



## **Winnersh Parish Council**

Winnersh Community Centre  
New Road, Sindlesham, Wokingham  
Berkshire RG41 5DU  
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www.winnersh.gov.uk

Minutes of the Informal **FINANCE & GENERAL PURPOSES COMMITTEE** meeting held remotely on **Tuesday 24 May 2022**.

**PRESENT:** Cllrs J. Southgate (Chairman); P. Bray; P. Fishwick; D. Green; G. Harper; R. Shepherd-DuBey; L. Wooldridge.

**IN ATTENDANCE:** P. Stoneman (Parish Clerk); K. Simpson (Assistant Parish Clerk).

### **1 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

- 1.1 Nominations were sought for the position of Chairman of the Finance & General Purposes Committee. Cllr Harper **PROPOSED** Cllr John Southgate, **SECONDED** by Cllr Fishwick. There being no other nominations, Cllr John Southgate was appointed as Chairman.
- 1.2 Nominations were sought for the position of Vice-Chairman of the Finance & General Purposes Committee. Cllr Southgate **PROPOSED** Cllr David Green, **SECONDED** by Cllr Harper. There being no other nominations, Cllr David Green was appointed as Vice-Chairman.

### **2 APOLOGIES FOR ABSENCE - Cllr R Nicholson.**

### **3 DECLARATIONS OF INTEREST - None.**

### **4 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 25 JANUARY 2022**

- 4.1 The minutes of the last meeting held on the 25 January 2022, approved at Full Council on 8 February 2022, were noted and the following matters were raised.

4.2 Item 4.1 (8.4): The Clerk suggested that the unmetered electric supply to the lamp column in the community centre car park be replaced with a metered supply from the Allnatt Pavilion at the same time the CCTV was upgraded. The proposal received support.

4.3 Item 9.1: The Clerk advised that he had cancelled the TV Licence and that a small refund was due.

**5 PUBLIC SESSION** - There were no members of the public or press in attendance.

## **6 DONATIONS AND REFERRALS**

6.1 Six grant applications had been received and were considered. The following awards would be recommended to Full Council for approval:-

- 1) Me2Club - £500
- 2) Wokingham Job Support Club - £500
- 3) The Cowshed - £500
- 4) Berkshire Vision - £300
- 5) Wokingham CAB - £1,000
- 6) Bearwood Primary School - as an award of £500 had been made in April 2022, it was agreed to defer consideration for any additional funding until later in the year.

6.2 The Clerk advised that if all the grants were approved, £3,300 of the £3,500 budget would be spent.

6.3 A grant of £2,000 had been made to Keep Mobile on 9 November 2021 and that related to the 2022/23 financial year. It was likely that the next application would be around September 2022 for the 2023/24 financial year.

6.4 Readibus had advised that, given the likely financial pressures on the Parish Council, they would not be seeking financial assistance in the 2022/23 financial year.

6.5 There were no referrals from other Committees.

## **7 INTERNAL AUDIT 2021/22**

7.1 The committee were informed that Claire Connell, the Internal Auditor, had completed her audit and the written report would follow. The Clerk advised that the audit had not identified any significant issues and the committee thanked the Clerk, APC and CELO for assisting with the audit and for ensuring compliance with procedures.

7.2 The Clerk confirmed that the written final audit report would be circulated upon receipt.  
**ACTION: CLERK**

## **8 QUARTER 4 ACCOUNTS (2021/22) AND AGAR**

8.1 The Clerk presented the Q4 accounts (Appendix 1) that would be recommended to Full Council for approval.

8.2 It was noted that the expenditure on Pest Control (Code 340/4450) was high. The Clerk explained that the expenditure for the service relating to Winnersh Community Centre had been miscoded to the allotments and this would be correctly applied in 2022/23.

- 8.3 Cllr Harper had circulated his annual solar energy report (Appendix 2) in advance of the meeting that showed the total savings by using solar energy in 2021/22 was £801.
- 8.4 The Annual Governance and Accountability Return (AGAR) 2021/22 was presented (Appendix 3) and the committee requested that it be recommended to Full Council on the 14 June for approval.  
**ACTION: CLLR SOUTHGATE**
- 8.5 A discussion took place about earmarked reserves (EMR) for 2022/23 and the committee agreed that Account 325 (Full Council Projects) and Account 326 (R&A Projects) should no longer remain in EMR, as budget provision had been made (200/4300 and 200/4360) in the 2022/23 annual budget. A recommendation would be made to Full Council to remove these items from the EMR list.  
**ACTION:CLLR SOUTHGATE/CLERK/APC**

## **9 DEBTORS AND CREDITORS**

- 9.1 The newly appointed Assistant Parish Clerk (APC) had started working through the list of aged debtors and creditors from October 2020 to date, and a mix of unpaid invoices and some accounting issues had been identified. The APC had already contacted some debtors and payments were being received.

