



COOKHAM PARISH COUNCIL

ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2024

NOTE: The information in this document is based on the audited accounts, but is more detailed than required for audit purposes and is for additional information & clarity only.

COOKHAM PARISH COUNCIL

AUDIT OF ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

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Financial Summary:

Financial Summary from Income and Expenditure Accounts 22/24:

The total income for the year 2023 - 2024 was £211,407 matched by expenditure of £211,185.

The General Fund at 31st March 2024 stands at £95,081 (figures are ex VAT).

Cookham Parish Council - Accruals Explanation

Accounts Year: 2023-24
Report Date: April 2024

For Information:

Accubus Cash Book - records payments and receipts
Accounts Income and Expenditure and will include accruals.
AGAR Annual Governance and Accounting Return required by External Auditor

Figures 23-24:

Accubus Receipts	£291,300	
Accounts Income	£211,407	(minus precept for 24/25)
Accubus Payments	£216,283	
Accounts Expenditure	£211,185	

Financial Summary from Income and Expenditure Accounts 22/24:

The total income for the year 2023 - 2024 was £211,407 matched by expenditure of £211,185.

The General Fund at 31st March 2024 stands at £95,081 (figures are ex VAT).

Accruals Explanation:

INCOME

Cash income balance (Accubus)		£291,300
Items Accrued that decrease income (-)		
RBWM – 1 st Instalment of 24/25 Precept paid early	-79,893	
Sub total		-211,407

EXPENDITURE

Cash expenditure balance (Accubus)		£216,283
Items Accrued that increase expenditure (+)		
RBWM - Lighting 23/24 (half year Energy cost only)	475	
RBWM - Office running costs 23/24	3,800	
Sub total		4,275
Items Accrued that decrease expenditure (-)		
RBWM - Lighting 22/23 (half year Energy cost only) - paid (£458.06) October 2023	-475	
RBWM - Office running costs 22/23- paid May 2023 (£3,741.62).	-3,800	
Sutcliffe Play – Retention of 5% project cost (pd £5,098 May 2023)	-5,098	
Sub total		-9,373
Total expenditure per accounts (Difference = -£5,098)		£211,185

Carry forward from last year - Nil.

External Auditor PKF Littlejohn LLP, as appointed by [Smaller Authorities' Audit Appointments Ltd](#) (SAAA) for the period 2022/23 to 2026/27.

Internal Auditor Mr B Dancer, appointed by CPC as Auditor, independent of this authority.

COOKHAM PARISH COUNCIL

BANK RECONCILIATION

1st April 2023 - 31st March 2024

Prepared by: Gillian Gavin - Clerk to the Council and RFO

Date: 5th April 2024

Receipts and Payment Balance

Cash Book

Opening balance at:	01/04/2023	£170,030.16
	Receipts	£308,236.33
	Payments	£232,470.07
Closing balance at:	31/03/2024	£245,796.42

Represented by:

cash/chq in hand	£0.00
Nationwide - Instant Saver	£83,288.60
Unity Trust Current Account Balance	£126,483.63
Unity Trust Deposit Account Balance	£36,024.19
	£245,796.42

Less outstanding cheques:

