets are included at historical cost except that certain community assets are the subject of restrictive covenants as to their; use and /or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at a nominal value only

**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.

**External Loan Repayments**

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at note 13.

**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 11

**Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 12

**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 was due at 31st March 2013 and any change in contribution rates as a result of that valuation will take effect from 1st April 2013.

**Westbury Town Council**  
**Income and Expenditure Account**  
**31 March 2013**

	Notes	2013 £	2012 £
<b>INCOME</b>			
Precept on District Council		349,332	335,930
Capital Grants rec'd not deferred		4,045	115,000
Interest and Investment Income	1	2,650	1,227
Leisure and Recreation		2,549	2,920
Shows and Fairs		3,003	5,008
Highways - Footpaths and Lighting		3,186	2,870
Establishment/General Administration		108	70
Miscellaneous		-	166
Civic Activities		-	520
Grants and Donations		-	58,516
		364,873	522,227
 <b>EXPENDITURE</b>			
Establishment/General Administration		128,458	134,408
S137 Expenditure	6	8,447	9,218
Capital Expenditure	8	35,023	206,706
Loan Interest and Capital Repayments		12,204	12,201
Operational Expenditure:			
Leisure and Recreation		45,846	42,535
Shows and Fairs		29,688	5,190
Highways - Footpaths and Lighting		6,040	2,528
Laverton Centre Grant		22,067	22,886
Civic Activities		5,366	11,756
CCTV		24,949	26,713
Grants and Donations under Specific Powers		24,607	44,863
		342,695	519,004
 <b>General Fund</b>			
Balance at 01 April 2012		69,605	50,192
Add: Total Income		364,873	522,227
		434,478	572,419
Deduct: Total Expenditure		342,695	519,004
		91,783	53,415
Transfer (to)/from Earmarked Reserves	12	(371)	16,190
General Reserve Balance at 31 March 2013		91,412	69,605

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*The notes on pages 7 to 11 form part of these statements.*

**Westbury Town Council**

**Balance Sheet**

**31 March 2013**

	Notes	2013 £	2013 £	2012 £
<b>Current Assets</b>				
Debtors and prepayments	9	26,150		20,386
Cash at bank and in hand		<u>218,731</u>		<u>204,571</u>
		244,881		224,957
<b>Current Liabilities</b>				
Creditors and income in advance	10	<u>(26,764)</u>		<u>(29,018)</u>
<b>Net Current Assets</b>			218,117	195,939
<b>Total Assets Less Current Liabilities</b>			218,117	195,939
<b>Total Assets Less Liabilities</b>			<u>218,117</u>	<u>195,939</u>
<b>Capital and Reserves</b>				
Earmarked Reserves	12		126,705	126,334
General Reserve			<u>91,412</u>	<u>69,605</u>
			<u>218,117</u>	<u>195,939</u>

Signed: .....

Cllr Mrs S. Ezra  
Town Mayor

.....

Mr K. R. Harvey, Chartered MCIPD  
Responsible Financial Officer

Date: .....

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*The notes on pages 7 to 11 form part of these statements.*

## Westbury Town Council

### Notes to the Accounts

31 March 2013

#### **1 Interest and Investment Income**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Interest Income - General Funds	2,650	1,227
	<u>2,650</u>	<u>1,227</u>

#### **2 Agency Work**

During the year the Council undertook no agency work on behalf of other authorities.

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

#### **3 Publicity**

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Recruitment Advertising	465	189
Publicity	3,004	5,041
Other Advertising	291	49
Council Website	-	5,859
	<u>3,760</u>	<u>11,138</u>

#### **4 Tenancies**

During the year the following tenancies were held:

##### **Council as landlord**

<b>Tenant</b>	<b>Property</b>	<b>Rent p.a.</b>	<b>Repairing /</b>
		<b>£</b>	<b>Non-Repairing</b>
NONE			

##### **Council as tenant**

<b>Landlord</b>	<b>Property</b>	<b>Rent p.a.</b>	<b>Repairing /</b>
		<b>£</b>	<b>Non-Repairing</b>
The Laverton Institute Trust	Council Offices	20,000	Repairing

#### **5 Pensions**

For the year of account the council's contributions equal 18.10% of employees' pensionable pay.

These contributions will remain at 18.10%, in future years which will provide adequately for known liabilities.

Approved by: Hymans Robertson  
(Actuaries to the Pensions Fund)

## Westbury Town Council

### Notes to the Accounts

31 March 2013

#### **6 S.137 Expenditure**

Section 137 of the Local Government Act 1972 (as amended) enables the council to spend up to the product of £6.80 (year ended 31 March 2012 - £6.44) per head on the electoral roll in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers.

