

Section 2 – Accounting Statements 2022/23 for

TAVISTOCK TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	1484168	1799652	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	800316	852554	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1093506	1146976	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	-634470	-770255	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	-64989	-63992	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-878879	-879971	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	1799652	2084964	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	1902260	2190704	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	12542171	12566160	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	807866	765303	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

13/06/2023

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

TAU STOCK TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Tavistock Town Council

Unaudited Financial Statements

For the year ended 31 March 2023

Tavistock Town Council

Table of Contents

31 March 2023

	Page
Table of Contents	2
Council Information	3
Statement of Responsibilities	4
Statement of Accounting Policies	5
Income and Expenditure Account	8
Statement of Movement in Reserves	9
Balance Sheet	10
Cash Flow Statement	11
Notes to the Accounts	12
1 Other Costs Analysis.....	12
2 Interest Payable and Similar Charges.....	12
3 Interest and Investment Income.....	13
4 Agency Work.....	13
5 Related Party Transactions.....	13
6 Audit Fees.....	14
7 Members' Allowances.....	14
8 Employees.....	14
9 Pension Costs.....	14
10 Tangible Fixed Assets.....	15
11 Financing of Capital Expenditure.....	15
12 Information on Assets Held.....	16
12 Information on Assets Held (cont'd).....	17
13 Investments.....	17
14 Stocks.....	17
15 Debtors.....	18
16 Creditors and Accrued Expenses.....	18
17 Financial Commitments under Operating Leases.....	18
18 Long Term Liabilities.....	19
19 Deferred Grants.....	19
20 Revaluation Reserve.....	20
21 Capital Financing Account.....	20
22 Earmarked Reserves.....	20
23 Capital Commitments.....	21
24 Contingent Liabilities.....	21
25 Reconciliation of Revenue Cash Flow.....	21
26 Movement in Cash.....	21
27 Reconciliation of Net Funds/Debt.....	22
28 Post Balance Sheet Events.....	22
Appendices	23

Tavistock Town Council

Council Information

31 March 2023

(Information current at 20th June 2023)

Town Mayor

Cllr A. Hutton

Councillors

Cllr P. Ward (Deputy Town Mayor)

Cllr Ms M. V. L. Ewings

Cllr S. Hipsey

Cllr J. Irvine

Cllr Mrs A. Johnson

Cllr A. P. Lewis

Cllr Mrs U. Mann

Cllr N. C. Martin

Cllr Mrs B. Moody

Cllr J. Moody

Cllr T. Munro

Cllr B. Smith

Cllr P. Squire

Cllr A. Venning

Town Clerk

Mr C. P. Hearn FCIS CiLCA

Auditors

PKF Littlejohn LLP

SBA Team

1 Westferry Circus

Canary Wharf

London

E14 4HD

Internal Auditors

Internal Audit & Consultancy Ltd

70 Boundary Walk

Trowbridge

Wiltshire

BA14 0LZ

Tavistock Town Council
Statement of Responsibilities
31 March 2023

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Town Clerk, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2023 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Tavistock Town Council at 31 March 2023, and its income and expenditure for the year ended 31 March 2023.

Signed:

Mr C. P. Hearn FCIS CiLCA- Town Clerk

Date:

Tavistock Town Council
Statement of Accounting Policies
31 March 2023

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

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 in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, 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 the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

land and buildings are included in the balance sheet at Depreciated Replacement Cost (DRC). The DRC basis of valuation requires an estimate of the value of the land in its existing use, together with the current replacement cost of the building and its external works, from which appropriate deductions have been made to reflect the age, condition, economic, functional and environmental obsolescence and other locational factors which might result in the existing building being worth less than a new replacement building,

non-operational (i.e. investment) properties are included at market value,

all other assets are included in the balance sheet at the lower of cost (estimated where not known) less depreciation, or estimated realisable value, 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 nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Tavistock Town Council
Statement of Accounting Policies
31 March 2023

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 5 to 10 years on a straight line basis.