## **10 COMMUNITY INFRASTRUCTURE LEVY (CIL)**

- 10.1 The Clerk had circulated a report from Wokingham Borough Council (WBC) that set out the CIL payments received since October 2017. The spend to date had been £8,382.00 that left £75,792.89 available to spend. The Clerk highlighted the need to ensure that £8741.88 would need to be spent by April 2023 to avoid potential clawback. In the event that the Parish Council failed to spend CIL receipts within a period of 5 years from the date of initial receipt, or does not spend it on initiatives that support the development of the area, then WBC can serve a Repayment Notice requiring repayment of some, or all, of the receipts that had been transferred to them.
- 10.2 WBC had requested that WPC consider making a contribution towards the cost of footpath enhancement works at Winnersh Meadows, from Arbor Meadows, Wharfdale Road and Primrose Lane. The committee considered the request and agreed to recommend to Full Council that a contribution of 50% (£5,150) be made towards the total cost of £10,300.

**ACTION: CLLR SOUTHGATE/CLERK**

## **11 POLICIES AND PROCEDURES WORKING GROUP**

- 11.1 Due to other work pressures the working group had not met (since the inaugural meeting) to progress the review of policies and procedures. It was agreed that the Clerk and Cllr Green would liaise to find a date to meet (including the CELO and APC).

## **12 CORRESPONDENCE - There were no items of correspondence.**

## **13 ANY OTHER ITEMS CONSIDERED URGENT BY THE CHAIRMAN - None**

## **14 DATE OF NEXT MEETING: Tuesday 26 July at 19.30 (in person at Winnersh Community Centre).**

There being no further business the meeting closed at 20:40

## **PART II – Confidential Session**

- 15** The Council **RESOLVED** in accordance with the Public Bodies (admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personnel or confidential matters where publicity might be prejudicial to the special nature of the business.

### **16 STAFFING**

- 16.1** The committee agreed to the award one incremental point on the NJC pay scales (2021/22) for the Clerk and CELO. One increment would move the CELO from Scale Point 13 to Scale Point 14 and the Clerk from ScP27 to ScP28. The increase would be applicable from the 1 April 2022.

- 16.2** Following the resignation of the Parish Clerk the committee discussed the process for the recruitment of a replacement.

It was agreed that the job would be advertised with Jobsgopublic, NALC, SLCC and on the Wokingham Borough Council job site.

Cllr Harper advised that BALC would advertise the vacancy at no cost.

The hours/week would remain unchanged at thirty-two hours/week.

The closing date for applications would be the 21 June, 2022.

The interviews would be held on the 6 and/or 7 July and the panel would be made up of Cllr Wooldridge (to lead), Cllr Bray and Cllr Harper. Cllr Fishwick would be in reserve in case any of the panel members were unable to attend.

A discussion took place about interim arrangements and the Clerk advised that he was seeking support from other Wokingham Parish and Town Councils. Cllr Harper suggested that, as had been the case in the past, that councillors may be required to volunteer to minute committee meetings.

