

## **Appendix B**

### **Assessment of the extent to which the organisations activities contribute towards achieving the Council's aims and objectives.**

<b>Council Requirements</b>	<b>Ingatestone and Fryerning Parish Council Response</b>
<p>Contribution towards achieving the Council's aims and objectives.</p> <p>The Current Corporate Plan 2013-2016 sets out six priority areas the most relevant on this occasion being:</p> <p><b>Localism</b></p> <p>We believe that through bringing communities together and working effectively in collaboration with a range of groups and organisations we can better ensure the future wellbeing of our borough. We will work with local businesses, community groups and the voluntary sector to develop projects that will enhance and support the local community.</p>	<p>"Firstly we do not know the Market Rent for the property so it is very difficult for the Parish Council to show this calculation. However, following the above methodology... at the very bare minimum..</p> <ul style="list-style-type: none"> <li>• 3 Parish Council part time members of staff working in total 52.5 hours per week = 52.5 x £10.20 = £535.50 per week or £27, 846 pa</li> <li>• 15 Parish Councillors who are all volunteers working at minimum 2 hours per week = 30 x £10.20 = £306 per week = £15912 pa</li> <li>• Total £43,758 per annum = £3,646.50 per month cost.</li> </ul> <p><u>Note</u></p> <p>Whilst a formal independent valuation has not been commissioned, this compares with the estimated Market Rental Value of the building and fields in the region of £4,000 per annum exclusive.</p> <p>By way of example the rating assessment for Warley Playing Fields including the changing room etc. is £4,200. This relates to values in April 2015.</p>
<b>3 Years Accounts</b>	See attachments in Appendix 2.1
The extent to which the organisation is proactive in seeking to share and make available the assets to other community and voluntary sector uses on a not for profit basis	See attachments in Appendix 2.1
Confirmation that the organisation will submit its activities and accounts on an	To be provided

annual basis or when required by the Council.	
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**The extent to which the organisation is proactive in seeking to share and make available the assets to other community and voluntary sector uses on a not for profit basis**

The Parish Council have confirmed the following:

“The Parish Council will make the field and pavilion available to rent to all local societies, will continue to provide changing facilities for all the local football teams, provide the field for the Horticultural show and Brentwood Borough Council fun days and further more look to make the facilities available to the local schools for PE classes. The Parish Council will also be able to provide a newly refurbished pavilion for children’s parties, possibly play schools, business meetings. It is also hoped that the site would be used for other open air events including cinemas. Again as stated above, any rent from these events would be ploughed back into the maintenance of the site and help subsidise the precept. ”

Period Trial Balance

.o Period: Month 12, March 2015

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
0010	Assets purchased	274,945.00	
1200	Current Account - 80516252	1,433.66	
1210	Bank Deposit Account 80516260	118,675.87	
1220	Parish Youth Council - 63860248	1,590.53	
1230	Petty Cash	74.97	
2100	Creditors Control Account		3,502.71
2201	Purchase Tax Control Account	2,872.26	
2202	VAT Liability		4,783.15
2210	P.A.Y.E.	2,281.95	
2220	Net Wages	4,664.16	
3000	Capital		100.00
3100	Reserves		274,945.00
3101	Undistributed Reserves		84,079.00
3700	Brentwood Borough Council Grant		38,275.96
3701	Parish Precept		98,021.00
4002	Burials and Ashes		23,880.00
4004	Seymour field		1,163.00
4005	Christmas Trees		1,269.97
4006	Allotment rent		815.00
4007	Other Grants		10,000.00
4900	Miscellaneous Income		584.86
4901	Y in the Park - income		1,399.32
4902	Other Youth Council income		887.19
5000	Purchases - waste sacks etc	1,052.05	
5002	Miscellaneous Purchases (Petty Cash)	22.18	
5009	Discounts Taken		0.01
6000	Fryerning Cemetery -- Clear Dead	687.50	
6001	Fryerning Cemetery -- Trees	2,070.00	
6002	Fryerning Cemetery -- Interments	2,605.41	
6100	Fryerning Cemetery -- Ground	14,374.13	
6202	Churchyards - hedges Change	545.00	
6203	Fryerning Cemetery -- Skip Hire	520.85	
6300	Churchyards (St. Edmunds) -- Ground	3,379.97	
6300	Fairfield - Repairs & Renewals	15,866.22	
6301	Churchyards -- High Street Plants &	4,754.00	
6302	Fairfield -- Bins	6,800.19	
6304	Fairfield -- Pond	250.00	
6305	Fairfield -- Trees	700.00	
6306	Fairfield & Seymour Field -- Ground	6,097.95	
6502	Seymour Field -- Repairs & Renewals	332.70	
6503	Seymour Field -- Cleaning	3,888.00	
6505	Seymour Field -- Annual Water	428.00	
6600	Allotments - Water	1,492.54	
7000	Policy & Resouces -Audit	220.00	
7020	Christmas (High Street Trees etc)	7,470.11	
7030	Y in the Park - expenses	2,461.44	
7060	Policy & resources - CCTV	4,298.09	
7070	Policy & resources - clock	191.00	
7095	Staff wages	31,934.09	
7096	Pension contributions - Essex	79.93	
7100	Rent	7,400.00	
7102	Water Rates	736.57	