New play equipment is depreciated over 10 years at 10% per annum straight line.

Infrastructure assets are depreciated over 5 years at 20% per annum straight line.

Meadows Footbridge is depreciated over 20 years at 5% per annum straight line.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Investments

Investments are included in the balance sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised. Details are given at note 13.

Stocks and Work in Progress

Stocks held for resale, where significant (generally in excess of £1,000), are valued at the lower of cost or net realisable value. Consumable stocks have been treated as an expense when purchased because their value was not material.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

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.

Tavistock Town Council
Statement of Accounting Policies
31 March 2023

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 accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 18.

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 17.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 21 to 22.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Revaluation Reserves – hold balances representing unrealised gains on the appropriate asset since 1st April 2007.

Capital Financing Account – represent the council's investment of resources in such assets already made.

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

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 is due at 31st March 2025 and any change in contribution rates as a result of that valuation will take effect from 1st April 2026.

Tavistock Town Council
Income and Expenditure Account
31 March 2023

	Notes	2023 £	2022 £
Income			
Precept on Borough Council		852,554	800,316
Grants Receivable		20,000	9,331
Rents Receivable, Interest & Investment Income		428,677	384,161
Charges made for Services		681,259	527,010
Other Income		17,040	15,132
Total Income		1,999,530	1,735,950
Expenditure			
Direct Service Costs:			
Salaries & Wages		(541,942)	(429,981)
Grant-aid Expenditure		(17,665)	(750)
Other Costs	1	(576,063)	(401,610)
Democratic, Management & Civic Costs:			
Salaries & Wages		(228,313)	(204,489)
Other Costs	1	(283,677)	(175,571)
Total Expenditure		(1,647,660)	(1,212,401)
Excess of Income over Expenditure for the year.		351,870	523,549
Net Operating Surplus for Year		351,870	523,549
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(42,563)	(42,265)
Capital Expenditure charged to revenue	11	(23,995)	(97,379)
Transfer (to) Earmarked Reserves	22	(280,512)	(383,905)
Surplus for the Year to General Fund		4,800	-
Net Surplus for the Year		285,312	383,905
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to) Earmarked Reserves	22	280,512	383,905
Surplus for the Year to General Fund		4,800	-
		285,312	383,905

The council had no other recognisable gains and/or losses during the year.

The notes on pages 12 to 22 form part of these unaudited statements.

Tavistock Town Council
Statement of Movement in Reserves
31 March 2023

Reserve	Purpose of Reserve	Notes	2023 £	Net Movement in Year £	2022 £
Asset Revaluation Reserve	Store of gains on revaluation of fixed assets	20	1,191,451	-	1,191,451
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	21	7,989,844	(19,443)	8,009,287
Usable Capital Receipts	Proceeds of fixed assets sales available to meet future capital investment		24,903	-	24,903
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	22	1,360,710	280,512	1,080,198
General Fund	Resources available to meet future running costs		699,351	4,800	694,551
Total			11,266,259	265,869	11,000,390

The notes on pages 12 to 22 form part of these unaudited statements.