There being no further business the meeting closed at 21:30

## **APPENDIX 1**

# **Q4 Accounts 2021/22**

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Office &amp; General</b>								
1076 Precept	156,862	174,675	174,675	0			100.0%	
1090 Bank Interest	5	3	20	17			16.4%	
1100 FIT	578	494	500	6			98.9%	
1130 CIL Income	14,965	10,790	0	(10,790)			0.0%	10,790
1400 Small Business Grant - Covid	11,334	0	0	0			0.0%	
1452 Misc Income	10	1,034	0	(1,034)			0.0%	
<b>Office &amp; General :- Income</b>	<b>183,754</b>	<b>186,996</b>	<b>175,195</b>	<b>(11,801)</b>			<b>106.7%</b>	<b>10,790</b>
4000 Salaries	72,121	66,802	72,800	5,998		5,998	91.8%	
4020 Employers NI	4,891	3,804	4,300	496		496	88.5%	
4025 Employers Pension	15,281	16,203	17,100	897		897	94.8%	
4055 Stationery/Office Supplies	521	670	500	(170)		(170)	134.1%	
4060 IT Infrastructure (Hardware)	8,853	169	500	331		331	33.8%	
4062 IT Support (itQED)	0	3,116	3,600	484		484	86.5%	
4063 Web Hosting & Support	0	1,875	2,000	125		125	93.8%	
4064 IT Rialtas/SAGE	0	2,702	1,750	(952)		(952)	154.4%	
4065 Copier	19	256	200	(56)		(56)	127.8%	
4070 Insurances	3,290	3,386	3,300	(86)		(86)	102.6%	
4075 Training - Councillors	0	0	300	300		300	0.0%	
4080 Training Staff	490	1,615	2,000	385		385	80.8%	
4085 Chairman's Allowance	120	160	160	0		0	100.0%	
4086 Parish Expenses	29	0	100	100		100	0.0%	
4090 Employment Advertising	150	369	0	(369)		(369)	0.0%	
4100 Subscriptions	1,950	2,455	2,500	45		45	98.2%	
4115 Professional Fees	1,675	1,010	2,000	990		990	50.5%	
4120 Bank Charges	246	228	170	(58)		(58)	134.0%	
4125 Credit Card Fee	0	18	0	(18)		(18)	0.0%	
4130 Telecoms	819	764	800	36		36	95.6%	
4135 Postage	0	0	50	50		50	0.0%	
4140 Travel & Subsistence	0	0	75	75		75	0.0%	
4145 Health & Safety	201	0	100	100		100	0.0%	
4195 COVID & WFH Expenses	296	0	300	300		300	0.0%	
4200 Scheduled Maintenance	0	100	0	(100)		(100)	0.0%	
4205 Unscheduled Maintenance	38	0	0	0		0	0.0%	
4410 Cleaning	11	9	0	(9)		(9)	0.0%	
5515 Write off old pension b/f 2018	0	1,151	0	(1,151)		(1,151)	0.0%	
<b>Office &amp; General :- Indirect Expenditure</b>	<b>111,002</b>	<b>106,863</b>	<b>114,605</b>	<b>7,742</b>	<b>0</b>	<b>7,742</b>	<b>93.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>72,751</b>	<b>80,134</b>	<b>60,590</b>	<b>(19,544)</b>				
6000 plus Transfer from EMR	307	1,211						
6001 less Transfer to EMR	26,299	9,579						
<b>Movement to/(from) Gen Reserve</b>	<b>46,759</b>	<b>71,766</b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>120 Street Lights</b>								
4230 Electricity	600	767	500	(267)		(267)	153.5%	
Street Lights :- Indirect Expenditure	600	767	500	(267)	0	(267)	153.5%	0
<b>Net Expenditure</b>	<b>(600)</b>	<b>(767)</b>	<b>(500)</b>	<b>267</b>				
<b>140 Other Expenditure</b>								
4270 Grants Made	4,156	3,090	3,000	(90)		(90)	103.0%	
4280 Community Transport	1,000	2,000	4,000	2,000		2,000	50.0%	
4290 Youth Club	0	2,250	5,000	2,750		2,750	45.0%	
4900 Bad debt w/o	0	0	300	300		300	0.0%	
Other Expenditure :- Indirect Expenditure	5,156	7,340	12,300	4,960	0	4,960	59.7%	0
<b>Net Expenditure</b>	<b>(5,156)</b>	<b>(7,340)</b>	<b>(12,300)</b>	<b>(4,960)</b>				
<b>200 Major/Special Projects</b>								
4300 R&A	36,192	69,844	99,705	29,861		29,861	70.1%	4,602
4350 F&GP	0	499	0	(499)		(499)	0.0%	
4360 FC	3,950	6,247	8,688	2,441		2,441	71.9%	1,235
Major/Special Projects :- Indirect Expenditure	40,142	76,589	108,393	31,804	0	31,804	70.7%	5,837
<b>Net Expenditure</b>	<b>(40,142)</b>	<b>(76,589)</b>	<b>(108,393)</b>	<b>(31,804)</b>				
6000 plus Transfer from EMR	25,897	5,837						
<b>Movement to/(from) Gen Reserve</b>	<b>(14,245)</b>	<b>(70,753)</b>						
<b>300 Community Centre</b>								
1300 Bookings-Winnersh Hall	5,016	37,780	21,000	(16,780)			179.9%	
1305 Bookings-John Grobler Room	72	0	0	0			0.0%	
1310 Bookings-Sindlesham Room	723	7,767	4,000	(3,767)			194.2%	
1330 Franchise Fee Bar	91	0	0	0			0.0%	
Community Centre :- Income	5,902	45,547	25,000	(20,547)			182.2%	0
4110 Licence Fees	338	497	350	(147)		(147)	142.0%	
4145 Health & Safety	258	187	0	(187)		(187)	0.0%	
4195 COVID & WFH Expenses	0	885	0	(885)		(885)	0.0%	885
4200 Scheduled Maintenance	1,463	1,273	4,000	2,727		2,727	31.8%	
4205 Unscheduled Maintenance	1,510	1,541	1,000	(541)		(541)	154.1%	
4207 Unscheduled Covid Expense	163	0	0	0		0	0.0%	
4215 Waste Management	767	816	1,000	184		184	81.6%	
4230 Electricity	300	1,533	2,000	467		467	76.7%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4235 Gas	11,411	4,183	1,500	(2,683)		(2,683)	278.8%	
4240 Water	963	354	750	396		396	47.2%	
4410 Cleaning	832	2,008	0	(2,008)		(2,008)	0.0%	
Community Centre :- Indirect Expenditure	18,004	13,278	10,600	(2,678)	0	(2,678)	125.3%	885
<b>Net Income over Expenditure</b>	<b>(12,102)</b>	<b>32,269</b>	<b>14,400</b>	<b>(17,869)</b>				
6000 plus Transfer from EMR	108	885						
<b>Movement to/(from) Gen Reserve</b>	<b>(11,994)</b>	<b>33,154</b>						
<u>320 Allnatt Pavilion</u>								
1315 Bookings-Allnatt Pavilion	351	3,606	1,000	(2,606)			360.6%	
Allnatt Pavilion :- Income	351	3,606	1,000	(2,606)			360.6%	0
4200 Scheduled Maintenance	0	0	400	400		400	0.0%	
4205 Unscheduled Maintenance	150	247	200	(47)		(47)	123.3%	
4230 Electricity	431	538	400	(138)		(138)	134.4%	
4235 Gas	902	704	200	(504)		(504)	352.2%	
4240 Water	125	470	200	(270)		(270)	235.0%	
Allnatt Pavilion :- Indirect Expenditure	1,608	1,959	1,400	(559)	0	(559)	139.9%	0
<b>Net Income over Expenditure</b>	<b>(1,257)</b>	<b>1,647</b>	<b>(400)</b>	<b>(2,047)</b>				
<u>340 Allotments</u>								
1450 Allotment Income	2,908	3,005	2,900	(105)			103.6%	
Allotments :- Income	2,908	3,005	2,900	(105)			103.6%	0
4200 Scheduled Maintenance	91	0	0	0		0	0.0%	
4205 Unscheduled Maintenance	0	286	0	(286)		(286)	0.0%	
4240 Water	0	2,000	1,000	(1,000)		(1,000)	200.0%	
4250 Allotment Expense	6,449	1,241	0	(1,241)		(1,241)	0.0%	398
4450 Pest Control	763	1,033	430	(603)		(603)	240.3%	
4455 Rent to WBC	0	0	1,000	1,000		1,000	0.0%	
Allotments :- Indirect Expenditure	7,304	4,560	2,430	(2,130)	0	(2,130)	187.6%	398
<b>Net Income over Expenditure</b>	<b>(4,397)</b>	<b>(1,555)</b>	<b>470</b>	<b>2,025</b>				
6000 plus Transfer from EMR	0	398						
<b>Movement to/(from) Gen Reserve</b>	<b>(4,397)</b>	<b>(1,157)</b>						
<u>360 Bearwood Recreation Ground</u>								
1320 Bookings-Bearwood Rec. Ground	8,266	7,704	3,000	(4,704)			256.8%	
Bearwood Recreation Ground :- Income	8,266	7,704	3,000	(4,704)			256.8%	0