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**Ingatestone and Fryerning Parish Council**

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**Period Trial Balance**

Period: Month 12, March 2015

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
7103	General Rates	1,425.34	
7200	Electricity	809.22	
7201	Gas	187.54	
7306	Mileage Claims	72.35	
7406	Advertising	213.30	
7500	Printing	821.45	
7501	Postage and Carriage	653.87	
7502	Office Stationery	282.25	
7503	Books etc.	36.10	
7550	Telephone and Fax	797.95	
7552	Computers & Software	1,257.76	
7553	Mobile Charges	288.10	
7601	Audit Fees	400.00	
7602	Accountancy Fees	360.00	
7604	Professional Fees	1,787.00	
7605	Management Charges Payable	300.00	
7700	Equipment Hire	300.00	
7702	Equipment Leasing	1,999.54	
7800	Repairs and Renewals (Office)	410.00	
7801	Cleaning	622.00	
7802	Office sundries	69.57	
7900	Bank Interest Paid		63.36
8200	Donations	60.00	
8201	Subscriptions	984.60	
8203	Training Costs	112.00	
8204	Insurance	2,088.49	
8205	Refreshments	134.80	
8250	Sundry Expenses	0.02	
9998	Suspense Account	99.96	
<b>Totals:</b>		<u>543,769.53</u>	<u>543,769.53</u>

Profit and Loss

From: Month 12, March 2015

To: Month 12, March 2015

## Chart of Accounts:

I&amp;FPC

PeriodYear to Date**Income**

Brentwood Borough Council Grants	0.00	38,275.96
Parish Precept	0.00	98,021.00
Burials & Ashes	2,000.00	23,880.00
Seymour Field	0.00	1,163.00
Christmas Trees	0.00	1,269.97
Allotment rent	0.00	815.00
Other Grants	0.00	10,000.00
Other income	7.80	584.86
Y in the Park - income	0.00	1,399.32
Other Youth Council income	0.00	887.19
	2,007.80	176,296.30

**Purchases**

Purchase of items for resale	(0.51)	1,074.22
Christmas Trees	0.00	7,470.11
Y in the Park - expenses	0.00	2,461.44
	(0.51)	11,005.77