Tavistock Town Council

Balance Sheet

31 March 2023

	Notes	2023 £	2023 £	2022 £
Fixed Assets				
Tangible Fixed Assets	10		10,864,889	10,948,720
Long Term Assets				
Investments Other Than Loans	13		240	240
Current Assets				
Stock	14	5,648		4,869
Debtors and prepayments	15	151,388		140,366
Cash at bank and in hand		<u>2,190,704</u>		<u>1,902,260</u>
		2,347,740		2,047,495
Current Liabilities				
Current Portion of Long Term Borrowings		(42,833)		(42,564)
Creditors and income in advance	16	<u>(263,015)</u>		<u>(248,083)</u>
Net Current Assets			<u>2,041,892</u>	<u>1,756,848</u>
Total Assets Less Current Liabilities			12,907,021	12,705,808
Long Term Liabilities				
Long-term borrowing	18		(722,470)	(765,302)
Deferred Grants	19		(918,292)	(940,116)
Total Assets Less Liabilities			<u>11,266,259</u>	<u>11,000,390</u>
Capital and Reserves				
Revaluation Reserve	20		1,191,451	1,191,451
Capital Financing Reserve	21		7,989,844	8,009,287
Usable Capital Receipts Reserve			24,903	24,903
Earmarked Reserves	22		1,360,710	1,080,198
General Reserve			<u>699,351</u>	<u>694,551</u>
			<u>11,266,259</u>	<u>11,000,390</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2023, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 20th June 2023 .

Signed:

Cllr A. Hutton

Town Mayor

.....

Mr C. P. Hearn FCIS CiLCA

Responsible Financial Officer

Date:

.....

The notes on pages 12 to 22 form part of these unaudited statements.

Tavistock Town Council

Cash Flow Statement

31 March 2023

	Notes	2023 £	2023 £	2022 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(770,805)		(625,555)
Other operating payments		(858,936)		(535,389)
			(1,629,741)	(1,160,944)
<i>Cash inflows</i>				
Precept on Borough Council		852,554		800,316
Cash received for services		1,111,735		945,665
Revenue grants received		20,000		105,023
			1,984,289	1,851,004
Net cash inflow from Revenue Activities	25		354,548	690,060
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(21,683)		(22,979)
<i>Cash inflows</i>				
Interest received		22,137		484
Net cash inflow/(outflow) from Servicing of Finance			454	(22,495)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(23,995)		(317,938)
<i>Cash inflows</i>				
Capital grant received		-		227,791
Net cash (outflow) from Capital Activities			(23,995)	(90,147)
Net cash inflow before Financing			331,007	577,418
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(42,563)	(42,266)
Net cash (outflow) from financing and liquid resources			(42,563)	(42,266)
Increase in cash	26		288,444	535,152

The notes on pages 12 to 22 form part of these unaudited statements.

Tavistock Town Council

Notes to the Accounts

31 March 2023

1 Other Costs Analysis

Other Costs reported in the council's Income and Expenditure Account comprise the following:

Direct Service Costs

	2023	2022
	£	£
Heritage	56,458	13,763
Museums & Galleries	19,480	4,900
Theatres & Public Entertainment	42,593	2,382
Community Centres	65,892	49,279
Outdoor Sports & Recreation Facilities	156,059	109,750
Community Parks & Open Spaces	2,669	2,013
Allotments	259	-
Cemeteries	32,289	18,270
Public Conveniences	11,097	10,914
Market Undertakings	136,778	144,973
Community Development	8,096	-
Routine Repairs (other roads)	20,202	-
Street Lighting	24,592	10,632
Off-street Parking	11,013	7,748
Townscape Heritage Initiative Projects	-	18,734
Investment Properties	6,251	9,002
Less: Grant-aid Expenditure	(17,665)	(750)
Total	576,063	401,610

Democratic, Management & Civic Costs

	2023	2022
	£	£
Corporate Management	214,595	130,926
Democratic Representation & Management	25,052	3,068
Civic Expenses	10,132	6,127
Mayors Allowance	2,000	2,000
Members' Allowances	10,469	10,726
Interest Payable	21,429	22,724
Total	283,677	175,571

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

2 Interest Payable and Similar Charges

	2023	2022
	£	£
External Interest Charges - Loans	21,429	22,724
	21,429	22,724

Tavistock Town Council

Notes to the Accounts

31 March 2023

3 Interest and Investment Income

	2023	2022
	£	£
Interest Income - General Funds	27,120	462
	<u>27,120</u>	<u>462</u>

4 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.