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4200 Scheduled Maintenance	12,161	8,833	10,000	1,167		1,167	88.3%	
4205 Unscheduled Maintenance	2,334	592	1,000	408		408	59.2%	
4210 Play Area Repairs & Maintenan	0	1,436	2,000	564		564	71.8%	
4500 Tree Husbandry	537	55	1,000	945		945	5.5%	
Bearwood Recreation Ground :- Indirect Expenditure	15,032	10,916	14,000	3,084	0	3,084	78.0%	0
<b>Net Income over Expenditure</b>	<b>(6,765)</b>	<b>(3,212)</b>	<b>(11,000)</b>	<b>(7,788)</b>				
<u>400 Pavilion House</u>								
4200 Scheduled Maintenance	0	225	1,000	775		775	22.5%	
4205 Unscheduled Maintenance	62	0	1,000	1,000		1,000	0.0%	
Pavilion House :- Indirect Expenditure	62	225	2,000	1,775	0	1,775	11.2%	0
<b>Net Expenditure</b>	<b>(62)</b>	<b>(225)</b>	<b>(2,000)</b>	<b>(1,775)</b>				
<u>800 R&amp;A General</u>								
5505 Allotment Transitioning	2,176	0	0	0		0	0.0%	
R&A General :- Indirect Expenditure	2,176	0	0	0	0	0		0
<b>Net Expenditure</b>	<b>(2,176)</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<u>910 Fete</u>								
1600 Fete Sponsorship	(500)	200	0	(200)			0.0%	
1605 Fete Stallholders Donations	0	476	0	(476)			0.0%	
1610 Fete Raffle	0	500	0	(500)			0.0%	
Fete :- Income	(500)	1,176	0	(1,176)				0
5000 Fete Expenditure	0	4,872	2,500	(2,372)		(2,372)	194.9%	
Fete :- Indirect Expenditure	0	4,872	2,500	(2,372)	0	(2,372)	194.9%	0
<b>Net Income over Expenditure</b>	<b>(500)</b>	<b>(3,697)</b>	<b>(2,500)</b>	<b>1,197</b>				
<u>920 Winnersh Newsletter</u>								
1700 Newsletter Income	0	160	0	(160)			0.0%	
Winnersh Newsletter :- Income	0	160	0	(160)				0
5010 Newsletter Expenditure	0	805	500	(305)		(305)	161.0%	
Winnersh Newsletter :- Indirect Expenditure	0	805	500	(305)	0	(305)	161.0%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(645)</b>	<b>(500)</b>	<b>145</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	200,680	248,194	207,095	(41,099)			119.8%	
Expenditure	201,086	228,174	269,228	41,054	0	41,054	84.8%	
<b>Net Income over Expenditure</b>	<b>(406)</b>	<b>20,019</b>	<b>(62,133)</b>	<b>(82,152)</b>				
plus Transfer from EMR	26,312	8,331						
less Transfer to EMR	26,299	9,579						
<b>Movement to/(from) Gen Reserve</b>	<b>(393)</b>	<b>18,772</b>						