**Upkeep of Churchyards, Cemetery and**

Fryerning Cemetery - Flowers	0.00	687.50
Fryerning Cemetery -Trees	0.00	2,070.00
Fryerning Cemetery -Internments	50.00	2,605.41
Fryerning Cemetery Ground Maintenance	0.00	14,374.13
Fryerning Cemetery - Skip hire	0.00	520.85
Churchyards - Hedges	0.00	545.00
Churchyards (St.Edmunds) Ground maintenance	0.00	3,379.97
High Street - Plants and watering	0.00	4,754.00
Fairfield - Repairs and renewals	281.99	15,866.22
Fairfield - Bins	2,762.82	6,800.19
Fairfield - Pond	0.00	250.00
Fairfield - Trees	0.00	700.00
Fairfield & Seymour Field - Ground maintenance	1,835.83	6,097.95
Seymour Field - Repairs and renewals	0.00	332.70
Seymour Pavillion - Cleaning	288.00	3,888.00
Seymour Field - Annual water inspection	0.00	428.00
Allotments - Water	0.00	1,492.54
	5,218.64	64,792.46

**Gross Profit/(Loss):**

(3,210.33)

100,498.07

**Office Expenses**

P&R -	0.00	220.00
P&R - CCTV	0.00	4,298.09
P&R - Clock	0.00	191.00

**Profit and Loss**

From: Month 12, March 2015

To: Month 12, March 2015

**Chart of Accounts:**

I&amp;FPC

	<b><u>Period</u></b>	<b><u>Year to Date</u></b>	
Office staff salaries	0.00	32,014.02	
Office Rent ,Rates & Insurance	1,972.97	9,561.91	
Office Heat & Light	0.00	996.76	
Travel costs	0.00	72.35	
Printing Postage & Stationery	226.17	2,006.97	
Telephone, Internet & Website	182.42	797.95	
Computing & Software	81.60	1,257.76	
Mobile Phone	32.18	288.10	
Legal & Professional	1,516.00	2,847.00	
Office equipment maintenance	0.00	2,299.54	
Office - Repairs and renewals	0.00	410.00	
Office - Cleaning	12.00	622.00	
Office - Sundries	0.00	69.57	
Bank charges and Interest	(15.21)	(63.36)	
Donations and Subscriptions	0.00	1,044.60	
Training	0.00	112.00	
Insurance	0.00	2,088.49	
Other expenses	4.54	234.78	
		4,012.67	61,369.53
<b>Net Profit/(Loss):</b>	<b>(7,223.00)</b>		<b>39,128.54</b>

Period Trial Balance

To Period: Month 12, March 2016

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
0010	Assets purchased	164,626.66	
1200	Current Account - 80516252	10,124.50	
1210	Bank Deposit Account 80516260	114,193.16	
1211	Nationwide BS - 90062710	75,000.00	
1212	Yorkshire BS	500.00	
1220	Parish Youth Council - 63860248	1,840.53	
1230	Petty Cash	1.49	
2100	Creditors Control Account		797.08
2202	VAT Liability	2,005.97	
2204	Manual Adjustments		4,783.15
2210	P.A.Y.E.	2,430.08	
2220	Net Wages		0.40
3000	Capital		100.00
3000	Reserves		164,626.66
3001	Undistributed Reserves		84,079.00
3200	Profit and Loss Account		38,713.45
4000	Brentwood Borough Council Grant		37,905.50
4001	Parish Precept		135,348.00
4002	Burials and Ashes		34,106.30
4004	Seymour field		1,045.00
4005	Christmas Trees		1,366.63
4007	Other Grants		8,000.00
4900	Miscellaneous Income		552.90
4902	Other Youth Council income		250.00
5000	Purchases - waste sacks etc	197.00	
5002	Miscellaneous Purchases (Petty Cash)	22.66	
6000	Fryerning Cemetery -- Clear Dead	750.00	
6001	Fryerning Cemetery -- Trees	340.00	
6002	Fryerning Cemetery -- Interments	928.33	
6100	Fryerning Cemetery -- Ground	14,766.31	
6202	Churchyards - hedges Change	125.00	
6203	Fryerning Cemetery -- Skip Hire	1,949.19	
6300	Churchyards (St. Edmunds) -- Ground	4,711.00	
6300	Fairfield - Repairs & Renewals	25,620.00	
6301	Churchyards -- High Street Plants &	4,672.00	
6302	Fairfield -- Bins	4,656.96	
6305	Fairfield -- Trees	2,895.00	
6306	Seymour and Fairfield - Ground	4,470.08	
6502	Seymour Pavilion - Repairs & Renewals	1,447.40	
6503	Seymour Pavilion - Cleaning	2,064.00	
6505	Seymour Pavilion - Water	314.00	
7020	Christmas (High Street Trees etc)	5,262.00	
7030	Events	329.00	
7070	Policy & resources - clock	197.00	
7085	Policy & Resources - Other projects	1,083.33	
7095	Staff wages	39,370.24	
7096	Pension contributions - Essex	946.60	
7100	Rent	7,482.00	
7102	Water Rates	584.93	
7103	General Rates	1,437.37	
7200	Electricity	1,135.54	
71	Gas		58.14