NIL	£0.00
Total outstanding:	£0.00

Adjusted Bank Balance at: 31/03/2024 **£245,796.42**

COOKHAM PARISH COUNCIL

Income and Expenditure Account For the Year Ended 31st March 2024

Comparative figures Year Ended 31st March 2022		Current Year Year Ended 31st March 2023
	INCOME	
£134,077	Precept	140,781
£1,600	Agency Services (FPOS Grant)	1,600
£5,235	Allotments: Rents	5,908
£775	Allotments: Deposits	900
£36,425	Burial Ground Fees	30,020
£18,144	Rents Received	20,492
£170	Miscellaneous Income	4,517
£61,293	Grants and Donations/ Section 106 funds /CIL	4,990
£670	Interest on Investment	2,199
£258,389	TOTAL INCOME	211,407
	EXPENDITURE	
£100,016	General Administration	141,330
£1,600	Agency Services	1,600
£3,050	Section 137 Spend	1,817
	<u>Running Costs:</u>	
£8,229	Allotments: General	7,402
£125	Refunds	70
£25,211	Burial Grounds	21,936
£2,729	Street Lighting	2,831
£119,990	Open Spaces	34,057
£96	Miscellaneous / War Memorial	142
£261,046	TOTAL EXPENDITURE	211,185
	General Fund	
£90,067	Balance at 1st April	88,960
<u>£258,389</u>	Add Total Income	<u>211,407</u>
£348,456		300,367
<u>£261,046</u>	Deduct Total Expenditure	<u>211,185</u>
£87,410		89,182
£35,575	Transfers from Reserves	22,114
-£34,025	Transfers to Reserves	-
£88,960	Balance at 31st March	95,081

COOKHAM PARISH COUNCIL

Comparative figures	For the Year Ended 31st March 2024					Current Year
Year Ended 31st March 2023						Year Ended 31st March 2024
	CURRENT ASSETS					
£2,717						£ 1,968
£170,030						£ 245,796
£172,747						£ 247,764
	CURRENT LIABILITIES					
£9,373						£ 4,275
						£ 79,893
£163,374	TOTAL ASSETS LESS CURRENT LIABILITIES					£ 163,596
£0	LONG TERM LIABILITIES					£ -
£163,375	NET ASSETS					£ 163,596
	Represented By:					
		<u>Opening</u>	Surp/Def	Trans In	Trans out	<u>Closing</u>
£88,960	General Fund Reserves:	£88,960	£222	£22,114	£16,215	£95,081
	Strategic Fund Reserves	<u>Opening</u>		Trans out	Trans In	<u>Closing</u>
£2,500	Office Maintenance	£2,500				£ 2,500.00
£2,000	Lighting	£2,000				£ 2,000.00
£7,414	Election Fees	£7,414		£7,414		£ -
£11,185	Cemetery Lodge	£11,185			£4,000	£ 15,185.00
£8,350	Alfred Major Playground Maint	£8,350		£7,000		£ 1,350.00
£0	Alfred Major Projects	£0				£ -
£7,700	Chapel Maintenance Project	£7,700			£2,500	£ 10,200.00
£2,070	Flood Planning and Management	£2,070				£ 2,070.00
£1,000	Summer play schemes	£1,000				£ 1,000.00
£6,200	Neighbourhood Plan	£6,200		£500		£ 5,700.00
£1,400	Salt Bins - for provision of salt	£1,400			£400	£ 1,800.00
£400	Community Projects	£400				£ 400.00
£3,100	War Memorial Repair/Maintenance	£3,100			£1,325	£ 4,425.00
£3,400	Tree Works	£3,400			£2,100	£ 5,500.00
£10,750	Legal and Planning Consultant fee	£10,750		£7,000		£ 3,750.00
£5,000	Locum Support Fees/Clerk Cover	£5,000				£ 5,000.00
	Sutton Road Allotment Orchard	£0			£4,990	£ 4,990.00
£72,469	Total Strategic Reserves	£72,469		£21,914	£15,315	£ 65,870
	Allotment Deposit Fund	<u>Opening</u>		Trans out	Trans In	<u>Closing</u>
£1,745	Allotment Deposits	£1,945				
£775	Deposits in from New Tenants				£900	
£125	Deposits returned to Tenants			£50		
£0	Deposit Cheque write off				0.00	
£450	Retained (moved back to Gen Fund)			£150		
£1,945	Total Deposit Fund	£1,945		£200	£900	£ 2,645
£163,374	Total Funds (Gen/Strat/Dep)	£163,374	£222			£ 163,596

Signed: _____ Chairman Date: _____

Signed: _____ Responsible Finance Officer Date: _____

COOKHAM PARISH COUNCIL
Accounts for the Year Ended 31st March 2024

Supporting Statement

ASSETS

Movements in the Year

		Cost
a) During the year the following assets were purchased:		
Display Board - Office	£	175
Dog/Litter Waste Bin (replacement)	£	200
b) During the year the following assets were disposed of:		
Dog/Litter Waste Bin (purchased 2007)	£	400