5 Related Party Transactions

The council is required to disclose material transactions with related parties – bodies that have the potential to control or influence the council or to be controlled or influenced by the council. Disclosure of these transactions allows readers to assess the extent to which the council might have been constrained in its ability to operate independently or might have secured the ability to limit another party's freedom to bargain with the council at arms length.

Related parties include:

Central Government

The council's operations are controlled by statutes passed by Central Government. All transactions with Central Government arise as a result of some of those statutes but do not, in the opinion of the council, require to be disclosed here.

Principal Authorities

The Principal Authority collects this council's Precept and remits the same to the council under statutory provisions. The Precept is disclosed separately elsewhere in these accounts.

The County Council administers the Pension Fund of which certain of the council's staff are members. Details of amounts payable to the fund are disclosed at note 9.

Agency arrangements with other authorities are disclosed at note 4.

Members of the council

Members have direct control over the council's financial and operating policies. During the year no members have undertaken any declarable, material transactions with the council, nor the council with any member. Details of such transactions (if any) are recorded in the Register of Members' Interests, open to public inspection at the council's offices.

Members represent the council on various organisations. Appointments are reviewed annually, unless a specific termination date applies to the term of office. None of these appointments places a Member in a position to exert undue influence or control.

Officers of the Council

Other than their contracts of employment, no material transactions have been made during the year between the council and any officer.

Other Organisations

The council awards grants to support a number of voluntary or charitable bodies. It does not attempt to exert control or influence as a result of such grants.

Tavistock Town Council

Notes to the Accounts

31 March 2023

6 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2023	2022
	£	£
Fees for statutory audit services	2,520	2,000
Total fees	<u>2,520</u>	<u>2,000</u>

7 Members' Allowances

	2023	2022
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors' allowance	2,000	2,000
Councillors' allowances	10,469	10,726
	<u>12,469</u>	<u>12,726</u>

8 Employees

The average weekly number of employees during the year was as follows:

	2023	2022
	Number	Number
Full-time	19	18
Part-time	4	4
Temporary	-	-
	<u>23</u>	<u>22</u>

All staff are paid in accordance with nationally agreed pay scales.

9 Pension Costs

The council participates in the Devon County Council L G P S. The Devon County Council L G P S is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2023 was £122,668 (31 March 2022 - £100,167).

The most recent actuarial valuation was carried out as at 31st March 2022, and the council's contribution rate is confirmed as being 21.90% of employees' pensionable pay with effect from 1st April 2023 (year ended 31 March 2023 – 21.10%).

Financial Reporting Standard 17 (FRS17): "Retirement Benefits" sets out accounting requirements for pension costs. For schemes such as Devon County Council L G P S, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

Tavistock Town Council

Notes to the Accounts

31 March 2023

10 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Total
Cost	£	£	£	£	£	£
At 31 March 2022	4,473,165	6,688,637	892,784	254,324	233,021	12,541,931
Additions	-	-	23,995	-	-	23,995
At 31 March 2023	4,473,165	6,688,637	916,779	254,324	233,021	12,565,926
Depreciation						
At 31 March 2022	(588,830)	-	(800,049)	(204,332)	-	(1,593,211)
Charged for the year	(86,046)	-	(10,780)	(11,000)	-	(107,826)
At 31 March 2023	(674,876)	-	(810,829)	(215,332)	-	(1,701,037)
Net Book Value						
At 31 March 2023	3,798,289	6,688,637	105,950	38,992	233,021	10,864,889
At 31 March 2022	3,884,335	6,688,637	92,735	49,992	233,021	10,948,720

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2009 by external independent valuers, Messrs Drew Pearce. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

Assets Held under Finance Agreements

The council holds no such assets

11 Financing of Capital Expenditure

	2023	2022
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	23,995	323,672
	23,995	323,672
was financed by:		
Capital Grants	-	157,872
Loan Proceeds	-	68,421
Revenue:		
Capital Projects Reserve	8,235	91,508
Equipment Replacement Reserve	15,760	-
Precept and Revenue Income	-	5,871
	23,995	323,672