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**Ingatestone and Fryerning Parish Council**  
**Period Trial Balance**

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To Period: Month 12, March 2016

<b><u>N/C</u></b>	<b><u>Name</u></b>	<b><u>Debit</u></b>	<b><u>Credit</u></b>
7203	Other Heating Costs	60.00	
7304	Miscellaneous Motor Expenses	46.08	
7306	Mileage Claims	77.79	
7500	Printing	890.00	
7501	Postage and Carriage	322.57	
7502	Office Stationery	908.40	
7550	Telephone and Fax	1,099.80	
7551	Internet & Website Charges	1,550.00	
7552	Computers & Software	1,571.95	
7553	Mobile Charges	63.00	
7600	Legal Fees	302.10	
7602	Accountancy Fees	795.00	
7604	Professional Fees	258.00	
7606	Software Subscriptions	233.00	
7700	Equipment Hire	250.00	
7702	Equipment Leasing	2,125.92	
7800	Repairs and Renewals (Office)	405.50	
7801	Cleaning	144.00	
7802	Office sundries	125.30	
7900	Bank Interest Paid		138.49
7901	Bank Charges	12.50	
8200	Donations	60.00	
8201	Subscriptions		874.01
8203	Training Costs	815.00	
8204	Insurance	1,970.92	
8205	Refreshments	178.55	
<b>Totals:</b>		<b><u>512,744.71</u></b>	<b><u>512,744.71</u></b>



**Profit and Loss**

From: Month 1, April 2015  
To: Month 12, March 2016

**Chart of Accounts:**

I&amp;FPC

**Period****Year to Date****Income**

Brentwood Borough Council Grants	37,905.50	37,905.50
Parish Precept	135,348.00	135,348.00
Burials & Ashes	34,106.30	34,106.30
Seymour Field	1,045.00	1,045.00
Christmas Trees	1,366.63	1,366.63
Other Grants	8,000.00	8,000.00
Other income	552.90	552.90
Other Youth Council income	250.00	250.00

218,574.33

218,574.33

**Purchases**

Purchase of items for resale	219.66	219.66
Christmas Trees	5,262.00	5,262.00
Events	329.00	329.00

5,810.66

5,810.66

**Upkeep of Churchyards, Cemetery and**

Fryerning Cemetery - Flowers	750.00	750.00
Fryerning Cemetery -Trees	340.00	340.00
Fryerning Cemetery -Internments	928.33	928.33
Fryerning Cemetery Ground Maintenance	14,766.31	14,766.31
Fryerning Cemetery - Skip hire	1,949.19	1,949.19
Churchyards - Hedges	125.00	125.00
Churchyards (St.Edmunds) Ground maintenance	4,711.00	4,711.00
High Street - Plants and watering	4,672.00	4,672.00
Fairfield - Repairs and renewals	25,620.00	25,620.00
Fairfield - Bins	4,656.96	4,656.96
Fairfield - Trees	2,895.00	2,895.00
Seymour and Fairfield -Ground maintenance	4,470.08	4,470.08
Seymour Pavilion - Repairs and renewals	1,447.40	1,447.40
Seymour Pavillion - Cleaning	2,064.00	2,064.00
Seymour Pavilion - Water	314.00	314.00