At 31st March 2023, the following assets were held:

COMMUNITY ASSETS

VALUE

Stonehouse Common	£	1
Alfred Major Recreation Ground - Playing Fields	£	1
Burial Ground	£	1
Allotments including Conservation Area (3)	£	3
Total	£	<u>6</u>

OTHER FIXED ASSETS

Cemetery Chapel, Cottage, Mortuary (cost) & Extension	£	182,313
War Memorials (cost)	£	5,722
Parish Office lease	£	45,000
Total	£	<u>233,035</u>

All other Assets inc. Play Equipment/Open Spaces £ **£211,062**

TOTAL ASSETS £ **£444,103**

The basis of valuation of these assets is cost/valuation with the exception of the Community Assets, which are valued at £1.

Borrowing

At the close of business on 31st March 2024 the Council had no loans outstanding.

COOKHAM PARISH COUNCIL

Accounts For the Year Ended 31st March 2024

Supporting Statement

Leases

At 31st March 2024, the following leases were in operation:

Lessor	Purpose	Year of Expiry
RBWM	Parish Office	2062

Debts Outstanding

At 31st March 2024 there was one debt outstanding:

VAT	£ 1,968.20
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Tenancies

During the year the following tenancies were in operation:

Council as Landlord	Property	Rent pa	Repairing
Fuller and Turner PLC	Cemetery Cottage	£21,600	

S. 137 Payments

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £9.93 per head of electorate for the benefit of people in the area on activities or projects not specifically authorised by other powers. The limit for this Council in the year ended 31st March 2024 was £44,188.50.

And the payments made were:

Payee	Nature of Payment	
Royal British Legion	Poppy wreaths donation	£ 67
Cookham Village Events	Donation to Coronation Celebrations May 2023	£ 1,000
Wye Valley Volunteers	Donation for Cookham/Bourne End Shuttle Bus	£ 50
Patient Participation Group	Donation	£ 700

Agency Work

During the year the Council undertook the following agency work on behalf of other authorities:

Commissioning Authority	Nature of Work	
Royal Borough of Windsor and Maidenhead	Footpath clearance	£1,600