Tavistock Town Council

Notes to the Accounts

31 March 2023

12 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

Council Offices
Town Hall
Guildhall
Pannier Market
Works Depot (the former Molly Owen Centre)
Pavilion at Plymouth Road recreation ground
Public Toilets
Cemetery, Chapel, lodge and store
Court Gate
Land at Pixon Lane

Vehicles and Equipment

Light Vans – 1
Trucks (3) and Tractor (1)
Mini-Excavator
Play Equipment at 7 sites
Sundry grounds maintenance equipment
Sundry office equipment

Infrastructure Assets

Street lights (66)
Market Road Lighting Scheme
Bus shelters (6)
The Meadows Bridge
Cemetery Soakaway
Other street furniture

Community Assets

Abbey Chapel
Betsy Grimbal's Tower
Whitchurch Down – Common Land
Allotments
Recreation grounds and playing field
Children's play areas (4)
Council Artefacts & Regalia

Tavistock Town Council

Notes to the Accounts

31 March 2023

12 Information on Assets Held (cont'd)

Investment Properties

Duke Street & Pannier Market Shops

Market Road Properties

West Street Properties

Corn & Cattle Markets

13 Investments

	Investments Other Than Loans £
Cost	
At 01 April 2022	240
At 31 March 2023	<u>240</u>
Amounts Written Off	
At 31 March 2023	<u>-</u>
Net Book Value	
At 31 March 2023	<u>240</u>
	<u>240</u>
At 01 April 2022	<u>240</u>
	<u>240</u>

14 Stocks

	2023 £	2022 £
Town Hall Bar	5,648	4,869
	<u>5,648</u>	<u>4,869</u>

Tavistock Town Council

Notes to the Accounts

31 March 2023

15 Debtors

	2023	2022
	£	£
Trade Debtors	6,912	1,728
Rent Debtors	143,304	156,536
Bookings Debtors	628	2,337
Provision for Doubtful Debts	(1,066)	(1,066)
Doubtful Debt Prov' Rental	(19,109)	(19,109)
	<hr/>	<hr/>
Trade Debtors	130,669	140,426
Other Debtors	1,739	(60)
Prepayments	13,997	-
Accrued Interest Income	4,983	-
	<hr/> <hr/>	<hr/> <hr/>
	151,388	140,366

16 Creditors and Accrued Expenses

	2023	2022
	£	£
Trade Creditors	20,140	23,489
Other Creditors	8,544	3,646
Superannuation Payable	13,859	13,845
V A T Payable	4,069	4,159
Payroll Taxes and Social Security	12,987	13,551
Accruals	20,594	10,238
Accrued Interest Payable	2,941	3,195
Income in Advance	134,977	131,056
Capital Creditors	44,904	44,904
	<hr/>	<hr/>
	263,015	248,083

17 Financial Commitments under Operating Leases

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	2023	2022
	£	£
Obligations expiring within one year	767	-
Obligations expiring between two and five years	17,027	6,905
Obligations expiring after five years	-	-
	<hr/>	<hr/>
	17,794	6,905

Tavistock Town Council

Notes to the Accounts

31 March 2023

18 Long Term Liabilities

	2023	2022
	£	£
Public Works Loan Board	765,303	807,866
	<u>765,303</u>	<u>807,866</u>

	2023	2022
	£	£
The above loans are repayable as follows:		
Within one year	42,833	42,564
From one to two years	43,143	42,833
From two to five years	130,887	130,157
From five to ten years	177,723	187,722
Over ten years	370,717	404,590
	<u>765,303</u>	<u>807,866</u>
Total Loan Commitment	765,303	807,866
Less: Repayable within one year	(42,833)	(42,564)
	<u>722,470</u>	<u>765,302</u>