69,709.27

69,709.27

**Gross Profit/(Loss):**143,054.40143,054.40**Office Expenses**

P&R - Clock	197.00	197.00
P&R - Other Projects	1,083.33	1,083.33
Office staff salaries	40,316.84	40,316.84
Office Rent ,Rates & Insurance	9,504.30	9,504.30
Office Heat & Light	1,137.40	1,137.40
Travel costs	123.87	123.87
Printing Postage & Stationery	2,120.97	2,120.97

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**Ingatestone and Fryerning Parish Council**

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**Profit and Loss**

**From:** Month 1, April 2015  
**To:** Month 12, March 2016

**Chart of Accounts:**

I&FPC

	<u>Period</u>	<u>Year to Date</u>	
Telephone, Internet & Website	2,649.80	2,649.80	
Computing & Software	1,571.95	1,571.95	
Mobile Phone	63.00	63.00	
Legal & Professional	1,355.10	1,355.10	
Office equipment maintenance	2,608.92	2,608.92	
Office - Repairs and renewals	405.50	405.50	
Office - Cleaning	144.00	144.00	
Office - Sundries	125.30	125.30	
Bank charges and Interest	(125.99)	(125.99)	
Donations and Subscriptions	(814.01)	(814.01)	
Training	815.00	815.00	
Insurance	1,970.92	1,970.92	
Other expenses	178.55	178.55	
	65,431.75	65,431.75	
<b>Net Profit/(Loss):</b>	<u>77,622.65</u>	<u>77,622.65</u>	

**Period Trial Balance**

Period: Month 12, March 2017

<b><u>N/C</u></b>	<b><u>Name</u></b>	<b><u>Debit</u></b>	<b><u>Credit</u></b>
0010	Assets purchased	164,517.59	
1200	Current Account - 80516252	94,394.42	
1211	Nationwide BS - 90062710	75,000.00	
1212	Yorkshire BS - 151959320	75,000.00	
1220	Parish Youth Council - 63860248	1,840.53	
1230	Petty Cash	461.96	
2100	Creditors Control Account		730.18
2202	VAT Liability	2,893.01	
2204	Manual Adjustments		4,783.15
2210	P.A.Y.E.	2,430.08	
2220	Net Wages		0.40
3000	Capital		100.00
3100	Reserves		164,517.59
3101	Undistributed Reserves		84,079.00
3100	Profit and Loss Account		116,336.10
4000	Brentwood Borough Council Grant		27,660.00
4001	Parish Precept		135,348.00
4002	Burials and Ashes		27,512.10
4005	Christmas Trees		1,466.62
4007	Other Grants		14,132.00
4900	Miscellaneous Income		884.75
5000	Purchases - waste sacks etc	197.00	
6002	Fryerning Cemetery - Interments	900.00	
6100	Fryerning Cemetery - Ground	40,300.24	
6202	Fryerning Cemetery - hedge work	85.00	
6203	Fryerning Cemetery - Skip and Bin Hire	1,565.77	
6204	Ingatestone Churchyards - Ground	4,719.96	
6300	Fairfield - Repairs & Renewals	2,963.20	
6301	High Street Plants & Watering	4,450.08	
6302	Fairfield - Bin emptying and litter picking	5,649.84	
6304	Fairfield - Pond maintenance	12,518.93	
6306	Fairfield - Ground Maintenance (Contract)	3,549.96	
7020	High Street Christmas Trees	3,617.00	
7030	Events	1,763.05	
7070	Clock maintenance	203.00	
7080	Parking agreement	1,108.38	
7085	Office move	10,618.04	
7095	Staff wages	34,854.99	
7096	Pension contributions	3,009.11	
7100	Rent	5,752.63	
7102	Water Rates	167.08	
7103	General Rates	580.33	
7200	Electricity / Service Charge	2,386.28	
7306	Mileage Claims	60.75	
7500	Printing	2,002.00	
7501	Postage and Carriage	244.17	
7502	Office Stationery	484.08	
7550	Telephone and internet (IXCG)	1,404.11	
7551	Website Charges	789.00	
7552	Computer support, software and	4,933.85	
7601	Audit Fees	600.00	
7602	Payroll Fees	330.00	