Signed: _____ Chairman Date: _____

Signed: _____ Responsible Officer Date: _____

COOKHAM PARISH COUNCIL - FIXED ASSET REGISTER For year ending 31/03/24

Description & Date of Acquisition	Detail	Supplier	Location	Removed	Value
COMMUNITY ASSETS					
LAND and BUILDINGS					
	Stonehouse Common	Unknown gift			£1
1906	Cemetery	Purchased from Col Rogers	Long Lane		£1
1906	Cemetery Chapel	Built by Colin Hatch	Long Lane		£70,298
1906	Cemetery Mortuary	Built by Colin Hatch	Long Lane		£4,273
1919	Cookham War Memorial	Public Donation	High Street		£3,050
1920	Cookham Dean War Memorial	Public Donation	Church Road		£2,672
1936	Sutton Allotments	Purchased from Lord Astor	Sutton Road		£1
1938	Cookham Dean Allotments,	Includes allotments, Grazing field and HWWR Conservation Area in parcel of land.	Purchased from L Ricketts	Alleyns Lane	£1
1938	Cemetery Lodge	Built by Colin Hatch	Long Lane		£102,742
1947	Alfred Major Recreation Ground	Gift from Mrs de Wolf	High Road		£1
1947	Cookham Rise Allotments	Purchased from Pinder Brown	High Road		£1
1995	Cemetery Extension	Purchased from Cannon Court	Long Lane		£5,000
2002	Lease of Parish Office	Leased from RBWM	High Road		£45,000
FITTINGS - CEMETERY LODGE					
2013	Wooden Gates/Fencing	J Stoneman	Cemetery Lodge		£1,115
2013	Fridge/Freezer	Tesco Direct	Cemetery Lodge		£269
2023	Washing Machine - Indesit 8kg 1400 rpm	(model no: BWA81485XWUKN) Esteem Domestic Appliances Ltd	Cemetery Lodge		£474
OFFICE FURNITURE & FITTINGS					
1997	2 Filing Cabinets	Globus Office World	Parish Office		£500
1998	Chubb Safe	Chubb	Parish Office		£546
2001	2 Tables, 16 Chairs, 2 Desks and large cupboard	Interior Associates Ltd	Parish Office		£2,908
2008	8 Folding Tables and Trolley	Go-Pak	Community Room		£900
2012	Mini Fridge	Electrical 123	Parish Office		£92
2013	Oak Storage Cupboard	Direct Office	Parish Office		£106
2013	Office Chair	Ross Office Supplies	Parish Office		£73
2014	White Wall Unit	Argos	Parish Office		£50
Nov-23	Display Board	XL Standard 4 panel and Pole Modular Display Board System in Carry case XL Display Ltd	Parish Office (Stored in Chapel)		£175
OFFICE IT EQUIPMENT					
May-17	Dual phones w/answer machine	Argos	Parish Office		£25
Nov-20	2 x Office Computers (HP Small Form Factor 400 series)	Hewlett Packard via SME-UK	Parish Office		£1,108
May-22	Office Laser Printer - Xerox C315	Printerland	Parish Office		£322
Feb-23	PC Monitor (LG 24")	SME-UK			£86
2022	CCTV System Recorder	Hikvision DS7608, 8 Channel 4TB High Definition Network Digital Video Recorder Active Security	Parish Office (for CCTV system AMRG)		£591
2022	Office shredder	Fellow s - Pow ershred LX65 Viking (Office stationay supplier)	Parish Office		£99

COMMUNITY EQUIPMENT					
	Ex Tarrystone Gates		Unknown gift	Mortuary	£100
	1 Metal Bench		-	Alfred Major Ground	£100
1959	Odney/Cemetery Gates		Dowlings		£1,236
1965	Street Lamps		S.E.C	Throughout Cookham	£23,932
1969	Odney/Cemetery Gates		Dowlings		£624
1991	1 Wooden Bench		British Legion	Alfred Major Ground	£1
1991	Play Equipment	Toddler swing, junior swing. Multi play frame and A/B climber removed 2022.	Chipman Play & Leisure	Alfred Major Ground	£3,000
1994	Safety Surfaces		Recreational Supply Svcs	Alfred Major Ground	£8,828
1994	Dog & Litter Bins		Earth Anchors	Alfred Major Ground	£2,081
1997	Storage heater		Southern Electric	Chapel Vestry	£630
1997	2 Metal Notice Boards		Filcris	Lower Road and Bigfrith Lane	£774
1998	Altar Cloth			Chapel Altar	£1,061
1999	2 Plastic Public Benches			Alfred Major Ground	£479
1999	Millenium Clock		John Smith of Derby	Station House	£3,582
1999	Metal Gates & Fences		Dowlings	Odney/Alfred Major	£3,138
2002	New Lights		S.E.C	Throughout Cookham	£2,862
2002	1 Public Benches			Alfred Major Ground/Stonehouse	£934
2004	Dick Arthur's bench		John Robertson	Station Parade	£500
2005	Play equipment		Recreational Supply Svcs	Alfred Major Ground	£7,798
2007	Street Lamps		Causeway/Odney Lane		£3,500
2007	Public Bench		Glasdon	Station Parade	£400
2008	Public Bench		Glasdon	Causeway	£534
2009	Street Lamps		S.E.C	High Road	£1,331
2009	Outdoor Fitness Zone		Playground Facilities	Alfred Major Ground	£20,146
2009	Play equipment 7 items (minus 2 items Oct 2022)	Basket Swing, 4 way springer, glider (green gym) Log roll, Traverse, Cone climber & Dragon fly seesaw removed Oct 2022	RSS	Alfred Major Ground	£10,420
2010	2 Public Benches		Glasdon	Odney Common	£700
2010	8 Salt Bins		RBWM	Throughout Cookham	£2,100
2010	Public Bench		Public Gift	Cemetery	£600
2011	3 metal Notice Boards		Creative Solutions	AM, CD and Sutton Allots	£950
2011	Play equipment		Record RSS	Alfred Major Ground	£5,553
2011	Fencing		B Whatling	Alfred Major Ground	£3,000
2011	Artificial Cricket Wicket		Cricket Ground Equipment Ltd	Alfred Major Ground	£6,650
2012	2 CCTV Columns		Active Security	Alfred Major Ground	£2,000
2012	2 Red Phone Boxes		BT	Bigfrith Ln, Kings La/Dean Ln	£2
2012	Skate Ramp		Maverick Industries	AM	£15,800
2012	2 Litter bins		Glasdon	AM	£550
2012	Metal Picnic Bench		Broxap	Alfred Major Ground	£825
2012	2 Public Benches		Glasdon	Alfred Major Ground	£748
2012	2 Litter Bins		Earth anchors	Alfred Major Ground	£218
2013	Outdoor Gym Equip 4 items		Playground Facilities	Alfred Major Ground	£4,768
2013	Dog bin		Earth Anchors	Causeway	£209
2013	Wooden Noticeboard		Fitzpatrick Woolmer	Causeway	£1,092