19 Deferred Grants

	2023	2022
	£	£
Capital Grants Unapplied		
At 01 April	-	-
Grants received in the year	-	157,872
Applied to finance capital investment	-	(157,872)
At 31 March	<u>-</u>	<u>-</u>
Capital Grants Applied		
At 01 April	940,116	804,468
Grants Applied in the year	-	157,872
Released to offset depreciation	(21,824)	(22,224)
At 31 March	<u>918,292</u>	<u>940,116</u>
Total Deferred Grants		
At 31 March	<u>918,292</u>	<u>940,116</u>
At 01 April	<u>940,116</u>	<u>804,468</u>

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

Tavistock Town Council

Notes to the Accounts

31 March 2023

20 Revaluation Reserve

	2023	2022
	£	£
Balance at 01 April	1,191,451	1,191,451
Balance at 31 March	1,191,451	1,191,451

The revised system of accounting for local councils requires the establishment of a Revaluation Reserve. The balance on this account represents revaluation of fixed assets since 1st April 2007, less subsequent depreciation charged to revenue on such revaluation elements. This account will increase or reduce as and when assets are revalued or disposed of.

21 Capital Financing Account

	2023	2022
	£	£
Balance at 01 April	8,009,287	7,956,067
Financing capital expenditure in the year		
Additions - using revenue balances	23,995	97,379
Loan repayments	42,564	42,266
Reversal of depreciation	(107,826)	(108,649)
Deferred grants released	21,824	22,224
Balance at 31 March	7,989,844	8,009,287

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

22 Earmarked Reserves

	Balance at	Contribution	Contribution	Balance at
	01/04/2022	to reserve	from reserve	31/03/2023
	£	£	£	£
Capital Projects Reserves	816,484	416,165	(53,516)	1,179,133
Asset Renewal Reserves	84,244	4,630	(15,760)	73,114
Other Earmarked Reserves	179,470	15,908	(86,915)	108,463
Total Earmarked Reserves	1,080,198	436,703	(156,191)	1,360,710

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 2023 are set out in detail at Appendix A.

Tavistock Town Council

Notes to the Accounts

31 March 2023

23 Capital Commitments

The council had no capital commitments at 31 March 2023 not otherwise provided for in these accounts.

24 Contingent Liabilities

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

25 Reconciliation of Revenue Cash Flow

	2023	2022
	£	£
Net Operating Surplus for the year	351,870	523,549
Add/(Deduct)		
Interest Payable	21,429	22,724
Interest and Investment Income	(22,137)	(484)
(Increase) in stock held	(779)	(974)
(Increase)/Decrease in debtors	(11,022)	118,118
Increase in creditors	15,187	27,127
Revenue activities net cash inflow	<u>354,545</u>	<u>690,060</u>

26 Movement in Cash

	2023	2022
	£	£
Balances at 01 April		
Cash with accounting officers	1,350	1,350
Cash at bank	<u>1,900,910</u>	<u>1,365,758</u>
	<u>1,902,260</u>	<u>1,367,108</u>
Balances at 31 March		
Cash with accounting officers	1,350	1,350
Cash at bank	<u>2,189,354</u>	<u>1,900,910</u>
	<u>2,190,704</u>	<u>1,902,260</u>
Net cash inflow	<u>288,444</u>	<u>535,152</u>

Tavistock Town Council

Notes to the Accounts

31 March 2023

27 Reconciliation of Net Funds/Debt

	2023	2022
	£	£
Increase in cash in the year	288,444	535,152
Cash outflow from repayment of debt	42,563	42,266
Net cash flow arising from changes in debt	42,563	42,266
Movement in net funds in the year	331,007	577,418
Cash at bank and in hand	1,902,260	1,367,108
Total borrowings	(807,866)	(850,132)
Net funds at 01 April	1,094,394	516,976
Cash at bank and in hand	2,190,704	1,902,260
Total borrowings	(765,303)	(807,866)
Net funds at 31 March	1,425,401	1,094,394

28 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 20th June 2023), which would have a material impact on the amounts and results reported herein.