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**Ingatestone and Fryerning Parish Council**  
**Period Trial Balance**

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To Period: Month 12, March 2017

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
7604	Professional Fees	391.50	
7606	Software Subscriptions	235.00	
7702	Equipment Leasing	2,278.89	
7800	Repairs and Renewals (Office)	1,069.35	
7801	Cleaning (Office)	156.00	
7802	Office sundries	94.63	
8200	Donations	1,050.00	
8201	Subscriptions	1,445.38	
8203	Training Costs	1,019.00	
8204	Insurance	1,317.76	
8205	Refreshments	146.96	
<b>Totals:</b>		<u>577,549.89</u>	<u>577,549.89</u>

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**Ingatestone and Fryerning Parish Council**

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**Profit and Loss**

From: Month 12, March 2017

To: Month 12, March 2017

**Chart of Accounts:**

I&amp;FPC

	<u>Period</u>	<u>Year to Date</u>
<b>Income</b>		
Brentwood Borough Council Grants	0.00	27,660.00
Parish Precept	0.00	135,348.00
Burials & Ashes	611.60	27,512.10
Christmas Trees	0.00	1,466.62
Other Grants	0.00	14,132.00
Other income	507.83	884.75
	1,119.43	207,003.47
<b>Purchases</b>		
Purchase of items for resale	0.00	197.00
High Street Christmas Trees	0.00	3,617.00
Events	0.00	1,763.05
	0.00	5,577.05
<b>Upkeep of Churchyards, Cemetery and</b>		
Fryerning Cemetery -Internments	60.00	900.00
Fryerning Cemetery - Ground Maintenance	1,081.25	40,300.24
Fryerning Cemetery - Skip and bin hire	66.63	1,565.77
Fryerning Cemetery - Hedge work	0.00	85.00
Ingatestone Churchyards - Grounds	393.33	4,719.96
High Street - Plants and watering	370.84	4,450.08
Fairfield - Repairs and renewals	319.99	2,963.20
Fairfield - Bin emptying and litter picking	447.42	5,649.84
Fairfield - Pond maintenance	1,737.93	12,518.93
Fairfield - Ground maintenance	283.33	3,549.96
	4,760.72	76,702.98
<b>Gross Profit/(Loss):</b>	<b>(3,641.29)</b>	<b>124,723.44</b>
<b>Office Expenses</b>		
Clock maintenance	0.00	203.00
Car parking agreement	0.00	1,108.38
Office move	0.00	10,618.04
Office staff salaries	3,155.37	37,864.10
Office Rent ,Rates & Insurance	1,125.00	6,500.04
Electricity and Gas	677.08	2,386.28
Travel costs	0.00	60.75
Printing Postage & Stationery	758.51	2,730.25
Telephone, Internet & Website	73.00	2,193.11
Computing & Software	151.31	4,933.85
Legal & Professional	55.00	1,321.50
Software subscriptions and equipment leasing	415.09	2,513.89
Office - Repairs and renewals	0.00	1,069.35
Office - Cleaning	24.00	156.00

Date: 18/05/2017

Time: 11:00:58

**Ingatestone and Fryerning Parish Council**

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**Profit and Loss**

From: Month 12, March 2017

To: Month 12, March 2017

**Chart of Accounts:**

I&FPC

	<u>Period</u>	<u>Year to Date</u>
Office - Sundries	9.30	94.63
Donations and Subscriptions	40.00	2,495.38
Training	230.00	1,019.00
Insurance	0.00	1,317.76
Refreshments (events and office)	2.80	146.96
	6,716.46	78,732.27
<b>Net Profit/(Loss):</b>	<u>(10,357.75)</u>	<u>45,991.17</u>