2014	Goalposts		Bishop Leisure	AM		£808
2014	Metal Signs		Street Furnishings	AM, Allots		£255
2014	Fencing		Whatling Contractors	C Allots		£430
2015	Litter Bins		Earth Anchors	Alfred Major Ground		£705
2019	Litter Bin		Glasdon	Cemetery (New section)		£325
2019	Metal Bins liners x3		Kingfisher bins	Cemetery		£252
2019	Benches x 2		Earth Anchors	Cemetery		£1,857
2020	Wooden Bench on Alfred Major		Earth Anchors	Alfred Major (Memorial for B Smith)		£1,135
2020	2 Waste Bins		Earth Anchors	1 x Kennel Lane, 1 x Causeway		£575
2021	Condolence Books (x 2)		Shaw and Sons Ltd	Parish Office		£204
2021	Security Gates - Alfred Major Allotments		Jacksons Fencing	Alfred Major Allotment site		£1,608
2022	2 x waste bins		Earth Anchors	Replace 2 x 45l Waste bins on AM		£260
2022	Play Equipment - 13 Items		Sutcliffe Play Ltd	Alfred Major Recreation Ground		£31,167
		Curlicue £544				
		Nest swing (new seat) £753				
		Whirlybob £1664				
		Mini Town sound Flower £509				
		Mini Town Duplex £3990				
		4 way see saw (£1394)				
		12m Glide (Zip wire) (2635)				
		Hula (£843)				
		Toddler Zone unit (£11354)				
		Back to Back roundabout (£1296)				
		Inclusive swing inc seats (£1526)				
		Orchard Timber tangle (£3390)				
		Wipe Out (£1269)				
2022	Satellite play equipment (4 corners of AM)		Sutcliffe Play Ltd	Alfred Major Recreation Ground		£3,102
		Incline Balance weave,				
		Incline monkey bars,				
		chin up bars,				
		incline balance walk				
2022	Teen Shelter		Sutcliffe Play Ltd	Alfred Major Recreation Ground		£2,794
2022	Picnic Tables (x 2)		Sutcliffe Play Ltd	Alfred Major Recreation Ground		£1,846
2022	CCTV Cameras x 4	2x 2 new Hikvision DS2CD2686G2-IZS, 1 x Hikvision IDS2CD7A86G0-IZS , 1 x Hikvision DS2DF8C8421XS-AELW (T5)	Active Security	Alfred Major Recreation Ground		£10,344
2023	1 x Waste Bins	Replacement bin	Earth Anchors	Replace 1 x 66ltr Waste bins on AM		£200
ASSETS DISPOSED OF DURING 2023-24						
2007	Dog Bin	REPLACED AUG 2023	Earth Anchors	Alfred Major Ground	£400	£0
				TOTAL DISPOSALS	£400	
				TOTAL ASSETS		£444,103