Tavistock Town Council

Appendices

31 March 2023

Appendix A

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2022</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2023</u> £
<u>Capital Project Reserves</u>				
Rolling Capital Fund	527,484	355,915	(53,516)	829,883
Land Acquisition	50,000			50,000
THI Properties Sinking Fund	162,500	27,500		190,000
THI Guildhall Sinking Fund	76,500	12,750		89,250
	<u>816,484</u>	<u>396,165</u>	<u>(53,516)</u>	<u>1,159,133</u>
<u>Vehicle Replacement Reserves</u>				
Equipment Replacement	<u>84,244</u>	<u>4,630</u>	<u>(15,760)</u>	<u>73,114</u>
<u>Other Earmarked Reserves</u>				
Elections	22,098	1,500		23,598
Irrecoverable VAT	20,000			20,000
Charter Trees	457			457
Economic Support	50,000			50,000
Extraordinary Maintenance	86,915		(86,915)	0
Commutated Sums (Benches)		20,000		20,000
Unfulfilled Orders		14,408		14,408
	<u>179,470</u>	<u>35,908</u>	<u>(86,915)</u>	<u>128,463</u>
Total Earmarked Reserves	<u>1,080,198</u>	<u>436,703</u>	<u>(156,191)</u>	<u>1,360,710</u>

Tavistock Town Council

31 March 2023

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Cultural & Heritage	90,867	78,483
Recreation & Sport	572,045	533,403
Open Spaces	3,917	2,163
Cemetery, Cremation & Mortuary	3,507	8,536
Environmental Health	38,500	11,097
Planning & Development Services (including Markets)	(143,099)	(201,366)
Highways Roads (Routine)	-	202
Street Lighting	13,386	13,721
Parking Services	(8,950)	(18,079)
Investment Properties	(389,700)	(395,306)
Net Direct Services Costs	<u>180,473</u>	<u>32,854</u>
Corporate Management	374,638	394,286
Democratic & Civic	102,324	79,235
Net Democratic, Management and Civic Costs	<u>476,962</u>	<u>473,521</u>
Interest & Investment Income	(1,500)	(27,120)
Loan Charges	64,463	63,992
Capital Expenditure	-	23,995
Transfers to/(from) other reserves	132,156	280,512
(Deficit from)/Surplus to General Reserve	-	4,800
Precept on Borough Council	<u>852,554</u>	<u>852,554</u>

Tavistock Town Council

31 March 2023

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2023 £	2023 £	2023 £	2022 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES				
Cultural & Heritage}	124,300	(45,817)	78,483	24,062
Recreation & Sport	590,608	(57,205)	533,403	410,247
Open Spaces	2,928	(765)	2,163	1,260
ENVIRONMENTAL SERVICES				
Cemetery, Cremation & Mortuary	41,429	(32,893)	8,536	(6,552)
Environmental Health	11,097	-	11,097	10,914
PLANNING & DEVELOPMENT SERVICES				
Planning & Development Services	-	(4,684)	(4,684)	-
Economic Development (including markets)	295,154	(499,932)	(204,778)	(164,250)
Community Development	8,096	-	8,096	-
HIGHWAYS, ROADS & TRANSPORT SERVICES				
Highways Roads (Routine)	20,202	(20,000)	202	-
Street Lighting	24,592	(10,871)	13,721	10,632
Parking Services	11,013	(29,092)	(18,079)	(17,728)
OTHER SERVICES				
Townscape Heritage Initiative Projects	-	-	-	18,734
Investment Properties	6,251	(401,557)	(395,306)	(374,697)
CENTRAL SERVICES				
Corporate Management	399,619	(5,333)	394,286	289,615
Democratic & Civic	68,341	(8,034)	60,307	40,742
Civic Expenses	22,601	(3,673)	18,928	11,526
Net Cost of Services	1,626,231	(1,119,856)	506,375	254,505