	2013	2012
	£	£
The total amount of available for this purpose was	72,576	66,776
Expenditure was incurred for the following purposes:		
Stepping Stones	300	200
1st Westbury Scout Group	350	350
Group Five	400	400
Westbury and District Twinning Ass.	200	-
Westbury (Wilts) Welfare of the Elderly Ass.	300	300
Royal British Legion - Westbury	300	300
Westbury Lions Club	300	300
Relate Mid Wiltshire	200	200
HELP Counselling Service	100	100
Trowbridge Sea Cadet Unit	100	-
Warminster and Westbury Talking Newspaper	-	150
Westbury Infants School	500	500
2nd Westbury Brownies	200	-
West Wilts Portage Service	150	300
Westbury Arthritis Self Help Care Group	-	200
Cygnets Pre-School Westbury Leigh	-	200
St John Ambulance Brigade	250	200
Kingfisher Pre-School	-	100
Warminster & Dist M S	100	-
68 (Westbury) Squadron Air Training Corps	500	500
Friends of WCR	200	200
2nd Westbury All Saint Guides	200	-
Vitalise	150	150
Wiltshire Army Cadet Force	250	250
Carers Support West Wilts	300	300
1st Westbury Guides	200	-
ASK	100	-
Crosspoint	500	-
Scallywags Mother & Toddler Group	200	-
Imperial Charity	250	-
Child Guidance UK	179	-
Sunshine Club	100	100
White Horse Day Centre	300	200
Sapphire Twirlstars	-	100
West Wilts Special Needs Activity Scheme	200	200
Westbury Art Craft & Natter Group	100	100
Westbury First Responders	300	250
Leigh Park Community Association	-	150
Westbury BA13 Community Group	400	200
Westbury Leigh Primary School	-	500
Alzheimers Support	150	150
Age Concern Wiltshire	-	200
Remembrance Day Wreath	18	18
Bath & District Samaritans	-	100
Church Street Residents' Association	-	100
Westbury & District U3A	100	100
Westbury Chamber of Commerce	-	250
Wiltshire West District Scout Association	-	500
Bitham Brook Primary School	-	500
Westbury & District Canine Society	-	300
	8,447	9,218

It should be noted that grants to bodies such as the Citizen's Advice Bureau are made under other specific legal powers and so are not included in the above figures.



**Westbury Town Council**

**Notes to the Accounts**

**31 March 2013**

**7 Fixed Assets**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
	<b>Value</b>	<b>Value</b>
At 31 March the following assets were held:		
<b><u>Freehold Land and Buildings</u></b>		
The Laverton Institute (as Trustee)	2,010,586	2,010,586
	<u>2,010,586</u>	<u>2,010,586</u>
<b><u>Vehicles and Equipment</u></b>		
Office and Committee Room Equipment	39,133	39,233
Laverton Hall Furniture & Equipment (as Trustee)	48,475	48,475
Christmas Lights	62,540	62,540
Skate Park	89,938	89,938
	<u>240,086</u>	<u>240,186</u>
<b><u>Infrastructure Assets</u></b>		
Public Seats (35)	18,863	18,382
Bus Shelters (2)	10,611	10,611
Information Boards & Signs	13,057	13,057
CCTV Equipment	149,711	153,232
Beacon Brazier and Equipment	5,306	5,306
Millenium Jubilee Town Clock	6,632	6,632
Other Street Furniture	8,367	8,367
Flag Poles	1,737	1,737
Play Equipment	9,695	-
	<u>223,979</u>	<u>217,324</u>
<b><u>Community Assets</u></b>		
Chairmans Chain of Office	1,664	1,664
Town Criers Uniform	3,200	3,200
Various Artifacts and Gifts	6,705	6,705
Bust of Abraham Laverton (as Trustee)	10,000	10,000
	<u>21,569</u>	<u>21,569</u>
	<u>2,496,220</u>	<u>2,489,665</u>

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

**Westbury Town Council**

**Notes to the Accounts**

**31 March 2013**

**8 Fixed Assets - Additions and Disposals**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
	<b>Cost</b>	<b>Cost</b>
During the year the following assets were purchased:		
Operational Land and Buildings	-	-
Vehicles and Equipment	-	17,086
Infrastructure Assets	31,906	3,107
Community Assets	-	-
	<u>31,906</u>	<u>20,193</u>

No assets were disposed of during the year.

**9 Debtors**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Trade Debtors	972	355
Trade Debtors	<u>972</u>	<u>355</u>
VAT Recoverable	9,618	19,245
Other Debtors	15,515	674
Accrued Interest Income	45	112
	<u>26,150</u>	<u>20,386</u>

**10 Creditors and Accrued Expenses**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Trade Creditors	12,851	13,700
Other Creditors	3,574	4,694
Superannuation Payable	-	1,516
Payroll Taxes and Social Security	-	1,630
Accruals	10,339	7,300
Income in Advance	-	178
	<u>26,764</u>	<u>29,018</u>

**11 Hire Purchase and Lease Obligations**

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

<b>Hire/Lessor</b>	<b>Purpose</b>	<b>Annual Lease/Hire Payable</b>	<b>Year of Expiry</b>
		<b>£</b>	
Danwood Contract Rentals	Photocopier	1,001	2013

**Westbury Town Council**

**Notes to the Accounts**

**31 March 2013**

**12 Earmarked Reserves**

	<b>Balance at 01/04/2012</b>	<b>Contribution to reserve</b>	<b>Contribution from reserve</b>	<b>Balance at 31/03/2013</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Capital Projects Reserves	25,068	-	(2,500)	22,568
Asset Renewal Reserves	53,292	40,000	(37,458)	55,834
Other Earmarked Reserves	47,974	25,040	(24,711)	48,303
<b>Total Earmarked Reserves</b>	<b>126,334</b>	<b>65,040</b>	<b>(64,669)</b>	<b>126,705</b>

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2013 are set out in detail at Appendix A.

**13 Loans**

At the close of business on 31 March 2013 the following loans to the council were outstanding:

<b>Lender</b>	<b>Loan Period</b>	<b>Amount £</b>
Public Works Loan Board	10 Years from October 2009	76,868

**14 Capital Commitments**

The council had no other capital commitments at 31 March 2013 not otherwise provided for in these accounts.

**15 Contingent Liabilities**

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