## **APPENDIX 2**

# **SOLAR REPORT**

# ANNUAL SOLAR ENERGY REPORT

Period 1<sup>st</sup> Apr 2021 – 31<sup>st</sup> Mar 2022

Solar Energy generated	14060Kwh
Own solar energy consumption	4389Kwh
Total consumption	9834Kwh

Revenue from BG	$14060\text{Kwh} \times 0.99\text{p} + 7030\text{Kwh} \times 5.57\text{p}$	£530
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Savings using own energy to Sept 21	$2696\text{Kwh} \times 15.06471\text{pKwh}$	£406
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Savings using own energy Sept 21 – Mar 22	$1693\text{Kwh} \times 23.33\text{pKwh}$	£395
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<u>Total Savings using own energy</u>	<u>£801</u>
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## Environmental benefits

<u>Total Co2 saved since April 2016</u>	<u>17,027kg</u>
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<u>Equivalent Trees planted</u>	<u>779</u>
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There are 64 solar panels on the Community Centre roof in three banks each connected to an inverter. There has been no inverter outages in the period.

The total energy generated this year (2021 -2022) was lower (14060kwh) than last year (15.259kwh)

There are now five solar panels not working according to the Solaredge monitoring system.

**Draft Annual Governance and  
Accountability Return (AGAR)  
2021/22**

**ANNUAL RETURN - ENGLAND**  
**FOR THE YEAR ENDED 31 MARCH 2022**  
**Winnersh Parish Council**

**SECTION 2 - THE STATEMENT OF ACCOUNTS**

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	153,514	153,108	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2	(+) Precept or Rates and Levies	156,862	174,675	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	43,818	73,519	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	92,294	86,810	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	108,792	141,365	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	153,108	173,127	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	151,020	170,376	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and assets	415,121	480,120	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total Borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March